



**PIERREFONDS COMMUNITY HIGH SCHOOL  
GOVERNING BOARD 2019-2020  
DRAFT Minutes of the Virtual Meeting  
held Tuesday, September 8, 2020 at 6:30PM**

**Members Present:** Josie Arcobelli, Lori Brown, Susan Brown (alt), Luciana Cifarelli, Angela Crosbie, Lynda Giguère, Meghan Guyver, Marcus Hamaker, Heather Himbury, Naveen Kumar, Juan Lamosa, Greg Piggins, Jen Sholzberg, Kim Teolis

**Administration:** Nicholas Hayter, Principal

**Commissioners:** Craig Berger

**Regrets:** Sarah Larkin, Matt Randle

**Absent:** Nan Beaton, Melissa Derail, Huda Khwaja, Caitlyn Ritchot, Bill Riddoch

**Recording Secretary:** Sheila Moody

**Public:** Brenda Downes-Tremellen(alt), Chris Eustace (public), Isabelle Leduc (alt), Penny Michael (alt), Sheila Moody (alt)

**1. Call to Order**

Quorum was established and the meeting was called to order at 6:44PM by Juan Lamosa.

**2. Agenda**

**2.1 Additions**

Change file name to September (for agenda)

Google presence of school – ensure it is secure – add to Varia

**Approval**

**GB 20-09-01** It was moved by Luciana Cifarelli and seconded by Greg Piggins to approve the agenda as presented. The motion was carried unanimously.

**3. Questions from the public:**

- Some information shared from Chris Eustace re/Bill 40 – see meeting kit
- Question from Heather Lang – Asking about the number of children present at lunch and dismissal time (COVID risk) – can dismissal be staggered?  
Answer (N. Hayter) – We have tried to stagger dismissal. Today was the first day with more kids at lunch. He has spoken to staff and we will try to adjust as needed.

**4. Minutes of the meeting held May 12, 2020**

4.1 **Corrections:** No corrections needed

**4.2 Approval**

**GB 20-09-02** It was moved by Angela Crosbie and seconded by Josie Arcobelli to approve the minutes from the June 22, 2020 meeting. The motion was carried with 13 for and 1 abstention.

**5. Business Arising**

All 3 of the following items will be tabled until the following meeting:

5.1 **Review of the Emergency Preparedness Plan**

5.2 **Anti-bullying Plan**

5.3 **Capital budget priorities.**

**6. Reports**

**6.1 Principal's Report**

- N. Hayter gave an introduction of himself including his background and experience.
- He then gave a detailed report (see Appendix I).

**6.1.1 Field trips**

- Seeking blanket approval for GMAA activities (fall outdoor sports).
- We are waiting on news as to what is possible & then once PCHS has expectations per sport, the staff and administration will decide if it is feasible and whether they can meet the standards.

**GB 20-09-03** It was moved by Greg Piggins and seconded by Jen Sholzberg to approve GMAA Fall Outdoor Sports. The motion was carried with 1 abstention.

	Trip/Activity	Date	Time	Person(s) in charge	Grade level(s)	Transportation	Ratio (adult: student)	Cost
<b>GB 20-09-03</b>	GMAA Fall Outdoor Sports	Blanket-subject to following GMAA Covid-19		A. Crosbie	Sec I-V	TBD		
The motion was carried with 1 abstention								

Nothing new to approve for the following 3 items:

**6.1.2 Rentals**

**6.1.3 Fundraising**

**6.1.4 Service Contracts**

## **6.2 Teachers' Report**

- Back to school was obviously a little different this year
- Kids have been fairly good at wearing masks & keeping distance (within reason)
- Younger ones do well at lunch, but others seem to have more issues with social distance
- Trying to make the day as regular as possible – feel they have done a good job making this strange situation as normal as possible – helped with the anxiety of some of the kids

## **6.3 Support Staff Report**

- Apprehensive coming back but everyone is happy to be back
- Concerned about how they can be effective while following all protocols (difficult as they often need to be close to the kids)
- So far, so good – they have all the PPE they need & are looking forward to a positive year

## **6.4 Students' Report**

- No students present therefore no report

## **6.5 Commissioner's Report**

- Welcome to Mr. Hayter
- No in person council meetings since March
- Few highlights:
  - formed task force on inclusiveness and diversity (Dr. Myrna Lashley– chair) – looking at systemic racism and other marginalized groups within Lester B
  - 2 Coopted Commissioners – to allow for more diversity on council - even if for only a short time – Malik Shaheed (Youth Stars) & Allison Saunders
  - Bill 40 – court hearings – stay of application for English boards – until Nov. 1st

## **6.6 Community Representative's Report**

- No community representative therefore no report

## **6.7 Parent Representative's Report**

- Last meeting Aug. 25<sup>th</sup> – was well attended
- Moving forward for now
- Waiting on results of Bill 40

## **6.8 IEP Rep for SNAC Report**

- MSR for meeting held on August 26th has not yet been released but will be shared once available
- Vicky Stuhec O.T. and Jade Lawsane, Psychoeducator, presented on health and safety protocols as well as PPE use in our schools
- Voted in consultations on Complaint Examination Procedure, Digital Resources & Intercultural Policies
- SNAC FB page doing well and gaining many followers

## **6.9 PPO Report**

- Have not met yet this year
- Thank you to staff and admin for preparation work
- Normally get emails before school starts (info days) – might need to use ERMS to communicate
- N. Hayter said we could include PPO email in an ERMS – Susan to get Kristine (outgoing chair) to communicate with N. Hayter and B. Swirsky (admin contact for PPO).

## 6.10 Chairperson's Report

- He needs PPO Annual report & Parent's Committee Annual report for upcoming AGA
- He has really appreciated open lines of communication with admin (in the past and now with N. Hayter)
- Thank you to everyone on GB for their support
- He is going to step down and run as an alternate for the upcoming school year

## 7. New Business

### 7.1 Consultation on By-law #9-A Complaint Examination Procedure and By-law #9-B Complaint Examination Procedure for International Students

**GB 20-09-04** It was moved by Meghan Guyver and seconded by Susan Brown to not respond to the consultation on By-law #9-A Complaint Examination Procedure and By-law #9-B Complaint Examination Procedure for International Students. The motion was carried unanimously.

### 7.2 Consultation on Policy Concerning Tobacco Drugs and Alcohol

**GB 20-09-05** It was moved by Jen Sholzberg and seconded by Kim Teolis to not respond to the consultation on Policy Concerning Tobacco Drugs and Alcohol. The motion was carried unanimously.

### 7.3 Consultation on Environmental and Sustainability Policy

**GB 20-09-06** It was moved by Angela Crosbie and seconded by Josie Arcobelli to not respond to the consultation on Environmental and Sustainability Policy. The motion was carried unanimously.

### 7.4 Consultation on Appropriate use of Digital Resources and Technologies Policy

- It was agreed to write up a response with the following point: PCHS GB notes that there is nothing in the policy stating what students or parents are supposed to do, in the event of an instance of cyber bullying.

**GB 20-09-07** It was moved by Susan Brown and seconded by Jen Sholzberg to approve the response as noted above. The motion was carried unanimously.

### 7.5 Consultation on School and Continuing Education Fees Policy

**GB 20-09-08** It was moved by Kim Teolis and seconded by Jen Sholzberg to not respond to the consultation on School and Continuing Education Fees Policy. The motion was carried unanimously.

### 7.6 Consultation on Intercultural Policy

**GB 20-09-09** It was moved by Greg Piggins and seconded by Jen Sholzberg to not respond to the consultation on Intercultural Policy. The motion was carried unanimously.

### 7.7 Annual GB Report

**GB 20-09-10** It was moved by Jen Sholzberg and seconded by Angela Crosbie to approve the Annual GB Report. The motion was carried unanimously.

### 7.8 Final GB budget

**GB 20-09-11** It was moved by Lynda Giguère and seconded by Marcus Hamaker to approve the Final GB budget. The motion was carried unanimously.

## At 8PM

**GB 20-09-12** It was moved by Greg Piggins and seconded by Angela Crosbie to extend the meeting by 30 minutes. The motion was carried unanimously.

## 7.9 AGA presentation review

**GB 20-09-13** It was moved by Heather Himbury and seconded by Greg Piggins to approve the AGA presentation. The motion was carried unanimously.

## 8. Correspondence

### 8.1 Incoming

An email from Chris Eustace re/Bill 40 – see GB kit

### 8.2 Outgoing

None

## 9. **Varia:** Google presence of school (e.g. information shown on google maps)

- There needs to be someone (likely admin) in charge to ensure PCHS is accurately represented
- N. Hayter agreed to investigate this

## 10. **Questions from the public:**

No questions however Chris Eustace thanked Juan Lamosa for the work he did as chair over the years.

## 11. **Adjournment**

**GB 20-09-14** It was moved by Greg Piggins and seconded by Heather Himbury to adjourn the meeting at 8:30PM. The motion was carried unanimously.



Chris Pearson, GB Chair 2020-2021



N. Hayter, Principal P.C.H.S.



# Governing Board



## Principal’s Report

September 8<sup>th</sup>, 2020

### Welcome & Introductions

The Administrative team for this upcoming school year is:

- Mr. Brian Swirsky –Secondary One and Two
- Mr. Patrick Oliphant –Secondary Three and Four
- Ms. Alexandra Desbiens-Leighton -Alternative Programs and Secondary Five
- Mr. Nick Hayter –CFER and International Students

### Start Up

The gradual reentry plan for the first week of the new school year was successful, the Admin team have been meeting to review the plan and will make any necessary adjustments. This week we welcome four grade levels each day, we will monitor the logistics of students moving around the building and make a decision regarding the upcoming weeks on Wednesday evening.

### Overview

- Each class has their designated classroom, each grade level has their designated zone within the school
- The cafeteria tables have been designated for specific classes, access to the cafeteria will be staggered to reduce the number of people in one area
- Students are encouraged to go outside
- Students have designated doors to enter the building in the morning (after 7:30am)
- We are dismissing students at different times at the end of the day to reduce the number of people moving at the same time

### Health & Safety

- Students are expected to wear face coverings upon entry to the building and whilst moving around the building
- Students are encouraged to wear face coverings in class when social distancing cannot be respected
- Hand sanitizers are available at entrances and in every classroom
- Staff have been provided with appropriate PPE, students are expected to bring their own face covering

### Construction Update

- Gymnasium –The lights have been replaced, work is continuing in the locker rooms
- Auditorium –The epoxy floor has to be refinished to be non-slip
- Elevators –The main elevator should be completed for Sept 9th, the gym elevator should be complete before the end of the month
- Washrooms –Are expected to be finished tomorrow
- Woodshop –There has been a delay in the completion of the woodshop
- Phase 2 (next summer) will include replacing windows, classroom doors and painting

### Photos and Opus

We held our school photos sessions from Sept 2nd–4<sup>th</sup> in the library, a retake day will be scheduled in the upcoming weeks for students who missed their scheduled time. Students had the opportunity to take a photo for an OPUS card today at school.

## **Secondary 4 & 5**

Secondary Four and Five students will be alternating days this week, teachers may provide work and/or online sessions during the days they are not attending. A decision regarding the schedule for future weeks will be made on Wednesday evening.

## **CFER**

The CFER students have been following a schedule of progressive entry in smaller groups to become accustomed to the health and safety protocols being put in place. All students will be in as of September 14th. Due to the limited space on the bus that picks up off island a schedule that rotates students had to be established.

## **Community Learning Centre**

The replacement CDA post will be filled next week. One of the first tasks for the CDA will be to consult with the school and community and complete a needs analysis in order to create a strategic plan for the Pierrefonds CLC. This person will also be responsible for coordinating the ECA program at PCHS.

## **Curriculum Night**

As we are unable to welcome our parents into the school at this time the Curriculum Night has been cancelled. Teachers will share course outlines and any other information they would typically share during their meetings with parents. This should be shared with Parents by September 17th, should parents have any follow up questions they are encouraged to email or call the teacher.

## **Open House**

As we cannot welcome our community into the school at this time we have postponed our Open House. The objective is to hold the Open House prior to High School registration which typically occurs at the end of January.

## **Student GAFE accounts**

All reset students email passwords were reset last week. Resetting passwords is a good online safety measure, the new passwords have been shared with students by their teachers.

## **Fire Drill & Lockdown**

We are planning to hold our first fire drill with students on later this week and will hold a lockdown practice next week.

## **Extra-Curricular Activities**

PCHS extra-curricular activities have been put on hold until we are satisfied we can respect health and safety protocols.

## **Mozaik**

A message was sent to all parents regarding the transition from the Fusion Portal to Mozaik, Parents are encouraged to create their Mozaik account. If parents are experiencing problems they may email: [helpdesk@lbpsb.qc.ca](mailto:helpdesk@lbpsb.qc.ca)

## **School Fees**

PCHS will be moving to online payments for school fees this year, when the system is ready a message will be sent to all families.

## **Breakfast Club**

The PCHS Breakfast Club will be starting on September 21st. Information will be shared with Parents very soon.

## **Thank you**

On behalf of the PCHS Admin Team, I would like to thank the PCHS community for supporting us during these challenging times, by working together we hope to be able to keep everyone safe.

Nick Hayter, Principal