



ROSLYN
Private attention. Public spirit.

ROSLYN GOVERNING BOARD MINUTES June 11, 2020

Thursday, June 11, 2020

Meeting began at 6:05pm

Meeting ended at 9:08pm

Minutes Taken by: Jude Samson (6:05 – 8:20pm), Shannon Hurtubise (8:20 – 9:08pm)

Attendance (June 11, 2020): Shannon Hurtubise, Julia Carbone, Geraldine Gras, Melanie Fernandes, Anabel Fournier, Annie-Claude Godin, Leslie Symansky, Shauna Joyce, Ysanne Zmanay, Morgan Steacy, Julie Gennesseaux, Suzanne, Wexler, Jude Samson, Marie-Hélène Navarra, Jennifer Maxwell, Laura Fundaro, Joanna Genovezos

1. Public Questions or Comments

- No questions / comments

2. Adoption of the Agenda (D)

- Item 4.2.1. Budget projection for 2020-2021 was tabled for later discussion
- Item 4.2.6. School Uniforms was added to the Agenda
- Ysanne moved to adopt the Agenda, with changes. Seconded by Marie-Hélène. **Approved.**

3. Adoption of the minutes of April 23, 2020 (D)

- In the title, the word Agenda was changed to Minutes.
- Among the participants, the spelling of the following names was corrected: Morgan Steacy, Marie-Hélène Navarra, Joanna Genovezos. One participant was added: Annie-Claude Godin.
- Under item 8. Good and Welfare, Bullet 2: computer changed to computers.
- Jude moved to adopt the minutes, as amended. Seconded by Melanie. **Approved.**

4. Reports (I):

4.1. RGB Chair

- Shannon has been acting as the alternate regional delegate on the Parents Committee. It has been a very busy and intense time because of the school closure and response to COVID-19 pandemic.
- The Parents Committee was asked to weigh in on the reopening of school in the fall. This has led to the development of a lengthy document in which 3 scenarios for elementary schools are discussed: 1) As close to normal as possible, with physical distancing and additional hygiene measures. Mandatory attendance; 2) Partial class presence with reduced in-class ratios. This scenario requires a robust virtual teaching platform, but is seen as difficult for parents to manage; and 3) This scenario provides

more flexibility for families to decide whether to send their kids back to school It also requires a robust virtual teaching platform for students who are staying at home or who

4.2. are sick/showing symptoms.

- **Shannon** will ask whether the document can be shared.
- There was some discussion about whether different schools might adopt different scenarios and how teachers would manage in-class plus online expectations.

4.3. Principal and Vice-Principal

- School has been through various phases of COVID-19 response. Since June 10, the school is running a camp pédagogique. 65 students were invited and 5 accepted. It runs from 9:00 am to 12:00 pm and is going well so far.
- Staff have become savvier online. 2 days of training was provided on Google Classroom, which is expected to be the main online learning platform next year.
- The school is still supporting some families in need. For that purpose, \$2,500 was recently received from Breakfast Canada.
- Ms. Joanna is particularly appreciative of staff and teachers, who have faced this year's many challenges with grace and dedication.
- Schools have been asked to reimburse lunch fees for the period after March 16, 2020.
- Marks are being calculated based on new ministerial guidelines. Term 3 marks are to be entered where possible and students will receive a final assessment of successful or not.
- Events are being planned to recognize graduating students from Kindergarten and Grade 6. It is still hoped that some in-person recognition will be possible in the Fall.
- John Adams, a significant member of the Roslyn community, passed away in May. He will be honoured in the Fall for his contributions as a crossing guard, lunch monitor, in-class volunteer, and plant whisperer. A tree will be planted in his honour and Roslyn's citizenship award is being renamed the John Charles Adams award for citizenship.

4.2.2. Supply lists

- Ms. Laura presented the supply lists. Like last year, parents can buy the items themselves or order from a supplier and have them delivered to the school. Delivery is expected on August 26, 2020. Some logistical problems from last year were discussed.
- On the one hand, there was a discussion about how some lists might be excessive and that not all items are used. On the other hand, it is very difficult for teachers to predict what is needed and they do not want to be constantly chasing families for one item or another.
- Ysanne moved that the supply lists be approved with the addition of a sentence on each list indicating that supplies from previous years can be reused as long as they are in good condition. Seconded by Annie-Claude. **Approved.**

4.2.3. Code of Conduct

- Ms. Laura introduced the code of conduct. Significant changes have been made from last year. However, there was time pressure for it to be approved as it had to be sent to the printer.

- Important dates from the school calendar are still included. But special events, like pizza lunches and theme weeks, have been omitted as many changes are possible.

- A lengthy discussion followed, especially around items like school uniforms and the homework policy.

- **School Uniforms.** Ms. Joanna has approached some suppliers, but they are not keen to work with Roslyn because volumes could be low if the shirt with the crest is not mandatory (it was envisaged that there would be a transition year where the Roslyn gym shirt could be worn as an acceptable part of the uniform). Similarly, the school has no way of buying the shirts and then selling them back to parents.

- Teachers and administration continue to feel that clothing choices are a big problem at Roslyn.

- Similarly, there was concern about imposing additional costs on parents, especially in light of the current situation. Concern was also expressed about the effectiveness of this solution or whether it would just create different enforcement problems.

- Support remains for a transition year, where the Roslyn gym shirt is an acceptable part of the uniform.

- Proposed solution was that students could wear Roslyn Gym Shirt or a navy blue polo-style shirt for next year. It is unlikely that a shirt with crest will be available for 2020-2021, but it is expected to be mandatory for 2021-2022.

- The Code of Conduct, as it was written, also provided that gym clothes could only be worn during gym class, and envisioned students changing for gym class. There was significant concern about this because there is no place for students to change and transition times would be lengthy, especially for younger students. This idea was removed. Students will be permitted to wear gym clothes all day on days when they have gym class.

Concern was expressed about requiring that students have two pairs of sneakers, as well as the ban on leggings and jogging pants on non-gym days.

- **Homework Policy.** The EMSB requires that schools have a homework policy, but it unclear whether Roslyn has ever had one. The Administration has worked with teachers to develop a new policy.

- While circumstances are understandable, regret was expressed that there was little opportunity for feedback from the Governing Board.

- One parent was particularly concerned that the proposed homework policy expressed Roslyn's support for homework without providing any guidance or limits for teachers and families to plan. There was a concern that some students at Roslyn receive too much homework, especially in the upper cycles with switch classes. This parent felt that the policy should include language about how homework should be guided by specific instructional purposes, be coordinated among teachers, and reflect a student's ability and specific needs. He also felt that guidelines should be given to provide a rough maximum amount of homework/night.

- Ms. Laura reassured parents that materials on homework are being added to the welcome packages for teachers and that it will be discussed at the beginning of the next school year.

*****Shannon took over the minutes from Jude at 8:15pm (meeting ran overtime and Jude had to leave the meeting)*****

GB discussed wording and Laura will add wording to the Code of Conduct that encourages parents to work with parents and contact the administration for concerns.

GB discussed the wording on the paragraph for bus drivers and Laura will change this as well to ensure it is clear to not distract the bus driver, and to let the bus driver know any time there is an emergency

GB updated the health section and refined the wording in the COVID-19 area

Code of conduct – Approved pages 1 through 14 with suggested revised wording (see revised copy distributed June 15th at 1010am via email – titled “Revised Code of Conduct w/ Cellular Phone Policy). Julia C Motioned, 2nd by Geraldine

5. HandS: AGM to be held June 16, 2020.

Student award renamed award to the John C Adams award. Plan is to have a ceremony in the fall.

Helped families in need throughout Covid-19. Trying to figure out how to continue to do this through next school year. Gift Cards were provided to families for food purchases.

6. Regional Delegate – Nothing new to report

7. Community Representatives – Marie-Helène: YMCA re-opening for kids programs. June 29th Camp Training, then Pre-school camp will be offered. Afterschool program will start in the Fall with recommended Health Protocols. But they may need to alter drop off of the morning program. They have opened 5 day cares. Smaller number but trying to make it work.

Tyndale – Jennifer and Shauna: Starting camp week of June 29, 2020. 16 kids per week - rotating basis so everyone gets a chance. Email Darnell Jones or visit Facebook page for details.

8. **Good and Welfare** – Nothing to report

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9. **Questions Arising** – No additional questions

Next Meeting will be a continuation to review remaining pages 15-28 of the Code of Conduct.

That meeting will be held June 15, 2020 and we will use the same agenda as was used for June 11, 2020.

ROSLYN GOVERNING BOARD MINUTES June 15, 2020

Same Agenda as approved on June 11, 2020

Continuation of Code of Conduct pages 15-28

Minutes Taken by: Shannon Hurtubise

Attendance:

Laura Fundaro, Shannon Hurtubise, Geraldine Gras, Melanie, Annie-Claude, Joanna Genovezos, Morgan Steacy, Julie Gennesseaux, Ysanne Zmanay, Anabel Fournier, Jennifer, Jude Samson, Julia Carbone, Suzanne Wexler

Meeting started at 5:04pm and ended at 6:20pm

Laura reviewed once more the wording approved for the Code of Conduct for school uniforms. Wording confirmed to be approved.

Homework Policy –

Laura read through the paragraph and the changes made to homework policy. Joanna and Laura will discuss the emsb guidelines with the teachers. And include this information into their packages.

Laura and Joanna will bring up these points to the teachers at the beginning of the year and include in the packages.

Added inclusivity blurb to school policy as was approved in a previous Governing Board Meeting

Bullying: Added wording around power and balance. “Can” occur.

Search and replace will be done in the document to change Parents to Parents/Guardians.

Removing Use of technology paragraph.

And replace with one taken from Quebec web site

Added web sites for Quebec anti bullying

Cell phone policy

Changed wording to reflect “use of ”cel

Added clarity around when a cel phone can be used. When and where it must not be used – e.g. classrooms

Student behavior expectations.
No change

Teachers still need to find a policy to allow for remediation – this will be an addendum to the policy which needs to be disused by teachers and administration and brought to the Governing Board.

Code of Conduct Pages 15-28: Approved, 1 Opposed (Jude - noted concerns with the homework policy)

Next Meeting planned for June 18th, 2020 to review Budget.

The approved agenda from June 11, 2020 will be used.

ROSLYN GOVERNING BOARD MINUTES June 18, 2020 (Email Vote – Budget)

Budget information was distributed by email on June 17th, followed by a voting period.

The motion was made by Ysanne Zmanay

Motion to approve the Roslyn School budget as presented on Wednesday, June 17th 2020 for the academic year of 2020/2021- Ysanne Zmanay

The motion was seconded by Annie-Claude Godin.

The Budget was Approved

Below is a copy of the email sent to GB board members:

All - Thank you for your time and attention to this.

Please reply to this email with **Approve, Do Not Approve, or Abstain - please email any comments or questions as needed.**

This is a **projected budget**. The final budget will come around for approval in the new school year once the EMSB has distributed any additional funds.

A note from Joanna regarding the Budget document:

We are asked to show the projection of the 2020-2021 budget for the amounts we have received. We will be getting the rest of the amounts in the Fall.

We are presenting the amounts received and the expenses. Our balance is zero, as all the monies are expected to be used.

Decentralized funds mean they are given to us by the board and are not part of the school/lunch fees the parents pay.

So the categories we are looking at for this budget projection are:

Page 1-(marked on the bottom of the Budget Form Section)

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Decentralized Per Capita (5-1XXXX)- \$41, 949.00. This budget is used for non- consumable materials such as textbooks, photocopy paper, furniture (up to a \$1000), stationery and art supplies, etc.

Decentralized Caretaking(5-6 XXXX-)- 32, 034.00. This budget is used for cleaning supplies(paper towels, soap, toilet paper, sanitization supplies, etc.), building repairs(windows, locks, plumbing, electrical, etc.), purchase of cleaning equipment (Zamboni, etc.), service contracts(exterminator, snow removal, landscaping, etc.)

MAO- Decentralized (7-12000-) – \$3240.00 . This budget is used for office furniture and teachers' desks if needed.

Page 2- Marked on the bottom of the page in the Budget Form Section

School Fees- (-3-1x000)- 36, 145.00 Fees parent pay for consumables (breakdown appears in more detail in the School Activities Breakdown Page). This amount is paid by the parents. This year, we have been asked that the school fees be used solely for:

- workbooks purchased through a publisher
- workbooks of pages submitted by teachers and produced by TLC company for students' use
- for the purchase of the Agenda. All students K-6 will be using the Agenda as a communication tool.
- The total amount indicated above us determined:
 1. By the total amount of students projected for next year (641), times the amount paid by grade level, minus the amount we expect by past experience that will not be collected(See School Activities Breakdown Page)

Governing Board-, decentralized- (3-51300)- \$ 250.00- This is the annual amount given to the governing board for the purchase of food and beverages.

Lunch Supervision Fees- (3-23230-) \$152, 085.00- The parents pay for this lunch supervision fee- The projected amount is determined by

- The number of students projected for next year(641), times the amount paid by the grade level, minus the amount we expect by past experience that will not be collected. (See School Activities Breakdown Page)
- Most of the amount is used for salaries, cutlery if needed for special events., for lunch celebrations if needed (services). In all actuality, the whole amount usually goes for lunch monitors' salaries

2020/21 School Activities Fee Breakdown (3-12000) Page

This first section is the breakdown of school fees paid by the parent:

- the number of students projected, the amount collected by grade for workbooks and agendas, minus the amount projected by past experience that may not be collected.

The second section is the breakdown of lunch supervision fees paid by the parent:

- the number of students projected, the amount collected by grade, minus the amount projected by past experience that may not be collected.

Then you have the summary of the budgets projected and then the final sheet which shows how much we are projected to collect (\$ 264 703.00) and how much we project to expense(\$ 264 703,00) which when subtracted should equal to money left=0.

This is what the resolution also outlines.

So this is the projection. For more details on the actual revenues and expenses, we can present an actual budget once a term next year for transparency. Due to COVID, we did not get around to that this year.

Budget was Approved.