

Minutes CSAC Subcommittee Meeting – Playscape Renewal
April 30, 2024
6:00PM – 7:00PM

Welcome (2 minutes)

Present:

Kendra Duench
Jessica S
Laurie G
Catherine

Assign minute taker - Laurie

Completed Carry Forward Action Items (3 minutes)

- Kendra to share April 30th 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 12th. Complete and communication distributed to broader council and then to all parents through newswire
- 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)
Kendra did not receive a response from broader council to work on this piece.
- Jessica – draft list of grants and application deadlines
- Laurie – distribute April 9th meeting minutes
- Laurie – distribute April 30th agenda

Deferred Items:

- Fidelia - schedule the meeting with Love your Hood (no update available)

New Business (50 minutes + 5-minute buffer)

1. Review of Playscape Inspiration Images (Kendra) (10 minutes)
 - Kendra shared images from Bienenstock, the company that completed a similar project at the daycare centre on site.
 - There was not interest from broader council to pull together images from additional companies from the email reach out.
 - The catalogues do not have costing listed for features
 - Uncertain whether the procurement would require quotes from multiple bids
 - Bienenstock website has school images
 - Catherine wondered about referencing local schools with recent projects including St. John Paul II, St. Joseph's and St. Anne's Kitchener
 - Jessica noted that Earthscape Play is a local company and they built a cardinal for a space in the US and they were one of the companies that the board provided from the approved vendor's list. A cardinal is of course the school mascot.

Playscape Vision: Accessible, Safe, Natural

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Action: Laurie and Catherine can review playscape features from up to two additional vendors to make images similar to the one Kendra shared from Bienenstock due to be completed within two weeks, date of next sub-committee meeting. These materials would become part of the engagement materials with students and parents.

Action: Time permitting, Catherine will call a couple of vendors to determine if they charge for site visits/estimates/plans as Bienenstock does and if so, what these costs are.

Action: Kendra to explore with board staff whether we're required to obtain estimates from multiple vendors

2. Engagement Material Planning (Laurie)(10 minutes)

- A survey was conducted last year. Discussion pertaining to risk of frustration by the student and parent community on being reengaged on something they've previously provided input to.
- Discussed the importance of engagement along the process to ensure buy in with the phases of work.
- Risk of student and parent frustration can be mitigated with transparent communication about the costs of these playscape features and the budget available.
- Risk is seen as low to moderate as the school has not received reports of concerns from parents about the status of the playscape.

Action: Carry this agenda item forward to next meeting to plan student and parent engagement communications pertaining to playscape element prioritization

3. Love Your Hood Grant Update (Fidelia) (5 minutes) – defer as topic lead unavailable to provide update.

Action: Carry Love Your Hood Grant Update agenda item forward to next meeting

4. Other Grant Opportunities (Jessica) (15 minutes)

- We've missed deadlines for a number of grants that offer strong financial support but can begin to plan for these in the 2024-25 school year. They're due in March and April.
 - Canada Post Community Foundation \$5,000;
 - The Ontario Trillium Foundation has a capital grant between \$10,000 and \$200,000.
- Would not be eligible for TD Friends of the Environment
- Need to determine what the requirements are for some of the other grants and this requires a teleconference

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- Other grants that may still be in reach this year include:
 - JumpStart is up to \$50,000 due July 12th

5. Define Roles of Subcommittee Membership (Kendra)(5 minutes)

- Discussed distributing the workload of the committee and leaning into areas of strength, interest and time availability. Currently, we agree to share the work in the following ways:
 - Communications (newswire, students, meeting invites etc.) - Kendra
 - Grant applications – Jessica with support from others as available
 - Facilitating meetings, agendas and minutes – Laurie
 - Vendor Relations - Catherine
 - As needs arise – Catherine

Action: add agenda item to next broader council meeting for other membership/roles within subcommittee – Kendra to reach out to CSAC co-chairs

6. Schedule Next Meeting (Laurie)(2 minutes)

Conflict with the Tuesday evening in 2 weeks for kindergarten information evening.
Monday, May 14th at 6:15 - on agreement of attendees tonight

7. Recap of Action Items (Minute Taker) (3 minutes)

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End of Meeting 7:02 PM