



**PIERREFONDS COMMUNITY HIGH SCHOOL  
GOVERNING BOARD 2020-2021  
Minutes of the Meeting held Tuesday October 13<sup>th</sup>, 2020**

DRAFT MINUTES UNTIL APPROVED AT THE NEXT MEETING

**Members Present:** Josie Arcobelli, Stefania Bertrand, Lori Brown, Susan Brown, Luciana Cifarelli, Angela Crosbie, Lynda Giguère, Meghan Guyver, Marcus Hamaker, Naveen Kumar, Sarah Larkin, Isabelle Leduc, Chris Pearson, Greg Piggins, Jen Sholzberg, Kim Teolis

**Administration:** Nick Hayter, Principal

**Commissioners:** Not present

**Community Reps:** Not Present

**Regrets:**

**Absent:** Caroline Alary (alt)

**Recording Secretary:** Susan Brown

**Public:** Isabelle Leduc (alt), Kristine Pino (alt), Sofia Berghello (alt), Heather Himbury (alt), Brenda Downes-Tremellen (alt), Juan Lamosa (alt), Sheila Moody (alt), Kristine Pino (alt), Haydn Bagoo (public)

**1. Call to Order**

Quorum was established and the meeting was called to order at 6:35PM by Nick Hayter.

**2. Agenda**

**2.1 Additions**

Correction to item 6 - should read September 8th, 2020

**2.2 Approval**

**GB20-10-01** *It was moved by Chris Pearson and seconded by Greg Piggins to approve the agenda as presented. The motion was carried unanimously.*

**3. Introduction of GB Members**

The Governing Board members and alternates introduced themselves, along with the Principal and the member of the public

**4. Election of the Chair**

**4.1 Procedure of Election of the Chair**

Nick Hayter opened the floor for nominations. Susan Brown nominated Chris Pearson for the position of Chair of the 2020-2021 PCHS Governing Board. Greg Piggins seconded the nomination. Chris Pearson accepted the nomination.

**4.2 Election of the Chair**

*Chris Pearson was elected Chair of the PCHS 2020-2021 Governing Board by acclamation*

**Chris Pearson took over the responsibility of chairing the meeting from this point on.**

## 5. Questions from the Public

No questions

## 6. Minutes of the Meeting held September 8, 2020

### 6.1 Corrections

No corrections needed

### 6.2 Approval

**GB 20-10-02** *It was moved by Angela Crosbie and seconded by Marcus Hamaker to approve the minutes of the meeting of September 8th, 2020. The motion was carried unanimously.*

## 7. Other Governing Board Members / Associates

### 7.1 Recording Secretary Nomination

**GB 20-10-03** *It was motioned by Angela Crosbie and seconded by Greg Piggins to nominate Sofia Berghello as recording secretary. The motion was carried unanimously.*

### 7.2 Community Representative at GB Meetings

Haydn Baggoo is a member of the local community. He introduced himself (through email and virtually in person) and explained how he wanted to help the PCHS community.

**GB 20-10-04** *It was motioned by Marcus Hamaker and seconded by Greg Piggins to nominate Haydn Baggoo as the Community Representative. The motion was carried unanimously.*

### 7.3 Commissioner Participation at GB Meetings

**GB 20-10-05** *It was motioned by Marcus Hamaker and seconded by Greg Piggins to invite the commissioner to participate in the GB meetings. The motion was carried unanimously.*

### 7.4 VP Participation at GB Meetings

**GB 20-10-06** *It was motioned by Greg Piggins and seconded by Sarah Larkin to invite the Vice-Principals and the Community Development Agent (CDA) to attend and participate in the GB meetings. The motion was carried unanimously.*

### 7.5 Election of IEP rep for SNAC

**GB 20-10-07** *It was motioned by Greg Piggins and seconded by Kim Teolis to nominate Sheila Moody as the IEP representative to SNAC for PCHS. The motion was carried unanimously.*

## 8. Internal Management

### 8.1 Internal Rules of Procedure / Management

The Internal Rules of Procedure / Management were discussed. The following amendments were made to:

3.2 .....to order at 6:30pm and adjourned by 8:00 pm (virtual meetings).....

3.4 The term of the office will extend from AGM to AGM inclusively,...

10.2 The question periods are indicated as items on the agenda. They will be after the approval of the agenda and before the adjournment items.

10.6 ... duration is no more that 10 minutes (2 times 5 minute periods)....

11.1 .... meetings must be adjourned by 8:00pm (virtual meetings)

**GB 20-10-08** *It was motioned by Luciana Cifarelli and seconded by Greg Piggins to adopt the GB Internal Rules of Management with the above amendments. The motion was carried unanimously.*

## **8.2 Meeting Schedule**

The following dates were selected: (generally 2<sup>nd</sup> Tuesday of the Month)

November 10<sup>th</sup>, December 8<sup>th</sup>, January 12<sup>th</sup>, February 9<sup>th</sup>, March 16<sup>th</sup>, April 13<sup>th</sup>, May 11<sup>th</sup>, June 15<sup>th</sup>.

**GB 20-10-08** *It was motioned by Marcus Hamaker and seconded by Isabelle Leduc to approve the GB meeting dates above. Motion was carried unanimously.*

## **9. Business Arising from the Minutes**

### **9.1 Review the emergency preparedness plan**

The Emergency Preparedness Plan (binder cover) was shown. The plan is in the process of being reviewed and updated with the current year's information. It has been reviewed with new admin staff. Everything is being or has been verified (such as evacuation locations still being available).

### **9.2 Anti-Bullying Anti-Violence Plan (AVAB)**

The AVAB plan is currently a working document. It has been modified to incorporate this year's changes. There is a committee that will be reviewing the contents of this document and if it requires changes the document will be brought back to the GB for adoption again. The document was presented (noting the few changes).

**GB 20-10-09** *It was motioned by Angela Crosbie and seconded by Sarah Larkin to adopt the ABAV plan as presented. Motion was carried unanimously.*

### **9.3 Capital Budget Priorities**

The capital budget priorities will be brought back to the Governing Board once it is established for this year. There have been and will be numerous capital expenses (renovation projects) completed at PCHS.

## **10. Reports**

### **10.1 Principal's Report**

The Principal's report is attached.

#### **10.1.1 Field trips**

There were no field trips presented for approval.

#### **10.1.2 Rentals**

There were no rentals presented for approval.

#### **10.1.3 Fundraising**

There were no fundraisers presented for approval.

#### **10.1.4 Service Contracts**

There were no fundraisers presented for approval.

### **10.2 Teachers' Report**

A verbal report was provided. A summary is attached.

### **10.3 Support Staff Report**

A verbal report was provided which included:

Support staff are working very hard and adapting to navigate the 'new' normal. They are adjusting to working with their students while following the social distancing rules (including all of their PPE).

#### **10.4 Students' Report**

There were no students present at this meeting. Students will be in attendance at the next meeting.

#### **10.5 Commissioner's Report**

The Commissioner was not in attendance.

#### **10.6 Community Reps Report**

Haydn Baggoo asked to please contact him if anyone has ideas of how he can help out the PCHS community. He is looking for tasks or projects to take on. He would appreciate being put in contact with the PCHS CDA as this may be someone that he can cooperate with.

#### **10.7 Parent Representative's Report**

The first meeting has taken place, the second (elections) will be taking place soon.

Of note: The Elections of the Commissioners have been postponed, but this leaves the commissioners who were elected by acclamation in limbo. Further details will follow as they are available.

#### **10.8 IEP representative for SNAC Report**

The report was provided in the GB Google Drive prior to the meeting and is available on the LBPSB website. (here: <http://snac.lbpsb.qc.ca/eng/ExternalReports/page.asp>)

#### **10.9 PPO Report**

The first PPO meeting took place on October 6, 2020. 18 parents attended. Brenda Downes-Tremellen and Susan Brown will co-chair PPO this year. Jennifer Jarvis will be secretary, Natalie Aran will be Treasurer. Fundraising, virtual presentations for parents as well as staff appreciation activities for this year were discussed. The next PPO meeting will be on November 3rd (virtual).

#### **10.10 Chairperson's Report**

Nothing to report

### **11.0 New Business**

#### **11.1 GB Budget 2020-2021**

The proposed PCHS GB Budget for 2020-2021 was presented.

**GB 20-10-10** *It was motioned by Greg Piggins and seconded by Marcus Hamaker to approve the proposed PCHS GB Budget for 2020-2021. Motion Carried Unanimously.*

### **12.0 Correspondence**

#### **12.1 Incoming**

- Follow-up on Council and GB Virtual Meetings - Order in Council 1039-2020
- Postponement of School Elections
- Policies adopted September 21, 2020
- Questions and Answers for Budget 2020-2021

#### **12.2 Outgoing**

- Consultations response September 8, 2020

**13.0 Varia**

**14.0 Questions from the Public**

-Is there any development or update regarding the payment of school fees ?

Admin is waiting for confirmation that the invoices will all be available to parents through Mozaik and that the payment will be able to be completed through Mozaik as well. An email will be sent out to PCHS parents / guardians when this is ready.

**15.0 Adjournment**

**GB 20-10-11** *It was motioned by Luciana Cifarelli and seconded by Greg Piggins to adjourn the meeting at 7:50pm. The motion was carried unanimously.*

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Chris Pearson, GB Chair 2020-2021

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

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## Principal's Report

October 13<sup>th</sup>, 2020

### Extra-Curricular Activities

We had elected to not start extra-curricular activities at PCHS therefore the recent suspension of ECA's and School Sports will not significantly impact PCHS students at this time. We do recognize the importance of ECA's for student engagement and well-being and we hope to be able to offer activities later in the school year.

### Face Coverings/Masks

As of Thursday October 8<sup>th</sup> students are expected to wear face coverings or masks on school property, both inside and outside the building. Students may remove masks when eating or drinking at breaks in their homeroom classes, at their designated tables in the cafeteria or when eating or drinking outside. Students are expected to wear face coverings or masks in classrooms, however there may be exceptions made in Physical Education classes depending on the nature of the activity.

Our PCHS students have impressed us with the wearing of masks. The most significant impact of the Government directive is the mandatory wearing of masks in the classroom and outside whilst on school property.

### Secondary 4 & 5

Our Secondary 4 & 5 students will continue attending school on alternating days until at least the end of Term One which is on November 6<sup>th</sup>. A schedule of the days that each grade level attends school during the next month has been shared with parents. Online classes and independent work will continue to be organized by our teachers when students are working from home.

### Homeroom bubbles

We have made some small adjustments to our school rules since entering the Red Zone status:

- We are expecting students to go to their homeroom class upon arrival at school in order to minimize the number of students in common areas of the school.
- Thanks to the Breakfast Club of Canada we are able to offer a "brown bag" breakfast to students from 7:30am each morning, this can be collected by students from their grade level zone and taken to the homeroom class to eat.
- At breaks students are encouraged to remain in the homeroom class, however they may take a movement or washroom break and stay in their grade level zone or go outside.
- Designated tables have been set up for each homeroom class to eat at during lunchtime.
- Our objective is to maintain homeroom bubbles as much as possible during the school day.
- We continue to remind students of the importance of social distancing, hand washing and face coverings.

### Photos

School photo retakes will be held on Thursday October 15<sup>th</sup> for all Grade 11 students and any student who was absent during the first photo session.

## **Community Learning Centre**

Our new Community Development Agent has started in her role, we welcome Kemba Mitchell to our Community Learning Centre. She will be attending future PPO and GB meetings to offer a report on CLC programs. Kemba will also be responsible for coordinating the ECA program at PCHS.

## **Reporting**

On October 8<sup>th</sup> we received modified directives from the Minister of Education regarding reporting timelines.

We are therefore delaying the release of Interim Report Cards, the revised date will be shared with Parents very soon. This year students will be evaluated in two terms rather than three, the first term report card must be distributed by January 22<sup>nd</sup> and the second before July 10<sup>th</sup>. Each term is weighted at 50% for the school year.

Information will be shared with parents regarding our revised reporting timeline, parent teacher interviews and evaluation procedures very soon.

## **Enriched Entrance Exam**

The LBPSB is holding its enriched entrance exam for Grade 6 students on October 30<sup>th</sup> for LBPSB students and October 31<sup>st</sup> for online learners and non LBPSB students. Information has been shared with our local elementary schools and is posted on our school website and social media pages.

## **Fire Drill & Lockdown**

We held our Lockdown practice this morning, fire drill practices will be held by individual classes this year in order to prevent a large movement and gathering of students.

## **Breakfast Club**

The PCHS Breakfast Club is up and running, students are able to collect a bagged breakfast and milk upon arrival to school.

## **Cafeteria**

The school cafeteria is closed until at least the end of the month of October.

## **Thank you**

On behalf of the PCHS Admin Team, I would like to thank the PCHS staff for their ongoing support and dedication to our students.

Nick Hayter, Principal