



**Wakefield Elementary School  
Governing Board Meeting Minutes**

March 23, 2016

5:30pm

**Present:**

Julie Fram-Greig - School Principal  
 Erin Connell – Parent  
 Lisa Semenoff – Parent Committee Rep  
 Lise Gagne – Teacher  
 Colleen Gifford – Daycare  
 Sylvie Pouliotte – Teacher  
 Martin Fournel – Parent  
 Stephanie Mullen-Kavanagh – Parent  
 Carrie Hogan – Community Rep

Alex Renaud – Parent

**Absent:**

Sharon Morrison – Staff  
 Miriam Serré – Teacher

**Guest**

Pierre Dionne, WQSB School Commissioner

Item	Discussion	Action
<b>Proceedings</b>		
Adoption of Agenda	<b><i>Motion to approve as circulated: Lisa. Seconded: Steph. All in favour.</i></b>	<i>Carried</i>
Approval of Minutes	<b><i>Motion to approve minutes of January 6, 2016, as circulated: Sylvie. Seconded: Colleen. All in favour.</i></b>	<i>Carried</i>
	<b><i>Motion to approve minutes of February 17, 2016, as circulated: Lisa. Seconded: Colleen. All in favour.</i></b>	<i>Carried</i>
	<b><i>General discussion</i></b> surrounding format/attachment of minutes to WES website/refresh of WES website - <i>Principal Fram-Greig indicated update to website on-going at this time. Suggestion brought forward to have the final version of minutes signed by Chair of GB, then posted on website and on billboard in school entrance.</i>	
Voice of the Public	<i>No presentation</i>	
<b>New Business</b>		
Amendment to Internal Rules of Management	<b><i>Motion to approve the revised Internal Rules of Management, as amended: Colleen Seconded: Lisa. All in favour</i></b>	<i>Carried</i>
Gym Rental	<i>Presentation by Principal Fram-Greig</i>  <i>Yoga/bootcamp: 6pm-7pm Wednesday, March 9-April 27 @ \$521.93 (renewal)</i>	

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	<p>Basketball: 8pm-9:30pm, Thursday March 17 - April 28 @ \$120.72 <i>(renewal)</i></p> <p>Pick-up Soccer: 7:30pm-9pm, March 29 - May 17 @ \$482.90 <i>(renewal)</i></p> <p>Basketball Camp: 9:30am - 12pm, July 11-July 15, 2016 @\$503.02 <i>(new)</i></p> <p><b><i>Motion to approve gym rentals as outlined above: Steph Seconded: Sylvie. All in favour</i></b></p>	<p><i>Carried</i></p>
<p>Playground Update</p>	<p><i>Presentation by Principal Fram-Greig</i></p> <p>General discussion.</p> <p>Of note: M. Pascal Proulx met with the Municipality of La Peche. Proposal for 20 parking spaces adjacent to River Road, approved by the Municipality. 18 parking spots will be installed on the Sully Road end of the bus lane. Proposal for additional parking spaces adjacent to Sully Road was NOT approved by the Municipality due to traffic/safety concerns on the residential street.</p> <p>Work will begin on the second water well in March 2016 to address the water pressure issues at the school. The location of the well will be north of the school building.</p> <p>Currently the WQSB is gathering bids for the capital project/playground preparation.</p> <p>Status of Ministry playground grant: no update at this time</p>	<p><i>Discussion</i></p>
<p>WQSB Teaching Award</p>	<p><i>Presentation by Principal Fram-Greig</i></p> <p>General discussion and review of the selection criteria.</p>	<p><i>Information</i></p> <p>Guidelines and nomination form to be circulated to parent community</p> <p><i>In camera</i> session to be held at next GB meeting to bring forward nomination.</p>
<p>2016-2017 Lunch Services Procurement</p>	<p>General Discussion.</p> <p>No review of procurement policy required for 2016-2017.</p> <p>Ad-hoc Lunch Service Procurement Committee to meet to review request for proposals (RFPs). Colleen, Carrie, PPO representative,</p>	<p>RFPs and Procurement Policy to be sent to local area providers by Committee.</p>

Item	Discussion	Action
	Grade 5 student representative, to make-up committee.	<p>Teachers to approach Grade 5 student to participate on Committee.</p> <p>Committee to bring forward a recommended service provider at the May GB meeting.</p>
Draft policy statement - F-17 Code of Conduct	<p>General discussion.</p> <p>Suggestions of note:  Review and amend terminology that is ambiguous/subjective (i.e. "is not acceptable"; "is to be respected"; "generally accepted ethical standards") Define terms specifically.  Items regarding disciplinary action to be indicated earlier in the document.  Explicitly reference protocols regarding media interactions  Explicitly reference protocols regarding disciplinary actions/protocols  Explicitly reference collective agreements and associated protocols, where required  Recommend disclosure of all gifts providing rationale to be kept on record  Outline complaints procedure</p>	Discussion
<b>Off-Agenda</b> Items:	<p><u>Grade 6 Vessey seeds Fundraiser</u>  <b>Motion to approve Vessey Seeds fundraiser with proceeds towards the Grade 6 graduation: Lisa Seconded: Lise. All in favour</b></p> <p><u>Grade 6 Baskets</u>  Approval of baskets deferred pending receipt of 3 quotes in accordance with the WES procurement policy.</p>	Carried
<b>Standing Reports</b>		
Community Rep	<p><i>Presentation by Carrie Hogan- Community Rep</i>  Vernissage of art by local children at the Wakefield library until the end of April 2016.</p> <p>Soccer La Peche registration posted on billboard.</p>	Poster to be mounted to billboard in front of school.
PPO Rep	<p><i>Presentation by Alex Renaud - PPO Rep</i>  PPO presented two proposals for consideration:</p> <ol style="list-style-type: none"> <li>1. End-of-Year Picnic</li> <li>2. Annual Walkathon 2016</li> </ol> <p>Next PPO meeting scheduled for April 4, 2016.</p>	Julie and Anik (PPO) to discuss proposals. Likely e-vote required before next GB meeting.
Daycare	<p><i>Presentation by Colleen Gifford - Daycare Rep</i></p> <p>Ski club is over for this academic year.</p>	

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	<p>PD Day April 29 - Carnival day theme with pie throwing and dunk tank            PD Day May - children will go to St. Brigid's camp for the day</p>	
Support Staff	<p><i>Sharon absent – no report</i></p>	
Principal	<p><i>Presentation by Principal Fram-Greig</i></p> <p>No budget update presented. Work evolving.</p> <p>Library grant of \$3233 (2/3 Ministry and 1/3 school) will be divided amongst the 3 cycles with 50/50 French/English split of items.</p> <p>School council to review how best to spend fundraising dollars, with large proportion allocated to readers.</p>	<p>Budget presentation anticipated for next GB meeting.</p>
School Commissioner	<p>Bill 86 - hearings have begun at Assemblée Nationale; QESBA and the English Montreal School Board have both testified; live stream of testimonies is available on the Quebec government website; no indication of timelines for bill adoption; <i>impact on WQSB</i> - stalling many activities pending outcome of Bill 86.</p> <p>WQSB Planning &amp; Review Committee: a school-by-school review is underway which assesses transportation, boundaries, etc. evaluating for efficiencies and identifying any necessary capital investments. Future report based on this review to be confirmed.</p> <p>Bill 104: information was inserted in tax bills and resulted in 100 new registrations allocating individuals' school taxes to the WQSB. 5919 tax payers switched to allocating their taxes to english school boards, 800 taxpayers amended their tax allocation and switched to french boards.</p> <p>Public/Private Partnership: service hub in Low with school, CLSC and municipality, etc. Reference article in LowDown newspaper of March 23, 2016.</p>	
Teachers	<p><i>Presentation by Sylvie Pouliotte and Lise Gagné - Teacher Rep</i></p> <p>Grade 3 art projects facilitated by Mr. Mark Walter to be installed in the library. Mr. Walter will return to work with Grade 5 and Grade 6s.</p> <p>Mr. E to work with the Grade 4s in the coming weeks.</p> <p>On April 8 Cycle 3 students will participate in a basketball tournament at Philemon Wright.</p> <p>April 4 - Philemon Wright band to play at WES</p> <p>April 15 - WES students to participate in the Musicmakers event at Darcy McGee high school.</p>	

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	French public speaking to begin at the end of April.	
Parent Committee	<p><i>Presentation by Lisa Semenoff - Parent Committee Rep</i></p> <p>1) EPCA's presentation on Bill 86 is schedule for April 5/16</p> <p>2)Parent Commissioners report that:</p> <ul style="list-style-type: none"> <li>(a) D'arcy/Symmes has received a grant to install synthetic fields</li> <li>(b) the WQSB is sponsoring the weather a few times on two radio stations to increase their visibility</li> <li>(c) more money has come available for complementary services: literacy, psychologists, resource teachers, etc.</li> </ul> <p>3) Tax Insert Flyer ideas: Last year the WQSB sent our information on english school eligibility requirements with tax bills. Following this the Board saw a marked increase in enrollment. The WQSB will be repeating this again this year. However, they are thinking about including additional information and are looking for some suggestion ideas. The information can be no more than 1 page in length.</p>	WQSB inviting GBs for suggestions on what additional items should be included in future tax bills to generate interest/enrollment and share information.
Special Projects and Playground	<p><i>Presentation by Martin Fournel - Parent Rep.</i></p> <p>Trottibus: internet survey received only 34 respondents. Of the respondents, 38% indicated they were not interested in this service and 64% were worried about kids safety. Project not recommended for implementation given lack of interest at this time.</p> <p>Speed sign: south speed sign requires repairs - timeline for repairs pending</p>	
<b>Adjournment</b>		
Adjournment	<b><i>Motion to adjourn at 7:08pm: Sylvie Seconded: Colleen. All in favour.</i></b>	<i>Carried</i>

Chair: \_\_\_\_\_

Date: \_\_\_\_\_