



École Wakefield School
Governing Board Meeting Minutes
Wednesday, October 10, 2018

Present:

Julie Fram-Greig - School Principal
 Dayna Vadneau – Parent/Chair
 Lisa Semenov – Parent
 Line Menard -Parent
 Sarah Clarke -Parent
 Bronwyn Rayfield - Parent
 Katherine Lusky – Teacher
 Talia Kelley – Teacher
 Sylvie Pouliotte – Teacher
 Linda Spallin – Support Staff

Absent:

Pierre Dionne – WQSB School Commissioner

| ITEM | Discussion | ACTION |
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| OPENING BUSINESS | | |
| Role Call | <i>Motion:</i> THAT quorum be confirmed, and the meeting be called to order at 5.33pm.... | <i>CARRIED</i> |
| Agenda | <i>Motion:</i> THAT the October 10, 2018 agenda be approved as amended ... Moved: Lisa, Seconded Sylvie. All in favour. | <i>CARRIED</i> Amendments: - Added in 2 WHESA events to New Business - Added K-4 information to New Business - Removed WES Annual report from New Business, to be presented at a future meeting - Removed Outstanding Principal Award from Standing reports. |
| Appointment of GB Positions for 2018-2019 | <i>Motion:</i> THAT the following GB members fulfill the following roles: WHESA representative - Sarah Parent committee representative– Lisa Secretary – Bronwyn Parent representative - Line SEAC nominee - None Moved: Linda, Seconded: Talia. All in favour. | <i>CARRIED</i> |
| De-Brief of WES AGM 2018-2019 | Approximately a dozen people turned out. Said goodbye to two outgoing GB members. | |
| GB Rules of Internal Management | <i>Motion:</i> THAT the WES GB Rules of Internal Management for 2018-2019 be adopted as presented.... | <i>CARRIED</i> |

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| | Moved: Line Seconded: Lisa. All in favour. | |
| GB Planning Calendar | Motion: THAT the GB 2018-2019 Calendar be adopted, as amended... Moved: Katie, Seconded Talia. All in favour. | <i>CARRIED</i> Amendments: -Dayna Vadneau as elected Chair of GB -Move discussion of WQSB Outstanding Volunteer Award Nomination to March meeting -change date of April meeting to April 24 -change date of May meeting to May 29 |
| GB Minutes | Motion: THAT the June 4, 2018 meeting minutes be approved as presented... Moved: Talia, Seconded Sylvie. All in favour. | <i>CARRIED</i> |
| Electronic Votes | Motion: THAT the GB approve the following school rentals as circulated: Sparks- Mondays 6-730pm Sept 24- May 31 Pathfinders- Tuesdays 6-8pm Sept 17-May 31 Guides- Wednesdays 6-8pm Sept 12- June 19 Brownies- Thursdays 6-730pm Sept 20-May 31 Each group is renting the MPR and the total is \$1200.32 Moved: Lisa. Seconded: Carly Woods. All in favour. | <i>CARRIED</i> |
| Votes | Motion: THAT the GB approve the rental at the school as follows: -Library Wakefield Theatre: October 3 – November 16: Tuesdays and Fridays 6pm-9pm \$250 Moved: Line, Seconded: Sarah. All in favour. | <i>CARRIED</i> |
| Voice of the Public | None | |
| NEW BUSINESS | | |
| Emergency Plan for School and for Kool Kids Daycare | Motion: THAT the WES Emergency Plan 2018-2019 be approved as presented... Moved: Sylvie, Seconded by Talia. All in favour. Motion: THAT the Emergency Plan 2018-2019 for WES Kool Kids Daycare be approved as amended... Moved: Sylvie, Seconded by Talia. All in favour. | <i>CARRIED</i> Amendments: -In the Emergency Plan for Kool Kids daycare, add role for a staff to be positioned at side door to redirect parents |
| WES 2018-2019 Code of Conduct | Motion: THAT the WES Code of Conduct 2018-2019, WES Discipline Policy 2018-2019, WES Behaviour Matrix 2018-2019 be approved as presented... Moved: Katie, Seconded by Lisa. All in favour. | <i>CARRIED</i> |
| K4 Program Information 2018-2019 | Motion: THAT the K4 Program Information 2018-2019 be approved as presented... Moved: Line, Seconded: Sarah. All in favour. | <i>CARRIED</i> |
| Event proposals | Motion: THAT the GB approve the Halloween party at the school as presented: | <i>CARRIED</i> |

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| | <p>Moved: Sarah, Seconded: Talia. All in favour. Motion: THAT the GB approve the Movie night fundraiser at the school as presented: Moved: Line, Seconded: Sylvie. All in favour.</p> | |
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STANDING REPORTS

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| <p>Principal</p> | <p>1. Population and staff changes- 315 is the official Sept 30th count - Staff: Donald Raymond; Michelle Labranche; Samantha Gowan</p> <p>2. Playground update - Playground – structure was installed second week - Finally spent up all of our fundraising monies</p> <p>3. Grants- FYI- K5 (Debbie Dunn) and Grade 1 (Lara Guenette), Gr 2-6 (Christine Redl) + Sarah McGuire; more grants to come (wellness, homework, ABAV, service d'accueil)- grants approx the same amounts as last year</p> <p>4. Updates from board- new Commitment to Success (ie. Educational Project)- to be discussed at upcoming meetings this year; Sexuality Education to be implemented in 2019- content outline is available on the ministry website, plan for each school- letter sent home from board last week; change in government could mean changes to school organization in time.</p> <p>5. K4 Program- started first day of school and on the same schedule as the school this year; 17 (down 9). Fees charged to parents calculated at \$20 per day- reduction from last year (\$23.75)- difference is salaries.</p> <p>6. Budget update- no year end yet; operational and daycare budgets - review</p> | |
| <p>WEHSA REP</p> | <p>WEHSA Report from Oct 1/18 Meeting 1)Meetings: WEHSA has set its monthly meeting schedule as follows: Thursday, November 1 Wednesday, December 5 Tuesday, January 15 Monday, February 4 Tuesday, March 12 Wednesday, April 10 Monday, May 13 Thursday, June 6 All meetings will start at 6pm. Days of the week are alternating in order to allow for parental participation.</p> <p>2)Upcoming Events (subject to approval) A) Friday, October 26 Halloween games and dance 6:30-8:30pm at the school. B) Friday, November 30 - Movie Night 6-8:30pm</p> | |

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| | <p>C) December Holiday Sale - date to be determined</p> <p>3) Increasing Parental Participation: More parent volunteers are needed to make events, fund raisers, and pizza Fridays happen. A special call out to volunteers for pizza Fridays and the Halloween dance is underway. So far, the response is excellent. Enough volunteers are available for the Halloween event.</p> <p>4) Pizza Fridays: Luigi's has been chosen as this year's pizza supplier. Heather Hopewell has stepped forward to become a second pizza lunch co-ordinator. A couple of parents with IT experience have been approached to help make pizza ordering and spreadsheet generating much less work. Order forms should be going out soon. Pizza lunches should start some time in November.</p> <p>5) Financials: WEHSA has approximately \$8,000 funds raised from last year and available to help cover the remaining costs of last year's field trips if necessary. 2017-2018 Grade 6 Committee has approximately \$900 that they would like to donate towards field trips.</p> <p>6) Field Trips: More information is needed to clarify WES fund raising goals and funding for field trips.</p> <p>7) Grade 6: WEHSA will be lending the Grade 6 Committee a \$100 float for their first event that they will keep until the end of their last event of the school year.</p> | |
| Daycare/Support Staff | <p>Daycare number are up this year with 143 regulars and 10 sporadic.</p> <p>PD Days: September 21st-Survivor Games, October 19- Halloween Activities</p> <p>Support Staff this Year</p> <p><i>Daycare:</i> Samantha Gowan, Sarah McGuire, Nancy Robichaud, Kim Misner, Nic Campeau, Michelle Labranche.</p> <p><i>Aides:</i> Ashley Beaudoin, Christine Redl, Sarah McGuire</p> <p><i>Office:</i> Linda Spallin, Michelle Labranche</p> <p><i>Maintenance:</i> Jack Fleming</p> | |
| School Commissioner | No report | |
| Teachers | <p>September 19th: Terry Fox walk was a great event. Students walked through the village and enjoyed the scenery.</p> <p>September 28th Orange t-shirt day to remind us; "Every child counts". Guest speaker at the assembly Natalie Coutu.</p> | |

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| | <p>Food drive was a huge success: grade 3 student initiative to help with Tornado victims.</p> <p>October 1st was a PD day for teachers. Many teachers attended a workshop with Alan Earwaker (environmental consultant at WQSB). The workshop was from the Canadian wildlife federation and we received a wonderful resource filled with lessons and activities, which integrate Science into many other subjects (French, Math and ELA).</p> <p>This month's virtue Gratitude...assembly will be held on the 26th.</p> <p>Progress reports going home October 12th.</p> <p>Grade 6 students attended a soccer tournament at Onslow School in Quyon. Great day and teachers were especially proud of Wakefield Wolves' manners, sportsmanship and enthusiasm!</p> <p>Grade 1&2 will be attending McMillan Farm for pumpkin picking and carving on October 18th</p> <p>Grade 6 field trip to Parliament Hill on October 29th</p> | |
| Parent Committee Rep | No report | |
| SEAC Committee Rep | NA | |
| Community Rep | NA | |
| Adjournment | <p><i>Motion: That the meeting adjourn at 7:24pm.</i> <i>Moved: Talia, Seconded: Sylvie. All in favour.</i></p> | CARRIED |