

BAYVIEW SECONDARY SCHOOL COUNCIL

2018-19

Meeting Minutes

Date: January 21, 2019

Time: 7:00 p.m. – 8:30 p.m.

Place: BSS School Library

Co-Chairs: David Fan, Ben Schu

PRESENT:

Admin – Ms. Arlene Higgins-Wright, Mr. Joe Ravesi (Acting Principal)

Council – Ada Leung, Ben Schu (Co-Chair), Cam Chen, David Fan (Co-Chair), Ida Ghiasi, Jennifer Fang, Jennifer Shen, Joanna Yu, Karen Gow (Co-Secretary), Karen Wong (Co-Secretary), Laleh Marashi, Mike Xie, Patton Pengyi Su, Rev. Philip Der, Preeti Lamba, Sadiq Lakhani, Shalini Bhatla, Silvia Moreno-Ip, Yifan Li, Grace He

REGRETS: Majid Sohrabi (Treasurer), Mr. Brad Clayden, Ms. Sally Joyce

ABSENT: Sugirtha Thayanathan, Vanathy Sivakumaran, Castro Liu (Community Rep), Maggie Deng, Patricia Kitagawa, Vik Gandhi

1. WELCOME AND INTRODUCTION:

The meeting started at 7:06 pm with a warm welcome and introduction from Ben and David.

As there was no screen for the projector, Ms. Arlene Higgins-Wright provided photocopies of the agenda and draft proposed budget to attendees.

Joe Ravesi is the Acting Principal for Mr. Schouten, and his term has been renewed until February 1. He liaises directly with the board so is not aware of when Mr. Schouten will return.

Marlene Falco is relieving Mandy Lau who is due back in February.

A group photo of those present was taken as a placeholder; another may be taken when more members in attendance.

2. APPROVAL OF AGENDA:

Motioned by Karen W and seconded by Jennifer S, with all in favour.

3. APPROVAL OF MEETING MINUTES:

Motioned by Patton and seconded by Philip, with all in favour.

4. MATTERS ARISING FROM THE MINUTES: N/A

BSS Council Report: Gr. 8 open house occurred last week at the school (approximately 300 attendees), attended by Ben. The council booth was also attended by Ben. He reconfirmed that there are 3 remaining council meetings for the year.

5. STUDENT COUNCIL REPORT

Presenter: not available. No update.

6. TEACHER REP REPORT

Presenter: Ms. Arlene Higgins-Wright on behalf of the Ms. Joyce who was unable to attend.

- Exams start this week so some activities which may include projects/exams working towards the final 30%.
- Some activities for next semester: Winterlude February 12, for senior IB students (Grade 11 and 12, combined about 232 students) and sometimes the ESL students. Ms. Higgins-Wright has inquired in the past about how to extend or have other events for other students.
- The number of non-IB students in grades 11 and 12 in the school is around 800.
- Some other field trips planned include indigenous dance performance, film performance at the AGO; MOSAIC and equity forum are still on track; other items are posted for parents on the school newsletters.
- Pre-IB students registration letters have already been sent out and 116 students have been offered enrolment. A waitlist is in place and will be used if students do not accept IB.
- Exam review day is the first morning following the last exam

7. TREASURER UPDATES

Presenter: Majid (Treasurer) was unable to attend; budget to be discussed later in meeting.

8. VICE/ACTING PRINCIPAL UPDATES:

Presenter: Ms. Arlene Higgins-Wright

- Healthy breakfast program is available for all students, there is one this Wednesday. Flyers are out there for students to let them know when healthy breakfast is available; healthy snacks are outside near office everyday for students. Healthy snacks are also available in lounge area. Ms. Higgins-Wright will clarify how many healthy breakfasts have already run (possibly 1 or 2 so far). Breakfast is available from 8 - 8:45 AM.
- Exams begin Thursday, January 24, start 9,AM and are typically done after 2 hours. Accommodated students may have up to 3 hours if needed while in classroom.
- Thurs Jan 31 is exam review day. If snow day for exams, then exam review day becomes Feb 4, Day 1 of Semester 2.
- PA day Feb, 1, FNMI review (First Nations issues, how teachers can incorporate into their programs).
- Question re: Exam week. Students are expected to be in the building when exams are written, but otherwise should leave (unless they have made arrangements with teachers.). They need them out of building so accommodated students can continue their exams without disruption.
- Question: how many students require accommodation? Ms. Higgins-Wright estimates about 400 or so students who are accommodated. ELL students may also have extra time.
- Locker tidy up is tomorrow (Wednesday) morning to return library books, take food out, etc... so they are not at their lockers during exam times.

- Shalini asked about the cost of photos and quality of the packages - especially the grad photos which are almost cost prohibitive. Karen G agreed, and also mentioned that both the quality and process of the purchasing of school photos in general is not as good compared with other vendors e.g., Lifetouch. Ms. Higgins-Wright will look into the source and possible alternative photographers for the student packages based on this feedback .

9. OTHER REPORTS

10. BUSINESS:

10A Principal's absence and return

Joe Ravesi is ROC (retired on contract) and is currently the acting Principal replacing Mr. Schouten. ROCs can only take a term for 50 days at a time. He gave an outline of the process when administrative absences happen. He has over 25 years of experience as a principal and a principal course teacher. He acknowledged concerns about what happens when the principal is out. Joe indicates the school is run well, team effort by the admin (VPs), about 90 teachers, 10 secretarial staff. Joe's role is to ensure supervision is happening, working with the Superintendent. He ensures there is alignment with board policies and will touch base with the VPs. The ROC are not privy to why the principal is off. Joe does go around the school and visit the classes every week to make sure he has a pulse of the school. The longer term absence will not go long - if after 2 ROCs, they likely assign a new permanent principal.

Laleh indicated that Joe's update is fine and appreciated; however the communication to the parents has not been dealt with. David agreed that the school is managed well; however the point is that the parents are not notified and it seems that they are very ad hoc on extensions, and we would like to better understand how the board deals with these items, preferably as presented by a Superintendent in charge of the process.

Joe will make a request to the SI / Liz Davis, for communication to the school / parents about these types of changes. Joe decided not to personally make a large announcement. Shalini mentioned it would be good so there's no rumour mill about the principal.

Starting 2nd semester we should have notification from the Superintendent.

Ben asked whether we are in favour of Liz Davis to come to meeting about communication and meet council. It was agreed that an invitation would be issued by council (extend invitation to join council and cc: BSS admin) for Ms Davis to join the next meeting as available. *ACTION: Chairs will issue formal invitation to Ms. Davis; Ms. Higgins-Wright and Joe will also connect with superintendent.*

10B Parent Support Group.

- i. Collaboration with Family Youth Services York Region
- ii. Parent Support Group Event

- Jennifer Shen updated for Maggie. First meeting will be on Thurs. Jan 24, 7:30-9PM and the subject focused on will be “Understanding Teens”. First half hour is a video presentation and then group meetings in different languages for further discussion. A form for RSVP has been prepared and also includes a request for future discussion topics and which languages to cover. Philip has volunteered to train any future leader/discussion facilitator volunteers. So far we have had RSVPs from 10 parents. Shalini indicated that Mr. Clayden has a list of parents who were interested for other events at the Health and Wellness events (handwritten). We could add these names to the potential list to send out details about this upcoming event. The facilitators remain the same from last year. *Jennifer will follow up with Mr. Clayden for these names.*
- Philip mentioned that the other room in the library may be more suitable if there is no projector yet available. If there is a larger group will need to use cafeteria.

Action: Ms. Arlene Higgins-Wright will look into the room availability for Thursday as well securing a projector for the event, and follow up with Maggie Deng, Philip and Jennifer suggested that the library space will be used, and if needed the cafeteria may be used. Philip will have the electronics to run. They will follow up by Wednesday. Jennifer to get final headcount (via google form as well as email replies).

10C. Student's Safety – Morning traffic safety

- Laleh followed up with Castro via text message. The safety issue is not exclusively in the school, but also just behind the school. Castro confirmed that the police will come next week, with no payment needed for the police presence. Police would issue warnings for unsafe driving, but will not expect payment for these services.
- Joe mentioned that in the past there have been parent volunteers in the front of the school.
- Discussion about where the parent volunteers would be positioned and how to be trained (eg. By police?). Ms. Higgins-Wright to follow up with the police resource officers to see if there's a contact who could provide traffic control training; need to consider the costs.

10 D. Budget

David and Karen W. reviewed the budget items – PRO grant was approved (Ben sent the email to Mr. Clayden) but have not yet received the funds. Monies \$700 already spent, and the receipts sent to Majid for both events...can be covered by the PRO grant as one event. Majid would give the information through to Jill. Ms. Higgins-Wright will follow up with the budget administrator to confirm that the \$1000 is received and administered. If there are some monies left, perhaps have another wellness workshop as we were given \$1000 and only spent approximately \$863 (Majid, Shalini and Ms. Higgins-Wright will need to determine). There may be approximately \$400 available for another workshop (\$300 allocated and \$100 remaining).

Student achievement awards categories - discussion about the criteria to ensure different categories besides just IB students. Guidance can help with such criteria for different student populations. This is why the metric was kept with the marks (Last year's executive had extensive discussions with Mr Schouten about these awards and criteria and discussed that it be best left at smaller number of students with \$200 each). It was suggested to provide \$100 per person for 6 students, but agreed upon to remain with \$200 for 3 students as per previous year's discussions with Mr. Schouten). Last year the guidance and administrators to decide.

Buffer only: Proposed allocation of \$1200 for school improvement (if we have the monies)

Buffer only: Needy students - the amount decreased from \$2000 from last year due to the new requests for funding this year. Likely we didn't spend it all, so it was decreased this year to \$1500

Buffer: fundraising monies

Sadiq mentioned it might be better to move out the proposed allocation/ buffer items to the section below eg. Fundraising supporting needy students.

Vote on conditional approval of the budget allocation as a whole as not all funds expected have been received. Silvia is motioned to approve, Ida seconded, rest in favour.

Laleh followed up with Castro for the cheque from the community BBQ which he confirmed could be presented at the next meeting. Silvia suggested we get the cheque asap so the upcoming symposium can take place, official cheque presentation at a later date March meeting)

OTHER BUSINESS:

- Next meetings will be at 7pm on Monday March 4; April 29; June 10
- In case of Mr. Schouten's absence, can invite the interim principal to the next meeting, or Liz Davis (superintendent)

Meeting Adjourned: Meeting was adjourned at 8:55 pm; motioned by Ben, seconded by Jennifer with all in favour.

Next Meeting: Monday, March 4 at 7:00pm in the Bayview Secondary School Library

PLEASE NOTE THAT ALL MEMBERS ARE REQUESTED TO REFER TO THE BELOW LINKS FOR SCHOOL COUNCIL DUTIES AND RESPONSIBILITIES.

School Council Handbook

<http://www.yrdsb.ca/schools/SchoolCouncils/Documents/SCHandbook.pdf>

Bayview SS Constitution

<http://www.bayview.ss.yrdsb.edu.on.ca/parent-council/constitution.pdf>