



**LOCKVIEW SCHOOL ADVISORY COUNCIL**  
**Minutes of the Meeting**  
**Wednesday, September 23, 2020**  
**Virtual Meeting – 6:30 pm**

**SAC Executive Members Present:** Trish Houtby, Ann Marie Zammit, Deb Ramsay, Kelly Nickel, Kerri Runcan

**Parents/Guardians Present:** Ede Ediger, Megan Bush DiNova, Claire Phelan, Crystal Freshwater, Thea Schreiber, Tiffany Derksen, Melissa Shaw, Christina Donley, Kristin Montoya, Thea Schreiber, Shannon Bessey, Tonya White, Kim Browning, and Kris Cote.

**Staff Members Present:** Principal - Miss Findlay, Vice-Principal – Ms. Turner, Secretary – Ms. Allison  
 Teaching Staff – Mrs. Lowden, Mrs. Muir

Meeting called to order at 6:30 p.m. with 23 members present.

Item	Topic
<b>1</b>	<p><b>WELCOME AND INTRODUCTIONS</b></p> <p>Miss Findlay welcomed and thanked the parents for attending our first School Advisory Council meeting for the school year 2020-2021. Such a unique September start-up for families, teachers and staff. A huge thank you as everyone was excited but also worried about safety due to Covid-19.</p> <p>Welcome families whether your child(ren) are in-person at Lockview or online at the DSBN virtual school. Introductions were made around the table.</p>
<b>2</b>	<p><b>PURPOSE OF SCHOOL ADVISORY COUNCIL</b></p> <p>Miss Findlay read an excerpt from School Councils, A Guide for Members:          “Parental involvement in a child’s education has been shown to have a significant effect on his or her achievement.”</p> <p>Membership on a school council benefits the individuals involved. Personal advantages of becoming a school council member include:</p> <ol style="list-style-type: none"> <li>1) Being an important partner in the education system, whose views are valued;</li> <li>2) Contributing to the shared goal of improving student achievement;</li> <li>3) Having a vehicle through which to express opinions;</li> <li>4) Being able to keep informed;</li> <li>5) Opportunity to strengthen the partnership;</li> <li>6) Be part of a dedicated team to ensure a high quality of education and accountability.</li> </ol>
<b>3</b>	<p><b>ELECTION OF SCHOOL ADVISORY COUNCIL</b></p> <p>Positions Open:          Vice Chair – Resignation of Ann Marie Zammit          Secretary – Deb Ramsay moved to position of Vice Chair</p> <p><b>SCHOOL ADVISORY COUNCIL FOR 2020/2021</b></p> <p><b>CHAIR:</b> Trisha Houtby  <b>VICE CHAIR:</b> Deb Ramsay  <b>SECRETARY:</b> Christina Donley  <b>TREASURER:</b> Kerri Runcan  <b>BINGO REP:</b> Kelly Nickel  <b>STUDENT REP:</b> To be determined  <b>COMMUNITY REP:</b> To be determined</p>

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## **ADMINISTRATION'S REPORT**

### **1) Operational Items:**

- Staffing: We have 312 students at Lockview. We have 77 online and 3 Home schooling. Classes kept changing leading up to the start of school and our class lists kept changing too. Everyone had to wait last minute for teaching assignments and class lists but knowing that the board was trying to do the right thing for safety. Stacy and I were so appreciative of all the staff but especially Mr. Darren Horton who is teaching Kindergarten because his assignment was changed last minute. Mrs. Chown and Mrs. Ceglie went to the online learning due to a reduction in two teachers.  
New Staff: **Miss James** (Grade 3 started the year) and now we have hired **Miss Kiedrowski**. **Mr. Jones** (French) started the year....and we are posting this job. **Miss Doherty**, one of our amazing EAs, moved to another school to help support that school.
- Hired two new lunchroom supervisors, Manal Adawy and Mrs. Houtby as one of our LRS is working full time in another school and the other took a leave of absence.
- First Week: went very smooth, our class communities on the paved area, the schedules for nutrition/fitness break and parking lots are all smooth.
- Please continue to see the website's calendar for events and for sports/clubs.
- Upcoming events: Terry Fox Run this Friday, Orange Shirt Day on September 30, and Rowan's Law Day on Friday, October 2.  
Methods of Communication with our community are: Twitter (Mrs. Muir has re-established the Twitter account @lockviewDSBN), Remind App (Remind for Lockview families with school wide messages is still available for families to sign up), and School Messenger.
- Yearly Calendar – please continue to see the website calendar for events, but sports/clubs are not happening right now.

### **2) Safe and Inviting Environment**

- Safety, well-being and learning are priorities
- Keeping Our Schools Safe together – Our board and our school has put into place many things in keeping our schools safe together. They include;
  - 1) Daily Health Assessment by parents and staff
  - 2) COVID-19 Symptoms Protocol put in place with Niagara Region Public Health
  - 3) Masks and PPE
  - 4) Minimizing Contact: instructional supplies, water bottles, no assemblies, restricting visitors into the school
  - 5) Classroom Communities: Student learning in the same classroom, minimal adults in room, outside with class community
  - 6) Physical distancing – reminding them of the 1 m. and 2 m, directional flow in hallways
  - 7) Mental Health and Well-being supports
  - 8) Hygiene Practices – training of and teaching proper skills and signs
  - 9) Signage
  - 10) Enhanced cleaning by custodian: high touch surfaces disinfecting after use, removal of soft items
  - 11) Training, teaching and Coaching: students learning new skills in class to stay safe, all DSBN staff trained
- Daily Screening Agreement

**Steps a parent would be directed to take if their student fails a daily self-screen. This information is from the Ministry of Education Self- Assessment tool with our own NRPH collaboration. As a school, office it is not our process to monitor, verify or guide. Our role is to send home students/staff that we observe are symptomatic or unwell in our school.**

### **Do not go to school**

#### **Next steps**

1. Contact the school to let them know about this result
2. They should [isolate](#) (stay home) and not leave except to get tested or for a medical emergency
3. Talk with a doctor/health care provider or [visit an assessment centre](#) to get a COVID-19 test
4. Or call your local Public Health for consultation. (cards to provide parents with phone #s coming to schools soon to use)

### **Siblings or other people you live with who do not have symptoms**

If someone in your household has symptoms, contact your [local public health unit](#) to see if those without symptoms should go to school.

### **Going to school again**

Not sure about returning to school? Talk with a health care provider or public health.

### **If they do not get tested**

They should isolate for 14 days, unless all the following apply:

- a doctor diagnosed them with another illness
- they do not have a fever (without using medication)
- it has been at least 24 hours since their symptoms started improving (if they had symptoms)

### **If they test negative (they do not have the virus)**

They can return to school if all the following apply:

- they do not have a fever (without using medication)
- it has been at least 24 hours since their symptoms started improving (if they had symptoms)

**If they test positive (they have the virus) or are a close contact of someone with COVID-19 as determined by public health.** They can return to school only when they are cleared by your local public health unit.

#### **Refining the process around Symptomatic students**

- If a child display symptoms, they must remain home from school and seek medical attention or a public health consultation to see if testing is recommended.
  - If no testing is required they may return to school when symptom free for 24 hours.
  - If symptoms are present at school you can send them home again.
  - Underlying conditions need to be discussed but no documentation is required.
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- In the event that a student or whole class is in self-isolation, plans exist to support the student/class which includes lessons online with a focus on well-being, digital citizenship, Math, Language, Social Science, Science and Physical Education
  - There are only 2 classes outside during fitness/nutrition break. Nutrition break: primary students can eat at the same time (not wearing masks). Older students are outside when the weather is nice or alternating eating roles. Staff are aware to ensure students have time to eat.
  - Plan of Care: reviewing Plan of Care for students with anaphylaxis, asthma, diabetes, etc.
  - Families need to wait at the door to pick up their child for appointments, dropping off anything, etc.
  - Still a pause on special Lunches
  - Spirit Wear Clothing – more information to follow
  - YMCA in school started this week
  - Fire Drills will be done – but modified

### 3) Instructional Program

- No EQAO for this school year
- Our Learning Resource Teacher (LRT) is supporting our virtual learners as well as in-person learners
- Our curriculum department is working on having a list of competencies in technology for JK-3 and 4 to 8 that will be shared with our teachers soon
- Gym equipment outside – class communities have a garbage can with equipment

### Intent to Return to In Person Learning Process

After November 10th staffing decisions are made, families in the Virtual School will be asked to remain in that learning environment until Spring.

Plans are ready for the Spring opportunity to return, but will remain flexible as we monitor the evolving health situation.

We know this is disruptive, and are trying to structure the requests around key times when it will be possible to safely return students to your school.

Our ultimate goal is to have them ALL back. Thank you for remaining connected to your virtual learners.

## Return to In Person Learning

- **October 26 - November 6:** Parents in the Virtual School will be provided with information about submitting a request to return to in person learning at their home school through a Parent Portal
- Administrators will be able to check the portal during this time frame to see which families have made this request. Administrators will be asked to log into Staffing Plus to update organizations with any additional students by 4:00 on Monday, **November 9th.**
- **November 10:** Superintendents meet to review elementary staffing, and will determine if additional staffing/reorganization is required
- LTO posting goes out, communication with affected families, placements, etc.
- **November 18:** PA is our “turnaround day” for new classroom set up
- **November 19:** All new classes staffed, open and re-organized

### 4) Family Community

- Please share with others about Remind and monthly newsletter on website
- Photo Day at this time is being reviewed by our board and Public Health – they are working with the photography companies
- SPIRIT WEAR  
Order forms will be in School Cash Online only
- Grade 8 GRAD HOODIES  
Order forms will be in School Cash Online only – Grade 8 students are creating their hoodies
- Unfortunately, no teacher meet and greet
- We are working on how to have parent/teacher meetings (maybe virtually in November).

### FACEBOOK RUMORS

Unfortunately, social media can create rumors. Please notify the office if there are rumors on Facebook that

	<p>need to be addressed. Administration will always communicate with the school community.</p> <p><b>PLAYGROUND</b></p> <p>The Lockview playgrounds are getting old. DSBN helped with repairs/pea gravel top up which cost \$3000.00. More upgrades are needed. Playground equipment is typically not covered by DSBN funds, it comes out of school funds, usually by SAC (fundraiser).</p>
5	<p><b>BINGO REPORT – Trish Houtby</b></p> <p>Bingo is the SAC main source of income.</p> <p>There are no volunteers required at this time due to Covid restrictions.</p> <p>Charities have been asked to send a report to Delta Bingo regarding how the bingo funds have supported their organization.</p> <p>Upcoming online training will be mandatory for all volunteers, even those who have had previous training.</p>
6	<p><b>TREASURER’S REPORT</b></p> <p>SAC \$4749.47  BINGO \$8769.58  RAFFLE ACCOUNT \$329.84  Transactions Pending (\$2300.00 – Bingo Account)</p> <p>Discussion took place regarding the need for physical education and outdoor equipment. An order was just placed to provide outdoor equipment to all homerooms.</p> <p>A motion was made by Deb Ramsay, 2<sup>nd</sup> by Tiffany Derksen, for SAC to provide \$2300.00 towards the cost of the equipment already purchased.</p> <p>MOTION CARRIED</p> <p>Kindergarten Classes are in need of classroom resources.  Additional physical education/outdoor equipment is required.  Technology is on hold until next year.  Miss Findlay to discuss needs with staff and bring a wish list back to the next meeting.</p> <p><b>ACTUAL FUNDS AVAILABLE</b>  <b>General and Bingo Account \$11219.05</b>  <b>Raffle Account \$329.84</b></p>
7	<p><b>Insurance</b></p> <p>The Ontario School Boards’ Insurance Exchange (OSBIE) has made liability insurance specifically for School Councils. The cost is \$151.20.</p> <p>Discussion took place on whether to purchase the insurance for this school year.</p> <p>A motion to purchase the insurance for the 2020-2021 school year at the cost of \$151.20 was made by Tiffany Derksen, 2<sup>nd</sup> by Kelly Nickel. MOTION CARRIED.</p>
8	<p><b>Questions/Comments/Ideas from the Floor</b></p> <p><b>Goals for School Advisory Council for 2020-2021</b></p> <p>Suggestion: Continue to maintain effective Communication.</p>
9	<p><b>Next Meeting:</b></p> <p>Virtual Meeting on Wednesday, October 28<sup>th</sup> at 6:30 pm</p> <p>Miss Findlay thanked the attending parents for being such an amazing parent group.</p> <p>MEETING ADJOURNED at 8:55 pm.</p>