

# RUNNYMEDE JR. & SR. PUBLIC SCHOOL CENTENNIAL 1916-2016 100 YEARS OF EXCELLENCE IN EDUCATION

## MINUTES

### Runnymede Public School (PS) Council Meeting 3rd Meeting of the 2013-14 Runnymede PS Council

November 28, 2013

Runnymede PS Library 7:00 pm to 9:00 pm

#### Attendance

Susan Armstrong, Jen Atkinson, Ivana Barbieri, Tasha Balla-Boudreau, Juli Belliveau, Erin Carroll, Katherine Clark, Amelia Dennis, Sarah Frame, Christine Healey, Anne Lakoff, Nora Irwin, Bart MacLean, Jackie Marrie, Jennifer McLean, Dea Pasini, Denyse Pilkington, Tanyss Price, Leslie Robbins, Jacqueline Schaller, Jacqueline Sustar, Irene Tashiro, Jason Thompson, Jerry Tiessen, Julie Tseretopoulos, Andrew Violi, Allison Webb, Madeline Wells-Rowsell, Helen Williams, Krista Wylie

#### A.1 Call to order, welcome and opening remarks

The meeting was called to order at 7:03 pm.

#### A.2 Adoption of agenda

The agenda was adopted without change.

#### A.3 Review of previous minutes (Oct 30, 2013)

The previous minutes were accepted as circulated.

#### A.4 Artificial Turf: (Richard Christie, Senior Manager, Sustainability, Facilities Service, TDSB)

Please review the recently approved TDSB Terms of Reference Governing Future Installations of Artificial Turf on Elementary Playing Fields, October 23, 2013

<http://www.tdsb.on.ca/Leadership/Boardroom/AgendaMinutes.aspx>

- Once you are in you must go to the drop down menu (Please select a meeting) and click on Operations and Facilities Management Committee - Oct 23, 2013 which will bring up all the links.
- The TDSB recommendation for artificial turf installation is for schools with fields with extreme intensity of use (large student population, small field space) – 9 schools recommended for turf installation (note: TDSB considers Runnymede to be the most extreme.)

#### Key Points of Presentation:

- Impetus for new terms of reference was that there was no real process for determining which school received artificial turf – this report provides term of references for decision making and implementation of turf
- Impetus at Runnymede – Field Restoration was done and was done correctly (2<sup>nd</sup> effort) using correct soil, correct grass (long rooting, drought resistance), stayed off the field, result was not successful – TDSB conclusion is that Runnymede PS field cannot establish and maintain grass.
- Concerns re: health impact and environmental impact. TDSB went to Toronto Public Health and asked

TPH to advise on potential risks of artificial turf (note: toxic chemicals within artificial turf was focus of question). TPH did a literature review and concluded that there are no unacceptable risks associated with artificial turf (specific focus was toxic chemicals).

- TDSB also asked a independent consultant to do a literature review and consultant came back with same conclusion.
- TPH will come back in January 2015 – will official letter about ways to mitigate other risks (i.e.: such as heat and dehydration)
- Nov 7 report – “Assessment of Potential Toxic Effects of Chemicals in Artificial Turf” – Note: Hard copies of this report will be available in the office.

There are benefits and drawbacks to artificial turf:

- Benefit – soft surface playing area that can be sustained; very few days in a school year that field cannot be used; positive reaction of TDSB schools who currently have turf (principals universally approve of having it at their schools); replacement period (every 12 years) and can be done be quickly
- Drawbacks – upfront cost is expensive; replacement cost is expensive; environmental impact (this will be mitigated by redirecting rainwater kept on site into infiltration trenches; hot surface on 30° days (artificial turf was 67 °, asphalt was 56 °, natural turf was 34 °); rug burns/abrasions

#### **Next Steps for Runnymede Public School:**

- Superintendent of Runnymede Public school will advise TDSB if they want artificial turf, in consultation with principal and parent community
- After notice is given, a landscape architect will be assigned
  - o It might be appropriate to include other ‘elements’ in the landscape plan (outside of TDSB scope to be included in high level conceptual design). The landscape architect will put together plans and TDSB construction department will put it out to tender. Note: any further detailed plans for ‘extra elements’ must be paid for by RPS.
- Independent consultant is preparing a Health and Environmental Impact scorecard – will be used to review bids (in conjunction with price.)
- Project will happen in July and August (idea is to have it in place by Sept 2014.)

*Any other questions regarding installation of artificial turf at Runnymede Public School should be directed to Amelia Dennis – who will forward them onto Richard Christie.*

#### **A.5 Western Tech (Virginia Pang, Principal Western Tech, Matt Fountain, CyberArts)**

Please review the Western Tech website for information on all the exciting programs offered at Western Tech – [www.wtcs.ca](http://www.wtcs.ca)

##### **Programs Offered: - Leaders in Academic, Design and Technology**

- Cyber Arts Program (WTS.CA – being called “The Design Studio”)
- Engineering and Robotics Program
- Gifted and Enriched Program:

Note: Parents and/or students can pick up Western Tech pamphlets in office from Sean Hume.

#### **A.6 Constitutional update**

Runnymede Public School Fundraising Framework – K. Wylie presented proposed framework. (See attached framework)

**Motion:** Incorporate fundraising framework into the RPS Council constitution draft – framework will be vetted as part of the constitution update.

1<sup>st</sup> K. Wylie, 2<sup>nd</sup> J. Tiessen.

##### ***Carried***

Note: RPS Council has agreed to follow fundraising framework in principle through to Sept 2014 – when constitution is officially revised and approved at the September 2014 AGM.

#### **A.7 Sub-Committee Update – written updates: (See attached sub-committee November updates)**

##### **Science, Technology, Engineering, Math (STEM) Committee (J. Tiessen)**

Per fundraising framework above – J.Tiessen asked council for approval for STEM to approach banks on Bloor Street for ‘targeted fundraising’ for technology equipment. Council approved request.

#### **A.8 2013-14 Financial Update**

See attached for the financial update.

#### **A.9 Administration Update**

##### **1. Anaphylaxis Plan:**

See attached for anaphylaxis plan.

Thanks to Runnymede Public School administration and staff for reinforcing and implementing the anaphylaxis plan.

Also, quick reminder of Runnymede PS parent concern protocol: step one go to the teacher prior to escalating to administration

##### **2. Full Day Kindergarten (FDK):**

- Architect has been assigned to Runnymede FDK, - meeting occurred with architect, Amelia, Irene Atkinson, and superintendent
- Runnymede is looking at 30 kids per FDK class
- FDK room requirements include a washroom, 32 cubbies (location TBD)
- Rooms 126: Wall will be put up to divide this room into 2 spaces – with corridor down centre to access washroom and outside space
- Room 113: washroom will be installed
- Room 123: no change
- Room 122: washroom will be installed (this is currently a Grade 1 class)
- B74: Half wall will be adjusted to obtain more natural light from windows
- Time For Play is moving out: Retrofits required, move ½ wall, move cubbies
- Boys washroom in basement: to be retrofitted into classroom
- Girls washroom in basement: to be divided into a boys and girls washroom
- Promised a landscape architect for FDK to address Colbeck yard as part of FDK project – this has not yet happened

##### **3. Cookie Fundraiser**

- Thanks to Runnymede Community, we raised approximated \$3K for typhoon relief (all done by Student Parliament.)

- Student Parliament also doing food drive and toy drive for holiday season.

##### **4. Crossing Guard:**

- Very fortunate that we are provided crossing guard on from 11:25 – 12:35; his job is to walk grade 1- 6 across the street

- Expectation that JK/SK are walked to school by parents/adults

- Due to some recent crossing challenges, Stafford is now staying until 12:45

#### **A.10 Other Business**

i) none

#### **A.11 Adjourn**

The meeting was adjourned at 8:56 pm.

# RUNNYMEDE COUNCIL: PROPOSED FUNDRAISING FRAMEWORK

Note: This framework applies to any effort >\$150.

	Grants	General Fundraising	Targeted Fundraising
<b>Examples</b>	<ul style="list-style-type: none"> <li>• TD Grant for environmental education projects</li> <li>• Kelsey's grant for Sr. Gym sound system</li> </ul>	<ul style="list-style-type: none"> <li>• Yearly Donation Campaign</li> <li>• Pizza Lunches</li> <li>• Pub Night/Silent Auction</li> </ul>	<ul style="list-style-type: none"> <li>• Centennial Campaign</li> <li>• Committee Direct Asks                             <ul style="list-style-type: none"> <li>• Money Donations</li> <li>• Product Donations</li> </ul> </li> </ul>
<b>Description</b>	<ul style="list-style-type: none"> <li>• Funds are targeted</li> <li>• Minimal risk of conflict between applications</li> <li>• Asks are to government, organizations, corporations</li> </ul>	<ul style="list-style-type: none"> <li>• Funds go into general Council coffers and are allocated by Council</li> <li>• Asks are to parent community</li> </ul>	<ul style="list-style-type: none"> <li>• Funds/donations are targeted</li> <li>• Risk of conflict between asks</li> <li>• Asks are to corporations or local businesses</li> </ul>
<b>Guiding Principles</b>	<ul style="list-style-type: none"> <li>• Committees/teachers apply for grants as opportunities &amp; manpower allow</li> <li>• Report to Council on both applications and results</li> <li>• Ensure grants benefit the most students over the long term</li> </ul>	<ul style="list-style-type: none"> <li>• General fundraising centralized in one committee</li> <li>• Council must agree to the targets and plan</li> <li>• Council determines how to allocate funds to benefit the most students over the long term</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted fundraising can be undertaken by committees but must be co-ordinated with other fundraising and reported in to Council</li> <li>• Council must agree to the targets and plan</li> </ul>

## One key to successful fundraising is EFFECTIVE INTERNAL COMMUNICATION!

- Use Council as a hub to communicate and approve all fundraising targets, plans and results
  - Consult with appropriate Committees, Teachers and Council Executive
- Treasurer reports all Grants, General Fundraising and Targeted Fundraising on Financial Documents

\*Should Runnymede PS Council cease to exist, all monies will be transferred to Runnymede School

**WARD 7 SUB-COMMITTEE UPDATE:**  
**November, 2013**

Reminder: Regulation 274

The government has introduced a new rule forcing school principals to prioritize seniority over quality and suitability in hiring teachers. This new rule is called Regulation 274.

Hiring teachers for our school without being free to choose those who suit our school will damage the education of our daughters and sons. In the new hiring process, our principal is forced to spend extra hours on the complicated process taking time away from helping students and their families. The principal is forced to interview the five candidates who have taught for the greatest number of years in TDSB. This can be more of a problem when a school needs to hire specialists like special ed.

A coalition of over 70 school councils in the Toronto area are advocating against Regulation 274 and we ask that you please email the Premier and the Minister of Education about Regulation 274. We are providing a sample email below that you may use. Also - please spread the word.

**Sample email:**

Email to: [kwynne.mpp@liberal.ola.org](mailto:kwynne.mpp@liberal.ola.org); [lsandals.mpp@liberal.ola.org](mailto:lsandals.mpp@liberal.ola.org)

cc: [doncha99@gmail.com](mailto:doncha99@gmail.com) ; [krushowy@thestar.ca](mailto:krushowy@thestar.ca); [calphonso@globeandmail.com](mailto:calphonso@globeandmail.com)

Dear Premier and Minister of Education

I am a parent at ..... School. As you and I know, Regulation 274 risks seriously damaging the quality and suitability of teachers hired and thereby our daughters and sons. This Regulation also creates unreasonable administrative and managerial problems for all principals and school boards across the province.

Ontario is built on excellence, fairness and equality. Tying the hands of schools in hiring the best teachers prevents the pursuit of excellence. Fairness demands that all students have access to the best teachers. Equality demands that all teachers get an equal opportunity to teach. Requiring school boards to have an oversight process and provide certain hiring information to the relevant union is the best way to address the speculative and limited problem of favouritism in hiring.

Please get rid of Regulation 274 as soon as possible!!!

Best regards,

(name & email)

## **CENTENNIAL SUB-COMMITTEE UPDATE:**

**November, 2013**

### **1) Centennial Committee:**

The Centennial Committee has joined with other members of School Council to help in planning the Countdown Assembly on February 6th, 2014, assist in fundraising, and planning of other events. We have learned that Doors Open Toronto has chosen "Secrets & Spirits.... Exploring the Mysteries Behind the Door" for their May 2014 theme, and are trying to arrange for a visit to Runnymede by their coordinator(s). Next week, historian Alan Skeoch will speak to the Swansea Historical Society and we hope to meet with him. (Skeoch attended both Runnymede Public School and Humberside Collegiate). And we are searching for ways to reach out and find other alumni at the present time.

### **2) Centennial Celebration Committee:**

**Countdown Assembly** - We are still aiming for Thursday, Feb. 6th with a student-made video, teacher's fashion show from 60's & 70's and a fun candy giveaway from that era.

**Annual Art Project** – Big change this year is bringing the project in-house.

**Runnymede History** – People who are interested in Runnymede's Centennial are beginning to surface through Marshall (eg. Jack Long). **Doors Open Toronto** – Marshall suggested participating in May, 2014 as a dry run for the community event. The group thought 2015 may be a more realistic target in terms of being ready to dry run and also closer to the community event date to drum up interest for that. **Action:** Marshall will get more details and come back to the group.

**Fundraising/Gala** – Fundraising campaign will launch with a splash in Sept 2014 (including media, selling tickets for the Gala and direct ask donation). Gala (invite parents as well as alumni and community) will be at The Palais Royale in Feb, 2015 – Gala expected to bring in 40-60% of fundraising goal (many details still to be worked through). Sept 2015 is another opportunity to raise \$ through a direct ask. Community event and celebration in Feb. 2016, hopefully showing off legacy gifts. Four key channels for raising money: Gala, Parents (direct ask), Corporate, and Alumni. Campaign will need to be branded – theme of celebrating Runnymede's history and planning for the future. Will also work closely with STEM and Spirit to ensure fundraising efforts are integrated.

**Community event** – discussion ongoing.

**Communication** - Clear need for integrated communication plan for Centennial.

**SPIRIT SUB-COMMITTEE UPDATE:**  
**November, 2013**

**Direct Donation Campaign: TOTAL: \$35, 231**

**October Pizza Lunch:** First Pizza Lunch where the use of green bins was implemented.

- All lunchrooms used green bins to dispose of food waste and napkins
- Green Team Members made posters to 'advertise' the program. These were posted in various doors throughout the school. They also assisted Primary Students with sorting their lunch waste (recycling, green bin, garbage) during the lunch.

**Chapter's Night:** Tuesday, November 26 6:00-9:00 pm

- A variety of performances were made – Strings and Band, Mme Kling's class, The Withnell Family and more
- 15% of sales made during the event were given to Runnymede in the form of Chapters gift cards

**YARD SUB-COMMITTEE UPDATE:**

**November, 2013**

- New recess equipment order has been distributed to classes. We will conduct an inventory again in early Spring and replenish supplies again at that time. In the meantime, we'd like to work with Administration and Teachers to ensure students are using equipment properly, and taking responsibility for its care.
- We continue to work on ideas and planning for making enhancements to the front yard, as part of the Centennial legacy and celebration.
- The front door mural (phase 1) has been installed and it has received lots of positive feedback
- We have submitted 2 grant applications this Fall to assist with costs of the native species planting activity that will occur with the Green Teacher in the May/June session. Grant applications have been submitted to TD FEF and LiveGreen Toronto.
- The next Yard Committee meeting will be in January - date TBA.



**STEM SUB-COMMITTEE UPDATE:**  
**November 2013**

**Science:** Science kits are in use throughout the school, including Mrs. Nyer's Senior Science class working with pulleys and gears (shown below) and Mme. Walker's class working with electricity. Some wonderful materials, including solar cars and a complete weather station are now in the school thanks to the **TD Friends of the Environment** grant and we should see them in action soon. We are currently working with teachers to create a short list of further science kits to be built this year; however, sedimentators are going to be purchased for the Grade 7/8s. Finally, based on teacher requests, the science kits have all been moved from academic stores to the staff room closet.

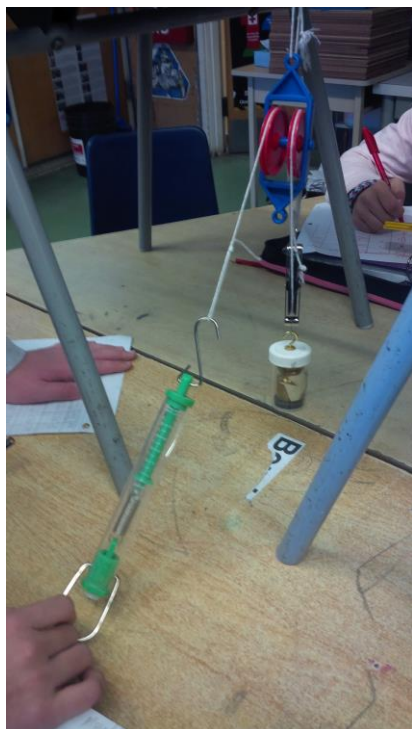
**Technology:** Thanks to our very own Runnymede Parent Geek Squad the remaining SMART boards were installed on November 22, 2013 (show below.) Way to Go!

**Engineering:** Our FIRST League Lego Robotics team is transitioning to becoming a school team this season with their first competition being held on December 14th at Runnymede Collegiate Institute starting at 8:00 am-4:00 pm. Anyone interested in cheering them on, is welcome to stop by in the afternoon to watch the robots attempt to complete their missions. Junior FLL will start late February. Keep listening to morning announcements for sign-up information.

**Math:** Preparations are underway for second, annual "Math Amazing Race" for grades 3 - 8 as well as math fun days for kindergarten – grade 2 students. We are looking for volunteers who are interested in acting as classroom leads for math workshops and who will coordinate with the teacher for logistics of the fun day in June. Please email your name, child / children's grades, room number(s), and teacher name(s) to [runnymedeSTEMcommittee@gmail.com](mailto:runnymedeSTEMcommittee@gmail.com) if you are interested. Involvement will not begin until the New Year.

**Volunteers:** The STEM committee desperately needs volunteers to translate science and math activities from English to French. Please e-mail us at [runnymedeSTEMcommittee@gmail.com](mailto:runnymedeSTEMcommittee@gmail.com) if you are able to help with translation or to join our committee. No STEM expertise required.

**Meeting:** Tuesday January 14<sup>th</sup>, 7 – 9 pm in the school library



**RUNNYMEDE 2013/2014 PARENT COUNCIL FINANCIAL UPDATE (November, 2013):**

	Budget 13/14		Actual 13/14		Forecast 13/14		Fav / (Unfav)
<b>Net Ordinary Income</b>							
Pub Night / Silent Auction	\$ 8,500	14%	\$ 180		\$ 8,500	\$ 180	
Pizza Lunch	\$ 11,500	18%	\$ 21,749		\$ (10,000)	\$ 249	
QSP Magazine	\$ 1,000	2%	\$ 734		\$ 266	\$ (0)	
T-Shirt	\$ 500	1%	\$ 537			\$ 37	
Donations	\$ 35,000	56%	\$ 35,231			\$ 231	
Miscellaneous Revenue	\$ 500	1%	\$ 190		\$ 310	\$ (0)	
Prior Year's Expense	\$ (970)	-2%	\$ (836)			\$ 134	
GST	\$ (1,200)	-2%			\$ (1,200)	\$ -	
Spring Thaw Art Show	\$ 4,000	6%	\$ (77)		\$ 4,077	\$ -	
Curriculum Night Bake Sale	\$ 400	1%	\$ 440		\$ -	\$ 40	
Total Net Ordinary Income	\$ 59,230	95%	\$ 58,147		\$ 1,953	\$ 870	
Retained earnings from prior year	\$ 2,957	5%	\$ 2,957			\$ -	
Total Net Ordinary Income & Surplus	\$ 62,187	100%	\$ 61,104		\$ 1,953	\$ 870	
<b>Expense</b>							
<b>Committed:</b>							
Technology	\$ (2,000)	3%	\$ (2,000)		\$ -	\$ -	
STEM Science & Tech	\$ (6,500)	10%	\$ 1,055		\$ (7,555)	\$ -	
FLL	\$ (855)	1%			\$ (855)	\$ -	
Eco Schools	\$ (500)	1%			\$ (500)	\$ -	
Rainy day lunch room games bin	\$ (300)	0%			\$ (300)	\$ -	
Extracurricular Support	\$ (2,500)	4%			\$ (2,500)	\$ -	
Yard Improvement	\$ (2,500)	4%	\$ (789)		\$ (1,711)	\$ -	
Outdoor recess equipment	\$ (800)	1%			\$ (800)	\$ -	
Green Teacher	\$ (3,750)	6%	\$ (1,000)		\$ (2,750)	\$ -	
Instrument Renewal - Strings	\$ (2,000)	3%	\$ (2,000)		\$ -	\$ -	
Instrument Renewal - Band	\$ (2,000)	3%	\$ (2,000)		\$ -	\$ -	
Drama Program	\$ (2,000)	3%			\$ (2,000)	\$ -	
Library	\$ (2,000)	3%			\$ (2,000)	\$ -	
House League Sports	\$ (1,500)	2%			\$ (1,500)	\$ -	
Art	\$ (1,500)	2%			\$ (1,500)	\$ -	
Primary Arts Program	\$ (7,500)	12%			\$ (7,500)	\$ -	
Spirit/ Centennial	\$ (300)	0%			\$ (300)	\$ -	
Peacemakers	\$ (500)	1%			\$ (500)	\$ -	
Mike Ford	\$ (624)	1%			\$ (624)	\$ -	
Awards	\$ (400)	1%			\$ (400)	\$ -	
TRF	\$ (18,700)	30%	\$ (9,000)		\$ (9,700)	\$ -	
Field Trip Bursary	\$ (2,000)	3%			\$ (2,000)	\$ -	
Teacher Appreciation Lunch	\$ (600)	1%			\$ (600)	\$ -	
Council Communications	\$ (200)	0%			\$ (200)	\$ -	
Sundry And Admin	\$ (500)	1%	\$ (281)		\$ (219)	\$ -	
Total Committed	\$ (62,029)	100%	\$ (16,015)		\$ (46,014)		
<b>Uncommitted:</b>							
Enrichment Expense	\$ (100)	0%			\$ (100)	\$ -	
Extraordinary Expense	\$ -	0%	\$ 2,800		\$ (2,800)	\$ -	
Total Uncommitted	\$ (100)	0%	\$ 2,800		\$ (2,900)	\$ -	
Total Other Expense	\$ (62,129)	100%	\$ (13,215)		\$ (48,914)	\$ -	
Net Income	\$ 58	0%	\$ 47,889		\$ (46,961)	\$ 870	

<b>Musical Commitment</b>			
Projected committed costs		\$ (3,900)	
Projected ticket sales revenue will at a minimum cover musical costs		3,900 to 10,500	

**RUNNYMEDE PUBLIC SCHOOL – UPDATE ON ANAPHYLAXIS (November, 2103):**

Below is a summary of what is happening at Runnymede with regards to Anaphylaxis training and awareness..

- Request for updated medical forms go out the first day of school and are collated and summarized as they are returned. This is the step that slows the process the most as we both wait for many forms and then need to confirm and clarify many parent diagnosed allergies. With an already large number of students with confirmed serious allergies, it is important for parents and caregivers to seek medical advice around suspected anaphylaxis so that we are able to focus our efforts on those in genuine need.
- All students in grade one and above are required to carry their Epipen with them at all times. An extra is asked for to be kept in the office.
- Students whose parents have indicated they have a life threatening allergy have had their picture posted in the main office, the staff room, occasional teacher binders and with the lunchroom staff.
- Our yearly staff training includes office staff, lunchroom supervisors & teachers and involves both types of epinephrine devices (Epipen & Allerject), this was concluded at the last PA day.
- On December 4<sup>th</sup> there will be a series of six assemblies, broken down by grade level, for all students in the school, presented by a speaker recommended by Anaphylaxis Canada
- Our physical education staff will be including a new Anaphylaxis unit in their health program developed by the Ontario Association for Physical Education and headed up by Ms. Duke with the assistance of public health. These will occur throughout the year for different classes based on the availability of public health and the timing of specific health units.