

**Philemon Wright High School
Joint Governing Board Minutes
Wednesday, October 11, 2017**

Present

Parents:

Diane Carman
Ana Maria Monterozza
Helene Courchesne
Rhonda Boucher
Zari Yaraghi
Tiffany Walsh
Mike Avon (H & PW)

Teachers/staff:

Adam Leclair
Brennan McConnell
Christine Bacon
Steve Beketa
Costin Stancescu
Shannon Murphy
Pierre Grosso
Ashley Smith

Non-voting members: Dodie Payne, Principal
Bill Rossell, Vice Principal

Regrets: Abir El-Kadi, parent

Guests: Chris Schaler, WQSB Commissioner
Tzs Cheung
Erin McHardy

1. Agenda

- 1.1 approval of agenda with the additions of 3.3 Breakfast Program, 4.3 EPCA report and standing report, and 5.7 School Council.

PWHS- 17/18: 1 Motion to adopt the agenda (motion: Zari Yaraghi, Ana Maria Monterozza) Carried.

2. Governing Board composition

2.1 Hadley Junior High GB Composition

2.2 Philemon Wright

- *Diane Carman is nominated and acclaimed Chair*
- *Ana Maris Monterozza is nominated and acclaimed Vice Chair*
- *Helene Courchesne is nominated and acclaimed Secretary*
- *Rhonda Boucher acclaimed as Parent Committee rep at General Assembly 21Sep2017*

2.3 Quorum needed on GB for PWHS – five of eight parents required

2.4 Conflict of interest (Sec. 70 Education Act)

Members must declare any potential conflict of interest and can do so throughout the year as circumstances require. Member would need to recuse themselves of votes where their might be a conflict.

3. New Business

- 3.1 New York Trip** - T. Cheung
Trip for Grade 8 students

3.2 Silent Auction (PW) - E. McArdy

Request for approval of an online silent auction for fundraising; for Philemon girls volleyball team for Queen's University tournament. Target audience is WQSB staff only.

PWHS- 17/18: 2 Motion to approve the fundraiser (motion: Rhonda Boucher, Steve Beketa) Carried

3.3 Breakfast Program

- Funding not yet received this year. Members please bring food (non-perishable) for it at each meeting, especially since it has not been funded. *Petit Dejeuner* gave a grant last year and we have still not received confirmation that funding will come. Open to all students at break time. Could consider having food drives with students (such as trick or eat where sponsors provide gift cards, and kids bring food items to be entered in a raffle for the gift cards). Also small lunch program and teachers store some food to ensure hunger is not contributing to behavioral issues or a learning impediment. Kids are informed about the breakfast program with flyers in the school, announcements. Staff Tracy Charles and Darlene Doucet head the program
- Idea to set up a sub-committee to address. Rhonda Boucher (PW), Letitia Taylor (HJ) and Penelope (HJ) to lead.

4. Standing Committees

4.1 WQSB Parent Committee

- Monday 16Oct2017 will be first parent committee meeting

4.2 SEAC (Special Education Advisory Committee)

- SEAC committee is elected by parent committee, and many names have already been put forward. There are about 3 business meetings and 2 open houses each year.

4.3 English Parents Committee Association (EPCA)

- Rhonda Boucher is one of the regional directors on the association
- Mandated to do a survey on school fees to determine what Ministry, School Board, Parents, schools should pay for.
- Class action court case on school supply fees underway (began in 2009) settlement would come from school boards.
- History curriculum dialogue with the ministry to improve, as well as a financial literacy course.
- Good resources on the FCPQ website about different educational committees, as well as on the WQSB website (info on governing board and SEAC)

5. Principal's Report

5.1 Operational Budget (Received)

- Mistakes were made over the summer on location of some budget items and are being fixed now.
- School and sports fees still being collected
- Budget is for the school year (not calendar year)
- Budget generated by number of students, and can be adjusted after Oct 31.

5.2 School Organization (presentation provided by Dodie)

- Staffing
 - 43 teachers at PW (two teach at both schools)
 - 105 staff members at both schools
- Success rate
 - School success rate in exams last year exceeded targets
- Staff development plan (received)
 - One on one with teachers and classroom visit (QFF- Question, favorite, feeling)
 - Also an official evaluation process for newer teachers
 - End of year review
 - New this year is give choice to teachers on professional development options
 - Suggestion from Letitia to make the assessments 360 degree by including student feedback? Students can assess their own learning style. (Dodie) Student voice is a goal for this year, and some measures (school climate survey, multiple intelligence pilot) have been implemented. (Letitia had other examples)
- Action plan - to reinforce the mission statement of the school, to maximize student potential, instructional and pedagogical leadership, staff development and parental involvement

5.3 Anti-Bullying/Anti-Violence Plan (Received)

- Results from student survey on bullying last year were sent out to members
- Two goals for this year are student voice and student leadership on preventing bullying
- Anonymous link on school website sends e-mail to Dodie
- Suggestion (Rhonda) to reshow the Mark Kelly, CBC documentary done a few years ago as it had a big impact on students.

PWHS -17/18: 3: Motion for approval of the 2017/2018 ABAV Plan Sec 75.1 resolution (motion: Brennan McConnell, Rhonda Boucher) Carried

- FNMI Success
- Goal is s to learn more about and celebrate FNMI culture and to spread through the school community.

5.4 Code of Conduct (received)

- in the agendas, school policy handbook and on the website; explains discipline policy.

PWHS - 17/18: 4 Motion to approve Discipline Policy (Sec. 76 resolution) (Motion: Steve Beketa, Ana Maria Monterozza; 1 abstention) Carried

- Behaviour matrix (learning tool that is reviewed with teachers and students in the classroom)
- Code has not changed since last year. Question (Erin) on the need for some dress code elements such as some more targeted to girls. Dodie indicated that more clarity was needed for students which lead to the update, and code does have many elements that apply to boys as well.

5.5 Calendar 2017/2018

- One additional PD day on June 1 (floater) added to accommodate elementary school track & field
- List still in flux as many changes still being added

5.6 Building

- updates (will be provided next meeting)
- school rentals (sec. 93 resolution)

PWHS- 17/18: 5: Motion to approve school rentals Ottawa Sports and Social Club (\$11,520.00) (Motion: Tiffany Walsh; Brennan McConnell) Carried

PWHS 17/18: 6 : Motion to approve cafeteria rentals by Saatchi's Cafeteria (\$4,348.00) (Motion: Tiffany Walsh, Brennan McConnell) Carried

5.7 School Council

Should be added to the Principals update each meeting. Regional trips during school time and fundraisers in the school will be decided school council instead of coming to GB. Diane clarified that fundraisers outside school still need to come to GB.

PWHS- 17/18: 7: Motion to require fundraising outside of school grounds and event participation involving overnight trips be decided at Governing Board (Motion: Costin Stanescu, Tiffany Walsh) Carried

Approvals from last year include:

- Oct 27, Oct 31. Dec 22, March 29 Hadley and PW school dances were approved at the end of last year
- Band fundraisers and trip April 2018 trip were approved last year.

6. Varia

- Move Feb 14 meeting to March 15 because of valentine's day.
- Letitia suggests an on-line electronic calendar for each section to post when assignments and tests will happen so teachers can see each others schedules. Dodie says issue has been raised before, and one solution will be Office 365 which will give us this functionality, but the process to get there will take some time (learning the new program). Diane suggested we move this for an update to the next meeting
- Students can drop off food donations at the Bear Lodge any day.
- Rhonda will raise with the Transportation Committee the issue of students in band being able to bring their instruments on the school buses.

7. Adjournment 7:50 pm

Next meeting: November 15, 2017