

St. John Fisher Senior Elementary
Governing Board Minutes 05/13/2020
7:00 p.m. – 9:00 p.m.
Zoom Meeting (COVID 19)

Type of Meeting: Governing Board – Regular 2019-2020 #5

Parent Members: Julie Ann Smith, Sarah Campeau, Tom Fullerton, Martin O’Connell, Christina Forest

Parent Substitutes: Andrea Borrelli, Tiffani Wheeler, Nadia Lawand, John Carey

Staff: Linda Neron, Marie-Hélène Mondor, Carolyn Larocque, Aida Lukosevicius, David Arless, Laura Sulano.

Community Representative: Daphne Daifas

Ex-Officio: Deborah Shizgal

Regrets:

AGENDA TOPICS

5.1 CALL TO ORDER AND WELCOME

Julie Ann Smith called the meeting to order at 7:04pm and welcomed everyone. Special thanks was given to Deborah Shizgal for organizing the Zoom meeting and sending out all the documents. This was the Boards first ever Zoom meeting and one of the directives we received was to have more detailed notes from the meeting therefore it was requested from Tiffani Wheeler that the meeting be recorded. All members agreed with recording the meeting.

NOTE: The recorded meeting was sent to Tiffani Wheeler however, the file could not be opened. The email containing the file was deleted. Christina Forest voiced concern over how the Zoom meeting was advertised to the public. Deborah Shizgal informed the Board that it was posted on the SJF Website. It was suggested that the next Zoom meeting be posted on Facebook as well.

5.2 ADOPTION OF AGENDA

After discussion regarding the agenda, motion duly proposed to adopt the agenda by Laura Sulano and seconded by Christina Forest, the agenda was approved unanimously.

5.3 ADOPTION OF THE MINUTES OF February 12, 2020

Tom Fullerton had one change to be made to the February 12, 2020 Governing Board minutes. The change was regarding the wording in section 4.7.5. The wording has since been changed and the section is included at the end of the minutes. After discussion, a motion duly proposed to adopt the February minutes by Sarah Campeau and seconded by Tom Fullerton, the minutes were approved with one abstention due to computer technical difficulties.

5.4 QUESTIONS FROM PUBLIC

5.5 BUSINESS ARISING

Julie Ann Smith informed the Board that she was unable to complete two tasks outlined for her in the February meeting due to COVID 19. These two tasks included Principals Selection Criteria and Budget Consultation.

5.6 NEW BUSINESS

5.6.1 Governing Board Composition (2020-2021)

Sarah Campeau informed the Board that as of June 30, 2020 all current positions would be dissolved. In August/September, these positions will be elected. The new positions will have 1-2 year terms. Half the Board will be a 1-year term and the other half a 2-year term. It was noted that there are currently three Board Members with children in grade 5 so if they were to be elected for the 2020-2021 school year they would only be able to have a 1-year term position. Christina Forest commented that the composition has worked for the current Governing Board and it would be good to keep it similar. She also commented that there have been situations where a grade 6 parent has had a 2-year term and it has worked out fine. Tom Fullerton posed the question of whether a parent on Governing Board must have a child physically in school or if it is possible to have a child that is home schooled due to the COVID 19 pandemic. Ms. Shizgal informed the Board that if the child is registered as a SJF student then it should not make a difference whether the child is physically at school or not. If this becomes something that we need to deal with in the future, a more definitive answer can be asked to the LBPSB. After discussion, a motion duly proposed by Laura Sulano and seconded by Tom Fullerton, the Governing Board Composition was approved unanimously.

5.6.2 3 Year Plan of Allocation & Distribution of Immovables (Consult)

Julie Ann Smith informed the group that **IASS** included in the three Year Plan document referred to the Union Office for Support Staff. Christina Forest raised the issue that enrollment at SJF Senior is constantly declining. We have seen the results of other schools in this situation and we do not want to be next (Major School Change closures). The Board needs to put plans in place to keep SJF thriving. In the minutes from the LBPSB council meeting there was mention that immigrants might be allowed to register in the English School Board (currently due to Bill 101 they are not allowed). If this were to change that would be good for our school registration numbers. Sarah Campeau also thought that promoting our school through the Open House and other venues would be a great advantage for the school as well. Clearpoint Elementary is known for its great reputation for the IB Program. Julie Ann Smith also commented on the need to make a name for SJF Senior. Motion duly proposed by Marie H  l  ne Mondor, seconded by Christina Forest and was approved unanimously.

5.6.3 SJF School Calendar 2020-2021

Debbie Shizgal informed the Board that the local PED for the coming school year were November 20, 2020, January 25, 2021 and May 31, 2021. The Teachers Convention will be held on October 16, 2020. Motion duly proposed by Sarah Campeau, seconded by Aida Lukosevicius and was approved unanimously.

5.6.4 Tournaments

Deborah Shizgal informed the Board of the list of tournaments for the 2020-2021 school year. Christina Forest asked if the list that is made public could include the grades for each of the tournaments. After discussion a motion was put forth by Marie H  l  ne Mondor, seconded by Sarah Campeau and was approved unanimously.

5.6.5 School Supply List

Deborah Shizgal informed the Board of the updated school supply lists for grades 3-6. Tom Fullerton suggested that maybe the way in which supplies are collected and distributed change. His concerns are that all the items need to be brought the first day of school however; students do not need them all right away. Deborah Shizgal commented that the intention of the school is to know which students are without school supplies so that supplies can be provided to them. She also commented that unused supplies are returned to students at the end of the year. Sarah Campeau agreed with Tom and suggested that maybe the list can be broken down a bit more and only half the items be requested at the beginning of the year. She also asked whether hand sanitizers and extra water bottles should be added to the list in light of COVID 19. Deborah Shizgal responded that the school would be providing wipes and hand sanitizer. Christina Forest also agreed with Tom and added that parents should explain to their children about being responsible with their school supplies and informed the Board that most teachers allow items that are not brand new as long as they respect the colour coding system that most teachers use. Deborah Shizgal thanked the Board for all their suggestions. A motion was put forward by Sarah Campeau, seconded by Christina Forest, and approved unanimously.

5.6.6 School Fees

Deborah Shizgal informed the Board that the only major change to the school fees was that one of the textbooks in Grade 5 would no longer be used. In addition, House Shirts would only be supplied to Grade 3's. A motion was put forward by Carolyn Larocque, seconded by Laura Sulano, and approved by all with one abstention due to computer technical difficulties.

5.6.7 COVID 19 School Closure and Reopening Procedures and Measures

Sarah Campeau read highlights from her Parent Committee meeting from May 7, 2020. These highlights included:

- The LBPSB feels adequately prepared with all the necessary cleaning products., PPE and staffing required for a safe reopening of the schools with the protocols put into place for safety by the Ministry of Education
- There will be resources available to children such as Social Workers and Counselling for those who have been affected by the COVID 19 pandemic
- Nobody apart from the staff and students are allowed to enter the school. New protocols have been put into place for dropping off and picking up children
- Teachers will not be required to have COVID 19 testing before starting back to work
- Children's final grades will be determined by their first and second semesters as well as the teachers overall evaluation

Sarah Campeau also mention that the Parent Committee discussed concerns from parents over the different levels at which teachers have reached out to students. Deborah Shizgal commented that ALL teachers have been in contact with students however, some have not used Zoom or Google Meets to connect with their students because some teachers do not feel as comfortable with this type of technology. It was reiterated that all teachers were still actively in touch with their students. There had been two Parent Committee meetings since our last Governing Board meeting so both reports are included at the end of the minutes. Deborah Shizgal also read highlights from her COVID 19 report. Highlights from this report included:

- LBPSB responded quickly to the pandemic. The change of command went from the School Board to the Teachers to the Parents and it all happened quickly and material for children to learn from home was provided to the parents within a few days
- Vulnerable students have had one on one contact with the school and items/resources have been given to them to use at home
- Natalie Cheff was appointed as on site administrator and Deborah Shizgal will be working from home
- Committees have been formed to help staff decide how the school should be operated given the new guidelines from the Ministry of Education. These committees are: Class Routines, Scheduling, Building Logistics, Students in Crisis, Recess/Lunch, Distance Learning and Emergency Measures

Sarah Campeau commented that a parent had informed her that they were unaware that schoolwork was being posted on Google Classroom and that they did not have access to their child's account. Deborah Shizgal replied that she had been in constant contact with her staff to make sure all students were contacted and in the event that a teacher was not able to make contact that, she herself conferred with the parents. Christina Forest asked what the numbers looked like so far concerning how many students would be returning on May 25, 2020. Deborah Shizgal responded that 20% of students would return which would mean approximately 17-21 students per grade. She reiterated that it was possible that students might not be with their regular teachers, that they might not be with the same students or in the same classroom. She also said that there would be no music, media tech or library and that physical education would be outside (weather permitting) and involved individual activities. All of the staff for these specialized classes would still be in the school and working on engaging the children in other ways. Martin O'Connell asked if there would still be online at home learning for the remaining 80% of students and Deborah Shizgal responded that there would be designated teachers (ones who aren't returning to school) who would organize at home online learning. Nadia Lawand asked if there would still be at home online learning if school does not return on May 25, 2020 and Deborah Shizgal responded that LBPSB had not given a contingency plan yet, but expects that they will in the event that schools remain closed until September 2020.

5.7 REPORTS

5.7.1 PARENTS' COMMITTEE REPORT April 16, 2020 & May 7, 2020

Sarah Campeau offered her thanks on behalf of the Parents Committee to Deborah Shizgal and her staff for all the amazing work they have done since the beginning of COVID 19. It has been an extremely challenging time and the entire staff has been incredible. Sarah Campeau read her reports. There had been two Parent Committee meetings since our last Governing Board meeting; both reports are included at the end of the minutes.

5.7.2 COUNCIL OF COMMISSIONERS' REPORT

Judith Kelley was not present for the Governing Board meeting and due to the COVID 19 pandemic; she was unable to send a report for this meeting.

5.7.3 HANDS REPORT

The Hands Report was read by Tom Fullerton. The report can be found at the end of the minutes.

5.7.4 DAYCARE REPORT

Laura Sulano presented the Daycare Report. Christina Forest asked about the maintenance of high traffic areas concerning opening of doors. Deborah Shizgal responded that there would be extra staff to maintain cleanliness of these high traffic areas and that one suggestion was that during Daycare drop off and pick up times that the Daycare door remain open. As well, parents would enter through the daycare door on Summerhill, but exit through the door leading to the schoolyard. This report can be found at the end of the minutes.

5.7.5 PRINCIPAL'S REPORT

Deborah Shizgal presented two Principal's Reports. The first was pre-COVID 19 and the second was after the school closure. These reports can be found at the end of the minutes.

5.8 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

AJOURNMENT

Motion at 9:00 p.m. by Sarah Campeau that the meeting be adjourned. Seconded by David Arless.

Respectfully submitted
Tiffani Wheeler

Change/Rewording of February 12, 2020 Governing Board Minutes

BUDGET CONSULTATION 2020-2021

Julie Ann Smith referred to the Budget Consultation document that was sent to all members prior to the Governing Board Meeting. Located in Appendix C: 2020-2021 Budget Priorities the document addressed five questions. The Governing Board discussed questions 2-5.

Question 2: Suggestions regarding allocation of funds. The board discussed whether the budget needs to be completely spent each year. Sometimes there are larger projects that require more money than is given in one year and it would be nice to put aside money to allocate to these bigger projects. The board also discussed how relevant this budget will be in light of Bill 40. Unfortunately, that is an unknown right now. Other suggestions by the board were to use the funds towards hiring an environmental consultant who could help with educating the school in reducing our environmental footprint by reducing, reusing and recycling.

Parent Committee Zoom meeting Thursday April 16th

This parent committee meeting was held OFF Camera for all Parent Committee members and included LBPSB team member Thomas Rhymes.

Much of this meeting surrounded Covid-19 with a brief discussion on Bill 40.

Discussion from Thomas Rhymes

The Covid-19 situation is being handled almost exclusively at the ministry level with the ministry dictating to

the board school: shut down, access to building and grounds policies, potential reopening timelines, tele-education and teachers responsibilities in regards to tele-education and the education packages that have been rolled out over the last month.

At this point the board has only been given a potential reopen date which the public knows , May 4th.

Mr

Rhymes did mention that the members of the board are becoming anxious to know for sure if the schools

will reopen on May 4th as this will require several weeks to reorganize and find replacements for all staff

members who are older, immuno-compromised or at risk. He mentioned that one of the biggest concerns

will be bus drivers as more than 30% of their drivers fall into the age range of at risk community members.

As well, the original education packages offered to the school boards were exclusively French and the idea,

in order to make sure all students received the same education opportunities across the board, would be

that the packages would be translated from French to English but this proved to be too time consuming so

the board took over the preparation of their own education packages.

It was asked by a PC member why private schools were allowed to offer distance learning as soon as the schools were closed and the ministry had mandated a 2 week period of no instruction. The answer was that

any discussion of why the private schools continued with instruction would be speculation as the Board doesn't know exactly why. However Mr Rhymes said that he believes the reason for the 2 week no education order was to prevent the extra stress at home that distance learning would put on families who

were maybe working from home for the first time or dealing with sick family members etc.

It was noted that there has not been a consistent approach from teachers on reaching out to their students

with some teachers reaching out digitally with zoom meetings and semi regularly while other teachers have

reached out on a very minimal basis. Mr Rhymes agreed that this approach might not be consistent and explained that teachers all have different ways and means of teaching and not all teachers have the same

technical abilities as other teachers. It was suggested that the board advise schools to send out messages

to parents to explain this as it might be confusing to children as to why their teachers haven't contacted them on a facetime chat or zoom meet up but , maybe their siblings teachers have.

Questions were raised about Governing Boards and holding meetings. It was explained to us that GB

meetings must be accessible to the public and therefore any remote style meeting where the public does not have access would not be a legitimate meeting. ALL votes taken in all gb meetings must be accessible to the public. This includes telephone votes as I did ask about that. So, until schools are back in session any GB meetings we hold could not have any voting procedure. Zoom is not considered accessible to the public.

Bill 40

Bill 40 was passed on Feb. 8th 2020. The LBPSB will be co-defendants in the court challenge put forth by QUESBA/APPELLE to fight Bill 40. As of now the entire Bill 40 discussion has been put to the side as the ministry and school boards cope with the pandemic. Attached to the email sent along with this report is the new GB responsibilities . Please read at your convenience.

Thanks

Sarah Campeau

Parent Committee meeting May 7th 2020

The most recent parent committee meeting was held virtually via ZOOM and was publicly attended. The main focus of this meeting was the school boards reopening plans during the Covid 19 pandemic. This meeting was from 7pm-9:30 pm and had quorum. The meeting was dense with information and I will try to

touch on the most pertinent information that I think our community would like to know.

Firstly, all decisions in regards to opening and closing schools during this pandemic have been made by public health and not the education minister or the school boards.

The board has been mandated with strict protocols that must be met prior to reopening their schools. Here

are a list of a few of these protocols:

- School buses can not hold more than 12 students per run. School boards are requesting that parents, if able to, drive in and pick up their children.
- Daycares will be open as usual
- Schools must be outfitted with appropriate hand washing facilities and hand sanitizer dispensers. This has been done in all LBPSB schools however please note, not every classroom has hand washing facilities or a hand sanitizer.
- No supplies, desks or lockers will be shared
- All entrances to the school will be used to limit crowding in doorways and hallways
- NOBODY other than students and faculty will be allowed in the school building, this is in the event that contact tracing needs to be done.
- The board has doubled their cleaning crews and their efforts to clean the schools
- The classrooms have been adjusted to the new 2 meter spacing between desks, there is a limit of up to 15 students per room depending on the rooms.
- All schedules and class lists have been restructured. This means that your child, upon return, may not have the same teacher or classmates. This was done to accommodate 15 student max per class
- Teachers and students can wear masks but are not obligated.
- The school board has acquired PPE in the form of masks, gloves visors and full PPE kits for emergencies
- There will be isolation rooms for children suspected to have Covid-19 in each school where they will wait to be picked up.
- Teachers will not be required to have Covid -19 testing done prior to reentering school as this has not been mandated by the ministry.
- If there are suspected cases of covid-19 in our schools, public health in the region of the school will be alerted.
- Special needs children who need one on one care will still have this resource. Those aids will be outfitted with the proper PPE.
- All buildings will have visual 2 meter markers to guide children.
- Scheduling of school lunches and recess and where those breaks occur will be altered.
- There will not be gym class or library. I am uncertain about how this will affect all classes but this may also affect music and media.

In terms of educational services and expectations:

- There will be counseling for traumatized children who may have come into contact with Covid 19 , have lost a family member because of it or are dealing with the effects of quarantine.
- Our children's final grades will be based on the first two semesters of school and the teachers overall

evaluation. This may not apply to High school. Please reach out to your rep from the high schools for that information.

- Teachers who are teaching full days will not be available for virtual meetings for children who are staying home however, the type of educational services you have been receiving during lock down will continue even if schools are open and you choose to keep your children home.
- Teachers who are not going to be back to work because of covid 19 may be asked to work with students virtually. This might mean across the board.
- For now the school has not considered Zoom meetings or cameras in the classrooms to include children staying at home while classes are running.
- IEP management will be addressed by student services and protocols have been set up to help students with special needs during this reentry into the school system.
- The ministry has not discussed an extension to the school year as of May 7th.
- Half days were considered as an option by the LBPSB but the ministry has mandated full days of instruction for the classroom.

In terms to day to day and miscellaneous notes:

- The school board feels adequately prepared with all the necessary cleaning products, PPE and staffing required for a safe reopening of the schools with the protocols put in place for safety by the ministry.
- Refunding of school lunches, school fees and class trips has not been discussed yet but will be in the coming weeks and months.
- Children who don't follow social distancing requirements on the buses or in the schools will face consequences as any other rule infraction that might take place.
- You MUST advise the board 1 full week of your intentions in terms of bringing your child to school. You cannot drop the child off without the week prior warning. This allows the school time to organize class structures etc.
- Parents are asked to monitor closely your children for symptoms. The schools are not yet equipped with no touch thermometers and due to the supply chain may not be before next semester. The schools will be relying on parents to be paying close attention to your children.

I am here to answer questions if I can based on the info coming from the parent committee. If you have specific questions regarding your family situation please contact the school.

Stay safe everyone!

Sarah Campeau

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Home and School Report May 2020

February

- Friday, February 14th H&S prepared hot chocolate for the students at the junior campus for carnival week. We had a good number of volunteers and the day went very well.
- Wednesday, February 19th the Grad Committee meeting was held at the junior campus. We had a good attendance and several volunteers also signed up to help out with the yearbook. Plans were made to meet again in the spring, but these have been cancelled.
- H&S meeting took place Wednesday, February 19th at 7pm at the junior campus. Plans were made for the upcoming Teacher Appreciation week that had been scheduled for March 23 to 27.
- Chapters FUNdraiser took place on Wednesday, February 26th from 4 to 10. 15% of all SJF purchases will come back to us. We earned \$581.38. We had lower turnout due to stormy weather.

March

- H&S meeting scheduled March 18th was cancelled
- Teacher Appreciation week scheduled March 23 to 27 was cancelled
- Scholastic Book Fair was cancelled

April

- H&S executives have met to make plans for tcby and pizza/subway lunch credits/donations/refunds and to discuss any questions that H&S had for QFHSA and our administrators
- Meetings were held with QFHSA on April 21. QFHSA gave their support and encouraged to us to have our AGM over zoom with online voting

May

- H&S newsletter to go out the week of May 11th
- Home and School AGM to take place as scheduled on May 20th at 7pm over zoom (details on facebook page, H&S website and newsletter)
 - <https://sjfhands.ca>
- QFHSA AGM will take place on Saturday, May 30th. They've requested one representative from each school- Rebecca Cherry will be representing SJF
- We're looking at putting together an online package for new kindergarten students (similar to the one given out at the k-orientation)

May 2020 Governing Board Report for Daycare

1. I'd like to inform parents of the forecast in daycare going forward upon our return:

a. All credits in regards to the pre-paid pizza & subway lunches will be put in trust for:

☑ All students returning to the Sr. Campus in 2020-2021.

☑ All students in grade 2 attending the Jr. Campus that will move up to the Sr. Campus in 2020-2021.

☑ If a student leaving St. John Fisher has a sibling it will also be put in trust.

☑ Students who will not be returning to St. John Fisher will be refunded.

b. Students in grade 6 will be refunded for the Red Cross Babysitting class, however they can keep their books. Should we be permitted, students can sign up to take the class at the community center at 81 av. Summerhill.

2. In the event school opens, drop off and pick up will be as follows: Parents are to drop off their child using the habitual daycare entrance and exit using the school yard door to avoid people crossing each other on the daycare path.

3. Daycare attendance is anticipated to be low, therefore class sizes will be no more than 10 per class to be able to respect the social distancing. Groups will most likely be created by combining grade's 3 & 4 in one group and grade's 5 & 6 in a second group.

Principal's Report May13th, 2020 (ZOOM Meeting)

Pre- COVID 19

- Feb. 17th was the Ninja Warriors final competition where the whole school watches the finalists compete in the gym at lunch hour. Enthusiasm was present!
- Feb 17th was I Love to Read Canadian Day. Every teacher shared English and French books from Canadian authors
- We had two McGill student teachers in school with Tracylee McCulloch and Carolyn Laroque. They started on the 17th. Both did very well and I have since interviewed them and submitted their names at the school board for Aesop.
- Wednesday Feb. 19th was a grad and yearbook meeting prior to the HandS. Yearbook has now gone to a grade 6 parents trying to create a momento book for their children.
- Feb. 21st was the end of Term 2
- Public Speaking Competition took place on Feb. 24th and 27th. Our students were wonderful and choosing the finalist always proves to be a challenge for our judges.
- Our Ski Club Days ended successfully. Every trip took place on the scheduled days and lots of fun was had by all our students.
- Feb. 26th was Pink Shirt Day. There was a sea of pink during our student run assembly.
- Maria Tomas, one of our IAs retired on Feb. 28th. She will be missed by students and staff alike.
- March Break was March 2nd to 6th.
- March 12th - 8 hand sanitizers were installed in school
- Report Cards went out March 13th.

Principal's Report May13th, 2020 (ZOOM Meeting)

COVID 19 (March 13-)

- School cancelled on March 13th onwards
- No staff in the building for the first 6 weeks
- School board site up and running quickly with many activities, websites, materials for students
- Government site also came online offering lessons to the children. These lessons were pushed out by school board and teachers
- Teachers sending materials home that they felt would best meet the needs of their students. These materials were not evaluated and always optional
- Teachers set up contact with all their students, sometimes on Zoom.
- Vulnerable students were contacted by teachers, Resource staff and myself.
- School board issued technology was brought to the appropriate students
- Nathalie Cheff was appointed as on-site admin as I am working from home
- Schools reopened to staff on May 4th.
- May 4th Staff packed up all students' belongings
- May 5th - Recuperation day were parents were asked to pick up their children's belongings according to a schedule
- May 6th and onwards - Arrangements made for parents to pick up belongings not retrieved on May 5th
- Preparations underway for reopening on May 19th and then pushed to May 25th.
- Committees set up for staff to discuss and decide on the following:
 - Class Routines
 - Handwashing
 - Bathroom breaks
 - Class materials
 - Sanitizing during the day
 - Movement around the class
 - Scheduling
 - Recess and lunch schedule
 - Assignment of teachers/aides
 - Providing Movement Breaks outdoors
 - Providing Movement Breaks indoors
 - Building logistics
 - Movement in hallways
 - Morning arrival
 - Going out at recess/lunch
 - Bathroom procedures
 - Location of isolation room
 - Students in Crisis
 - Needs for protective equipment
 - How to de escalate while distancing

- Recess/Lunch
 - How many groups outside at a time?
 - What can/can't they do?
 - Where does each group go?
 - How much structure to provide
- Distance Learning
 - Live Zoom vs packages
 - Managing communication
 - Division of tasks among teachers
 - English/French?
 - Plans if reopening is delayed
- Emergency Measures
 - Responsible person if sick adult or child
 - Students struggling with social distancing
- Teachers working with their partners in creating teaching materials for the last four weeks of school
- Resource working to support those who struggle with academics
- Cleaning, safety procedures being put in place for caretakers
- 2 day caretakers during the day once students return
- Masks have been donated by three parents. Christine Latreille (Toby Ammerman in Grade 6), Lee Ann Dufresne (Liam Seguin, gr 5) and Laura Piao (Stephen Chen, grade 6)
- Face shields have been purchased for all staff
- 8-10 hand disinfection station
- Two classrooms with sinks will be left without classes if possible
- Compliance with CNESST in terms of all safety measures
- Teachers are being asked to indicate if they are seeking an exemption from work.

Meanwhile: preparations are being made for next year.

- Continuation with the staffing process for 2020-2021
- Plans underway to create next years classes, school supply lists and school fees