



**Minutes of the fourth (4<sup>th</sup>) meeting of the 2020-2021 McCaig Elementary School Governing Board held on Wednesday, February 17, 2021 via ZOOM videoconferencing at 7 p.m.**

---

**Members Present:** Lisa Cipriani, Zina Fiore, Deborah Mortilliti, Jossie Tortorici, Eric Tanios, Karl Trottier, Parents; Eva Bletas, Kristin Crowdis, Ann Phillion, Dan Strina, Teachers; Pat Gilmour; Daycare Representative; Marie-Soleil Lecompte, Community Representative

**Alternate Members Present:**

**Also present were:** Richard Mason, Administrator

**Regrets:** Cristin Filacouridis, Monika Renner

---

The Chairperson called the meeting to order at 7:05 p.m.

#### 1.0 Recognition of visitors

#### 2.0 Approval of the agenda

**GB20210216-01** Deborah Mortilliti MOVED THAT the agenda be accepted. Seconded by Lisa Cipriani.

Carried **UNANIMOUSLY**

#### 3.0 Approval of the minutes from November 17, 2020

**GB20210216-02** Dan Strina MOVED THAT the minutes of November 17, 2020 be approved as presented. Seconded by Ann Phillion.

Carried **UNANIMOUSLY**

#### 4.0 Reports

##### 4.1. Principal

##### **2020-21 TERM ONE REPORT CARDS**

The end of term two last year was February 14th, 2020. Marks were tabulated by teachers and inputted into the system by February 24th. Parents were able to access the term two report cards on Mozaik on February 28th. Many of the traditional dates' parents are used to have been revised during this exceptional Covid year.

The original changes announced by the Ministry, in October, were that there will be two terms and two report card's this school year, not three. Following this change was the addition of three ped days to the school calendar; Nov. 30, Jan. 25, Mar. 19 (Covid Ped Days). The next change announced by the Ministry extended the end-date of term one. Consequently, the end of term 1 was moved to Friday, January 22nd from January 8th. On Wednesday Mr. Roberge announced that term one will account for 35% of the final mark and term two will account for 65%.

As a result of the change in date for the end of term one, report card marks were due from teachers by Monday, February 1st and 2020-21 first term report cards were made available to parents on the Mozaik parent portal on Friday, February 5th. As is our practice now, we do not email report cards. A paper copy of the report card was not sent home.

Cross-Curricular Competencies for 2020-21 will be evaluated in both terms 1 and 2. They were included in the first term report card. Honour Role certificates will be printed and distributed to the children and the honour roll list will be posted on the bulletin board outside the main office before the March break.

##### **TFOMES HOCKEY RAFFLE FUNDRAISER CANCELLED FOR THIS YEAR**

Regrettably but understandably TFOMES was not able to run its traditional hockey fundraiser this year.

##### **OUR SCHOOL SURVEY**

Under the guidance and supervision of Mrs. Gauthier our annual student survey has been completed. As always, the children completed the survey on-line using a school device. The survey was completed by students in grades 4-5-6 and generally lasts about an hour. The survey helps guide us when we make decisions about our school. It gives the students a "voice" regarding what's working and what is not working at our school. Their input helps us better understand the needs and wants of our student body. It is essential in helping us determine the effectiveness of our ABAV plan and helps us to make decisions about adjustments or modifications that may be required.

##### **COMEDY NIGHT**

Comedy Night is quickly approaching. This is TFOMES largest fundraiser for the year. Last year, Covid-19 caught them off-guard and derailed their plans. Sadly, TFOMES had to cancel their beloved annual Comedy Night. Due to Covid restrictions this year's Comedy Night will be an on-line event. Franco Taddeo will be joined by two well-known comic headliners; Mike Dambra

and Derek Seguin. Parents will be able to pre-order pizza and Mr. Puffs, with free delivery included. The tenth Annual McCaig Comedy Night will be held on Saturday, March 20th, 2021. All proceeds will be used to support the children of McCaig Elementary School. Tickets are 35\$ each.

### **TEACHER APPRECIATION WEEK AT McCAIG.**

Teacher Appreciation week officially runs during the first week of February. However, at McCaig we traditionally organize the event during the last week before March Break and we include all staff. The teachers really appreciate being pampered and recognized for the amazing job they do as they enter into the last week before a well-deserved March Break. PPO has received 500\$ from TFOMES to help pay cover costs. The school will also be chipping in as required.

Below is the tentative resume of what is being planned by PPO for Teacher Appreciation Week; the final details have not yet been worked out:

- The Staff and Teacher Appreciation Week will be from February 22nd to February 26th.
- Monday: Coffee and Snack (delivered to the class)
- Tuesday: Lunch for all staff OR flowers (to be confirmed)
- Wednesday: Lunch for all staff OR flowers (to be confirmed)
- Thursday: Draw of gifts and gift cards donated by parents
- Friday: Draw of gifts and gift cards donated by parents
- Parents will decorate the gate and the outside of the school the weekend prior to the event.

One of our amazing TFOMER's, Debbie Peatman, will create a video under the theme "Thank you from the bottom of our hearts", that will include pictures of students (provided by the parents) and will be shared on social media.

### **LEARNING TO BE PRIORITIZED AT THE ELEMENTARY LEVEL FOR THE 2020-2021 SCHOOL YEAR IN THE CONTEXT OF THE PANDEMIC**

This document was included in the package for the meeting. It is for information purposes only. While it is a planning aid for teachers in an exceptional context where learning conditions have been affected by the health crisis, it may also be of interest to parents who are wondering how teaching and learning are being adapted during this exceptional year. It identifies, in a comprehensive manner, the learning to be prioritized. It will be important to devote time to these elements before the end of the school year in order to help students progress to the next level. If the learning context permits it, teachers will very likely go beyond the elements presented in this document by drawing on the Québec Education Program and the Progression of Learning.

### **BUS SAFETY ACTIVITIES**

Due to Covid-19, bus safety activities will be done differently this year. To avoid having our transport technicians go to every school during the pandemic, the Transportation Department will be sending packages with the materials for each grade to schools. The teachers will have the leeway to adapt to their own schedules. As in previous years, teachers can choose to do the activities when it is convenient for them. A set of different videos to show to students from Pre-K to grade 6 have been created.

As grades 2, 3, and 4 have their activities take place on the bus, the Transportation Department has provided links to videos they have created, showing children on the bus, to explain the bus rules. Grades 5 and 6 will have their bus slogan drawing contest as usual, with on lucky winner receiving a prize.

### **COVID TESTING**

Two Laval schools, Hillcrest Academy and St-Paul Elementary, are the first SWLSB schools to embark on a saliva testing pilot project with CISSS Laval. The CISSS Laval's objective is that all Laval schools (English, French and private) have saliva-based testing in their schools and centres by mid-April.

The way the pilot project works is that schools hand out saliva testing kits to the children of classrooms that must be isolated due to COVID. (The saliva tests are for children only.) When parents come and pick up their child, the test is given to parents with instructions. Once the child does the test, the parents drops off the test at a designated screening clinic without having to wait or make an appointment. The schools received positive feedback from parents who received the saliva-based tests because their children were in classes that had to be isolated because of COVID-19. The CISSS Laval has announced that soon more SWLSB schools will be added to the list, such as LSA and LJA. For now, the pilot project is in Laval only. It is hoped that saliva-based tests will eventually be made available to all schools and centres across the Laval, Laurentides and Lanaudière territory.

### **BATHROOM RENOVATIONS**

The boys' and girls' bathrooms in the Pre-K-Kindergarten-Cycle 1 corridor will be completely renovated this summer. In addition, the staff washroom in the administration area will also be completely renovated. These washrooms have been kept functional with required maintenance over the years but they are essentially original to the building's construction. The architects plan for the project were included in the document package for this meeting.

### **McCAIG CATERING CONTRACT FOR 2021-22**

The present catering contract for school lunches expires in June 2021. Either the present caterer will sign a new contract with the school or we will need to find a new caterer. The Governing Board must approve the caterer and this new contract. I have

included the old contract and other related document in the package for this meeting for information purposes. GB members are asked to take a look at the documents in advance of the March 16th GB meeting. I will invite the present caterer, Piccola Gioia, to present at the March GB meeting.

#### **ELEMENTARY ASSESSMENTS: 2021**

There are no June exams this year

#### **EMERGENCY DAYCARES AT SWLSB**

The school board received a letter from the MEQ on February 2nd in which we were informed that the board must provide emergency daycare services to frontline workers during the spring break. Five elementary schools will operate emergency daycare, for frontline workers only, over the March Break (March 1-5). McCaig is one of the five schools. Eligible parents will be able to register for emergency daycare services in our school starting on February 19th. The schools operating emergency daycares will be able to monitor the registrations for each day through Collecte-Info in order to staff accordingly. It is, however, possible for parents to present themselves at our daycare even if they haven't registered online. The government has stipulated that if they are frontline workers, they must be accommodated.

Thank you to Pat and her team for being so flexible with all of the changes this year.

In response to a question from Eric, it will be a mix of students at the emergency daycares, there is always a risk when others come into the school. Safety and security remain at the forefront always.

#### **4.2. Financial**

As e-mailed to members and explained by the principal.

- In response to a question from Lisa Cipriani, the virtual classroom students have been removed from the school fees.
- There are some measures that can only be spent on certain things. The staff is looking at alternate ways to use this money as if we don't use it, the government takes it back.
- The measure for cultural school outings will be hard to spend, but there are ways to do it virtually or by bringing in guest speakers.
- Most measures will be spent, but some are more difficult so staff must come up with alternate ways to spend it. The dedicated measures cannot be transferred to other budget lines.
- The principal is expecting that there will be some measure money that goes back to the government.
- The digital resources measure is in deficit. There was a lot spent on software licenses but the measure is not enough to cover the expense. There is money in other measures that can be transferred into this.

#### **4.3. PPO**

Working on Teacher appreciation week.

#### **4.4. TFOMES**

Working on Comedy night

#### **4.5. Parents' Committee**

Three PC reports were e-mailed to members.

### **5.0 New Business**

#### **5.1. Enrolment Criteria**

As e-mailed to members. The only change is that the re-registration and registration weeks start on the same day.

#### **5.2. Budget Building Consultation**

**Are you satisfied with the current allocation of resources?**

- No (see notes in the last question)

**Rank, from 1 to 7, the level of importance on the following criteria to be considered for the allocation of resources:**

- 1 Students at Risk
- 2 EHDAA Clientele (Coded)
- 3 Enrolment
- 4 Geography (Distance)
- 5 Regional Needs (Rural, Urban)
- 6 Square meters of the school
- 7 Socio Economic Index (IMSE)

**Please choose 3 budgetary priorities for each Orientation in line with the Commitment to Success Plan:**

**Orientation 1: Retain and support quality employees:**

- Professional development and growth (Ex: training on stress management, special needs, etc.)
- Performance Appraisal System
- Training workshops for employees (Ex: skill based, excel, PowerPoint, etc.)

**Please choose 3 budgetary priorities for each Orientation in line with the Commitment to Success Plan:**

**Orientation 2: Offer students a variety of choices through 21st century programs and curriculums:**

- Development of Special Programs
- Special Education (EHDAA)
- Extracurricular activities

**Please choose 3 budgetary priorities for each Orientation in line with the Commitment to Success Plan:**

**Orientation 3: Develop a learning and working environment that promotes health, safety and well-being:**

- Students and Staff's Safety and Security
- Encourage social/emotional/academic development
- Professional Services

**Please choose 3 budgetary priorities for each Orientation in line with the Commitment to Success Plan:**

**Orientation 4: Increase the level of literacy competencies among the adult population on the school board's territory:**

- Night programs/flexible programs
- Distance education
- Other (please specify):
- Subsidized childcare for single parents to attend school

**Please choose 3 budgetary priorities for each Orientation in line with the Commitment to Success Plan:**

**Orientation 5: Engage students in physical activities 60 minutes a day**

- Playground equipment
- Coaching, training, guest speakers
- Upgrade sporting facilities (gymnasiums and sports fields)

**Should we consider any other topics to prioritize that were not mentioned above?**

- More resources for the hiring of additional resource teachers and other pedagogical support staff.
- More resources to be able to offer a homework assistance

**GB20210216-03** Kristin Crowdis MOVED THAT the Budget Building consultation survey be approved as discussed and submitted. Seconded by Eva Bletas.

Carried **UNANIMOUSLY**

### **5.3. Revised 2020-2021 School Calendar**

At the January McCaig staff meeting, the 2020-2021 school calendar was revised yet again to reflect the changes made by the Ministry. The revised 2020-2021 calendar reflected a revised date for the end of term 1. The calendar was included in the document package for this meeting. The calendar was sent to all parents and is on our website.

**GB20210216-04** Dan Strina MOVED THAT 2020-2021 revised school calendar be approved. Seconded by Ann Philion.

Carried **UNANIMOUSLY**

### **5.4. Summer Camp Rental**

#### **McCaig summer renovation projects**

**Washroom project** – the contractors must excavate in front of the main offices and into the adjacent parking lot. The mechanical rooms in the basement next to the cafeterias will be occupied all summer. The Pre-K, Kindergarten and Cycle one washrooms will be completely renovated as well as will the main office washroom.

**Energy project** (heating and ventilation throughout the building) – to arrive in the project timeframe the contractors need to start the job in the mechanical room early in June. In summer they will be working throughout the building and outside, as well, in certain areas. They are scheduled to complete everything only at the end of September.

**Exterior classroom** – heavy equipment will go into out of the backyard. This project is scheduled for the spring.

The project manager from the Material Resources department has indicated that four classes will be not touched by these projects: 153, 154 and 160 but they will be surrounded by the construction work. He is concerned about interference between the contractors and the day camp. He is further concerned that there will be a lot of noise, dust and circulation through the backyard making the students access to the playground problematic. Of course, the timing of the start of the projects and where precisely the given contractors will be working at a given time is hugely important factor.

The GB members discussed this and decided that because of the extensive renovations planned for the summer, for the safety of the children, it is recommended that there be no summer camp this year. There will be many companies and workers in and outside the building over the summer and it is deemed safer to have no one else in the building or on the school grounds. The principal will explain this to the camp and offer that they can come back next year.

**6.0 Field Trips/Activities**

No field trips or activities.

**7.0 E-votes**

**8.0 Correspondence**

8.1

**9.0 Adjournment**

Next meeting – March 16, 2021

**GB20210217-04** Jossie Tortorici MOVED THAT the meeting is adjourned 8:15 p.m. Seconded by Pat Gilmour.

Carried UNANIMOUSLY

Minutes approved \_\_\_\_\_, 2021

\_\_\_\_\_ Chairperson \_\_\_\_\_ Principal

Respectfully submitted by:  
Susan O'Keeffe, Recording Secretary