1. **R. MacNeill Parent Advisory Council Minutes**

 **Tuesday, November 17th, 2020 at 7:00 p.m.**

**Zoom**

**Present:** Pooja Kalsi (Chair), Aspi Ustad (Co-chair), Herj Ghaug (Vice Principal), Marcy Timmins (Principal), Dale March (Past Chair), Alyson Cho (Secretary), Yokin Tsui (Treasurer), Simon Kok (RDPA Rep.), Adriana Pinon (Co-secretary), Axel Mok, Heather Larson (School Trustee)

1. Welcome and Introductions; we went around the table and introduced ourselves

**Meeting was called to order at 7:11p.m.**

1. **Approval of Minutes for Oct. 20, 2020:**
* Draft Minutes were reviewed with no changes noted.
* Motion to approve the Minutes from Oct. 2020 by Simon; seconded by Pooja. Minutes approved.
1. **Approval and/or Additions to the Agenda:**

There wereno additions to the Agenda and the Agenda was approved.

1. **Administration Report—Ms. Timmins**:
* Covid 19 Exposure update: last week, a family called to let the school office know that there was a positive Covid19 test at home; on Monday we learned that their MacNeill student had also tested positive for Covid19. Marcy emailed Vancouver Coast Health to inform them; they contacted the student to do contact tracing. Most students are wearing masks most of the time at school, so the risk of transmission was determined to be low. Students in class with this student received a specific letter notifying them of possible exposure, but not asking them to self-isolate or go for testing; the rest of the school received a different standard exposure letter. The School Board arranged for deep-cleaning of the classroom and Learning Center where the student had spent time.
* Staff continues to remind students to wash their hands frequently with soap and water, and to do the Daily Health Check. Teachers will remind students that absences will be excused and work and tests can be made up. There has been a school-wide review of the Daily Health Check, and Administration has reminded teachers to continue to monitor use of sanitization stations and cleaning of desks and chairs between classes.
* Due to the increased number of Covid19 cases, afterschool sports, dance rehearsals and other extra-curricular activities have been put on hold.
* Students in Grades 8 and 9 eat lunch in their classrooms. If they buy food in the cafeteria, they must wear their masks and take their food back to class before eating. After eating, students are free to roam around school and socialize with their masks on. Teachers occasionally have to remind students to not share food at lunch time.
* Students in Grades 10 to 12 will have a shuffling of their cohorts this week due to the beginning of second quarter.
* Comment from a parent expressing a desire for a return to online learning for this quarter to minimize the risk of transmission. Marcy stated that the District has no plans to switch completely to remote learning at this time, but reminded us that there continues to be online programming available through Richmond Virtual School for students in Grades 10-12 and that students in Grades 8 and 9 who are currently in Option 4 Learn From Home Transition Option have the option of continuing with that for Quarter 2.
* Heather Larsen confirmed that School Trustees and School Board are regularly in contact with the Ministry of Education and that any decision regarding a suspension of in-person will be made at that level. There have been no transmissions within Richmond schools at this time, so it is unlikely that in-person learning will be suspended.
* A parent expressed concern that Richmond Virtual School has limited course options and is not aligned with the in-school quarter system; it still offers the same programming that it did in previous years. Heather and Marcy mentioned that staffing and financing are an issue, but Heather will take that concern to district senior staff.
* In a regular year, teachers would have one block out of eight that is considered their Preparation Time; not a teaching block. Under the quarter system this would not work effectively, so this year teachers have prep time each morning which is why school starts later each day. Staff has been noticing that this has been very beneficial, both in terms of opportunities for collaboration among staff and because fewer students are arriving late and having not eaten breakfast. Another benefit is that some teachers for Quarter Two will be able to support Grade 8 and 9 classes by being in-class for a short time then removing 15 students to their own empty room to complete assigned work with that teacher’s support. Thereby providing further opportunities for distancing.
* The Learning Centre is now open from 3:00-4:15 daily for students in Grades 8 and 9 who need extra support or a quiet place to do their work.
* Report cards will go out on November 25. If students have been away and have incomplete assignments, the report card still needs to be assigned; however, the Librarian will work with students to finish any missed work and that work will be back-dated in order for the report grade to be changed to reflect the grade the student earned.
* Mr Ghaug will be meeting with Grade 12 students on Zoom at 1:00 Monday to discuss their ideas for what they would like to do to celebrate their graduation. He and Marcy will share some ideas they’ve heard about from other schools and look forward to hearing our students’ creative ideas.
* Marcy meets every Thursday with other administrators and the Superintendent and Deputy Superintendent regarding planning for next year. All high schools are strongly considering a move towards the semester system next year. On November 26, all Metro regional administrators will be meeting on Zoom to share what’s working well in their schools and other possibilities. The District also has a Reimagining Secondary Schools committee (RISS), which will be sending out a survey for students and parents asking what’s working well and what we would like to see differently. One consideration is the possibility of streamlining course selection for Grade 9s next year, as is currently done for Grade 8s.
* This year there are no advisory classes, which have been a key component of MacNeill’s sense of community, so staff has been discussing ways to virtually bring grade groups together to build a sense of school community. Teachers also are checking in with students daily to monitor their social-emotional well-being. This is seen as a priority by all staff, and teachers share their strategies at staff meetings.
* Student Council continues to work on building a sense of community at MacNeill, too; for Hallowe’en they decorated the school, students were encouraged to dress up in costumes, and they organized a treasure hunt using students’ phones and QR codes to find individually wrapped candies. They are currently brainstorming a way to do the annual “Breakfast with Santa” safely, and maybe a door-decorating contest for winter celebrations.
* This year we are using an on-line appointment booking system for school counsellors, and appointments can be held on-line or in-person. This is very successful and more students have been making appointments with their counsellors due to the convenience for booking and meeting.
* Mr. Luk and Mr. Wong want to do their usual presentations about Advanced Placement courses; they will connect with Marcy and speak about their PowerPoints on Zoom at some point in December. When the date is set, the school will send messages out so all parents are aware of it.
1. **District Updates—Heather Larson:**

District staff are constantly in contact with Vancouver Coastal Health and the Ministry of Education regarding Covid19. Their priority is supporting parents, students, teachers and administrators with new Covid19 protocols. At the same time, District staff continue to work on seismic upgrades, critical incident response planning and long range facilities planning virtually.

1. **Chairperson Report—Pooja and Aspi:**

Nothing to report; however, a question regarding attendance flexibility during this time of high exposure rates. Marcy replied that it is not possible at this time to sustain on-line delivery of instruction and assignments for students on extended absences; however, any absence called in by parents would be an excused absence and the student would have the opportunity to complete work later and have it back-dated as explained previously.

1. **Treasurer Report—Yokin Tsui**

Our accounts are at Coast Capital, and these are our balances as of Oct. 1, 2020:

* General Account: $260.17
* Gaming: $20180.08
* Dry Grad: $4,208.18
1. **RDPA Representative’s Report--Simon Kok**
* Simon provided us with an update from RDPA. There was a seismic update regarding the completion of upgrades at Tait and Cook; Steves is ahead of schedule; Tomsett and Mitchell received permits to proceed; several others awaiting.
* The next RDPA Meeting will be in December; Simon can take any questions there from us and report back in January.
* Simon can send RDPA Minutes to Herj who can post it under the Parents’ tab on the school website.
1. **Update from Incentive –Marcy:**

This year, due to Covid19, Incentive has not been able to do their usual outdoor activities, but they have adjusted their courses to allow for more outdoor education in Quarters 3 and 4.

1. **Other Business:**
* Grad photos will take place in February; appointment-booking will come out soon via the My School Day app and on the MacNeill website. Artona will set up trailers in the school parking lot.

Meeting adjourned at 8:14 p.m.

Next Meeting Tuesday, January 19th at 7:00 p.m. on Zoom