

**St Mary's Academy Parents' Guild Meeting Minutes**  
**Tuesday, September 29, 2020**  
**Online via Zoom Meeting hosted by Connie Yunyk**

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In attendance: Ramona Thomson, Gillian Hauser, Jennifer Melo, Venus Denis, Joanie Smalley, Connie Yunyk, Anita Auriti, Shannon Cisneros, Rosa Bovino, Mel Jones, Heather Wallace, Kelly Moon, Kerri Moore, Irene Mestito-Dao, Paula Chorney, Michelle Saltel, Jacki McManus

1. Meeting called to order at 8:00pm.
2. Traditional Land Acknowledgement by Ramona Thomson
3. Opening prayer by Connie Yunyk
4. Approval of Agenda  
Motion to accept by Gillian Hauser and seconded by Michelle Saltel
5. Approval of Previous Minutes – Tuesday May 05, 2020  
Motion to accept by Rosa Bovino and seconded by Anita Auriti
6. SMA President's Report – Connie Yunyk  
For detailed report, see Appendix. Below are the hi-lites:
  - Enrollment
    - For the 2020-2021 school year the enrollment total is 565 students as of September 29<sup>th</sup>.
    - 2021-2022 Application Package is being revised and will be uploaded to website by next week
  - Bursary
    - For 2020-2021, there were a total of 101 applications. There were 92 bursaries awarded for a total of \$426,840
  - Staffing update
    - At the end of June, there were 3 retirements, 1 resignation, 3 MAT leaves
    - New teachers/staff: 2 MAT Leave returns, 1 unpaid leave return to SMA, 1 resignation return to SMA, 1 term position until January, 1 term position until February, 1 Library Tech
    - Inaugural full-day Orientation and Onboarding session process for all new and recent hires on Tuesday Sept. 1
    - Future search for MAT Leave in French Dept., effective mid-November
  - Facility repairs and Maintenance (highlights)
    - A number of repair and maintenance tasks were undertaken including: repointing bricks on '02 façade facing Wellington Cres, refinish hardwoods, re-lined and re-varnished gym floor, hot water tank replacement, re-build of east water main pipe system, replacement of wood staircase doors on '63 side, replacement of LED

sign above Sister Rita Maureen entrance, multiple painting jobs and touch-ups around the facility – 42 gallons of paint

- SMA officially removed from historical District Conservation designation
- '02 and '09 window replacement project moving forward with consultant WSP
- Reception Office – redesign phase, some work to begin by Christmas break
- Communications and Marketing
  - Torch Light magazine, currently at print and will be in mailboxes by mid-Sept
  - Ongoing communications to community regarding return to school protocol and meaningful online engagement since March
  - Communique and newsletter ongoing as of August 2020
  - Design and installation of SMA history gallery in alcove
- Finance
  - Yearly audit by KPMG complete – clean opinion provided
- Mission and Charism
  - Office re-structure and re-name, as well as Mission and Charism Team (formerly known as Campus Ministry)
- Special Projects
  - Employee Voice Group – formalized process to engage staff voice for questions/concerns/ideas/challenges regarding our workplace
  - IT Audit progress - continue to work on IT policy and procedure manual
  - Design and install an updated Marian Awards recognition board, Foundation Board Chair board and Marian Legacy Society board and a SMA Employee Years of Service Board
  - Approximately \$18K in new classroom/learning spaces furniture
- COVID update
  - Masks – 7000 disposable masks in inventory, 700 re-usable and washable masks, 20 cloth masks with plastic insert (for hard of hearing students/staff who rely on lip reading)
  - On September 21st, we were informed that extra funding will be forwarded to Independent Schools re Safe Schools extra funding.
  - Created “Preparing our School Community for Changes in Provincial Response Levels” – in the event SMA is required to pivot to orange or red response levels
  - Facility sanitation and protocols in place
  - Staffing update: protocols are in place regarding cleaning, resources and learning
  - Technology update: equipment and technology put in place for changes to learning

## 7. Board Liaison Report – Shannon Cisneros

- Shannon is the new Board Liaison replacing outgoing Liaison Colleen McFadden and will report to Parents' Guild at next meeting

## 8. PG Executive Committee Reports

### President – Ramona Thomson

- We are working on new and fresh ideas to bring events back to SMA that have been paused due to the COVID-19 pandemic

### Volunteers - 2<sup>nd</sup> VP – Jennifer Melo

- The master list on sign up is very thin as we did not have the usual opportunities to recruit. There are currently 61 people signed up online
- The link to the sign up was shared when the principals hosted the new parent zoom meeting
- The link has been updated on the website and to be included in this week's communique to hopefully encourage participation

### Treasurer – Venus Denis

- Financials are to be presented at the next meeting. There was very little activity over the summer.

## 9. Committee Updates - 1st VP – Gillian Hauser

- **Corner Store**, Chair - Heidi Chuback
  - Heidi Chuback is chairing and will be shadowed by Laurie Vanstone
  - We are currently not selling any food
  - The store is open on Wednesdays to sell SMA clothes and used uniforms. Last week was the first week open and we made approximately \$800
  - Heidi is purchasing additional hoodies and crew sweatshirts to satisfy the demand as the stock was bought up in response to the new uniform codes allowing SMA sweatshirts during class.
- **Tartan Shop** - Chair - Shawn Morrison
  - Shawn is chairing and Sylvia will be shadowing her this year as this is Shawn's last year
  - Biggest challenge is shortage of volunteers. More volunteers needed than usual to stand outside the store to ensure that limited number of people are in the store
- **Hospitality** – Chair Devon Ostir
  - Currently chaired by Devon Ostir. Will need a shadow
- **International Day**, Chairs - Meghan O'Laughlin and Chrissy Werestiuk
  - Meaghan and Chrissie are chairing ID this year. It will be held in the spring on April 18th

- **Parents' Guild Cash Lottery**, Chair - Melanie Jones
  - will launch lottery March 18
- **Special Events-New Parent Mix and Mingle**, Chairs - Heather Wallace, Michelle Saltel
  - Chaired by Heather Wallace and Michelle Saltel and will take place on Nov.5 in the cafeteria.
- **Special Events-Torch Talks**, Chairs - Nancy Shippam with Lucia Whitney
  - Torch talks will take place on Feb 20 and will be run by Nancy Shippam with Heather Wallace and Michelle Saltel shadowing.

10. Miscellaneous/New Business

- nil

11. Action Items for next meeting

- nil

Meeting adjourned at 8:34pm

Next Parents' Guild Meeting and Holiday Celebration\*:  
Tuesday, November 17, 2020  
Time: 7:00pm  
Location: St. Mary's Academy - Sheila Chipman Atrium

\*Subject to change

ATTACHMENTS:

Appendix – School Presidents Report September 29, 2020

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**Parents' Guild Meeting (via Zoom)  
September 29, 2020  
School President's Report**

**1. Enrollment**

Year	7	8	9	10	11	12	TOTAL
2018-2019	74	68	107	112	115	89	565
2019-2020	69	78	106	106	111	115	585
2020-2021	78	75	103	106	103	109	574

- 2021-2022 Application Package is being revised and will be uploaded to website by next week
- 4 Gonzaga Middle School students – 3 at grade 9, 1 at grade 10
- International students – approx. 60 international student requests throughout the year, primarily from Nigeria and Asia

**2. Bursary**

Year	Total Applications	Total Awarded	Total Disbursed
2018-2019	95	85	\$371,500 (380,000 available)
2019-2020	99	82	\$378,740 (\$419,000 available)
2020-2021	101	92	\$426,840 (\$431,160 available)

➤ \$4,320 remaining funds

**3. Staffing Update**

- At the end of June, there were 3 retirements, 1 resignation, 3 MAT leaves
- New teachers/staff: 2 MAT Leave returns, 1 unpaid leave return to SMA, 1 resignation return to SMA, 1 term position until January, 1 term position until February, 1 Library Tech
- Inaugural full-day Orientation and Onboarding session process for all new and recent hires on Tuesday Sept. 1
- Future search for MAT Leave in French Dept., effective mid-November

**4. Facility repairs and Maintenance (highlights)**

- Repointing of bricks on '02 façade facing Wellington Cres
- Refinish hardwoods for three classrooms on 2<sup>nd</sup> floor
- Re-lined and re-varnished gym floor
- Hot water tank replacement
- Complete re-build of east water main pipe system
- Replacement of wood staircase doors on '63 side
- Replacement of LED sign above Sister Rita Maureen entrance
- Multiple painting jobs and touch-ups around the facility – 42 gallons of paint
- SMA officially removed from historical District Conservation designation
- '02 and '09 window replacement project getting off the ground with WSP
- Reception Office – redesign phase, some work to begin by Christmas break

## **5. Communications and Marketing**

- Design and content work for yearly Torch Light magazine, currently at print and will be in mailboxes by mid-Sept
- Ongoing communications to community re return to school protocol and meaningful online engagement since March
- Communique and newsletter ongoing as of August 2020
- Design and installation of SMA history gallery in alcove – it's stunning!
- Vincent Ocampo vacated position as Junior Graphic Designer – will advertise sometime in October when life settles down a bit! is available

## **6. Finance**

- Yearly audit by KPMG complete – clean opinion provided

## **7. Mission and Charism**

- office re-structure and re-name, as well as Mission and Charism Team (formerly known as Campus Ministry)

## **8. Special Projects**

- Employee Voice Group – formalized process to engage staff voice for questions/concerns/ideas/challenges regarding our workplace
- IT Audit progress - continue to work on IT policy and procedure manual
- Design and install an updated Marian Awards recognition board, Foundation Board Chair board and Marian Legacy Society board and a SMA Employee Years of Service Board
- Approximately \$18K in new classroom/learning spaces furniture

## **COVID Update**

- Masks – 7000 disposable masks in inventory, 700 re-usable and washable masks, 20 cloth masks with plastic insert (for hard of hearing students/staff who rely on lip reading)
- On September 21<sup>st</sup>, we were informed that extra funding will be forwarded to Independent Schools re Safe Schools extra funding. I have asked AI to work on revising the budget, for our finance and executive committees for October, and begin to submit expense claims since April 2020.
- Created “Preparing our School Community for Changes in Provincial Response Levels” – in the event SMA is required to pivot to orange or red response levels
- Facility sanitation and protocols
  - o 3 foggers/misters to sanitize surfaces at end of each day
  - o sanitization stations (incl. gel, gloves, wipes) on each floor and all entrances and exits
  - o spray mist bottles (no wipe necessary) with sanitation solution in each classroom and work space
  - o classrooms and workspaces equipped with clear propylene desk protectors (2' x 3')

- desks spaced a most 2 meters apart where possible, at minimum 1 meter with Public Health expectations adherence
- strict protocol for all guests/visitors to the school through Admin entrance
- converted some larger communal spaces into classrooms to accommodate public health guidelines
- all grades have a specific entrance and exit until further notice.....Sept 10 drop off went well
- no locker allocations to students until further notice
- lunch hour – cafeteria for Grade 11 and 12 students, atrium grade 10, homerooms grades 7-9, outdoor campus weather permitting
- in majority of cases teachers are moving around facility, students remain in their cohort
- outside rentals of facility suspended until further notice
- HVAC system – manually set to allow for continuous supply of fresh air, eliminating recirculation of stale air
  - Ventilation filters monitored and replaced regularly
- Staffing update
  - Increase cleaning staff by 2/3 FTE to accommodate after school scrub and sanitization of all spaces. After further discussion with Dave on September 21st, we've confirmed an individual to be on deck on a casual basis as part of the cleaning staff, should the need arise our current staff have to self-isolate.
  - Keeping eye on option numbers, resulting in adding sections of Grade 12 Chemistry, Grade 11 Biology, Chemistry and Physics to decrease class sizes – we fortunately had enough part-time staff already in the school with those specialties
  - Keeping eye on senior math classes to ensure adherence to Public Health expectations.....this option fluctuates in the first 2 cycles as students find what math option fits best
  - 8 regular substitutes have been confirmed to be available and 1 teacher candidate who was here last year (the U of MB has authorized final year candidates to be able to sub in schools and get paid - this is a great call on their behalf). He knows our system and students, as do all the regular subs.
- Technology update
  - Livestreaming equipment purchased for Chapel and Alumnae Hall to livestream all community gatherings –students stay in classrooms to view all events. For example, Sept 11 SMA-wide *Come Holy Spirit Prayer Service*
  - Extra IPAD Pros purchased for Math/Science teachers to facilitate in-class learning, especially for those moving from class to class
  - All cameras now installed on all desk tops, in the event we need to pivot to semi-remote or full-remote learning – teachers will work from work spaces in the school
  - Almost all classes equipped with Apple TV (\$250/unit) for teacher use – they plan and record lessons on their devices, which can be virtually cast

onto smartboard/screens in classrooms, as well there are pedagogical/teaching software and apps on the Apple TV site which many use already – working smarter not harder perspective

- 2 Microphone speaker systems purchased for deaf and hard of hearing (many process by reading lips, this apparatus amplifies voice through mask to facilitate hearing)
- 20 spiro robots purchased to top up class set for junior science program – achieving 1-1 ratio