MEMORANDUM

To: St. Andrew School Council and Playground Committee  
From: Playground Group Member, Michelle Lemmens  
RE: Playground Update  
Date: November 14, 2017

Background:
Advised by Maureen Collins, Principal, at the September 11, 2017 meeting the playground will be replaced within two years and the school community is responsible for the cost to tear down the old playground and install the new playground.

Update:
Information provided to date and participation solicited for the Playground, Committee and feedback from the school community:

- Need for playground discussed at September School Council meeting. Email sent out to all parents inviting them to attend.
- October council meeting: emails from school were sent out to all parents with information on playground and that the Area Superintendent (Dr. Bryan Szumlas) and Assistant Director (Brennan McVeigh), Operations & Maintenance were attending.
- Emails from school with information about the playground.
- Social Night: playground information and signup sheet.
- Pumpkin Carving: Information table, information sheet and sign-up sheet.

Refer to minutes from the September and October 2017 School Council meetings for additional information on discussions, information and decisions. The Calgary Separate School District (CSSD) Playground Guidelines (prepared November 2016), including approved vendors, provided at the October 2017 meeting. The CSSD also agreed assume the tear down cost and provide pea gravel. Maureen Collins and Dr. Bryan Szumlas have been advocating in district meetings for St. Andrew and two CSSD schools agreed to provide $1,000 to the playground fund.

Individuals who have expressed interest in being involved and / or assisting:

- Michelle Lemmens (ML)
- Theo Eystathioy (TE)
- Jillian Newcombe (JN)
- Sherry Choma (SC)
- Laurie Bell (LB)
- Jessica Martinez (JM)
- Carrie Diezmo (CD)

To move efforts forward, individuals interested in participating (some or all) have met to date as follows:

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- Nov 6/17: Playground Committee Member, St. Joseph (Debbie Jenkins): Experience and process. (ML)
- Initial Vendor Meetings: Met with 3 of the 4 CSSD approved vendors.
    ▪ Attendees: Dr. Bryan Szumlas, Maureen Collins, Joelle Mohr, Janine DiPaolo, TE, ML.
    ▪ Informed of CSSD Playground Guidelines, including approved vendors
  o Nov 10/17: KidNation Playgrounds (Rochelle Cowel): http://www.hendersonplay.ca/ (Henderson Equipment)
  o Nov 13/17: ParkNPlay (Tim Aylesworth): http://parknplaydesign.com/ (GameTime Equipment)

- Grant Review and preliminary planning:
  o Grants: review list compiled of grants. Main grants:
    ▪ Calgary Parks Foundation (Sara Stepa): Up to a $25K non-matching, top up grant. Assessed monthly. Must sign up for Project Gift Administration Program.
    ▪ Continuing to review and target grants from research and list provided by ParkNPlay. Focus efforts based on feedback from Calgary Parks Foundation and potential vendors and timeline.
    ▪ Goal: apply for Jan 15/18 CFEP grant for potential install Sept/18.
  o Review Preliminary Scope:
    ▪ Community Engagement – CFEP grant main focus.
    ▪ Project Management – Playground selection, budgeting, vendor review and selection, project plan and milestones, volunteers.
    ▪ Fundraising:
      ▪ Grants
      ▪ Donations: Crowd funding (?), events, focused cold calling

Playground committee establishment at today’s meeting (November 14, 2017 School Council Meeting). Refer to St. Andrew School Council ByLaws, Article VII: Committees.

Per Brenna McVeigh (email on Nov 13/17), there are 16 schools in the CSSD needing a playground by 2018: 7 new schools, 6 that have lost their playground and 3 (including St. Andrew) that will lose their playground by 2018. Only two (2) schools have built new playgrounds in the last two years (St. Boniface and Holy Spirit), both of which have been contacted and waiting reply.
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Discussion with / Approvals by Council:

1) Use of current Educational Society Funds
2) Fundraising: current budget, three tier, next year, awareness (ex. thermometer/slide with milestones).
3) Vendor Recommendation
4) Communication / Information: website, video, etc.
5) Community information/solicitation: Bazaar (table, ipads, donations), open house, school / kids involvement

Next Steps:

- Formalize Committee: positions, responsibilities, terms of reference
- Preliminary Timeline: task list to follow
  - Tire Grant – Nov 23/17
  - Community (school and local) solicitation & engagement – Nov/17-Jun/18
  - Fundraising:
    - Bazaar – Nov 18/17
    - Cold calling – main push - Nov & Dec/17
  - 2017 Tax Donations – Dec 31/17
  - 2017 Tax Receipts – Feb 28/18
  - CFEP Grant Application deadline target – Jan 15/18
  - CFEP Grant Notification – Jun/18
    - If successful:
      • Secure supplier/vendor – Jun-Jul/18
      • Order Equipment – Jul/18 (~ 6 weeks)
      • Excavation / Grounds Preparation – Jul-Aug/18
      • Installation – Aug/Sept/18

- Priorities:
  1) Tire Grant
  2) CFEP Requirements: community feedback, in-kind contributions and cash, paperwork.
  3) Focused cold calling (2017 tax year)
- Communications and information: website, FB Page, email, video, survey
- Vendor recommendation: Secure vendor upon ordering. No deposit until then.
  - Main decision criteria:
    - Support and Service
    - Play value
    - Quality and reputation
  - Short list:
    1) ParkNPlay, 2) KidNation, 3) Habitat Systems
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Tasks / Assignments:

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<th>Task / Assignment</th>
<th>Person</th>
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<td>Playground section on St. Andrew Website</td>
<td>Natalie / Maureen</td>
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<td>Website, FB Page, Email address</td>
<td>Michelle / Theo</td>
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