

# **Queen Mary PS – School Council Meeting**

Tuesday, February 4th, 2020, 9:30 AM — QMPS Main Office

## **MINUTES**

### **SUMMARY OF ACTIONS**

- **ACTION:** Heather to reach out to Basterfield and Associates
- **ACTION:** Set-up “Grounds Committee”
- **ACTION:** Chris to join the committee opportunity to all parents
- **ACTION:** Charlie to share the committee opportunity with some non-parents within the neighbourhood
- **ACTION:** Everyone to list as many parent business owners as possible and send to Charlie

#### **1. Welcome — Meeting called to Order**

**Present:** Chris, Charlie, Jill, Heather, Sonal, Patricia, Derrick Gibbs

#### **2. Approval of Minutes:** Minutes from Dec 16<sup>th</sup> approved.

#### **3. Guest Speaker, Facilities & School Grounds Rejuvenation:** Derrick Gibbs is the Capital Project Supervisor, Engineering Services for KPR. He will be joining us to explain the outdoor yard rejuvenation scope, and can help to answer some questions about planning & fundraising for de-paving & naturalization opportunities, and storage shed ideas.

##### **Summary of presentation:**

###### **Playground**

- Requirement for accessibility in any playground area. Allowances for students with accessibility needs to interact with the playground in some way (even if cannot go on swing)

###### **Naturalized Playscape**

- Longevity needs to be considered – does not last as long as metal/composite playground

###### **Contractors**

- Contractors hired by School Council (SC), or offering in-kind services can come onsite, but will need to submit WSIB Certificate, Proof of Insurance, and have a contract drafted with the board (through Derrick) (even if the contract is only for \$1)
- Locates will need to be considered – Derrick can provide locates after the completion of a site design
- Previous Queen Mary school yard master plan (1999) was completed by Basterfield and Associates. Can bring in an architect to help with design, budget etc. Generally speaking, 12% of overall budget toward architect fees

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- If hiring a contractor will need to follow the following procurement guidelines:
  - If under \$5,000 need to obtain 3 verbal quotes
  - If \$5,000 - \$25,000 need to obtain 3 written quotes
  - If over \$25,000 need to go to RFP (will need to send out a request for proposals into the community and hire based on those proposals/responses)
- Preference toward working with one contractor at a time (do not want to have more than one contractor on site at a time) – can complete in phases to allow for more in-kind donations of services or multiple contractors over time (through different contracts)
- Need to know the total costs (before donations)
- **ACTION:** Heather to reach out to Basterfield and Associates regarding design (seek original design, seek in-kind services, seek cost quote)
- Playground installation (composite/metal/natural) will need to meet playground inspection. Question was posed as to whether we can engage with KPR inspector during design phase. Answer: Perhaps, KPR hires a third party to complete inspections and just sent out a new RFP to a new firm.
- Also recommended that, during design phase, we engage with KPR Custodian Coordinator, Crystal Post.
- Contractor that KPR has worked with in the past (who completed the landscaping and playground at Lakefield PS) is Jay Hoover.
- Henderson Playground Equipment catalogue and pricelist was left with the group.

Will need to think of future expansion needs of the property. If portables need to be added they will be 40ft away from the walls of the school. At this time, no portable needs are foreseen for Queen Mary.

### Recommended Next Steps:

1. Budget
2. Talk with designer
3. Complete Co-Design (support from GreenUP Design Process sharing)
4. Seek design feedback (support from GreenUP Design Process sharing)

### 4. Old Business/Updates (30 min)

- **Shed discussion:** Grounds & Naturalization Committee
  - Discussion of the installation of a shed as a first capital project installation

**Queen Mary PS – School Council Meeting**  
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**MINUTES**

- Derrick does not recommend a seacan shipping container as permits, foundation, structural (snow load) etc.
- Best to install a fiberglass shed from RM products (8x8 is around \$5,300 and larger one around \$7,300)
- Keep under 9x12
- Keep on blocks (temporary structure)
- Do not place against building
- Discussed location near dumpster, where bike racks currently are. Derrick agreed with this location.
- Discussion around working on a shed with the Endeavor Centre. Derrick recommended chatting more about this with Jeff Stewart (Facilities Manager)

Other recommended next steps:

1. Create Committee
2. Review funding opportunities

**ACTION:** Set-up “Grounds Committee”

**ACTION:** Chris to join the committee opportunity to all parents

**ACTION:** Charlie to share the committee opportunity with some non-parents within the neighbourhood so community voices are included.

- **Fun Fair:** Updates from organizing committee, fundraising.  
We need a confirmed EVENT DATE

**Date for the Fun Fair will be moved to the Fall of 2020.** Discussion around a weekday event vs. Saturday event. First day of school will be September 8, 2020 (with a PA day on Sept 25<sup>th</sup>). **AGREED:** the fun fair will be held within the week(s) of September 14<sup>th</sup>- October 2<sup>nd</sup>)

**Sponsorships.** Amanda confirmed that we can provide a tax receipt for financial contributions/’sponsorships’ toward the Fun Fair. The cheques would need to be submitted to Amanda and go through KPR.

**ACTION:** Everyone to list as many parent business owners as possible and send to Charlie

- **Crosswalk:** The City approved it. Jill/Chris to share news about Hopkins Ave & Monaghan Road Crosswalk.

**Yay! ☺**

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## **MINUTES**

### **5. New Business (20 min)**

- **Arts Night:** When, Where, Who, How

Tabled until next meeting but event moving forward.

- **Spring Fling:** When, Where, Who, How

Unlikely to occur due to teacher work to rule actions.

- **Winter Walk Day:** Heather signed up to be the Queen Mary contact for Active School Travel programming (via GreenUP). Winter Walk Day can be held any day in February. The event will mean setting up a welcome table in the AM with stickers etc. (and GreenUP staff) to celebrate students who walk/bike to school! Ready to go announcements, posters, etc.

<https://ontarioactiveschooltravel.ca/winter-walk-day/>

**Discussion on Date** – agreement on Friday, February 21<sup>st</sup>. Will reschedule if strike on this date.

### **6. Principal's Report (10 min)**

Each year KPR chooses a few schools to 'refresh'. Sonal announced that Queen Mary will be receiving a partial refresh this summer!

- Top floor will be remodeled, with historic features (i.e. floor) maintained
- 6 classrooms, custodian room and the current one washroom (two washrooms to be created)
- New furniture, walls, etc. will be provided
- Work to take place over summer 2020

An inclusion club is being started at Queen Mary. The club is about creating a welcoming and inclusive space for students and families. The club has \$500 to get started. Students to apply now (with an application), and hoping for those selected to 'bring a friend'. Currently have 5 students in the club from grade 5-8

### **7. Other Business**

### **8. Adjournment**

**Next Meeting** — March 3rd, 9:30 AM, QM Office