

Minutes CSAC Subcommittee Meeting – Playscape Renewal

April 9, 2024

5:15PM – 6:15PM

CSAC Members Present:

Jessica Tomasz, parent rep

Laurie Pacheco, parent rep

Kendra Duench, Principal

Regrets

Fidelia Otokhina, parent rep

Catherine Brindley, parent rep

Renita Dsouza, parent rep

Sara Szucs, parent rep

*Welcome*

1. Assign minute taker (5 minutes) - Laurie

*Carry Forward Action Items (5 minutes)*

2. Kendra to share meeting invite for Apr 9<sup>th</sup> and design elements with images provided by Board reps. - Completed
3. Laurie to share notes from April 2<sup>nd</sup> meeting – Completed  
No corrections or additions to the minutes

*New Business (45 minutes)*

4. Establish Vision and Set Priorities (15 minutes):

Accessibility, including year-round access and across age groups (i.e., features to support outdoor fitness, calisthenics)

Natural playscape (meets a need since there is a nearby playground)

Safety

Phased approach that can be built upon

Low maintenance and associated costs and materials (avoiding items like mulch, sand)

St. Timothy school playscape has calisthenics features. The principal there expressed previously that it was underused and may be a concern in terms of year-round use. This might be an element for a later phase of development.

We could complete further analysis of the interest in such a feature through the student and community engagement plan.

The Vision that we set will be the foundation for all decision making for the project moving forward with the priorities acting as grounding principles or guidelines to support decision making.

Discussion Outcome:

Vision - Accessible, Safe, Natural

Priorities - low maintenance, phased approach

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5. School Community Engagement Plan and Student Voice (10 minutes)  
Most board surveys are through Qualtrics but a survey could likely be developed easily in another format. Have leveraged older students to present options to younger students and student engagement plan could be led by Kendra.

Engagement plan will require a communication plan (perhaps through Aspen)  
For parent/school community, a preconditioning message about fundraising to date, vision for project and notice that we'll follow up shortly to engage the community through a survey.

Could consider having a drop-in session/town hall to gather input. This will require further analysis in terms of resource availability (i.e., people, time, space) to run this and exploring interest

Other community groups could be considered for engagement including Rising Oaks (attached daycare facility) and the neighbourhood association (i.e., Williamsburg Community Centre).

**Action Items/Next Steps: Develop communication for parent community, develop survey and if applicable, discussion questions and town hall**

6. Footprint of new play elements (guides decision making re space, budget etc.) (5 minutes)  
Review the photos (Kendra shared via email) and pick 5-10 images. Subcommittee members have not reviewed photos yet.

**Action – Review images and pick 5 - 10**

7. Updates re Love Your Hood Grant Application – Fidelia (10 minutes)  
Summary based on email communications since last meeting - Fidelia polled CSAC members about the scheduling strategy for a meeting with Love Your Hood contact. Recommendation was to schedule the meeting to take place following the contact's vacation period (~ end of April) to allow subcommittee time to set vision.

**Action – Fidelia to schedule a meeting with Love Your Hood contact and report back.**

**Laurie to flag all action items for Subcommittee members in email of minutes**

8. Other Group Updates (Any Member) (5 minutes)  
Add agenda item re other grant opportunities.

9. Other grant opportunities

Fidelia has taken a lead on the grant available through Love Your Hood.

Jeff Admans from the board shared at the April 2<sup>nd</sup> meeting what other grants have commonly been used by schools which also have fairly generous grant opportunities. Jessica has done some research on available grants.

**Action – Jessica to compile and share for next meeting a list of high return grant opportunities and associated deadlines so we can discuss and prioritize the list and seek volunteers to assume a lead role in those applications.**

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10. Schedule Next meeting

April 30<sup>th</sup> 6 p.m. virtual timeslot set with goal to include as many CSAC members as possible to attend – Kendra to send the meeting invite

Agenda will include follow-up on action items, work to develop the engagement materials, defining roles for subcommittee members

**Next Steps/Action Item Summary (5 minutes)**

- Kendra to share April 30<sup>th</sup> meeting invite
- Laurie – draft for review by other subcommittee members, a preconditioning communication for parents about fundraising efforts so far, that the committee is working to get started, highlight the vision to include a phased approach and plan for follow up i.e., survey, town hall. Due – April 12<sup>th</sup>
- Fidelia - schedule the meeting with Love your Hood – Laurie to flag this item given it's been actioned to Fidelia who was not present tonight
- Kendra to send playscape images to whole school council for their review and feedback, requesting everyone select 5 images and Kendra to set response deadline (i.e., consider 5 days)
- Jessica – draft list of grants and application deadlines
- Laurie – distribute minutes
- Laurie – distribute agenda for next meeting