



**LAURA SECORD SECONDARY SCHOOL COUNCIL  
MINUTES  
Monday January 11, 2021  
7:00pm**

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

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

**Staff/School representation Present:** Ryan Bell (G), Christine Lafferty, Shannon Pollock, Helena Tritchew,

**Regrets:** Lyndsay Gazzard, Lucy Teminski, Nicole Thompson (maternity leave for remainder of the year), Teri Thompson, Jan van't Reit, Leslie Wilson

Item	Discussion, Events, Activities	Action/Upcoming Activities	Person(s) Responsible
1.0	<b>Call to order/welcome (Cheevers/Cowan)</b> <ul style="list-style-type: none"> <li>• Thank you for everyone</li> </ul>		
2.0	<b>Adoption of agenda</b> <ul style="list-style-type: none"> <li>• Motion to accept 1<sup>st</sup>: Jean K</li> <li>• Motion to accept 2<sup>nd</sup>: Katharine D</li> </ul>		
3.0	<b>Approval of October 2020 Minutes</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>: Colleen E</li> </ul> <b>Approval of November 2020 Minutes</b> <ul style="list-style-type: none"> <li>• Motion to accept 1<sup>st</sup>: Mayumi M</li> <li>• Motion to accept 2<sup>nd</sup>: Joy J</li> </ul>		

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4.0	<b>Correspondence</b>	<ul style="list-style-type: none"> <li>PIC Conference presents Anne Douglas in the virtual speaker series: Parenting in a Pandemic. Wednesday January 27<sup>th</sup>, 2021 at 6:30pm. This is open to all DSBN parents and a limited number of registrants will receive her book Happy Parents Happy Kids. Register at: <a href="https://www.dsbm.org/pic/speakerseries.html">https://www.dsbm.org/pic/speakerseries.html</a></li> <li>CMHA presents virtually: A Mental Health Guide for You and Your Child. January 15, 2021 from 12-1pm or January 19, 2021 from 7-8pm. Register at <a href="http://www.cmhahamilton.ca">www.cmhahamilton.ca</a></li> </ul>	•	•
<b>5.0 Reports</b>				
5.a	<b>Student Union Report (Helena Tritchew)</b>	<ul style="list-style-type: none"> <li>Student Union is currently working on elections for this year. Due to the pandemic, we have been delayed, however, there has been interest from students.</li> <li>Change to the constitution included those running will be running for a general position. After elections the selected individuals will be placed accordingly in respective rolls by staff.</li> <li>Ms. Thompson is now on maternity leave. Mr. Sirriani will have a second staff member support once term 2 begins.</li> </ul>	•	•
5.b	<b>Prefect Report (Christine Lafferty)</b>	<ul style="list-style-type: none"> <li>Prefect's participated in the DSBM Sneak Peek, answering questions from grade 8 students. Feedback from supervising teachers was very positive.</li> </ul>	•	•
5.c	<b>Guidance Report (Helena Tritchew)</b>	<ul style="list-style-type: none"> <li>Currently working on compressing our current 5 period schedule into 4 periods as per DSBM directive.</li> <li>A new student data management system is being used for timetabling.</li> <li>The OLC literacy course has now been cancelled for this year as it is not a graduating requirement. This may be supplemented with a new e-learning course.</li> <li>Course selection for 2021/2022 year will begin shortly, including the grade 8 selections.</li> <li>Question from Mayumi: When will parents hear about acceptance from out of bounds students? Watch for information by early February. DSBM extended the deadline for submission to January 15<sup>th</sup>.</li> </ul>	•	•
5.d	<b>One Note Report (Ryan Bell)</b>	<ul style="list-style-type: none"> <li>This presentation is a response to questions at last meeting about the platforms used in school learning at Laura Secord.</li> </ul>	• Intellectual Property copyright for	• Helena

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	<ul style="list-style-type: none"> <li>• The Science and Math departments have been offered the use of OneNote notetaking for their students. Benefits and challenges are listed below.</li> <li>• Orlin (student) has presented her use of OneNote. Thank you to her for her efforts.</li> <li>• Benefits: Easy to sync with other devices as the mobile and desktop homepages are the same; no additional app needed; lots of opportunity to subdivide files makes organization easy; single window use allows for full view; teachers can upload assignments directly to OneNote; longhand notetaking can be used with a drawing tool; imbedded formulas can be helpful with math; URL's can be easily copied and pasted; TODO list included; pictures easily uploaded; teachers can easily distribute assignments and evaluate in one spot making all communication real-time; cuts down on emails from students; easy to share among departments.</li> <li>• Challenges: no accountability feature, must rely on D2L for this.</li> <li>• OneNote is currently used in post-secondary schools, making it a great tool to get used to. Learning notetaking is emphasized in the tool. Material may also be moved over onto a personal OneNote account (looking into intellectual copyright, see side)</li> <li>• Please encourage your students to use office hours to discuss use of the platforms.</li> <li>• Question: Some students are finding the different platforms overwhelming as they don't seem to carry through other departments. Can it be used in other areas of school? Yes, other departments can use this. However, teachers are allowed to choose what works best for them. We are working on improving coaching for students on how to use this tool.</li> <li>• Comment from Chris B: The tech has been challenging for parents. We are relying on our students to show us how to use all the tools in order to support them. Parents are also having to work through all the different platforms with some students who are struggling with both the work and motivation.</li> <li>• Question from Mayumi: Can the students take their work away at the end of the year? Once the student leaves the school, they can extract</li> </ul>	<p>work done on OneNote.</p>	

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	<p>their OneNote onto their own personal OneNote. Helena will look into the copyright challenges with this, if there are any.</p> <ul style="list-style-type: none"> <li>• Comment from Jennifer Ajandi: The concern is amplified with an additionally challenging year.</li> <li>• Comment from Chris B: Submission of work needs to be smoother. submission help.</li> <li>• Comment from Chris B: Are there big differences in Mac vs Windows? As with any platform you will have some differences. However, you can use OneNote on multiple devices with smooth transition.</li> <li>• Question from Lisa S: How are the teachers being supported to be able to use and train their students on how to use these platforms? PD Day tutorials have been made available as well as additional support from our own staff. Best Practices have been developed for teachers when using the platforms. The school has been very supportive for teachers who need additional training and equipment to be successful.</li> <li>• Question from Colleen: Can students recoup work that they have not succeeded in? Most teachers have a system in place to allow a grace period for assignments and tests. Cases are discussed with social workers and recommendations are made for students needing additional support in moving forward. Due to the omission of MSIP we have added a credit recovery block for students who may need to recover or redo a course.</li> </ul>		
<p><b>5.e</b> <b>Principal Report (Helena Tritchew)</b></p>	<ul style="list-style-type: none"> <li>• Thank you to Ms. Penner for putting together our virtual Holiday Assembly.</li> <li>• We will begin conducting our staffing hiring for semester 2 soon.</li> <li>• Laura Secord is applying to the province for to offer a new Trade Specialist Diploma programme starting next year. This will be aimed at those who are looking to work in the trades upon graduation and will be run in conjunction with a post-secondary school partner. We hope to help address the shortage of trades such as construction workers, electricians, HVAC specialists, plumbers and welders. We are currently looking for companies who would like to partner with us for the co-op portion of this diploma. If you know of anyone who might be interested in</li> </ul>	<ul style="list-style-type: none"> <li>• Investigate if students can move between in class and online learning for next semester.</li> </ul>	<ul style="list-style-type: none"> <li>• Helena</li> </ul>

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		<p>helping with this, please connect with the school. Students will also participate in Health and Safety components to receive certification in heights training, falls, WHIMIS etc.</p> <ul style="list-style-type: none"> <li>• The Grade 8 Sneak Peek was well attended. We had breakout rooms for students to attend, holding interest as they allowed for more personalized conversations.</li> <li>• The MSIP period has been dropped for this upcoming semester. There has been a significant amount of feedback to the DSBN from both students and parents. Students are upset at this cancellation as they found MSIP useful in a time that they are feeling overwhelmed. Comments have been collected by Mike Balsam. MSIP replacement will allow teachers to provide 20% more support, not 20% more work to students' success.</li> <li>• Question from Mayumi: What will the schedule look like for next semester? There will be a 4-class rotation similar to last spring. We will be reversing Cohort A and B to allow for a more balanced introduction of new concepts vs practical implementation. More in person learning might be available, but we will not know until we move out of lockdown.</li> <li>• Question from Jennifer A: Do teachers understand the extra time is not for extra work to be assigned? Yes, teachers have been apprised of the expectation.</li> <li>• Question: Why the reversal of cohorts? See answer above.</li> <li>• Questions: Is the in class limit still 15 students? This has not been confirmed. While there is a general cap of students during non COVID time, the cap during COVID is dictated by the Niagara Public Health. When determining class sizes, both will be taken into account.</li> <li>• Question from Colleen: Can anyone go to PIC convfrence? Any DSBN parent can attend.</li> <li>• Question: Will online evaluations be transfer to in classroom if the students are in class more? Growing success talks to using</li> </ul>		

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		<p>all formats for evaluation. In person time is encouraged to be interactive.</p> <ul style="list-style-type: none"> <li>• Question: Culminating assignments are often worth 30% of the final mark, but some teachers have been assigning through the year more intensive assignments for much less value. Will this be the case moving forward? If this is happening please speak with the teacher and/or the office.</li> <li>• Questions: Some students have other obligations during COVID (looking after younger siblings). How is this being addressed? In these cases, please reach out to the school to help.</li> <li>• Question: How will the cohorts mesh in semester 2? We will look at individual courses and based on the faculty we adjust accordingly, in cooperation with public health.</li> <li>• Question from Chris B: Isn't there a Ministry cap on student classroom size? The caps are locally negotiated but ministry does drive the overall process. During COVID we are talking more about the public health cap, which is lower than ministry cap.</li> <li>• Question from Helen: If a student decides to pull out of the in person learning next semester after they start can they go back to online? Not sure at this point, but it will be communicated once the semester begins.</li> <li>• Question from Jennifer A: How much time should students be spending on culminating assignments? More latitude for has been given to teachers to err in favour of students. Professional judgment is always required. Teachers are encouraged to go to students directly (and vice versa) if there are issues. Please reach out if you have additional questions.</li> <li>• Question from Jennifer J: When will the yearbooks be distributed? They should have been shipped by now and will be distributed by the end of January. Mike Balsam will be coordinating this in the same way that we handled the diplomas, through social media.</li> </ul>		

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5.f	<b>Chair Report (Joe Cheevers/Sandy Cowan)</b>	<ul style="list-style-type: none"> <li>Joe and Sandy attended the PIC conference on November 18<sup>th</sup>. The focus was on new chairpersons (meeting organization, responsibilities etc.). Would have been nice to have information for seasoned chairpersons.</li> <li>We had a breakout room for Sneak Peek was open for parents.</li> </ul>	•	•
5.g	<b>Treasurer Report (Jean Kozela)</b>	<ul style="list-style-type: none"> <li>Only change is the \$1.80 service charge: \$88.91 in General fund; \$933.70 in the Nevada fund; total of \$1022.61 for the year.</li> <li>Bursary commitment is typically \$1250.00 for the year, leaving us with a \$227.39 shortfall. We will discuss in the next few months how we might address this for bursaries going to grads in June.</li> </ul>	•	•
5.h	<b>EVC Report (Jennifer Johnson)</b>	<ul style="list-style-type: none"> <li>We also attended the Sneak Peek in a breakout room with Joe and Sandy. One guest (Helena), but most of the participants that night were students.</li> <li>Maybe a flyer for the new parents could be included in the grade 8 package?</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>: Ashley W</li> <li>Motion to accept reports 2<sup>nd</sup>: Jean K</li> </ul>			
<b>7.0</b>	<b>Other Business</b>			
<b>7.a</b>	<b>Change of Schedule (MSIP)</b>	<ul style="list-style-type: none"> <li>See Principal report and Guidance Report</li> </ul>	•	•
<b>7.b</b>	<b>Inventory</b>	<ul style="list-style-type: none"> <li>Jennifer J and Sandy will set a date to exchange materials.</li> </ul>	•	•
<b>7.c</b>	<b>Discussion of Council Bursaries</b>	<ul style="list-style-type: none"> <li>See Treasurer's report.</li> <li>Defer to February meeting.</li> </ul>		
<b>8.0</b>	<b>Motion to Adjourn</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>			
	<b>Next Meeting</b>			
	<ul style="list-style-type: none"> <li>Monday February 22, 2021 at 7:00pm via Teams Online Meeting.</li> </ul>			