

**Wakefield Elementary School
Governing Board Meeting Minutes**

Dec 10, 2014

5:30pm

Present:

Julie Greig - School Principal

Sylvie Pouloitte – Teacher Rep

Miriam Serré- Teacher Rep

Caroline Hogan – Community Rep

Colleen Gifford – Daycare Rep

Erin Connell – Chair

Elizabeth Logue – PPO Rep

Dayna Vadneau – Secretary

Lisa Semenoff – Parent Committee Rep

Lise Gagne – Teacher Rep

Martin Fournel – Treasurer

Sharon Morrison – Staff Rep

Guests:

Pierre Dionne, School Commissioner

Sandra Bourne, parent

***** Wakefield Elementary School: Reaching for the Stars *****

#	Item	Discussion	Action
Proceedings			
1	Adoption of Agenda	Motion to approve agenda as circulated: Lisa. Seconded: Sharron. All in favour. Carried.	
	Approval of Minutes	Amendment to add Carrie Hogan’s name to the present list Motion to approve amended minutes: Sylvie. Seconded: Miriam. All in favour. Carried.	
	Reading of Electronic votes	Nov 17th Motion to approve Mabels Labels fundraiser. Moved: Lisa. Seconded: Elizabeth. All in favour. Carried.	
Voice of the public			
2	Voice of the public	On behalf of Sari Kline, Erin brought forth the subject of encouraging more diversity and inclusion in the school during the Christmas season, since not all children at Wakefield school celebrate Christmas.	Julie will discuss this at the next school council meeting. Follow-up at Jan GB meeting
New Business			
3.1	On-Line PPO Forum	<ul style="list-style-type: none"> Sandra Bourne developed an on line forum for the PPO to have a more direct link to parents to express thoughts and ideas and to encourage participation. Features include a secure site (not like Facebook), a discussion board, and two-way communication. Would require a username and password to gain access. The main focus for this forum would be to gain more parent participation throughout the school. Terms of use would be developed to ensure respectful participation. GB is supportive of the PPO site and suggests a trial period to 	Terms of use will be presented to GB in January.

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3.2	Lice Policy	<p>gauge both use and usefulness.</p> <p>Martin has brought it to our attention that the updated policy is not on the school web site and that a flyer on Lice was not included in the Aug school package. He is hoping parents are properly informed to be proactive about lice.</p>	Julie will make sure the updated policy is on the website and a new flyer will be distributed by kiddie mail
3.3	Delegation of Authorities	<p>The GB is responsible for approving fundraising activities and events for the school, approving school day trips and other types of functions during school hours. However, several GBs delegate these authorities to the school principal for a level of efficiency.</p> <p>Motion that the WES GB delegate to the Principal the responsibility to approve day trips from school and to approve minor fundraising projects: Martin. Seconded: Colleen. Opposed: Lisa. Carried.</p>	
3.4	Gym Rentals	<p>3 groups are up for renewal: Basketball thurs eve 8:00-9:30 Badminton wed eve 7:00-9:00 Volleyball mon eve 6:30-9:30</p> <p>1 group new contract: Zumba feb 11,18,25 7:00-8:00</p> <p>Motion to approve: Lisa. Seconded: Colleen. All in favour. Carried.</p>	
Standing Reports			
4.1	Principal	<ul style="list-style-type: none"> School has received a wellness grant of \$550. A homework grant of over \$7,000 going towards early literacy (Grade 1&2). Water testing is complete, water is potable. We are just waiting for the final report/ certificate. Library shelving has been ordered and plans to set up the library are for Jan 2015. The official SCHOOL OPENING will be Dec 16TH @ 10am in the multipurpose room. This will be a high profile event with key people invited. Operational budget will be presented in Jan. as of now we are 50% spent. 	
4.2	Treasurer	<p>Presented by Colleen- Presented us with a spreadsheet of the budget thus far. Discussion of Pizza Friday. Is this an actual fundraiser? Need to advise parents that this IS a fundraiser, and have form updated with this info. Erin confirmed that the Pizza Sub-Committee presented this as a fundraiser in June 2014 to GB.</p> <p>Motion to approve Pizza Friday as a fundraiser: Lisa. Seconded: Dayna. All in favor. Carried.</p>	To revisit idea of Pizza Friday as a fundraiser in May/June.
4.3	Teachers	<ul style="list-style-type: none"> 60 children will go to the Manoir and Wakefield Hospital to sing Christmas carols. 	

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		<ul style="list-style-type: none"> • The children will be presenting their first musical “The Nanny Claus” Dec 16 & 17th. • The holiday sale will be held Dec 11th. • Teacher-parent interviews went very well with a good turn out. • During the Nov PD Days, teachers and staff trained for tribes, smartboard. Some also attended a conference in Laval. 	
4.4	Daycare	<ul style="list-style-type: none"> • Colleen reports that the daycare budget has a surplus of \$4000 this year. This will be spent on supplies. • PD Days went well, but school will now institute a form for sign-up. • The March break daycare option has been dissolved. This is due to insufficient staffing. • Ski club will begin Mon-Wed-Fri after the holidays. • Jan PD Day is scheduled to go tubing at Edelweiss ski hill. 	
4.5	Staff	<ul style="list-style-type: none"> • Sharron would like to thank the janitorial staff for their hard work and effort, going above and beyond. Setting up lockers, desk and tables in the new school. 	
4.6	Parent Committee	<p>1) Jim Shea, new chair person of the WQSB, addressed the committee. He underscored that real action at the school level comes from parents, teachers and students all working together. He encourages all commissioners to have a presence in their schools and when present to listen to what people have to say as part of a broader communication strategy. Mr. Shea would be happy to attend WES functions together with Mr. Dionne.</p> <p>2) a)WQSB DG Paul Lamoureux explained that this a time of large scale data analysis across schools in the WQSB in an effort to identify pockets of excellence in teaching that then can be emulated by others. b)K-5 and cycle 1 will soon be getting a closer examination in order to better align teaching practices so that teaching practices better support the ways that children learn.</p> <p>C)Inclement weather will now be available on Twitter as well as on the WQSB website. D)Hadley is currently considering an enriched sports program for 2015-16</p> <p>3) Fundraising idea from other schools: A) online auction (baking, artwork, photography...) B) Refreshment and snack table for parent-teacher interviews</p> <p>4) Postcards The mock ups of the postcards are looking very nice.</p>	
4.7	PPO	<ul style="list-style-type: none"> • Spaghetti dinner was a great success bringing in over \$1700. A big thank you to organizers Stephanie Mullen-Kavanagh and Carly Woods. • Wakefield Booklets are now being sold, with already 50% bought. All proceeds are shared, with whatever our school sells, 	

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		<p>we keep.</p> <ul style="list-style-type: none"> • The Christmas market is Dec 13th. • The next PPO meeting will be Jan 7th. • PPO will present event proposals in January for the rest of the year. 	
4.8	Chair	No report	
4.9	Community	<ul style="list-style-type: none"> • Community groups are excited at the prospect of having a bi-yearly newsletter through PPO for their events. We can revisit after the holidays to start planning for upcoming spring registrations and announcements. • The LAC tree planting initiative is moving forward and we have secured multiple trees for the Outaouais. 	
4.10	School Commissioner	<ul style="list-style-type: none"> • Mr. Pierre Dionne gave us a brief summary of how the new board will function this year, hoping to review and revise their overall plan of action for this term. • The new WQSB council met Nov 17th and will hold two information sessions for the commissioners before their next meeting on January 27th. • The Government will introduce a bill on the reform of school boards early in the new year. The law will come into effect on July 1st with a one year transition plan. Next item on the reform is the standardization of tax rates. 	
Adjournment			
5.0	Adjournment	<p>Motion to adjourn 7:33</p> <p><i>Moved: Lisa. Seconded: Sharron. All in favour. Carried</i></p>	