

Minutes CSAC Subcommittee Meeting – Playscape Renewal  
December 10, 2024  
7:30PM – 8:05PM (Virtual)

*Welcome (2 minutes)*

Present: Kendra Duench, Jessica Sokolowski, Laurie Geschi  
Regrets: Kyle Brennan

*Carry Forward Action Items for Report Back (3 minutes)*

1. Laurie - Call out for subcommittee volunteers to take the lead in any of the subcommittee roles (e.g., grant writing, meeting minutes, meeting facilitation, communications)
  - Abandoned. No one has joined the subcommittee, leaving all roles filled by current members. If someone volunteers, we can revisit this agenda item.

*Project Deliverable Updates (25 minutes)*

2. *Logjam Costing Update – Kendra and Jessica (15 minutes)*

- Prospective Vendor Beinenstock – quoted \$200,000 for the project, excluding the cost of site survey and locates and an additional 20% charge for the design. The design includes permission for use by any vendor.
- Prospective Vendor Earthscape Play – An inquiry was submitted on their website for contact but we've not received a response.
- Action: Jessica will follow up with Earthscape Play.
- Prospective Vendor Park n Play Design – This vendor agreed to work on a design tracking for mid-December at no cost.
- Action: Jessica will follow up.
- All procurement inquiries are to be sent to a new general procurement email at the board office, rather than directly to Amanda Asher, but there's been no response to the general inquiry email.

3. *Fundraising Update – Kendra (5 minutes)*

- A total of \$9,385, was raised through the October dance-a-thon fundraiser. This brings the fundraising total available for the project to \$29,374.

4. *CSAC Subcommittee Volunteer Hours Update (5 minutes)*

- The subcommittee contributed 52.75 hours during the 2023-24 school year. The total hours contributed to date, as of December 12, 2024, for the 2024-25 school year is 40.25 hours.

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- Volunteer hours for 2023-24 and 2024-25 to date combined is 93 hours.
- Some grants include an option to use volunteer hours as part of the school's cost share of a project.
  - Love My Hood will credit \$20 for each volunteer hour. The volunteer time, in the view of Love My Hood would be valued at a school contribution of \$1,860.

*On Hold*

5. *Love My Hood Grant Submitted – awaiting decision (5 minutes)*

*Next Steps:*

6. *Research on other grant opportunities Update – Jessica (10 minutes)*
  - One grant opportunity accepts applications in both January and July with the later being a more realistic timeframe considering the subcommittee group size.
  - There are a couple of others with February/March deadlines.
  - Action - Revisit the plan to submit for a second grant at the January subcommittee meeting.
7. *Communications – Parent and student progress update – Laurie (5 minutes)*
  - Pernilla, CSAC cochair, drafted an email update to parents for the subcommittee's consideration and use. Plan to use that draft email together with an updated version of the subcommittee project deck, shared with CSAC in September to share an update with parents/caregivers.
  - Track for distribution the first week back to school as it's typically a quieter week and may have better reach than sending something in the lead up to the Christmas break.
8. *Student engagement “playscape” renewal project name and project update – Laurie (10 minutes) –*
  - Discussion and agreement to put this engagement on hold until we have a project design. The project design may inspire students and the project name.
  - Action: Flag as a carry forward item.

*\*Next Meeting Scheduled for January 14, 2025, 7:30PM – 8:30PM (Virtual)*

Action Items:

- Jessica will reach out to the 3 prospective vendors to follow up
- Laurie will work on parent communication, including an updated deck and announcement for students for January distribution
- Kendra to schedule the communication
- Laurie will draft minutes of this meeting and agenda for January meeting.
- Laurie will update the volunteer hours tracker, based on volunteer time for this meeting and related activities (agenda, minutes)

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