

**Wakefield Elementary School**  
**Governing Board Meeting Minutes**  
November 12, 2014

**Present:**

Julie Greig - School Principal	Colleen Gifford – Daycare Rep	Lisa Semenoff – Parent Committee Rep
Sylvie Pouloitte – Teacher Rep	Erin Connell – Chair	Lise Gagne – Teacher Rep
Miriam Serré- Teacher Rep	Elizabeth Logue – PPO Rep	Martin Fournel – Treasurer
Caroline Hogan – Community Rep		

**Absent:**

Dayna Vadneau - Secretary

**Guests:**

Pierre Dionne, School Commissioner

#	Item	Discussion	Follow-Up
<b>Proceedings</b>			
1.1	Adoption of Agenda	<b><i>Motion to Approve the Agenda: Sylvie. Seconded: Martin. All in favour. Carried.</i></b>	
1.2	Approval of Minutes	Addition of 'Julie will provide more detailed information about water test results' (under Principal's Report 4.1.3). <b><i>Motion to approve amended minutes: Colleen. Seconded Martin. All in favour. Carried.</i></b>	
1.3	Reading of Electronic Votes	<p>October 15: Homework and Wellness Grant Applications <b><i>Motion to approve: Sylvie. Seconded: Colleen. All in favour. Carried.</i></b></p> <p>October 23: Thank you letter to Giant Tiger and thank you letter with plaque to Dave Saunders. <b><i>Motion to approve: Colleen. Seconded: Lisa. All in favour. Carried.</i></b></p> <p>October 27: Gym Rental Requests:</p> <ul style="list-style-type: none"> <li>• Badminton - Wednesdays 7-9pm, Oct. 29-Dec 16 \$482.93</li> <li>• Soccer La Pêche - Tuesdays 6-8:15pm from Oct.28- Dec. 9 (543.26) + 8:15-9:30pm for Tuesdays, Oct. 28, Nov. 11 + Dec. 9</li> <li>• Pick Up Basketball - Thursdays 8-9:30pm (\$413.92)</li> </ul> <p><b><i>Motion to approve: Colleen. Seconded: Elizabeth. All in favour. Carried.</i></b></p> <p>Nov. 5: PPO Items</p> <ul style="list-style-type: none"> <li>• Halloween Event. <b><i>Motion to approve \$90 for decorations + supplies: Lisa. Seconded: Elizabeth. Four in favour. Carried.</i></b></li> <li>• PPO Brand + Logo for Playground Fund raising. <b><i>DEFERRED to Nov. 12 meeting</i></b></li> <li>• PPO printing for playground fund raising up to \$150 for the year. <b><i>DEFERRED to Nov. 12 meeting</i></b></li> </ul>	

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1.4	Voice of the Public	<ul style="list-style-type: none"> <li>Spaghetti Dinner \$150 for supplies. <b>Motion: Colleen. Seconded: Elizabeth. Five in favour. Carried.</b></li> <li>Nov.20-22 Twoonie fundraiser in cooperation with local businesses. <b>DEFERRED to Nov. 12 meeting</b></li> </ul> <p>No items</p>	
<b>New Business</b>			
2.1	Electronic Voting	<ul style="list-style-type: none"> <li>The Chair will aim to be more judicious about proposing electronic votes. Yes votes, No votes and requests for deferral are all welcome responses.</li> </ul>	
2.2	School Kiddy Mail Policy	<ul style="list-style-type: none"> <li>Community Rep Carrie Hogan will work together with PPO Rep Elizabeth Logue to develop a kiddy mail community events newsletter.</li> </ul>	Kiddy mail plan/suggestions
2.3	Emergency Preparedness Plan - School + Emergency Preparedness Plan - Day Care	<ul style="list-style-type: none"> <li>The WQSB mandates 3 Code Red (Lockdown) Drills, 3 Fire Drills and 1 Lock In Drill a year.</li> <li>The Preparedness Plans are adapted from the same template for all schools. The teachers appreciate the time police officers take to talk to students in each class room. Julie will set dates for the drills following the PPO forum on Monday, Nov. 24</li> <li>Suggestion was made to include a 'buddy' system for administration members as well.</li> </ul> <p><b>Motion to approve: Lisa. Seconded: Lisa. All in favour. Carried.</b></p>	
2.4	Wakefield School Discipline Policy 2014-2015 Bullying and Violence Code of Conduct	<ul style="list-style-type: none"> <li>Wakefield Elementary School focuses on a message of 'Be Kind to Each Other'. The proposed policies are proposed to deal with worst case scenarios. They will be distributed together with the school's tribes program and information about the school's positive messaging.</li> <li>A suggestion was made to clarify that portable electronic devices and cell phones are not to be used on school property during regular school hours.</li> </ul> <p><b>Motion to approve: Martin. Seconded: Sylvie. All in favour. Carried.</b></p>	
2.5	Anti-Bullying - Anti - Violence Plan	<p><b>Motion to approve: Sylvie. Seconded Colleen. All in favour. Carried.</b></p>	
2.6	Lunch time chess club proposal	<ul style="list-style-type: none"> <li>Proposed that the fee be changed to a 'suggested donation'.</li> </ul> <p><b>Motion to approve: Elizabeth. Seconded Lisa. All in favour. Carried.</b></p>	
2.7	PPO Items	<ul style="list-style-type: none"> <li>Spaghetti dinner to be held Friday, Nov. 21</li> <li>Forums: First forum on lock downs, lock ins and fire drills is scheduled for Monday, Nov. 24. In January and March there will be forums on Emotional Wellbeing and Healthy Snacks.</li> <li>Participation in Christmas Market: PPO proposed student make crafts to sell at the market. This proposal will be discussed in School Council and brought back for GB approval if necessary.</li> </ul>	

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	Survey Monkey Results	<ul style="list-style-type: none"> <li>• Holiday Sale: Proceeds will go to the playground 60 percent and Guatemala Daycare Project 40 percent. <b>Motion to approve: Sylvie. Seconded Colleen. All in favour. Carried.</b></li> <li>• By Local Be Local coupon booklets: Wakefield and Chelsea schools can sell these booklets beginning in early December and share the profits. Jennifer Bardell is coordinating the project. Each school receives the profit from what they can sell. <b>Motion to approve: Colleen. Seconded Martin. All in favour. Carried.</b></li> <li>• 'Room to Run' Logo: Suggestion made that the logo include that this is a 'playground fund raising campaign 2014-2015'. <b>Motion to approve as amended: Sylvie. Seconded: Martin. All in favour. Carried.</b></li> <li>• Online Forums: Deferred to December meeting.</li> <li>• PPO Printing Expenses: Budget of up to \$150 for the school year. <b>Motion to approve: Elizabeth. Seconded Lisa. All in favour. Carried.</b></li> <li>• Playground Committee: Elizabeth Logue will coordinate the start up of the Playground Committee. <b>Motion to approve: Miriam. Seconded: Lisa. All in favour. Carried.</b></li> </ul> <p>Readout of results provided to all GB members. Questions or concerns can be raised with Julie.</p>	Elizabeth will present terms of reference and workplan to GB
<b>Standing Reports</b>			
3.1	PPO	PPO is interested in a library update. Julie said the library shelves should be ordered soon and the library (with the help of parent volunteers) may be ready by Christmas.	
3.2	Treasurer	No report	
3.3	Parent Committee	<ul style="list-style-type: none"> <li>• Positions filled for 2014-15: <ul style="list-style-type: none"> <li>○ Chair: Rhonda Boucher (Poltimore) - re-elected</li> <li>○ Vice-Chair: Dana Komm (D'Arcy)</li> <li>○ Treasurer: Shanon Davis (Lord Alymer) - re-elected</li> <li>○ Recording secretary: Shanon Davis (Lord Alymer)</li> <li>○ Parent Commissioners (up to 4 this year from 2 last year): Dana Komm (sec), Rhonda Boucher (primary), Shanon Davis (SEAC) + Nicole Fenton (Noranda)(misc)</li> </ul> </li> <li>• Lisa Semenoff is the tentative rep to Corporate Committee (contingent on the continuing existence of the Corporate Committee following the first Council session)</li> <li>• Parent Committee meeting dates for 2014-15: Nov. 18, Dec.15, Jan. 19, Feb.16, March 16, Apr 20, May 25 and June 15</li> <li>• Governing Board Training Session for parents, teachers, etc is being held on Dec. 10 at 5:00-7:00pm in WQSB Council Chambers. Pre-registration deadline is Dec. 1.</li> <li>• Promotional postcards are still in progress but getting closer to becoming a reality.</li> <li>• The Parents' Committee Chairperson Rhonda Boucher encourages all GBs to help promote their schools and the WQSB through community newspaper articles.</li> </ul>	

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3.4	Community Rep	<p>Library and Archives Canada is doing a project to digitize archives. To offset carbon on this project they are giving away 1919 trees to plant (in honour of World War 1 soldiers). All trees are in dedication of a WW1 soldier. Soldiers can be specifically chosen. Research regarding them can be done online.</p> <p>Proposed that Wakefield Elementary School receive a tree to plant. <b>Motion to approve: Martin. Seconded Elizabeth. All in favour. Carried.</b></p>	
3.5	Chair	No report	
3.6	Principal	<ul style="list-style-type: none"> <li>• School budget has been adjusted down 20 percent as per WQSB request. The budget is now close to \$28,000.</li> <li>• A grade one student has begun educating kindergarten and grade one classes about the fund raising project 'Ryan's Well'. Proposed that pajama day fund raising for 'Ryan's Well' be approved. <b>Motion to approve: Colleen. Seconded Elizabeth. All in favour. Carried.</b></li> </ul>	
3.7	Teachers	<ul style="list-style-type: none"> <li>• The Remembrance Day Assembly was very nice with all classes making presentations.</li> <li>• Lunch times are busy with enjoyable programs: ukulele, choir, sports club, musical practices etc.</li> <li>• A cycle 2 and 3 musical 'Nanny Claus' will be performed in December. All students who tried out will be performing.</li> <li>• Halloween activities went well. A big thank you to PPO parents.</li> <li>• Grade 6's had a great 2 day trip with Mr. E.</li> </ul>	
3.8	Daycare & Support Staff	<ul style="list-style-type: none"> <li>• 3 PD days coming up. Wed older kids going to SkyWalk and younger kids to Cosmic Adventures. Thursday kids are going to Clip + Climb. Friday is 'Dress Up as a super hero' day.</li> <li>• Colleen will work on getting a March Break daycare proposal ready.</li> </ul>	Colleen & Julie will work on getting a support staff rep. for GB
3.9	Commissioner	<ul style="list-style-type: none"> <li>• Will send GB members a weekly e-mail featuring information on WQSB schools in the media in this ward.</li> <li>• A bimonthly Maniwaki newspaper 'Magazet' has 20 percent English content and would be interested in carrying news on schools.</li> </ul>	
<b>Adjournment</b>			
4	Adjournment	Motion to Adjourn 7:33pm. <b>Moved: Sylvie. Seconded Colleen. All in favour. Carried.</b>	