



**LAURA SECORD SECONDARY SCHOOL COUNCIL  
MINUTES  
Monday October 5, 2020 - 7:00 pm**

**Note: (G) indicates guest attendance**

**Parent members and guests Present:** Amanda Fretz, Ashley Warkentin, Helen Mancini, Jean Kozela, Jennifer Johnson, Joe Cheevers, Joy Janzen, Katherine Dodd, Lisa Schmauder, Mayumi Munoz, Sandy Cowan, Tara Christensen-Watson, Traci Gemmell, Karen Chcoski (g)

**Staff/School representation Present:** Helena Tritchew, Nicole Thompson

**Regrets:** Colleen Egan, Jan van't Reit, Lyndsay Gazzard, Shannon Pollock, Lucy Teminski, Teri Thompson, Leslie Wilson

Item	Discussion, Events, Activities	Action/Upcoming Activities	Person(s) Responsible
1.0	<b>Call to order/welcome</b> <ul style="list-style-type: none"> <li>• Meeting came to order at 7:30pm</li> <li>• Welcome from Pat the Patriot and our <i>Secord COW!</i></li> </ul>		
2.0	<b>Adoption of agenda</b> <ul style="list-style-type: none"> <li>• Motion to accept 1<sup>st</sup>: Jennifer J</li> <li>• Motion to accept 2<sup>nd</sup>: Jean K</li> </ul>		
3.0	<b>Approval of September 21st, 2020 Minutes</b> <ul style="list-style-type: none"> <li>• Corrections to September minutes               <ul style="list-style-type: none"> <li>○ Attendance, last names have been added</li> <li>○ Attendance, spelling of Teri Thompson, not Terry</li> <li>○ 1.0, Positions needed to be filled are Chair/Co-chair, Treasurer and Secretary. Vice Chair was misstated.</li> <li>○ 5.b, Head Prefect is Lucy Teminski</li> </ul> </li> <li>• Motion to accept 1<sup>st</sup>: Sandy C</li> <li>• Motion to accept 2<sup>nd</sup>: Jean K</li> </ul>		
4.0	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	•	•

Item		Discussion, Events, Activities	Action/Upcoming Activities	Person(s) Responsible
<b>5.0</b>	<b>Reports</b>			
<b>5.a</b>	<b>Student Union (Ms. Nicole Thompson, teacher representative)</b>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>	•	•
<b>5.b</b>	<b>Prefect (Ms. Christine Lafferty teacher representative)</b>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>	•	•
<b>5.c</b>	<b>Guidance (Ms. Leslie Wilson)</b>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>	•	•
<b>5.d</b>	<b>Principal (Ms. Helena Tritchew)</b>	<ul style="list-style-type: none"> <li>Happy World Teachers Day (October 5<sup>th</sup>)! Leading in Crisis, this year's them. Thank you to all our amazing teachers who are working hard during this year's unique situation.</li> <li>2019-2020 graduation activity. <ul style="list-style-type: none"> <li>We had been awaiting Public Health to advise us as to how we can hand out transcripts safely. As of Friday we have been approved to set up a "drive through" photo opportunity for our students. 5 teachers will be present to participate with the students (one family at a time) allowing graduate to have 4 other guests.</li> <li>Graduates have been contacted through their old DSBN email account, alternative emails, phone calls and through the Parents of Grads (private group) connection.</li> <li>This drive through grad will take place starting this Friday from 3:00 – 7:00pm, including Tuesday and Wednesday of next week 3:00pm – 7:00pm. Times are available for booking through the office.</li> </ul> </li> <li>Progress Reports are out October 19<sup>th</sup> and Mid Semester Reports are out November 27<sup>th</sup>.</li> <li>Speed Friending, team building sessions for new student are being planned.</li> <li>Question regarding attendance: Mayumi M</li> </ul>	<ul style="list-style-type: none"> <li>Helena will look into the scheduling for Study Hall for late bus students.</li> </ul>	<ul style="list-style-type: none"> <li>Helena T</li> </ul>

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		<ul style="list-style-type: none"> <li>○ How do we make corrections to attendance, weather it is from the D2L attendance call or via email from Mr. Sniezek? <ul style="list-style-type: none"> <li>▪ Errors should be addressed immediately by replying to the email from Mr. Sniezek or through the office with Ms. Newman.</li> </ul> </li> <li>• Question regarding MSIP activities: Karen C <ul style="list-style-type: none"> <li>○ Some students are not sure what to use the MSIP for when there is no schoolwork assigned. For example, a light week of work.</li> <li>○ Students are encouraged to complete unfinished homework, take advantage of teacher office hours for extra help and to access direct links.</li> <li>○ Remember there is specific math help available for students as well as Jane Davies, our Student Success teacher is also available for assistance.</li> </ul> </li> <li>• Question regarding late bus study hall: Lisa S <ul style="list-style-type: none"> <li>○ Will there be accommodations made for those staying longer waiting for their bus during inclement weather and during winter. <ul style="list-style-type: none"> <li>▪ We will look into this with the superintendent and the Library Technician</li> </ul> </li> </ul> </li> </ul>		
5.e	<b>Treasurer (Ms. Jean K)</b>	<ul style="list-style-type: none"> <li>• None at this time</li> </ul>	•	•
5.f	<b>Event Volunteer Committee (EVC)</b>	<ul style="list-style-type: none"> <li>• None at this time</li> </ul>	•	•
5.g	<b>PRO Grant Event</b>	<ul style="list-style-type: none"> <li>• None at this time</li> </ul>	•	•
<b>6.0</b>	<b>Adoption of Reports</b>			
	<ul style="list-style-type: none"> <li>• Motion to accept reports 1<sup>st</sup>: Jennifer J</li> <li>• Motion to accept reports 2<sup>nd</sup>: Jean K</li> </ul>			
<b>7.0</b>	<b>Other Business</b>			
	<b>Nomination and Election of 2020/2021 State of Officers</b>	<ul style="list-style-type: none"> <li>• Please note there were parents wishing to log on; however, they were having trouble with the link.</li> <li>• Note these details from the Bylaws: <ul style="list-style-type: none"> <li>○ The Bylaws are outlined from our Ministry of Education to confirm with the provincial school boards.</li> </ul> </li> </ul>	•	•

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	<ul style="list-style-type: none"> <li>○ Laura Secord Secondary School Council membership is made up of up to 30 parents who are granted a vote during such times.</li> <li>○ Members are encouraged to join sub committees and participate in a minimum of 3 meetings a year.</li> <li>○ Absence from a meeting is communicated before the date to the Chairperson.</li> <li>● All nominated members submitted to Jean K are acclaimed as Parent Council members for 2020/2021 at Laura Secord Secondary School: Amanda Fretz, Ashley Warkentin, Helen Mancini, Jan van't Reit, Jean Kozela, Jennifer Johnson, Joe Cheavers, Joy Janzen, Katherine Dodd, Lisa Schmauder, Mayumi Munoz, Sandy Cowan, Tara Christensen-Watson, Traci Gemmell. <i>Note: as staff representatives and Prefect, the following are automatically vote: Leslie Wilson, Lucy, Teminski, Nicole Thompson, Shannon Pollock</i></li> <li>● Event Volunteer Committee is made up of a Coordinator and committee. <ul style="list-style-type: none"> <li>○ Jennifer will coordinate the EVC with the help of Mayumi M as they recruit volunteers when we begin to have activities around the school.</li> </ul> </li> <li>● PRO Grant coordinator along with a committee submits our application for the PRO Grant in any given year. Past years we have coordinated with other schools to provide parent information nights, seminars, symposiums and other special events. <ul style="list-style-type: none"> <li>○ Helen M will coordinate the PRO Grant process</li> </ul> </li> <li>● Executive <ul style="list-style-type: none"> <li>○ Co-Chairpersons <ul style="list-style-type: none"> <li>▪ Sandy C nominated: accepted</li> <li>▪ Joe Cheevers nominated: accepted</li> <li>▪ Sandy and Joe will be Co-Chairpersons</li> </ul> </li> <li>○ Treasurer <ul style="list-style-type: none"> <li>▪ Jean nominated: accepted</li> <li>▪ Jean K will be our Treasurer. If anyone is interested in helping/learning the ropes, please see Jean at any time.</li> </ul> </li> <li>○ Secretary <ul style="list-style-type: none"> <li>▪ Lisa S nominated: accepted</li> <li>▪ Lisa S will be our Secretary</li> </ul> </li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>• Thank you to Jennifer and Sandy for all your work last year as our Co-Chairpersons.</li> </ul>		
Information Gathering	<ul style="list-style-type: none"> <li>• Note the following links to help accessing information: <ul style="list-style-type: none"> <li>○ Laura Secord Secondary School <ul style="list-style-type: none"> <li>▪ <a href="http://www.laurasecord.org/home">http://www.laurasecord.org/home</a></li> </ul> </li> <li>○ DSBN – School Councils: <ul style="list-style-type: none"> <li>▪ <a href="https://www.dsbn.org/pic/schoolcouncil.html">https://www.dsbn.org/pic/schoolcouncil.html</a></li> </ul> </li> <li>○ Guide for School Councils: <ul style="list-style-type: none"> <li>▪ <a href="http://www.edu.gov.on.ca/eng/genearl/elemsec/council/guide.html">www.edu.gov.on.ca/eng/genearl/elemsec/council/guide.html</a></li> </ul> </li> <li>○ PIC Conference Nov 3, 2019: <ul style="list-style-type: none"> <li>▪ <a href="https://dsbn.org/pic/">https://dsbn.org/pic/</a></li> </ul> </li> <li>○ Announcements: <ul style="list-style-type: none"> <li>▪ <a href="http://www.laurasecord.org/events/morning-announcements">http://www.laurasecord.org/events/morning-announcements</a></li> </ul> </li> <li>○ Parents of Music Students - sign up for the Music Dept Facebook page: <ul style="list-style-type: none"> <li>▪ Laura Secord Secondary School Music Department</li> </ul> </li> <li>○ Council Facebook page <ul style="list-style-type: none"> <li>▪ Secord School Council</li> </ul> </li> </ul> </li> <li>• Note Mike Balsam updates our webpage</li> </ul>	•	•
Mama Mia Tickets	<ul style="list-style-type: none"> <li>• A drop box will be set up outside for those who purchased tickets to drop them off for a refund. Patrons may wish to hand on to them for exchange when the play goes ahead.</li> <li>• Question about donation: Lisa S</li> <li>• Could we offer a tax receipt for those who would like to donate the money to the school</li> </ul>	• Look into Tax Receipts	• Helena T
<b>8.0</b>	<p><b>Motion to Adjourn</b></p> <ul style="list-style-type: none"> <li>• Motion to accept 1<sup>st</sup>: Jennifer J</li> <li>• Motion to accept 2<sup>nd</sup>: Jean K</li> </ul> <p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Monday November 16, 2020 7:00pm - Virtually</li> </ul>		