

Minutes of the meeting of the Governing Board of Wilder Penfield School held on Tuesday September 22, 2020 at 6:15 pm online (Zoom Meeting).

**Present:**

Mr. Raffi Alexanian, Parent Representative  
Mr. Greg Bagshaw, Parent Representative  
Ms. Andrea Bailey, Parent Representative, Alternate Parents' Committee Representative  
Ms. Jennifer Bobey, Teacher Representative  
Ms. Debbie Cobrin, Alternate Parent Representative  
Ms. Helene Constantin, Teacher Representative  
Ms. France de la Rochelle, Principal (ex-officio)  
Mr. Lenny Guerchkovitch, Alternate Parent Representative  
Ms. Lindsay Knowlton, Teacher Representative  
Mr. Onnig Kouyoumdjian, Parent Representative, Parents' Committee Representative  
Prof. Heather Lambert, Parent Representative, Chair  
Ms. Meghan Marak, Teacher Representative  
Ms. Magda Natkaniec, Teacher Representative  
Mr. Shawn O'Driscoll, Alternate Parent Representative  
Ms. Samantha Simeone, Parent Representative,  
Mr. Scott Szeremeta, Alternate Parent Representative  
Mr. Eric Thibault, Alternate Parent Representative  
Ms. Tracey Torok, Support Staff Member  
Ms. Mary Vassilakis, Daycare Representative  
Ms. Vanessa Vitale, Alternate Parent Representative  
Mr. Josh Zemel, Parent Representative

**1. Call to order**

The meeting was called to order at 6:20pm

**2. Adoption of Agenda**

Adoption of the agenda moved by Onnig Kouyoumdjian; seconded by Mary Vassilakis, and unanimously resolved that the agenda be adopted.

| <u>Vote for:</u> | <u>Vote against:</u> | <u>Abstention:</u> | <u>Resolution:</u> |
|------------------|----------------------|--------------------|--------------------|
| Unanimous        | 0                    | 0                  | 2020-09-22-01      |

**3. Adoption of Minutes of Meeting of June 23, 2020**

Adoption of the agenda moved by Onnig Kouyoumdjian; seconded by Lindsey Knowlton, and unanimously resolved that the agenda be adopted.

| <u>Vote for:</u> | <u>Vote against:</u> | <u>Abstention:</u> | <u>Resolution:</u> |
|------------------|----------------------|--------------------|--------------------|
| Unanimous        | 0                    | 0                  | 2020-09-22-02      |

#### **4. Election of Governing Board Members**

An election to fill the position of Governing Board Secretary and Chairperson was conducted. A single volunteer came for each position. Andrea Bailey was elected as Secretary and Heather Lambert was elected as Chairperson.

| <u>Vote for:</u> | <u>Vote against:</u> | <u>Abstention:</u> | <u>Resolution:</u> |
|------------------|----------------------|--------------------|--------------------|
| Unanimous        | 0                    | 0                  | 2020-09-22-03      |

#### **5. Public Question Period**

The following questions were raised and discussed:

##### 5.1 Continuation of Grade 4 Vaccinations (raised by Onnig Kouyoumdjian)

Onnig Kouyoumdjian asked whether the children in the Grade 4 class that received the 1<sup>st</sup> dose of the Hepatitis B and HPV vaccine series would receive the second dose this year (in Grade 5) as the second dose was postponed due to COVID-19 and the premature closure of the school in March 2020.

Principal De La Rochelle informed the GB that the CLSC nurse advised her that the series would not be completed in Grade 5 and that the Grade 4 class will receive the second dose of the series in High School (Grade 9) per the Quebec Public Health Policy.

Onnig Kouyoumdjian asked whether the new Mosaik App had increased teacher burden (i.e. is there more actions that need to be completed?). The App is more comprehensive than the Fusion Portal (which will be deactivated in Fall); it provides more visibility on child progress. Add-ons to the App may be forthcoming.

Governing Board meetings should be open to the public; however, in light of COVID-19, and alternative format for public access needs to be considered (options: access to Zoom login sent by email; parents can send questions via e-mail and GB can reply in meeting; or parents can request the link to attend).

##### 5.2 Governing Board public interface (Facebook page) & School website

It was asked whether a GB Facebook page would be helpful in informing parents of coming meetings, however, there may be legal issues to address with a GB Facebook page (F. de la Rochelle will check). was expressed that some parents do not use Facebook and suggested that maybe putting the information on the school's website would be better. A question was asked regarding the procedure for updating the school website, with some suggestion that we should make it more user friendly. It was suggested that a subcommittee could explore options to update the website. F. de la Rochelle and Heather Lambert will look into the website host/web-support and revisit at the next meeting.

##### 5.3 Pick-up & drop-off behaviour

A parent (Scott XXXX) expressed concern that some parents were not following COVID-19 social distancing and mask-wearing measures outside at drop-off and pick-up time. F. de la Rochelle stated that an e-mail will be sent out to remind parents to follow public health COVID-19 guidelines and that they set an example for children to similarly follow guidelines. F. de la Rochelle also suggested that she could speak with the Police Liaison Officer to be outside at the end of the day to remind parents.

## **6. New Business**

### 6.1 Governing Board meeting dates

The GB meeting dates were listed in the meeting agenda. All meetings will begin at 6:15 p.m. The dates of the Parents Committee were still to be confirmed (Onnig Kouyoumdjian). Motion to approve the GB meeting dates raised by Onnig Kouyoumdjian and seconded by Raffi Alexanian

| <u>Vote for:</u> | <u>Vote against:</u> | <u>Abstention:</u> | <u>Resolution:</u> |
|------------------|----------------------|--------------------|--------------------|
| Unanimous        | 0                    | 0                  | 2020-09-22-04      |

October 20, 2020  
November 17, 2020  
December 15, 2020  
January 19, 2021  
February 16, 2021  
March 23, 2021  
April 20, 2021  
May 18, 2021  
June 15, 2021

### 6.2 New Governing Board Internal Rules (Onnig Kouyoumdjian)

Onnig asked when the internal rules for Governing Board would be made available. Heather Lambert stated that they will be posted in the Governing Board Shared Google Drive, and recommended that all members read the internal rules. Heather Lambert also requested members to forward their e-mail addresses to her to ensure that all members gain access to the Google Drive and receive e-mails at the correct/preferred e-mail address.

## **7. Reports and Correspondence**

### 7.1 Principal Forum (France de la Rochelle)

France de la Rochelle provided an update on the status of COVID-19 mitigation activities. Children have been following the guidelines quite well and have stayed within their bubbles. Parents have been helpful in providing the school with information on any symptoms their children have that may be a symptom of COVID-19. Per the current policy, if a child presents with more than 1 symptom at school, the parents are called and the child is sent home. Parents are provided with a phone number where they can get public health information on COVID-19 symptoms and testing facilities. As of the GB meeting, no staff members had been out with COVID-related illness, no one had been sent into isolation and no active COVID cases had been reported.

As of September 22, 2020, the Montreal area was designated as COVID-risk level Orange, and schools were coded as Yellow. At the time, the Quebec Health Ministry was not noting transmission within schools, but within the community (e.g. sports activities) justifying the "Yellow" code status.

The schoolyard is sectioned into “bubbles” to maintain social distancing guidelines. Children have been washing their hands, and teachers have been great with helping the children follow the guidelines. The use of cubbies and hooks in the hallways have been placed on an alternating schedule as there is inadequate space in the classroom for children to store their belongings.

Some children have presented with anxiety with respect to the COVID-19 pandemic. New integration aids are forthcoming to help with the re-adjustment to school. Staff have been working with the children to manage re-introduction.

F. de la Rochelle mentioned that teachers found the new 1 week on/1 week off English and French alternative schedule more convenient than the previous 1 day on/ 1 day off format. This format was adopted to maintain children within their classroom bubbles to prevent the spread of COVID-19. Teachers find this format offers more time to work on material, rather than to be limited to 2.5 days per week on an alternate schedule; however, this new approach means that classroom resources specific to English and French classes are not as accessible to teachers and children. Samantha Simeone asked whether this format may disadvantage children who have to miss 10-14 days of school should they test positive or have been exposed to COVID-19 (i.e a 10-day absence would cover an entire week of English and French). F de la Rochelle mentioned that teachers are suggesting the use of Apps and online programs to provide continuing education during absences.

F. de la Rochelle discussed plans to revamp the schoolyard. Twenty-five new trees were planted following the removal of trees damaged by the Emerald Ash Borer. Grant money was provided to plant new trees, and a non-profit organization provided assistance with planting the trees (and providing care until Spring 2021). The non-profit organization received help from Wilder kids (and commented that the kids were polite and well-informed). The junior playground will be replaced next spring. Grants are available to help update the playground. Raffii Alexanian volunteered to head a sub-committee to assist in putting together the application for grant funding.

Reflex Math: The subscription will be renewed. The last subscription cost \$2500 for 2 years access under a promotion. The current renewal will cost \$2000 for 1 year of access. Reflex Math will come available soon.

### 7.2 Teacher Forum

*Jennifer Bobey (Art teacher)*

Parents were requested to buy a few supplies to help individualize supplies and limit sharing in light of COVID-19. Jennifer Bobey has made a purchase order for supplies to provide additional supplies to ensure that there is limited sharing of materials. Kids are being helpful cleaning the classroom.

*Meghan Marak (Kindergarten)*

Kindergarten kids seem to be adapting to COVID procedures well (they are new to the school system and therefore do not need to adapt to the changes like the older children do). Some of the children are wearing masks in class, or to the bathroom.

7.3 Daycare Forum (Mary Vassilakis)

There is a ped-day Friday September 25<sup>th</sup>; 34 children had signed up to attend. Bubbles had to be adjusted to ensure social distancing measures. Cleaning and hygiene measures have been followed by the kids. A new App will be introduced (Hop Hop) which will help assist the daycare in preparing kids for pick-up. The App allows parents to inform when, and by whom, a child will be picked up. It uses GPS to update the ETA as parents are en-route. It will be recommended to parents to download the App.

7.4 Home and School (Samantha Simeone)

New members were elected to the Home and School Committee. The roll out of school supplies through the supplies list went well. The Winter Holiday Market likely won't be held this year due to COVID-19. There are suggestions to hold it online through a Facebook Marketplace group or to hold the event outdoors weather permitting.

Fundraising requests:

- Mom's Pantry Fundraiser (possibly online). Motion to approve: Onnig Kouyoumdjian; Second: Meghan Marak.

| <u>Vote for:</u> | <u>Vote against:</u> | <u>Abstention:</u> | <u>Resolution:</u> |
|------------------|----------------------|--------------------|--------------------|
| Unanimous        | 0                    | 0                  | 2020-09-22-05      |

- 4 Raffles: 2 for Home & School and 2 for Grad. Motion to approve: Mary Vassilakis ; Second: Onnig Kouyoumdjian.

| <u>Vote for:</u> | <u>Vote against:</u> | <u>Abstention:</u> | <u>Resolution:</u> |
|------------------|----------------------|--------------------|--------------------|
| Unanimous        | 0                    | 0                  | 2020-09-22-06      |

Parents are being encouraged to join H & S. E-mails will be sent out shortly. The first meeting will be held October 14<sup>th</sup>, 2020. Updates will be posted on the H & S Facebook page and are listed on the School Calendar.

7.5 Commissioner Forum

An E-mail was received from Laura Dery informing that she will not be seeking a second term. The Council of Commissioners will be disbanded due to the forthcoming school board elections.

**8. Varia**

None

**9. Adjournment**

It was confirmed that GB will continue to use the school's zoom account to hold meetings.

Motion to adjourn meeting: Heather Lambert; second: Meghan Marak

| <u>Vote for:</u> | <u>Vote against:</u> | <u>Abstention:</u> | <u>Resolution:</u> |
|------------------|----------------------|--------------------|--------------------|
| Unanimous        | 0                    | 0                  | 2020-09-22-07      |

Wilder Penfield Governing Board  
Meeting Minutes  
September 22, 2020

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Next meeting: Tuesday October 20, 2020 at 6:15 p.m. Zoom link to follow.



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Heather Lambert, Governing Board Chair

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France De La Rochelle, Principal