

Agenda CSAC Subcommittee Meeting Minutes– Playscape Renewal
June 11, 2024
6:15PM – 7:15PM (Virtual)

Welcome (2 minutes)

Assign minute taker – Laurie

Present: Kendra, Jessica, Laurie, Fidelia
Regrets: Catherine, Renita

Carry Forward Action Items for Report Back (13 minutes)

Deferred Action: Catherine to share update on available estimates or site visits
Email Update – Catherine received a pricelist from a vendor and will leave this at the office tomorrow.

Action: Kendra will share the three visuals of sample features by Bienenstock, Earthscape and Ape Playground to ensure they fit the vision, including *safety* and check whether the height or other elements would create ongoing maintenance considerations (e.g., safety mulch applied annually) before proceeding.

Update – The board reviewed and deemed the sample visuals of play elements as acceptable and noted all play spaces will have a requirement for annual re-mulching dependent on height.

Action: Laurie to develop key messages for a common communication plan teachers can use in their student engagement discussions. Jessica and Kendra agreeable to reviewing the key messages.

Update – completed.

Action: Fidelia to work on potential names for this project, avoiding “playground” so we can be consistent and have a name that reflects the Vision clearly to stakeholders and potential donor organizations.

Update – Discussed alternatives to “playground” which is often associated with a play “structure”. Name for project may impact eligibility for some grants. Discussion options including “natural area”, “recreation area”, “The Cardinal Camp” or “The Nest” with the later being commonly used in other contexts as well.

Decision: Will continue to refer to the project as “playscape” at this time as it’s in upcoming communication materials and will look for opportunity for students to develop or at least vote on a name in 2024-25 schoolyear.

Action: Jessica and Renita volunteered to explore other grant opportunities to be pursued in the 2024-25 academic year. High yield grants may include Hallman Foundation, TD and Ontario Trillium.

Update – This was raised during the larger council meeting however there were no volunteers to assist in reviewing the grant opportunities. Of 80 grants/sponsorships identified, 22 have been reviewed to determine eligibility criteria, timelines etc. Jessica will continue to review these over the summer months.

Playscape Vision: Accessible, Safe, Natural

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Action: Jessica to take a photo of the current, excavated space to be used for visual support in communications

Update - completed

New Business (45 minutes)

1. Communication and Engagement Planning/Outcome (Kendra) (15 minutes)

Update: Jessica put together a slide deck for staff to use with students to present the options and collect votes. The script will accompany this to further support the student engagement sessions. Teachers will input data into a google form which will produce a results report. Teachers will be asked to complete this and submit student votes by June 21st. Subcommittee will have access to a report summarizing the results and then draft a communication to parents for newswire.

Action: Kendra to distribute key messages and slide deck for teachers to survey students and share votes by June 21st

Action: Laurie to develop a parent communication with an update on the student engagement results to Kendra by June 25th so it's available for distribution on newswire June 26th and prepare morning announcement for students to update them on the survey results

2. Grant Application Preliminary Research Updates (Jessica & Renita) (15 minutes)

Update: As above.

3. Tracking Subcommittee Activity – Feedback on Spreadsheet and plan to input data/house the spreadsheet. (5 minutes)

Could add filters to calculate how much time spent by activity etc.

Action: Laurie to update spreadsheet and circulate to other sub-committee members for further additions

4. Discuss any Summer Meeting Schedule specific to Grant Writing and a September meeting date (Laurie) (5 minutes)

We can email each other over the summer if we have updates to share and consider a meeting near the end of summer.

Decision Hold off on scheduling sub committee meeting – tentative hold for subcommittee meeting Oct 1st

Action: Jessica and Laurie plan to meet virtually Thursday, August 29th 8 p.m. over Teams (Jessica can send the meeting invite) to plan for first sub-committee meeting in the fall.

Sept 24th tentative date for first broader council meeting for 2024-25.

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Fundraising activity for 2024-25 has not been planned. If subcommittee would like to run a dance-a-thon, the DJ hired for grade 8 graduation could be asked about tentative availability.

5. Recap of Action Items for Summer (Minute Taker) (5 minutes)
As described above

Proposed Agenda Items for Next Subcommittee Meeting in fall 2024:

- a. Consider student activity to rename the “playscape” renewal project
- b. Review eligibility criteria, timelines etc. for grant opportunities
- c. Broader CSAC will need to plan next year’s fundraiser to support the playscape project.