

Minutes CSAC Subcommittee Meeting – Playscape Renewal
March 4, 2025
7:30PM – 8:30PM (Virtual)

Welcome, Attendance and Review & Approval of February Meeting Minutes (10 minutes)

Attendance: Kendra Duench, Jessica Sokolowski, Laurie Pacheco, Raluca Vlasea
Regrets: Sarah Manninen

February Minutes approved

Action: Kendra to post February minutes to school website

Carry Forward Action Items for Report Back (30 minutes)

- Draft February meeting minutes and distribute for review – Laurie - completed
- Distribute grant opportunities list with new subcommittee members – Jessica – completed
- Meeting with 3rd Vendor Natural Playgrounds Store - Kendra – cancelled (see project deliverable #1 for rationale)
- Canada Post Grant application - Raluca submitted this grant application on February 27th. There was a range of information required as part of the grant and Raluca has compiled this information to support future grant applications with similar information requirements. The grant applications will be reviewed with a notification to applicants on the outcome in August. If successful, funds would be released in October/November and funds must be used within 12 months or returned.
- Review grant eligibility for other grants on our list – Sarah reviewed eligibility for a couple of grants and a teacher at the school made us aware of another grant for consideration: The Region of Waterloo’s 2025 Community Environmental Fund (CEF) Application [Community Environmental Fund 2025 - Region of Waterloo](#) and guidelines: [Community-Environmental-Fund-Application-Guideline-updated-annually.PDF](#)

Project Deliverable Discussion (30 minutes)

1. Meeting with Board Staff, Construction Projects, Michael Coffell.
 - Michael advised that quotes from two vendors were sufficient to get work started at the board.
 - A meeting with a third vendor, Natural Playgrounds Store, was cancelled as a result.
 - Kendra shared a copy of the parent project update distributed in January with the board rep for information on the two quotes obtained and specifics on the project elements students voted on.
 - The board has worked with vendor Blue Imp previously and while they offer “log jams”, the materials are not “natural”, based on a review of their website.

Playscape Vision: Accessible, Safe, Natural

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Action: Kendra will follow up with the Board's Construction Coordinator to share our vision for a natural playground and clarify if Blue Imp's offerings could meet the vision.

2. Grant Opportunities and Planning Discussion

- The subcommittee set a target of 1 – 2 grant applications this school year and that has been achieved (one unsuccessful and a second submitted and under review).

- Discuss strategy for selecting another grant application to prioritize for a third submission if the subcommittee has time to complete it this school year.

Action: Jessica will identify one other grant opportunity by March 15th to the group for prioritization

3. Volunteer time tracker

- Reviewed rationale for tracking time of the sub-committee members
- Discussed volunteer hours spent since the last subcommittee meeting

Action: Laurie to reach out to Sarah for her February volunteer hours and update the tracking workbook

4. Communication Planning

- Discuss the timing for another parent communication following the one shared in January.

- There is support to develop a high-level communication update for caregivers via newswire to distribute at the end of March. The communication can also be responsive to caregiver community questions about play options available in the interim.

- This winter, children have enjoyed the abundant snow, building forts and snow people. The PALS program offers cooperative games led by older students. Indoors, clubs, choir and intermural activities have been available.

- Once spring arrives, there'll be more space on the blacktop for additional activities (e.g., skipping, ball games, etc.)

Action: Develop a parent communication highlighting the subcommittee's progress and activities students have engaged in during recess.

On Hold or Deferred

- *Student engagement "playscape" renewal project name and project update – 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.*
- *Annual summary of CSAC subcommittee minutes to support parents coming and going from the group – deferred to June 2025*

Note

CSAC Meeting Schedule: March 25, May 27

CSAC Subcommittee Meeting Schedule: April 15, May 13, June 10

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Action Item Summary

- Kendra to post February minutes to school website
- Kendra will follow up with the Board's Construction Coordinator to share our vision for a natural playground.
- Jessica will identify one other grant opportunity by March 15th to the group for prioritization
- Laurie to reach out to Sarah for her February volunteer hours and update the tracking workbook
- Laurie to develop a parent communication highlighting the subcommittee's progress since January and activities students have engaged in during recess.