



**Calgary Board
of Education**

**Henry Wise Wood
High School**

**Henry Wise Wood High School
School Council Meeting – via Zoom Platform
Wednesday September 14, 2020 at 6:30 pm**

In Attendance: There were 70+ attendees, including School Council Executive, 4 HWW Admin Team members, and parents.

1. **Call to Order** - 6:34pm
2. **Introductions** and Guidelines for Communications – Margarita Frontela is the moderator for this meeting. Lorisa Tait introduced select School Council members who were attending: Leslie Marshall provided Secretary services until a new Secretary is elected at the October AGM, Margarita is the forum moderator/host, Lorisa is the current President of the School Council and will facilitate the meeting where needed, Varsha Ladwa is our current Council ad Parent Association Treasurer and will report, and Linda Z. is attending as our past “Member at Large” and outgoing Coordinator of our Cobs Bread Donation Program.
3. **Approval of the Agenda** – for the September 14, 2020 Meeting. Moved by Linda Zimmerman and seconded by Margarita Frontela. Motion carried.
4. **Approval of May 11, 2020 Meeting Minutes** – Moved by Leslie Marshall and seconded by Lorisa Tait. Motion carried.
5. **Treasurer’s Report – Varsha Ladwa** shared that we have collected \$200.00+ in our Perpetual Bottle Drive set up by Lorisa at the Calgary Bottle Exchange on Horton Road. These monies go toward paying for healthy snacks during Diploma Exams and funding the Teacher Appreciation Breakfast we hold at the end of each year. Leslie will put “a blurb” in an upcoming Wednesday Warrior advising parents that they can drop off their bottles at the Exchange and have the funds “donated” to the HWW School Council Account.
6. **Chairperson’s Report – Lorisa Tait**

ASCA: Lorisa outlined the purpose of ASCA; benefit to put the voice of HWW forward at the Ministry of Education and AB government levels. . There is a

significant representation in ASCA by rural schools, but less from metro schools, and many of the issues covered by ASCA are urban issues (e.g. transportation, etc.) There is no cost to HWW to join; membership is paid by CBE Board of Trustees. Therein Lorisa moved that we select/elect/appoint a representative for HWW to ASCA.

MOTION: To formally join the Alberta School Councils Association (ASCA) by electing (selecting/appointing etc.) a representative for Henry Wise Wood High School (HWW), who will represent HWW at ASCA in discussions, voting etc. and will report back to HWW School Council on ASCA issues and initiatives.

Motion made by Lorisa Tait and seconded by Cinnamon Burrell. Motion carried.

Discussion: While there was widespread support for the motion, Laura S. cautioned that it is important that if HWW “joins ASCA,” that we ensure we have a representative who can attend the ASCA meetings and vote on behalf of HWW (several which are held in Edmonton). Thus far in the pandemic, the ASCA meetings have been held “in person.” The ASCA representative from Sam Livingston School has offered to carry HWW’s proxy to meetings in Edmonton, if the HWW representative cannot attend. The ASCA spring meeting was deferred to this fall. We will select/elect/appoint an ASCA representative for HWW at our October AGM.

AGM and Nominations Open for Executive Positions: The HWW School Council AGM will be held Monday October 19th, 2020 via Zoom (or another online platform). Catherine Savin has volunteered to stand for the open position of Vice-Chair. Lorisa urged that any parents with interest in standing for any position on the HWW School Council Executive email us at schoolcouncilhww@gmail.com. Over the course of this meeting, parents expressed interest, via the “Chat” function on Zoom, in standing for positions, especially for the open position of Secretary (thank you to Kersi Bird for standing for Secretary!).

Aside: At this point in the meeting, Pius Lo asked a question as to whether there would be a discussion on COVID. He stressed that this issue was a priority with parents and students, and he wanted to ensure that this was the correct meeting to attend, to voice and hear comment on the COVID issue. Lorisa reassured Mr. Lo that, as per the agenda, the issues associated with COVID management at HWW would occupy the bulk (70 minutes) of this meeting, but the School Council needed to take care of some housekeeping issues/standard monthly Council meeting issues, first.

Pizza donation for Teachers from Papa Johns in Kingsland: Lorisa updated the meeting on a new initiative that is being offered by the Papa Johns franchise in Kingsland, to provide pizzas to the staff at HWW.

7. **Cobs Bread Donation Update** – Linda Zimmerman and Margarita Frontela: Linda is the outgoing Coordinator for the Cobs Donation Program. Once a month, the coordinator picks up “sweets and treats” donations from Cobs for distribution to students in need throughout HWW. Margarita Frontela has volunteered to transition to being the Coordinator for the 20/21 school year and going forward. (Thank you Margarita!)
8. **COSC Update – Cinnamon Burrell and Kerry Urban.** Cinnamon and Kerry are happy to continue to represent HWW with COSC. There are 3 online meetings annually, the first being October 22nd, 2020 and Cinnamon (or Kerry) will report back to HWW School Council at the November meeting.
9. **GATE Update** – Diana Birns is no longer at HWW, so if a GATE parent would like to step forward to liaise and report at School Council meetings on GATE issues and initiatives, we would be excited to have updates.
10. **Principal’s Report (COVID focus)– Michelle Howell, in concert with Cathy Crichton, Tony Barile, and Rory Stabler.**

Executive Summary

- The key areas of concern for parents and students are class sizes, access (or lack thereof) to HUB (or CBE Learn or another fully online learning platform), and in-school virus management.
- The key messages from HWW Admin Team are:
 - the health and safety of students and staff is paramount;
 - it is the commitment of HWW admin that all HWW teachers will have a vigorous online presence;
 - there will be consistency of content and assessment across grades and disciplines (so that any teacher can step in and provide instruction and leadership to a class where another teacher must isolate, etc.);
 - HWW is required and will follow all AHS and CBE processes and procedures and implement all AHS and CBE overarching systemic decisions; and
 - HWW staff and teachers want, and will, rigorously support all HWW students with “whatever they need.”

Ms. Howell shared that she has an agenda for this portion of the meeting, but interspersed, she and the admin team will address all parent questions posted within the “chat.”

Introductions of the admin team in attendance: Michelle Howell (Michelle) Principal, Tony Barile (Tony) Assistant Principal, Cathy Crichton (Cathy) Assistant Principal and Rory Stabler (Rory) Education Director.

Michelle shared that the team had done a similar “Skype” session with Grades 11 and 12 students that went very well. Michelle stressed that she and the team were able to answer any “academic” or “school based” questions, but that certain discrete COVID process or informational questions would need to be asked of AHS and she encouraged parents to follow up with AHS via the 811 COVID phone line.

Michelle started with the “facts” of HWW current “outbreak”. The 2 positive cases both were “brought” into the school on the 1st day of school and were not a result of in-school transmission. Interestingly, on the day both cases were present in the school, as a result of the staggered start to the year, there were only 400 students in the school at the time. Michelle defined an outbreak as “2+ cases in a 14 day period,” and although there has been a lot of media attention (and anxiety on the part of parents and students) on HWW and its “outbreak” status, there have only been 2 cases and both were handled with deftness in full partnership with AHS.

After the 2 cases were reported, AHS sent an “inspector” to HWW, who observed the school for ½ day and was very pleased with the “safe decisions being made by students and staff and the processes and measures in place. Michelle noted that all students are wearing their masks whenever they cannot safely distance. The only recommendation the inspector offered was to have each grade only use an assigned “designated” entrance and exit, and this recommendation was immediately implemented and has been well received.

Michelle reminded the meeting that there have been 3 other “outbreaks” in schools in Calgary.

Michelle outlined the process of working in concert with AHS regarding a “positive” COVID test:

- HWW implements the guidelines and measures provided by AHS
- HWW identifies all “close” contacts to the positive students, which equals, any student in any class that the positive case attended.
- HWW contacts the parent/families of all affected “close contact” students, either in-person to the student in school or via voicemail if in the evening. *(It is here that it is important that every HWW family go on PowerSchool and check the accuracy of their contact information, so that in the event of a*

future positive test, AHS and HWW have the most current and accurate contact info.)

- AHS then contacts all close contacts and requires that all “affected” students and teachers to “isolate” for 14 days and to be tested.
- In summary, the process is “confirm the positive case, identify close contacts, inform parents and families,”

Tony shared that all classrooms and associated facilities where positive cases had visited were “deep” cleaned and all materials were bagged for a 72 hour wait period...wherein they would be released for use by substitute teachers. There is sanitizer in all classrooms, hallways, washrooms. In support of safety, wherever possible “touch points” have been removed: lockers are not being used, doors are kept open, stalls in bathrooms are limited to 3, etc. However, best practices are fluid and open to improvement. For example, originally HWW was going to implement “one way” hallways, however, upon opening, it was determined that 2 way traffic with social distancing was a better option for all users.

Michelle followed up on the issue of lockers. The CBE has directed that lockers not be used because they are a major “touch point” in schools (e.g. often 2 students share a locker, both touching the lock and the door and inside etc.) However, Michelle appreciates that “textbooks” needed for a full day of classes can be very heavy, so she and the team are working in consultation with teachers for some future options to carrying textbooks around all day (perhaps textbooks will reside in classrooms, etc.)

Equally, all soft surface furniture has been removed from the school and only wipeable (e.g. vinyl) furniture remains.

Moreover, HWW has an infirmary set up for “ill” students, and a process is in place to assess students (for possible COVID or other) who present as not well. Michelle reinforced for parents at the meeting that parents/families are the best informed on what constitutes “normal” baseline symptoms vs. “unusual symptoms” (e.g. fever or a sore throat) for their students (e.g. allergies, etc.) and to utilize this “family experience” to assess if a student should be kept home and/or tested.

Tony commented on the success of the staggered exit and entrance “time,” utilizing “assigned” doors.

Cathy touched upon the process for “eating and drinking.” Students are able to eat and drink in school, but safely distanced from each other and there have been several locations and procedures put in place to ensure safety during lunch etc.

Finally, it was noted that HWW has undergone significant “de-cluttering” of rooms to ensure the healthiest environment is maintained.

The issue of online learning was paramount for parents. Michelle assured parents that “all teachers are being asked to have a vigorous online presence,” but teachers are at different comfort levels with the usage of online technologies (D2L, Schoology and/or Google Classrooms) and different platforms lend themselves more successfully to different disciplines, and ultimately the message that teachers will offer robust online options for isolated students is clear to teachers.

Rory clarified on the issue of HUB. It was the CBE’s decision to close access to HUB in late August, not HWW’s, so while many parents have questions around revisiting access for isolated or compromised or in proximity to compromised persons, HUB is currently closed; and 2 HWW teachers have migrated to the HUB Program.

The issue of class sizes was of key concern to parents. Currently, there are only 2 classes in excess of 40 students.

Cathy then addressed the issue of Diploma Exams. At this point, HWW must follow the messaging from CBE, wherein diplomas will go forward, and along that same line, Michelle wanted to stress that we do not want students to “not stay home” out of a fear of falling behind...the bottom line is that the online presence for students who are offsite will be “robust” ...that is HWW and the HWW teachers’ commitment! Moreover, teachers who are isolating currently are “on it” to get a perfect level of instruction for students on and off site. Finally, Michelle wants to make sure there is preeminent consistency to instruction in classes and assessments, so that a teacher can step in to cover for another teacher in the same grade, seamlessly.

A question was raised about “attendance” and Cathy reassured parents and students that attendance is not an issue this semester and there will be no repercussions as a result of attendance issues.

It was noted that all cases of COVID will be published for all schools (with full patient anonymity), ensuring full transparency; there are “no secrets.”

Tony touched on student drop off protocols. It is important for safety reasons, that parents do not use the parking lots to drop off students and “turn around”...there have been some “close calls” and our Access students need full access to the front parking lots for their transportation (buses etc.) Dropping students off in front of the school and carrying on, east and west, is the safest procedure.

Michelle revisited the AHS process regarding communication. AHS contacts HWW on a daily basis offering any guidance and answering all questions and Michelle has AHS “on speed dial” for any support.

Over in the “chat,” online options were repeatedly raised by parents. Many parents feel HWW should be lobbying CBE, on behalf of the HWW community, to re-open HUB. Other parents asked about access to CBE Learn and can students move from HWW to CBE Learn (if necessary) and then back to HWW? It was noted that CBE Learn classes are generally full, and like HUB, there are limited teachers available to CBE Learn. Ultimately, the HWW leadership team wants to support HWW students to continue on their learning journey with HWW and will provide them with whatever supports they need to be successful.

The conversation then turned to “outside” behaviours. Students are encouraged to dress appropriately to go outside whenever possible (e.g. lunch, PE, during spares, etc.) Phys. Ed. classes will take place outside as long as the weather permits. For example, the next unit in PE is yoga, which will be held outside.

Rory then picked up on a couple of other “threads” that were appearing in the “chat”. The issue of “quadesters” was tabled. Rory reminded the meeting that HWW takes its direction from CBE and Alberta Education and it is the decision of these governing agencies that HWW will operate under a semestered system pursuant to re-entry option Scenario 1 and HWW will make supporting students, in compliance with the directives of AHS and CBE, “a priority.” Rory reiterated that students who are being required to isolate at home will be given increasingly enhanced lessons, online instruction, resources, as teachers get up to speed...and he appreciates that the preferred option of students and parents is to receive video instruction, however, HWW asks that these video lessons will be “raw” video (e.g. unedited) – no students will be shown, but offsite students should feel like they are in the “class.”

As the meeting was winding down, Cathy touched on the purpose of Homeroom and the LINK Program. Homeroom is used for dissemination or collection of information from students, whereas the purpose of LINK is to create a sense of safe community (especially for new Grade 10 students). LINK is run by the Homeroom teacher for Grades 11 and 12, and for Grade 10 students, the program is quarterbacked by 2 dedicated staff and several student volunteers, all specifically trained. An example of LINK in service, is this Friday, normally Terry Fox Run Day. In lieu of a Terry Fox Run, LINK Block will be used to host a virtual “memorial” for the passing of an HWW student, Ian Watmough.

Rory revisited the issue of “self assessment” ...if, as each student runs through the assessment checklist each morning, they have a “yes” response to any question, he encouraged students/families to call 811 and have a conversation with AHS, focusing again on each student’s “baseline” health status.

As this was a popular area of questioning by parents, the online offering was discussed one more time. Teachers online presence may have been “variable” between March and June, but HWW took full advantage of June to August to prepare an more robust and consistent online offering and HWW hopes that teachers have beefed up their online acumen....but if any student or parent has a concern regarding a teacher’s online offering, please follow up: first with the teacher, then, if necessary, with that department’s Learning Leader, and finally, if needed, with the HWW Admin team (alphabetically assigned Assistant Principal or Principal).

In closing, Tony updated the community on some upcoming calendar items:

- a. Meet the Teacher will not go forward this semester.
- b. The Grade 10 Info Sessions will go forward online.
- c. Terry Fox Run/Memorial will take place on Sept 18th.

Rory mentioned that if a parent needs to pick up a student, call the office when you arrive, and students can sign out for pick up.

Michelle committed to reviewing all the questions that were logged into the chat of this Zoom meeting (Leslie will download and organize/curate them all for easier review and forward to the HWW Admin team).

The Q and A concluded at 7:43.

Lorisa closed the meeting a brief housekeeping note: We will have a brief HWW Parents and Alumni Association meeting (the casino fundraising arm of the School Council) on Monday Sept 21 from 6:30 to 7:00 on Zoom.

11. Adjournment at 7:45pm. All in favour.