

Governing Board - Wilder Penfield Elementary School
Minutes of the Meeting – November 16, 2021 6:15pm



ATTENDEES:

Christina Bakalis, Resource Representative,
Lindsay Knowlton, Teacher Representative,
Meghan Marak, Teacher Representative,
Susan Mansour, Teacher Representative,
Tracy Torok, Secretary,
Mary Vassiliakis, Daycare Representative,
Raffi Alexanian, Parent Representative
Onnig Kouyoumdjian, Parent Representative, Chair
Samantha Simeone, Parent Representative
Josh Zemel, Parent Representative
Genevieve Bienvenu, Parent Representative
France de la Rochelle, Principal,

PUBLIC ATTENDEES:

Eliane Leclerc, Substitute Parent Representative
Daniela Cimaglia, Substitute Parent Representative
Heather Lambert, Substitute Parent Representative
Eric Thibault, Substitute Parent Representative
Merrilee Wolsey, Substitute Parent Representative
Jason Doan, LBPSB Commissioner, District 7
Errol Johnson, City of Dollard Des Ormeaux Councillor, District 2
Stephanie Phillips, Parent

ABSENT WITH REGRET

Magda Natkaniek, Teacher Representative,
Andrea Bailey, Parent Representative

ABSENT

Greg Bagshaw, Parent Representative

1. Call to Order

Meeting called to order at 6:17pm by Onnig Kouyoumdjian. Quorum established.
Onnig Kouyoumdjian read the land acknowledgement.

2. Approval of the Agenda- Amendments, revisions, adoption

Prior to the approval of the minutes Onnig introduced Errol Johnson.

Motion to adopt the agenda was moved by Mary Vassiliakis and seconded by Samantha Simeone.

11 Votes in favor

0 Votes opposed

0 Abstentions

Motion passed unanimously.

3. Approval of Minutes

Meghan Marak asked for the spelling of her name to be corrected.

Motion to approve the minutes for the October 19, 2021 with corrections was moved by Genevieve Bienvenu and seconded by Mary Vassiliakis.

11 Votes in favor
0 Votes opposed
0 Abstentions
Motion passed unanimously.

4. Business Arising

4.1. K-4 K-5 Play Structure Project Update

France de la Rochelle reports that there is progress.

She had sent an ERMS to parents to form a steering committee to help prepare the presentation needed to present to the board. She got 4 parents, including graphic designers and those interested in green aspects of the project.

The proposal needs to be ready by Christmas as there is a January 10, 2022 deadline to submit the proposal to the government. Once our committee puts together the proposal, it will go to the board for final tweaking and signatures prior to that date.

France spoke with Mr. Johnson yesterday regarding the project. The contribution from the board that the city will match needs to come from capital funds. A letter with proper wording for the city will be sent indicating the board's contribution. Mr. Johnson and the mayor are in support of the playground project and have verbally committed to give \$20 000. An estimate of costs is in development for the application. The steering committee is meeting again next week.

4.2 Covid Update

France reports that there were 3 cases in the school last week, and that there were 2 in the weeks prior since the last meeting.

Sanitary measures are being maintained. The school has been following new policies from Sante Publique as they are distributed. She mentioned a big help has been that parents are keeping children home when they are sick.

4.3 "Tell them from Me" Girls Feedback

France reports that she and Ms. Adrienne met with the girls in each grade 6 class to discuss their sense of safety in the school. In one class there are a lot of issues with the boys, in the other there are issues between the girls.

Some problematic behaviours are recurrent and so a plan is being put in place to address these within each group. There were no surprises in the report as the issues are known for this age group: girls can be mean and the boys don't let up. Onnig says that given that there is now an action plan in place the GB will close this topic and future problems will be treated as new business.

Merrilee asked for additional detail on the plan and the timeline. France replies that Adrienne works with these classes on a weekly basis. What is said and what will be done is decided with the girls and this is confidential. There will be follow up with the classes once Adrienne has seen everyone, and more actions will be planned as needed.

Merrilee asks what the specific curricular items used. France replies that the school has access to several resources. If what we have isn't adequate, more resources will be sought, and that she is also consulting with the school psychologist. Onnig added that the role of the GB is to make sure that the environment in the school is safe for the children and the follow up by the GB was to be sure the issue is being addressed,

and we will be tracking this over time to be sure actions have been effective. France adds that the teachers and daycare are dealing with this kind of behaviour on a daily basis.

Merilee asks if there is a plan in place to reduce the number of incidents that occur. France replies that the school contracted with a group (Dare to Care) and purchased their online sessions for parents and lessons for the children. There are resources for parents that could be watched in a group and discussed, or watched asynchronously. The school is hoping that family involvement will reduce bullying. This program will be rolled out in early 2022.

4.4 School Website

The school's website has been updated. Information regarding to the Governing Board is now up to date, including the list of members, meeting dates and minutes. There are minutes from last school year which still need to be uploaded. The daycare handbook and ABAV are also up to date. Hopefully it will not fall behind as it has in the past.

Onnig asked about getting the credentials to be able to login ourselves. France did not have the opportunity to inquire.

4.5 Review of the Emergency Preparedness Plan

This review is an annual task of the Governing Board. There is a huge binder containing the Emergency Preparedness Plan in the front office. It is updated by Tracy every year.

All manner of emergency is addressed by the document, from a fire at the school, up to and including a plane crashing into the building. All items that change from year to year are updated each Fall. All students are listed in the binder including room assignments, allergies, and contact information. The staff assigned to take care of specific tasks is up to date. There are phone chains for contacting the school, board and parents.

If needed our school's evacuation site is Kingsdale Academy. When there are fire drills Tracy grabs the binder before leaving so procedures can be followed.

Eliane Leclerc asks who takes the binder if Tracy is not there? France replies that either she or Mary can grab it on the way out if Tracy is not there.

Genevieve asks if there a copy online in case the binder doesn't make it out of the building? Tracy replies that it is on the SSO system in case it needs to be accessed from offsite.

Onnig asks if the binder has ever been used? France replies no, not since she has been there; everything has been routine and no planes have crashed into the school. France reports that there is a form in the front of the binder that will be signed by her and countersigned by a representative of the Board affirming that the GB has received the report that the binder is up to date.

4.6 Letter to City of Dollard des Ormeaux for additional Safety Measures

Onnig summarized the concerns about safety of walkers and drop-offs, as discussed during the September 21 meeting. As moved during that meeting, a letter was drafted (Thank you Heather and Merrilee) to be sent to the City Council to ask for some changes to be made to the streets around Wilder Penfield.

Mr. Johnson and France met yesterday to discuss possible measures that would be appropriate, considering the location of the school. Mr. Johnson states that the city of Dollard is always concerned about the children's safety and commits to working with the school to find solutions. The city appreciates the suggestions that have been put forward.

The city has a Traffic Committee that city looks at these measures and decides what is most appropriate given the location and the needs of the community, such as emergency access. Photo radar is being discussed for the city for several places and the equipment would rotate location, however this plan will need police and government approval. Speed bumps can be problematic. The city avoids installing them on major city arteries, such as Westminster, because they are problematic for ambulances and emergency vehicles. He did say that all of the suggestions we make will be considered by the Traffic committee.

The letter from our Governing Board can be sent to direct Mr. Johnson and he will make sure there is follow up with the traffic committee.

Stephanie Phillips, member of the public was allowed to ask a question. She says that many families cannot walk on Roosevelt because of the speed of traffic and as a result, families are taking other roads which in the area that don't have sidewalks. Mr. Johnson says that this can be taken into consideration by the Traffic committee. Stephanie added that signs asking for people to slow were in place on Roosevelt but have already been removed. Mr. Johnson replies that these are for public awareness and the signs are rotated to other areas.

Genevieve asks if there is a LBPSB member on the traffic committee, as it might be useful to have someone from the board who would be able to speak to the school-based concerns. Mr. Johnson replies that there is not specifically a board representative, but the city councillors are aware of the issues related to the schools in their district.

Heather wants to do a small update on the image attached to the letter, after which Onnig and France will sign and send it to Mr. Johnson.

Onnig adds that the best thing we can do is improve the culture internally with regards to parent cooperation with traffic laws and safety. Mr. Johnson would like to reassure the parents that the city is taking this very seriously and will address the concerns as soon as possible. Mr. Johnson also said he is always available to come to meetings to discuss any issue.

5. Question Period No.1

Merrilee asked if it would be possible to send an ERMS the day before GB and H&S meetings to remind parents? Even though these are posted on the website and Facebook, these may not be enough for some parents. She also asked who gets the zoom link for the GB meetings?

Onnig said that members of the GB get the zoom link, and anyone else from the community can send an email and get the link. It is not distributed widely because of the issue of Zoom-bombing that has happened at other schools' meetings.

France explained that ERMS is used to send information that is immediately pertinent to all parents, and there is concern about overloading parents with too many emails. She will be sure to put the dates of the meeting in the newsletter, but cannot commit to sending an ERMS for this issue.

Onnig added that other schools would be amazed at the participation at Wilder. Parent engagement at many schools is typically lower.

6. New Business

6.1 Role and Selection of Governing Board Alternates

Onnig informed the members that per the Education Act the number of alternates elected is between 2 and the number of total parents on the GB. There are substitutes for all membership groups to the GB, including teachers and staff. In our internal rules, we say that the substitutes take part when there are

absent regular members. Other schools do not use their substitutes unless there is no quorum. We are fortunate that there are more alternates than the minimum required. We have always permitted substitutes to discuss matters outside of question periods.

Onnig prefers not to have a prescriptive way of determining which alternates are to be used at a given meeting, and had planned to go alphabetically down the list (first 2 in first meeting, next 2 next time, etc).

Merrilee states that she feels that any dissenting vote should be reported, and that the vote should have been considered in the selection of substitutes at the last meeting. Onnig replies that if there had been voting items on the agenda this month, the substitutes would have been identified.

Genevieve suggests that anticipated absences be filled in the 2 or 3 days prior to the meeting and first-come first-serve for alternates. Onnig replies that some people aren't able to notify that they will be absent until the last minute, and that system risks insufficient substitutes present.

Onnig suggests that he develops a list of randomly selected substitutes that will rotate as to order of voting priority and he will affirm the voting members prior to each vote.

Heather brought up that substitutes GB members also can also reply back to the monthly reminder email if they will not be in attendance so that the chair can be sure quorum can be met.

Merrilee suggests that substitutes who are acting as members of the public add Substitute to their Zoom name so that it is obvious who is in a voting role.

6.2 Governing Board Training

The training session and Zoom link are in the meeting kit. It is recommended that all GB members, regular and substitute, attend to learn/reaffirm the roles that we are permitted to take. Genevieve asks if the training will be recorded? Onnig replies that in general it is recorded but when it is posted can't be predicted. Onnig adds that when the meetings are in person it is nice to see who is on the other GBs, and come to appreciate what we have or don't have in our own School.

6.3 Rapid Testing in School – PETES GB Resolution

The rapid testing in the school was described at the last meeting. France and Ms. Sue have been training to administer the test. The test may be used if there is a student showing covid symptoms.

A resolution was passed by the PETES' GB indicated that they do not feel that the individuals performing the test have sufficient training, the process is not transparent, and that a medical professional should administer it. This was forwarded to the chairs of the other Governing Boards to share. On further conversation, the administration at PETES was in charge of testing and felt it was onerous.

Onnig included a copy of the resolution in the meeting kit and asks if there are any concerns at Wilder.

Genevieve and Merrilee state that they have complete faith in France's ability to administer the test. Merrilee says that some parents do not want to sign the consent.

Onnig clarified that the testing is not mandatory, and the school won't perform the test on children unless parents have consented. The alternative is no rapid testing. The consensus is that having the rapid testing available for those who do consent helps to keep the children safe.

6.4 Approval of Field Trips

There are no field trips to approve at this time.

6.5 Approval of Fundraisers scheduled

There are no fundraisers to approve at this time.

7. Reports and Correspondence

7.1 Principal & Teacher Forum

In K4, there is 1 activity per month for the parents to do with the children at school. In October the K4 parents came in on a rotating basis to paint pumpkins with their children. Parents are also coming in to talk about their jobs and do activities with the children.

For Remembrance Day, Ms. King and grades 5 and 6 did a ceremony on the intercom, there was a minute of silence and Hallelujah was sung by students and Mr. Blake. Poppies and other decorations were made by all of the grades.

Interim reports will be distributed, in hard copy form, on Thursday. Teachers will be sending invitations for meetings to parents of kids with IEP, who are having difficulty, and by request.

Covid cases in the school have kept France busy. The grant for the playground is her current priority item.

Ms. Lindsay reports that all kids had a good time with Halloween activities and thanks to the Grad Committee for the Candygrams. The Lost and Found is growing. Everything labelled is returned, but there are a lot of items which remain.

She also mentioned a lot of kids don't have indoor shoes. Indoor shoes are needed, because many kids come to school in boots. They take them off to not dirty the floors, but forgot that the day before they went home in shoes. Even an old pair of shoes to wear indoors is helpful.

Merrilee asks if the school has in its dress code or something that could be enforced because of the safety issues? In gym class students who do not have indoor shoes are asked to take outdoor shoes and socks off to prevent slipping. Other schools have bins of shoes that can be borrowed but there are questions about hygiene and many parents do not permit students to wear other people's shoes. This may be something that can be addressed through Home and School, by asking parents to donate old shoes in good shape. Samantha reports that this is a common issue especially with the seasonal change and kids wearing shoes one day and not the next. Raffi asks if the parents are being notified that their children are going barefoot? France says that the lower grades are informed, but not the older grades. She says that she addressed the hazards of going barefoot with the children, including the need to go shoeless if there is a fire alarm. Meghan reports that there are a lot of kids that only have 1 pair of shoes that are very muddy, and not indoor and outdoor shoes. Meghan would appreciate donations for the K students who are in need. Proper seasonal clothing is also a problem. France will send an ERMS in regards to both proper seasonal clothing and shoes. Onnig reminds us that we are not allowed to mandate parents to send a second pair of shoes. Suggests that we add to the handbook that clothing and shoes that are unclaimed will be used by other children who need them.

Christina reports that the literacy program has begun and is going well. Parents of grade 2 and 3 students have been informed of the program, in which all students participate. The groups will be switched up in January.

7.2 Daycare Forum

The November 19 ped day is pancakes and pyjamas. Daycare would also appreciate that some extra clothing items be sent, especially for the younger grades. She does not want to send a request to everyone because she would be inundated, but a few items would be helpful. They high school entrance exam also on November 19, between 8:30 - 11:30am, so the ped day is being organized around that space.

7.3 Home and School Forum

The Quebec Federation of Home and Schools is offering a number of workshops, including, cooking workshops for children and parents, and online safety sessions for parents.

Wilder wear orders have been placed with the suppliers. The Mom's Pantry fundraiser closed yesterday with over \$8000 in sales. Home & School gets a portion of that.

The Grad raffle will open on November 29 and will go for 2 weeks.

There is Home & School subcommittee to organize a Holiday activity for the students. Once a plan is put together it'll be presented to the teachers.

We will be having our first pizza lunch of the year. They are still coordinating the details.

The process for the pizza lunches will be determined shortly.

The next Home and School meeting is scheduled Wednesday December 1 at 7:00.

7.4 Commissioner's Forum

Jason Doan presented a quick report. Summary reports from council meetings are in the meeting kit. There were 2 council meetings in October. Issues addressed were assigning people to committees, handing off of Allion School to Marguerite Bourgeoys School Board, and the request for an additional school off-island. Summary reports are available in the meeting kit or at <https://www.lbpsb.qc.ca/council-of-commissioners/summary-decisions>.

7.5 LB Parents Committee Forum

The last parent committee meeting took place November 4. Topics discussed were internal communication, administration update, Bill 40 update (waiting for the ruling), Bill 96 (actions are being taken by the board as necessary).

Governing Board training is scheduled for November 18.

7.6 Chairperson's Forum

Onnig Kouyoumdjian had nothing to add.

7.7 Other Correspondence

No other correspondence.

8. Varia

No Varia.

9. Question Period No.2

Stephanie Phillips states that it feels as if communication from teachers is overwhelming because of the variety of platforms used by various classes. She had also heard of security concerns with using Class Dojo and Seesaw. Is there any way of using a standard form of communication?

Onnig reports that this concern of too many platforms has been brought up at the Parent's Committee. France reports that she is not permitted to prescribe what platforms teachers use, be it digital or the agenda. Seesaw has been purchased by the board for all schools to use, and that ultimately it is up to the teachers to choose their platforms. Teachers like to be able to select what suits their style. The opinions of parents are also scattered, some like the variety of platforms used and others do not. France validates the feelings of being overwhelmed.

Stephanie Phillips thanked the Governing board members for their contributions.

Onnig thanks Erroll Johnson and Jason Doan for attending, and thanks the other Wilder community members for their participation.

10. Adjournment

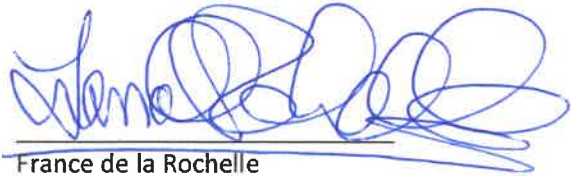
The meeting was adjourned by Onnig Kouyoumdjian at 8:12pm.

Next GB Meeting: Tuesday December 14, 2021 at 6:15pm

Minutes prepared in collaboration by Heather Lambert, Merrilee Wolsey & Onnig Kouyoumdjian



Onnig Kouyoumdjian
Governing Board Chair



France de la Rochelle
Principal