



RUNNYMEDE

Jr. & Sr. Public School



AGENDA

2024-25 Runnymede School Advisory Council

Meeting #5: Monday, March 24, 2025; 7:00 pm to 8:05 pm

Location: Runnymede PS Library and Zoom

<https://us02web.zoom.us/j/84169021567?pwd=XYbsNWzjrvRbbfXR5hDCr9TaJBiloB.1>

Meeting ID: 841 6902 1567

Passcode: 898635

Item	Time	Minutes	Speaker
A.1 Land Acknowledgement	7:00 pm	5 mins	R. Lockhart
A.2 Call to Order, Welcome and Co-Chair Report <ul style="list-style-type: none"> Call to order and Quorum (<i>51% of members in attendance, including Principal</i>) Quorum achieved. Attendance Adoption and approval of Agenda (Motion for approval- show of hands) Agenda approved. Declarations- Conflict of Interest Six TDSB teachers in attendance. Approval of Minutes of January 22, 2025 meeting found on runnymedecouncil.org (Motion for approval- show of hands) Minutes approved. Co-Chair Report <ul style="list-style-type: none"> -Update on Career Day (March 28) <p>Six speakers have been engaged; broad spectrum of professions; time built in for Q&A. Audience is Grade 8's.</p> -Update on additional crossing guards <p>Reached out to city representatives; have asked for 3 additional crossing guards. A survey will take place to confirm the need for additional crossing guards.</p> -Update on parking in front of school <p>When dropping off and picking up, parents are reminded to be mindful of where cars can park (where the tall fence starts).</p> 	7:05 pm	10 mins	K. Fazio F. Kazmi

<p>A.2 Administration Update</p> <p>Update on Construction</p> <ul style="list-style-type: none"> • Timeline and schedule were e-mailed by Administration to all parents. • It has been agreed that drilling will not take place during school hours; windows have been removed and boarded with plywood. The contractor is working from the exterior. Ministry of Labour visited during March Break. Administration has the report (is public knowledge) and it is available to parents to review. The contractor stopped work for one day as workers were not wearing hard hats, notices weren't posted, and guardrails were needed. The Ministry of Labour came back last week. Ministry didn't site air quality concerns. It has been agreed that the workers will use a HEPA vacuum when drilling. As well, the HVAC will be turned off when drilling and then turned back on when complete. The third-party inspector did not have any concerns and felt that compliance was met. Administration has copy of this report in the office. <p>Anti-Bullying</p> <ul style="list-style-type: none"> • The Anti-Bullying Prevention Plan (Policy) has been updated. It is considered a working document. Administration has observed the school playground, unstructured time (recess) and situations where teachers may not directly observe student behaviour. It was noted that Administration aims to support students in understanding and preventing bullying and how to react. The goal is for students to feel valued and safe from Kindergarten through Grade 8. Expectations are outlined by age/grade. The Policy clarifies the definition of bullying and covers physical, verbal, social and cyber bullying, as well as anti-bullying strategies. • Runnymede embraces opportunities to educate students. For example, November is anti-bullying month; announcements are made over the PA; address at assemblies; pink shirt day is regarded; books are available in Runnymede's library. The Policy will continue to be tweaked and published on the website. • Runnymede abides by progressive discipline. Administration is in constant communication with parents. Incidents are tracked in the office among Administration only. Parties involved will know about a situation and it is not shared more broadly. Strategies for mitigation are discussed. Working on situations restoratively. • A parent asked how empathy is taught in the classroom. Through read aloud's and character education. Honesty is the emphasis for March. Cooperation is the focus in April. These characters are injected into classroom communications and discussed regularly in primary grades. Reciprocal respect is addressed with senior grades. Social workers are leveraged in the school to help with 1:1 support. • Administration is seeing a decrease in incidents, likely due to restorative actions. Certain children need more support. Professionals are engaged to support families as well. Education is being shared in school communications and via Parent Council. Education at home and in the school is important. TDSB monitors on-line security infractions (Administration is made aware). It was mentioned that there are very few on-line infractions at Runnymede. Teachers monitor in classrooms. Parents can pay TDSB if parents want chrome books monitored at home. • A parent asked how inclusiveness is incorporated into the curriculum. If parents are seeing concerns, they should bring to the attention of Administration. Administration monitors outside at recess and lunch to ensure situations don't escalate. Students also voice their concerns directly to the office. Explanations are provided to students directly so they 	7:15 pm	10 mins	R. Sardella
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<p>Student Parliament Update</p> <ul style="list-style-type: none"> Eloise, Prime Minister, Ava, Minister of Entertainment and Blythe, Minister of Grade 6 Matters attended the meeting. They spoke about the Spring dance held in March. An Easter/ Spring food drive is underway with Sharing Place for two weeks. Collections start next week. The Sharing Place has requested food to be provided in reusable shopping bags. Pajama Day is on March 28 (theme day). Poster for anti-bullying week is being created. Making a paper chain of nice messages in the shape of a heart. Candy-grams were a success in February and raised \$350- half of the funds were donated to the Grade 8 graduation trip and half to the Sharing Place. The parent community congratulated the students on their accomplishments. <p>Teacher Update</p> <ul style="list-style-type: none"> Mark Latter noted that the Spring arts night will be held on June 5 with a Grade 3 and 4 concert (choir and band performance) starting at 4:00. Runnymede jazz band will be performing. Art will be coordinated throughout the school. The event is funded through parent donations. Grades 6-8 contemporary art will be displayed. Parent volunteers will be needed for June 5. An update from the library was provided. The Forest of Reading Book Club will encourage students to vote for their favourite book and author, in April. As well, there is a book reading on Saturday March 30 in the Junction, profiling an Ontario, francophone author. Madame Enrico's class participated in "Socks for Soles" and collected and donated over 1000 socks. 			
<p>A.4 Compliance Update</p> <ul style="list-style-type: none"> Approval of amendments to by-laws (Motion for approval- show of hands) Updates made include name of current principal; updated to refer to SAC; changed membership from 40 to 5 (5 is the minimum required). Amendments were approved. 	7:40 pm	5 mins	J. Grant
<p>A.5 Treasurer Update</p> <ul style="list-style-type: none"> Approximately \$25,000 remains in the legacy account. This includes carry forward from 2023-24 plus a family foundation donated \$15,000 for instruments and a teacher donated \$2,000. This will be used for the Teacher Resource Fund (TRF) and Green Teacher. 	7:45 pm	5 mins	T. Bates
<p>A.6 Other Business and Matters to Raise</p> <ul style="list-style-type: none"> Gym construction- overview of observations, concerns, communications Thanks were extended to Administration and caretaking staff for their transparent dialogue and partnership to ensure the safety of our children. Following the last SAC meeting, parents were under the impression that construction wouldn't happen during school hours. It was mentioned that on February 18, parents were made aware that dust, noise and toxic fumes have been experienced during school hours. Children were providing updates to parents, as were teachers. Erin Meana walked through the building with Rosanna Sardella and communicated many 	7:50 pm	15 mins	E. Meana S. Tesfai R. Lockhart

<p>questions to TDSB (per TDSB's request). There were further questions and concerns based on the response from TDSB. A meeting with all parties and an invitation to attend our council meeting was requested but TDSB declined all requests. The Ministry of Labour was called by parents. They inspected the Runnymede site. Signs have been posted, last week noting asbestos and lead exposure, and this week a new sign noting silica (it was noted by parents that these are considered Level 1 carcinogens). Some classes received an email about exposure without details or level of severity (as this information was not provided by the TDSB). This notification was based on exposure from one day.</p> <ul style="list-style-type: none"> • The parent community asked Administration why classes are continuing in the gym? Administration has been told by the TDSB that our gym is safe. The Contractor did not tell the sub-contractor that they couldn't drill during class hours; however other than one day recently (March 20), Administration has not seen drilling during the day. Administration has contacted the Health & Safety representative who assists in providing information. • Administration will speak with gym teachers about the possible closure of the large gym. There will need to be a plan to keep children active (which will become easier with warmer weather). • It was noted by the parent community that while only two classes have potentially had direct exposure, the entire school has potentially had exposure as well. It was noted that the HVAC is not being cleaned after work is done and there could be exposure every time there is drilling. The HEPA vacuum and turning the HVAC on/off should assist with reducing exposure, but the system would need to be cleaned and then sealed off from the rest of the school. The parent community noted that a request was made for a safety plan in the Fall. We still have not received a plan or any details from TDSB. Parents noted that we need to self-advocate for our children as it appears regulations specific to our children are not transparent or thorough. • It was noted that Debbie King (Trustee) and Maia Puccetti have been copied on all parent communications to Superintendent John Currie. • It was noted that the rest of the building needs a new roof, and this work is expected to start in the Fall. <p>Next Steps following discussion at the SAC meeting include:</p> <ol style="list-style-type: none"> 1. Parents at the SAC meeting encouraged Administration to close the gym for the remainder of the construction work to keep students and teachers safe. Administration will confirm their decision once discussed with teachers (a plan for physical activity elsewhere would be needed). 2. Administration will revisit the request for air quality testing (no response received to-date), despite the TDSB protocol of air quality not being tested during the construction period. 3. Administration will confirm the cleaning protocol for the HVAC. The parent community has asked that the entire HVAC system be cleaned and once cleaned, any portions within work areas should be sealed off from the system while work is ongoing. 4. Parents have asked for communication about the days drilling occurred while children were inside and what substances they may have been exposed to over the past few months while work was taking place during school hours. 5. Parents continue to request a safety plan showing the appropriate 			
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<p>approvals. Parents are asking for weekly updates regarding construction progress and assurance that safety protocols are being followed. Any breaches should be communicated immediately to parents.</p> <p>If any parent is interested in engaging with other parents on proactive measures to address current or future construction concerns, please reach out to runnymedeps@gmail.com</p> <p>Timing of next water test for lead levels</p> <ul style="list-style-type: none">Parents noted that there was a recent publication noting lead being detected in multiple Toronto schools (not Runnymede). Administration confirmed that our water is flushed every morning at 6:30am and is logged by head caretaker. The test for lead at Runnymede will take place at some point this year.The data breach that occurred in December 2024 with “PowerSchool” was raised. It was mentioned that a generic response was provided to potentially impacted parties. Complimentary identity protection services are being offered for students, parents/guardians, and educators across Canada. <p>Questions or matters to raise from parents (Kinder/Primary; Junior; Senior)</p> <ul style="list-style-type: none">No additional questions or matters were raised.			
<p>A.7 Adjourn</p> <ul style="list-style-type: none">Meeting adjourned at 8:25pm	8:05 pm		

RUNNYMEDE HOME & SCHOOL ASSOCIATION



AGENDA

2024-25 Runnymede Home & School Association

Meeting #5: Monday, March 24, 2025; 8:05 pm to 9:00 pm

Location: Runnymede PS Library and Zoom

Item	Time	Minutes	Speaker
A.1 Call to Order, Welcome and President's Report <ul style="list-style-type: none"> • Call to order and Quorum (members in good standing equal to the number of HSA members Executive Committee plus 2). • Quorum achieved. • Adoption and approval of Agenda (Motion to approve- majority vote) • Agenda approved. • Declarations- Conflict of Interest • Six TDSB teachers were present at the HSA meeting. • Approval of Minutes from January 22, 2025 meeting (Motion to approve- majority vote) • Minutes approved. • President's Report: <ul style="list-style-type: none"> ○ Nomination Committee will be soliciting nominations for 2025-26 President, Vice-President, Treasurer and Secretary roles. Nominations are requested by April 25. Voting will occur during the May 21 Annual General Meeting (AGM). ○ The nomination process was explained, as noted above. Please advise Angela via runnymedeps@gmail.com of your interest in a position, by April 25. Fathima and Kelila noted their interest in continuing as President and Vice-President in 2025-26. ○ The OFHSA annual meeting takes place in May. One Executive member of HSA will need to attend. 	8:05 pm	5 mins	K. Fazio F. Kazmi

<ul style="list-style-type: none"> The Green Committee asked the HSA for an additional \$1500 to support prevention of erosion in the garden. In the past, a TD grant covered this expense, however the grant was not secured for 2024-25. Motion to approve the funding is noted below. <p>Fun/Fundraising Committee</p> <ul style="list-style-type: none"> Movie night raised \$1,000. Parent Pub Night will be held on May 9 “Fun Day” is being planned for May 22 Runnymede gear (sweaters, shirts, hats) had four sales which raised \$1600, including grad hoodies. <p>Communications</p> <ul style="list-style-type: none"> Weekly reminder emails continue to be sent- subscribe on website if not receiving. A new board was created for kindergarten notices. Hoping for plexiglass to be added. The announcement board posted at the office is working well- if students miss announcements, they can receive an email with a photo of the announcements from teachers. <p>Athletics</p> <ul style="list-style-type: none"> Spending year-to-date has included requests from gym teachers (tent equipment, sports safety gear, nutrition workshop, badminton equipment, jerseys for competitions). Upcoming plans include enrichment activities such as the curling event with Mr. T on April 15-17 focused on JK to grade 3. This program will be held in the junior gym. Primary to Grade 3 Day will be held on June 13 with a focus on different sport activities (ahead of tryouts in grade 4). Parent volunteers are needed for the afternoon of June 13- parents who are coaches or teach kids would be ideal. The Committee has asked for a GagaBall kit and is waiting on TDSB approval; hockey jerseys for next year in progress, as is soccer protection for goalies. A survey for information to determine if there is equity in team or club sports was discussed. The Committee is asking for representation on teams year-to-date (numbers only). Administration will look into this. A motion to approve \$1500 of additional funding for the Green Committee to purchase plants for Grade 6 Green Teacher program (Motion to approve- majority vote) Expenditure was approved. 			
<p>A.5 Other Business</p> <ul style="list-style-type: none"> Company matching direct donations For anyone who has donated to campaign with company matching, please reach out to runnymedeps@gmail.com to confirm the donation, to ensure the funds reach the HSA. A request was made for re-painting “Four Squares” in the Adventure Yard- Administration will request for this to be done. 	8:50 pm	10 mins	J. Grant

<ul style="list-style-type: none"> Future meetings (see page 12) 			
A.6 Adjourn <ul style="list-style-type: none"> Meeting was adjourned at 9:00 pm. 	9:00 pm		

APPENDIX

Runnymede School Advisory Council – Committee Summaries

Committee Summaries	2024/25 Contacts
Staffing Committee (2 parent SAC members) Develops and proposes a staffing model based on projected enrolment and staff allocation. Typically works in coordination and cooperation with the school run staffing committee.	-Fathima Kazmi -Ryan Lockhart
School Improvement Plan (3 parent SAC members) Every school is required to develop, implement and monitor school improvement actions that meet the needs of every learner. The SIP is to align with the Family of School Improvement Plan and the Board Improvement Plan. All parents are informed as to the requirements and purpose of a SIP, the opportunity to contribute to the plan and the leadership role of the council on behalf of parents/guardians.	-Fathima Kazmi -Emily Osborne -Rebecca Hornburg
Safe & Caring Schools Committee (3 parent SAC members) Reviews the school's safety and security and develops a plan to maintain and enhance safety and security within the school.	-Fathima Kazmi -Ashley Chin -Krista Burns
Graduation Committee (8-10 parent SAC members) Assist teachers with planning and execution of Grade 8 graduation reception.	-Sharon Zupancic -Seema Sindwani -Nikolina Mizdrak -Krista Burns -Jana Cameron -Tracey Chew -Emily Osborne -Christine Kowal
Elected/Executive Roles	2024/25 Contacts
Co-Chair Responsible for chairing meetings, liaising with the principal and parent community and speaking on behalf of the SAC.	Kelila Fazio Fathima Kazmi
Secretary Establishes and attends all meetings; takes minutes of all meetings and distributes/posts.	Kathleen Thomas

Treasurer (Temporary Position) Assists in dispersing legacy charity funds and reporting to the Board.	Tim Bates
Council Representatives	2024/25 Contacts
Home & School Association (HSA) Representative Attends Council meetings and reports a summary to the HSA. Shares ideas and information from the HSA with Council representatives. Votes on behalf of the HSA at Council meetings.	Ryan Lockhart
Ward 7 Parent Representative Responsible for attending Ward 7 meetings and sharing key updates at Council meetings. Minutes of the Ward 7 meetings are shared with attendees via e-mail. Meetings are generally every two months, approximately 1.5 hours in duration (in the evenings) and can be attended virtually or in person.	Emily Abrahams Mary Beth Kyer
Class Representatives Attends Council meetings and reports summary to grade level parents. Helps to support teachers and students with programming and enrichment opportunities. Provides an important line of communication between Council and parents. Brings ideas, interests, and grade level concerns to the Council meetings. Liaises with grade level teachers as needed.	Various

Runnymede Home & School Association – Committee Summaries

Committee Summaries	2024/25 Chairs & Contacts
Arts The Arts Committee strives to develop and deliver art enrichment programming for each student across all grades in the school. This typically entails partnering with local artists who provide creative, hands-on, in-class instruction. These visual arts workshops introduce the students to new and exciting artistic techniques, materials, theories, and lessons. The Arts Committee also works with the Arts Department teachers - Music, Drama, Dance and Visual Arts - to support their programming needs. It also assists with schoolwide art events and installations (for example, Nuit Orange and Illuminations) to showcase students' talents and celebrate the arts at Runnymede. Committee Email: RunnymedeArt@gmail.com	Erin Meana
Green We work with the school to deliver Green Teacher programs to students in kindergarten, Grade 2, Grade 4 and Grade 6, and we research and secure annual grants to help fund special projects in the garden. The Committee also maintains the Hillside Garden with the assistance of volunteers during our Spring and Fall Yard Day events. We look after the front planting beds and brighten these areas with fence art. The Green Committee orders and delivers recess equipment for classrooms and helps to facilitate the purchase of larger outdoor play items for students. We also facilitate special projects that involve outdoor areas around the school. Finally, we support the school-run Green Team to help promote green activities. Committee Email: RunnymedeYard@gmail.com	Ryan Lockhart Hayley Goodwin
STEM Design programming for inspiring young minds in science, technology, engineering, and math (STEM). As a committee member, you'll collaborate with educators to enhance STEM education, organize engaging events and workshops, support innovative programs, mentor students, and advocate for improved STEM resources. This committee also assists with	Krista Pawley Emily Osborne

technology inventory and classroom technology needs and works with the Technology Teacher designate.	
Committee Email: RunnymedeSTEMcommittee@gmail.com	
Fun/Fundraising Take the lead in organizing exciting events and activities that foster a sense of belonging and enthusiasm among students, parents, and staff. From planning memorable school-wide celebrations to promoting a positive and inclusive atmosphere, your involvement will be key to building school spirit and making lasting memories. Events include Runnymede gear sales, pub night, Kindergarten meet & greet, movie nights, Marlies game, Runnymede Open House, pizza lunches, direct donation campaigns, Art events, community-building events, and more! Committee Email: RunnymedeSpiritCommittee@gmail.com	Jenna Grant Megan Trimble
Communications Coordinates and communicates all Committee initiatives and overall Council news to our school community. Runs the Runnymede Council Website, posts events to the calendar and Facebook Group, sends emails to the parent list, and Works with Direct Donation leads to assist with the campaign. Committee Email: RunnymedeCommunications@gmail.com	Angela Grant Buechner Ximena Marky
Athletics- NEW! Support athletics, including extra-curricular teams, based on school needs, to further encourage and enhance the amazing athleticism demonstrated at Runnymede, and promote the benefits of being physically active on a student's overall well-being. Liaises with teachers/coaches to communicate important athletic information to council and the parent community. Committee Email: athleticsrunnymede@gmail.com	Jennie Steen Semira Tesfai
Elected Officers	2024/25 Administration Contacts
President Ensure that all officers and committee chairs are familiar with their respective duties and responsibilities. Preside at all general meetings, executive committee meetings and special meetings, in addition to the annual meeting (Vice-President in their absence). Assign to the VP the co-ordination and supervision of the work of certain committees, and such other functions as shall provide training for ultimate succession to the office of president.	Kelila Fazio
Vice-President Preside at all general meetings, executive committee meetings and the annual meeting, in particular if the President is absent. Coordinate and supervise the work of certain committees and any other functions as requested by the president.	Fathima Kazmi
Secretary Keep minutes of all general meetings and the annual meeting, have charge of correspondence between the Executive and the Council and be responsible for notices of all Council meetings. Prepare and distribute agenda (& other materials as needed) and prepare and circulate meeting minutes.	Kathleen Thomas
Treasurer Establish a bank account for the association funds, separate from any school bank account, with at least three signing authorities, all of whom shall be Federation members in good standing. Present a current financial report and a current bank statement at each executive and general meeting and submit all financial records (invoices, receipts, bank statements,	Tim Bates

financial reports, etc.) for verification annually (September 1st – August 31st).	
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2024-25 School Advisory Council (SAC) and Home & School Association (HSA) Meetings

All meetings will be hybrid (in-person in the Runnymede library and via Zoom)

SAC & HSA Meetings @ 7:00 pm - 9:00 pm	Executive Meetings @ 7:30 pm – 9:00 pm
Wednesday, September 25, 2024	Tuesday, October 8, 2024
Wednesday, October 16, 2024	Thursday, November 7, 2024
Tuesday, November 19, 2024	Monday, January 13, 2025
Wednesday, January 22, 2025	Tuesday, March 4, 2025
Monday, March 24, 2025	Wednesday, May 7, 2025
Wednesday, May 21, 2025 (AGM)	Tuesday, June 3, 2025 (Transition to new Executive)