

**Hadley Junior High School
Philemon Wright High School
Joint Governing Board Minutes**

**Wednesday, April 22, 2020
4:30 p.m.
virtual meeting by Zoom**

Hadley Junior High School GB Members:

Frank Hall, Chair (parent)
Marty Olson, Vice Chair
Kim Carlton, Parent Committee (parent)
Britta Nielsen, Secretary (parent)
Penny Colbourne, parent
Rachelle Lemire, parent
Melinda Vallillée, SEAC rep (parent)
Lori Brown, Teacher
Jen Christie, Teacher
Bess Forrestall, Teacher
Fedra Voyatzis, Teacher
Correne Giles, Administration
Amanda Barnes, Professional

Philemon Wright High School GB Members:

Erin Connell, Chair (parent)
Sarah Cox, Vice Chair (parent)
Rhonda Boucher, Parent Committee (parent)
Penny Van Dine, Parent Committee Alt. (parent)
Siobhan Barr, Parent
Mike Avon, Parent
Letitia Taylor, Parent
Adam Leclair, Teacher
Brennan McConnell, Teacher
Amanda Kemp, Teacher
Tara Perrier, Teacher
Ashley Smith, Professional
Emilie Giacomelli, Support Staff
Shannon Murphy, Support Staff
Lovely Calixte, Student
Ethan Bordeleau, Student

Non-voting Members:

Dodie Payne, Principal
Kate Smith, Vice Principal

Regrets:

Colleen McKinnon, Teacher

Regrets:

Alice Birnbaum, Secretary (parent)

Absent without notice:

N/A

Absent without notice:

N/A

Opening Business

Roll call

Agenda

An update about the school website was added to the agenda.

HJHS/19-20 #33: Motion to approve the April 22, 2020 agenda with addition: Approved by Lori Brown, seconded by Penny Colbourne; motion carried.

PWHS/19-20 #32: Motion to approve the April 22, 2020 agenda with addition: Approved by Shannon Murphy, seconded by Adam Leclair, one abstention; motion carried.

GB minutes

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HJHS/19-20 #34: Motion to approve the March 11, 2020 minutes: Approved by Kim Carlton, seconded by Marty Olson; motion carried.

PWHS/19-20 #33: Motion to approve the March 11, 2020 minutes: Approved by Adam Leclair, seconded by Ashley Smith; motion carried.

New Business

COVID-19 Update (presented by Dodie Payne)

The main message being shared with families and staff is to take care of ourselves. Ministry packages are distributed by grade level, which are being reviewed and adjusted if necessary by teachers. The school then creates a newsletter to distribute the information each week by grade level to parents, in an effort to cut down on the number of emails from the school. Nonetheless, teachers have been encouraged to reach out to students using zoom, email, or by setting up one-on-one sessions with students.

The school is off limits unless someone needs access for essential items, for example, medication. Students that have been ministry approved to receive laptops have been identified and drop offs are being arranged.

For families that don't have access to internet, packages are being printed and mailed weekly.

There will be no return to school before May 4 and this may vary by region. The minister is expected to announce a plan next week. At this point, it has been stated that children who do not go back to school will not be penalized.

The school and school board do not know if school will return, how students' standings will be determined, and how extra curricular activities (including the prom) will be managed. In the meantime, teachers have been asked to prepare for different scenarios to evaluate students as at this point the process is not clear.

School Calendar 2020-21 (presented by Dodie Payne)

The school calendar looks similar to last year's calendar and was distributed by email for information.

Floater days, interview days, term dates, and the dates marks are due are decided in consultation with teachers.

Several questions arose related to the current school closure:

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- If parents want to schedule a zoom call with a teacher, it is recommended that parents contact the vice principal who can ensure all the right people are involved
- If kids were previously denied entry to Cegep, they should reapply for round 2 for the same program to ensure they are considered. If there are questions about Cegep admission, please reach out to Ashley Smith by email.
- The school is continuing to follow the IEP process but it is not known what this will look like by the end of the year. The school is also proceeding with complementary services. Once the school receives direction on next steps, more information will be made available.

Staffing Needs 2020 (presented by Dodie Payne)

Staffing proposals were circulated by email; staffing needs are based on best estimates of student promotions. As the promotion process is still unclear, the timing is a little behind this year.

The first step is to identify excess teachers and then identify how many teachers are required for each subject area. Some subjects, for example math and science, have the same job code so teachers can go between the two.

It's important to note the staffing proposals include numbers of permanent teachers and there are currently several teachers on replacement contracts.

At Hadley, a need for 34 teachers has been identified and there are currently 33. Therefore one position will be posted for Hadley.

HJHS/19-20 #35: Motion to approve the staffing proposal: Approved by Amanda Barnes, seconded by Marty Olson; motion passed.

At Philemon, a need for 48 teachers has been identified and there are currently 43. Therefore, five positions will be posted for Philemon.

PWHS/19-20 #33: Motion to approve the staffing proposal: Approved by Rhonda Boucher, seconded by Adam Leclair; one abstention, motion carried.

Sports Etudes update (presented by Correne Giles)

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The group was informed that there were not enough registrations to go ahead with the sports etudes program for 20/21. The students who did register have been notified. The sports associations have been notified and the ministry will be notified shortly.

Budget (presented by Dodie Payne)

All school staff are teleworking and set up at home. At this point, there is no updated information available about school fees. The school continues to spend money and orders that have been submitted are being processed where businesses are open.

At this point, it appears some of the grant money will not be spent and some has been redirected, for example the healthy food grant will go towards families in need. Some teachers have been grocery shopping for families in need and money remaining from the breakfast club was given to the food bank for families to access.

Unless the school opens up again, the budget will look largely the same. With respect to the remaining grant money, it is an unknown whether or not the school can keep if it is not spent. In addition, the school has been cautioned not to make plans for grants next year due to the uncertainty.

A question was raised about the prom. Ms. Payne advised that there may not be a prom but if there is, the school will come up with money that is needed and kids should not be worried about a lack of funds.

There will be a yearbook for 19/20 and 20/21 combined as it was only partially completed when school closed.

GB Budget (presented by Erin Connell)

Several proposals were discussed on what to do with this money allotted for the governing board.

- Making meals for hospital workers
- Graduate students typically receive some of this money, so can the GB wait to decide until we know more about graduation
- School fees for families who can't pay
- Distribute groceries to families who normally receive Christmas baskets

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The group decided to donate the money to families in need at school (same families already receiving groceries through the healthy food grant from teachers). Ms. Payne added that there is enough money for student awards if the grad award ceremonies happen.

HJHS/19-20 #36: Motion to approve the proposal to donate GB funds to families in need: Approved by Amanda Barnes, seconded by Marty Olson; motion carried.

PWHS/19-20 #34: Motion to approve the proposal to donate GB funds to families in need: Approved by Emilie Giacomelli, seconded by Mike Avon; motion carried.

Website (presented by Dodie Payne)

The school board is currently reviewing the website and approval is expected shortly. There will be a session provided to staff on how to manage the website moving forward as it will be done internally.

Closing

Next Meeting

The next meeting date is to be scheduled. At this point, the ministry has advised that governing boards should only meet if necessary, specifically if something needs to be approved.

If anyone identifies the need to schedule a meeting, reach out to the chairs.

Forward agenda items

Outstanding items from March 11 meeting:

1. Parent survey
2. School beautification

Members are asked to contact chairs if they have additional forward agenda items.

Adjournment

HJHS/19-20 #37: Motion to adjourn: Approved by Marty Olson; seconded by Amanda Barnes; motion carried.

PWHS/19-20 #35: Motion to adjourn: Approved by Sarah Cox, seconded by Emilie Giacomelli; motion carried.