

**Minutes of the Governing Board meeting held on  
Wednesday, October 21st, 2020 at 6:30PM on Zoom**

**Present:** Anna Mondelli, Mike Leuzzi, Dori Raymond, Debbie Godin, Tommy Reis, Natalie Codner, Julia Durso, Tania Cundari, Sabrina Valletta, Manda Zalac

**Administration:** Dena Chronopoulos, Jessica Savard

**Absent:** Julie Collins

**1. Call to Order**

The second regular Zoom meeting of the Governing Board for the 2020-2021 school year was called to order at 6:30pm by Anna Mondelli.

**2. Adoption of agenda**

Natalie Codner asks to add e-transfers as point f under new business.

Tommy Reis asks to add daycare & winter procedures as point g under new business.

Melissa Ayotte mentions that point 7a should indicate 2020-2021 instead of 2019-2020.

→ Eric Spooren joins meeting at 6:32pm.

- ✓ **GB 2020-10-21-01** Motion to approve the October 21<sup>st</sup>, 2020 GB agenda with the additions of points 7f and 7g and modification of point 7a mentioned above made by Debbie Godin and seconded by Julia Durso. By unanimous show of hands, the motion is passed.

**3. Approval of minutes**

a. *Minutes of the September 23rd, 2020 GB meeting*

- ✓ **GB 2020-10-21-02** Motion to approve the September 23<sup>rd</sup>, 2020 Governing Board minutes made by Debbie Godin and seconded by Tommy Reis. By show of hands the six members present at the meeting pass the motion.

**4. Internal Rules of Operation 2020-2021**

Ms. Chronopoulos explains that she has contacted the school board and that point 9.3 of the Internal Rules of Operation was added with their recommendations and guidelines.

- ✓ **GB 2020-10-21-03** Motion to approve the 2020-2021 Governing Board Internal Rules of Operation made by Julia Durso and seconded by Manda Zalac. By unanimous show of hands, the motion is passed.

## 5. Reports

### a. Principal

Natalie Codner asks if the school is at the capacity for pre-k students now that there is a third group.

Ms. Chronopoulos answers that at the beginning of the school year both groups were at the maximum of 17 students. As it was a lot of work a request was made to the school board for a third group and was accepted. At the time of the meeting the three pre-k groups have 10, 11, and 12 students. This allows the students to have a lot more individualized attention and has facilitated their integration into the school setting.

### b. Chair

Nothing to report.

### c. Parent Committee

Natalie Codner says that the main point at the meeting was about how the school board reported the Covid case numbers. Parents had different opinions as to whether they should report the total number of cases or just the active ones.

### d. Daycare

Sabrina Valletta goes over the report and proposes a change to the closing time of daycare services on ped days. Instead of 6:00pm it is proposed to close at 4:00pm as only about 5-7 students remain past that time. Ms. Chronopoulos adds that on ped days the only staff present in the school are maintenance workers and daycare staff and that closing the daycare earlier will give the maintenance staff more time to properly sanitize the school. Sabrina Valletta notes that it is only a temporary procedure for the time being during Covid procedures.

Anna Mondelli asks if the students that usually remain past 4:00 are there because no one is available to come pick them up before 4:00.

Ms. Chronopoulos answers that the school does not have an obligation to open on ped days, it is a service that the school has decided to provide to parents. The school will always support the kids and in this time of pandemic the administration aims to support the staff as well and that includes the daycare educators. The administration would also like to prioritize the sanitizing of the school and feels that by closing the daycare earlier it will give the maintenance team a big help.

Julia Durso asks if it would be possible to close at 4:30pm instead of 4:00 as some parents finish work at 4:00pm and will need time to travel to the school to pick up their children.

Tommy Reis asks if it would be possible to close at 5:00pm. Ms. Chronopoulos answers that the staff and students will be put first. The maintenance team has had a lot of difficulty with keeping up with the sanitization of the entire school so the extra 1.5 hours would be appreciated and useful for them.

Julia Durso asks when this will come into effect.

Sabrina Valletta answers that it will be in effect as of the next ped day on October 30<sup>th</sup>.

- ✓ **GB 2020-10-21-04** Motion to approve the closing of daycare services on ped days at 4:30pm made by Debbie Godin and seconded by Dori Raymond. By unanimous show of hands, the motion is passed.

e. PPO

E-Vote:

Between the September 23<sup>rd</sup> and October 21<sup>st</sup> Governing Board meetings an E-Vote was held to approve the purchase of pumpkins for the students with the following guidelines:

- PPO will be buying a small pumpkin for every student to decorate as a Halloween activity. The pumpkins are worth \$1.25 each. 400 pumpkins will be bought for \$500 and 125 pumpkins will be given as a donation which would equal \$156.25. The vendors will receive a donation receipt for the amount of \$156.25.
- ✓ **GB 2020-10-21-05** Motion to approve the purchase of one pumpkin per student made through E-vote. By email response all members approve the motion, and it is passed unanimously.

Anna Mondelli goes over the minutes of the PPO meeting.

Julia Durso asks about the amount presented in the report as it is higher than the amount that was presented in the E-Vote information.

Ms. Chronopoulos specifies that the amount in the report includes the donation.

Julia Durso asks how things are going with the chocolate drive money.

Ms. Savard answers that as of last week an updated list was received and calls have already been made. Some parents have already brought either the chocolate or money back to the school.

Natalie Codner asks what the plan for the 4 students who no longer attend Twin Oaks is.

Ms. Savard answers that the PPO is expecting a loss and do not expect to recover everything.

Julia Durso asks if it is a possibility to ask parents to cover the loss on a voluntary basis.

Ms. Chronopoulos answers that a loss of money was expected from the beginning but that the school will still be making money elsewhere so covering the chocolate money loss is not something the school or the PPO is looking at.

Julia Durso asks if the amount of money lost can be made public to all parents.

Ms. Chronopoulos answers that no names will be given out but the PPO can still

announce the amounts if they would like to. Ms. Chronopoulos specifies that the amount raised is not as substantial as past school years but there is still some gain.

Anna Mondelli goes over the proposed PPO activities (see report).

- ✓ **GB 2020-10-21-06** Motion to approve the PPO budget for school activities made by Tommy Reis and seconded by Debbie Godin. By unanimous show of hands, the motion is passed.

## 6. Public Question Period

Anna Mondelli asks about the procedures for parents wanting to join the GB zoom meetings.

Ms. Chronopoulos answers that parents have to advise either the GB chairperson of administration prior to the meeting so that they may receive the link and join.

Julia Durso asks if there is a Governing Board email which parents can use for questions or comments.

Anna Mondelli answers that there is no one GB email but the emails of the Chair and the Vice-chair are available on the school website.

## 7. New Business

### a. Field Trip Spreadsheet Approval 2020-2021

Ms. Chronopoulos goes over the spreadsheet. Would like to add Mathercize with Mr. Leuzzi and an ECA for the grade 6 homecoming.

Tommy Reis asks if the homecoming took place in the school.

Ms. Chronopoulos answers that it happened in the atrium with only herself and Ms. Julie present. The students came in, picked up their own bags and left after saying hello. The distancing procedures were followed throughout the event.

- ✓ **GB 2020-10-21-07** Motion to approve the 2020-2021 Field trip, fundraiser and rentals spreadsheet with above additions made by Dori Raymond and seconded by Debbie Godin. By unanimous show of hands, the motion is passed.

### b. Fundraiser Approval

See point a above.

### c. Rentals Approval

There are no rentals.

### d. Deeds of Establishment

- ✓ **GB 2020-10-21-08** Motion to approve the 2020-2021 Deeds of Establishment made by Dori Raymond and seconded by Debbie Godin. By unanimous show of

hands, the motion is passed.

e. Delegation of Functions

Ms. Chronopoulos goes over the document.

Natalie Codner asks if the delegation of functions was voted on in previous years.

Ms. Chronopoulos answers that last year the document was not provided to the school. This year the secretary general specified that a motion must be passed for it.

- ✓ **GB 2020-10-21-09** Motion to approve the 2020-2021 Delegation of Functions made by Dori Raymond and seconded by Debbie Godin. By unanimous show of hands, the motion is passed.

f. E-transfer

Natalie Codner asks if e-transfers have been considered as an option for fundraisers and payments.

Ms. Chronopoulos answers that in order to receive e-transfers a personal email must be used and that is not an option that the school would like to use at the moment. Ms. Chronopoulos adds that Ms. Savard is currently looking into options similar to what Hillcrest is using that allows the money to be transferred directly to the company and that reinstating pizza days is a possibility.

Natalie Codner asks if using e-transfers is being examined as a long term option by the school board for schools to use.

Ms. Chronopoulos answers that she will forward the question the school board's IT department and will let Governing Board know.

Tommy Reis asks if the sale of TCBY this year is a possibility.

Ms. Chronopoulos answers that the school is starting up activities very slowly. The rules and guidelines are constantly changing and what the school has been doing so far is working well. If there are big changes, for example reinstating TCBY and pizza sales, they will be considered for after the Holiday period.

g. Winter months

Ms. Chronopoulos states that after Tuesday's TC meeting it was decided that as of Monday, October 26<sup>th</sup> the students will be able to use the lockers in the hallways to put away their snow suits, boots and jackets. School bags and lunch boxes will remain the classroom. The teachers will be coordinating a system to avoid having different class bubbles near each other in the hallways.

Ms. Chronopoulos adds that in daycare each student has a bin and a place to put their items. During the winter they will be outside as much as possible.

Tommy Reis asks what will happen in daycare with regards to indoor shoes. Ms. Chronopoulos answers that information is to follow for the finer details of how the procedures will work. Sabrina Valletta adds that she will be keeping parents up to date and forwarding them information when decisions are made.

Julia Durso asks if the possibility of installing a car shelter or tarp at the daycare entrance for the winter.

Sabrina Valletta answers that the idea has been brought up already and is being examined

Ms. Chronopoulos adds that those types of request must go through the material resources department at the school board and that if it is an option that the daycare asks for it will be considered.

**8. Public question period**

No questions

**9. Date & Time of Next meeting**

- Wednesday, November 25<sup>th</sup>, 2020 at 6:30pm.

**10. Meeting Adjournment**

- ✓ **GB 2020-10-21-10** Motion to adjourn the Governing Board meeting at 7:32pm made by Dori Raymond and seconded by Tommy Reis. By unanimous show of hands, the motion is passed.

Date minutes approved: \_\_\_\_\_

Chair: \_\_\_\_\_

Principal: \_\_\_\_\_