



**École Wakefield School**  
**Governing Board Meeting Minutes**  
**Tuesday, December 5, 2017**

**Present:**

Julie Fram-Greig - School Principal  
 Stephanie Mullen-Kavanagh – Parent/Chair  
 Lisa Semenoff – Parent  
 Sandra Amezcua - Parent  
 Sylvie Pouliotte – Teacher  
 Talia Kelly -Teacher  
 Darleen Badger-Teacher  
 Linda Spallin - Support Staff  
 Pierre Dionne, WQSB School Commissioner

**Absent:**

Dayna Vadneau – Parent  
 Colleen Gifford-Daycare  
 Carly Woods - Parent

ITEM	Discussion	ACTION
<b>OPENING BUSINESS</b>		
<b>Role Call</b>	<b>Motion: THAT quorum be confirmed and the meeting be called to order at 5.09pm....</b> Moved: Linda, Seconded Sandra. All in favour.	<b>CARRIED</b>
<b>Agenda</b>	<b>Motion: THAT the December 5, 2017 agenda be approved as presented ...</b> Moved: Talia, Seconded Sandra. All in favour.	<b>CARRIED</b>
<b>GB Planning Calendar</b>	<b>Motion: THAT the GB 2017-2018 Calendar be adopted, as presented...</b> Moved: Talia, Seconded Sylvie. All in favour.	<b>CARRIED</b>
<b>GB Minutes</b>	<b>Motion: THAT the October 11, 2017 meeting minutes be approved as amended...(Colleen Gifford was present)</b> Moved: Talia, Seconded Linda. All in favour.	<b>CARRIED</b>
<b>Electronic Votes</b>	Three e-votes: <b>1)Motion: That the Grade 6 fundraiser at the outdoor Wakefield Christmas Market be approved as presented.</b> Moved: Lisa, Seconded Linda.  <b>2)Motion: THAT the Grade 6 holiday wreath fundraiser be approved as presented.</b> Moved: Lisa, Seconded Talia.  <b>3)Motion: That the annual Wakefield School Holiday Sale 2017 be approved as presented.</b> Moved: Talia, Seconded Linda.	<b>ALL THREE E-Votes CARRIED</b>
<b>Voice of the Public</b>	No voice of the public	
<b>NEW BUSINESS</b>		
<b>Tell Them From Me/School Climate Survey</b>	The results of both last year's 'Tell It From Me Survey' and 'Our Schools' survey show that WES is in line with other schools across the WQSB and country regarding bullying. WES has already begun making improvements suggested by the authors of the 'Our Schools' survey.	Julie and teachers will continue to implement the recommendations

<b>Field Trips at WES</b>	Because of the ongoing class action law suit regarding school fees in Quebec the WQSB has notified principals that parents can no longer be charged for field trips. Both WES parents and teachers feel that field trips are important to students.	Julie will discuss feasible field trip funding strategies with parents at Home and School and teachers at School Council.
<b>WES Success Plan Targets</b>	Tabled to January	
<b>STANDING REPORTS</b>		
<b>Principal</b>	<p>1)Congratulations to teacher Karen Jones for winning a 2017 WQSB Teaching Excellence Award!</p> <p>2)Buildings Update:</p> <p>-Playground work is finished.</p> <p>-Starting in January the bus lane will be in front of the school and the lane beside the school will be staff, parent and visitor parenting. One bus is now smaller.</p> <p>3)Grants: All grants are in the budget now.</p> <p>4)No rentals: WCC is putting their programming together for winter session</p> <p>5) K4 Program: nothing new to report. One parent dropped out (2 days a week), one has increased one day. Expecting a few parents to increase days in the new year.</p> <p>6)Budget: the WQSB financial department has re-assessed last year's figures and reports that WES made a surplus of \$2,475.00. Daycare had an acceptable deficit of \$10,000.</p> <p>7)Procedures: the WQSB is reviewing and clarifying which decisions need GB approval.</p>	Julie will check whether activities at the school outside of the regular schedule (assemblies, speakers, etc.) need GB approval.
<b>School Commissioner</b>	WQSB is part of a group considering a counter offer by the claimants in the class action school fees lawsuit.	
<b>WESHA Rep</b>	<p>H&amp;S met Nov. 15/17</p> <p>1)H&amp;S has been working on developing documents: calendars, codes of conduct, constitution, templates, etc and further improving communications with the school.</p> <p>2)H&amp;S apologises for all of the e-votes. Procedures to follow are now clear.</p> <p>3)Grade 6 Committee: prior to movie night had raised \$761.29.</p> <p>4)Re: Spirit Apparel Sale: sales lower than expected. Glitch with getting name on hoodie sleeve resolved at last minute.</p> <p>5)Movie night successful: Worked well to engage students in movie selection and to incorporate information about movie night into announcements.</p> <p>6)Holiday Sale: As per event proposal H&amp;S proposes funds to go: 40% Guatemalan Daycare Project, 40% Wakefield Emergency Relief Fund, 20% WES.</p> <p>7)Next meeting Dec. 13<sup>th</sup>.</p> <p><b>Motion: That the Grade 6 December 20<sup>th</sup> Bake Sale be approved 2017 be approved as amended</b> (all students will be back to class on time.) Moved: Sylvie, Seconded Talia.</p>	<i>CARRIED</i>
<b>Daycare Rep</b>	PD activities January 8: grades K-2 at school; grades 3-6 skiing.	

<p><b>Teachers</b></p>	<p><b>December Meeting</b></p> <p>1) Remembrance Day Assembly November 10<sup>th</sup>. Classes presented poems, songs, wreaths and drawings. A very touching assembly.</p> <p>2) Ottawa Art Gallery came to work with the Cycle 1 classes on Recycled Art.</p> <p>3) Mr. Earwaker worked with both Grade 4 classes. Students worked on Orienteering. Mr. Earwaker also worked with both Grade 2 classes. Students worked on woodworking.</p> <p>4) Interviews took place on November 22<sup>nd</sup> and 23<sup>rd</sup>. Scholastic Book Fair was also a huge success.</p> <p>5) Some staff attended pd in school. Others attended QPAT convention in Mtl. New teachers (Emily Parker, Lara Guenette, Sara Convey and Alison Murdock.) had Tribes training at WQSB.</p> <p>6) Nov. 30<sup>th</sup> was our monthly assembly. Virtue of the month: <i>Patience</i>. Spirit day: Bling /Swag day</p> <p>7) Our school choir will attend the Manoir and the Wakefield hospital to spread some Holiday Joy.</p> <p>8) December 21<sup>st</sup> will be our assembly. Virtue of the month: <i>Understanding</i>. Spirit day: <i>P.J. day</i></p> <p>9) Classes will participate in our annual Carolling week, which will end with a huge sing along on Dec. 22<sup>nd</sup> at 8h30.</p>	
<p><b>Parent Committee Rep</b></p>	<p>1) Philemon Wright High School (Hull- Gatineau), applauded for receiving 40<sup>th</sup> place in the listing of the best schools in Quebec, (just after the region's three private schools).</p> <p>2) Presentation from the Western Quebec Communications Consultant, Francois Raymond.</p> <p>a. Francois presented the WQSB new logo.</p> <p>b. WQ is launching a NEW APP for mobile, iphone, website and devices. With this app, schools will receive information and it will be a useful tool for emergencies. To access to it, just go to Apple Store, write in "search" Western Quebec and download it.</p> <p>c. This app was created to make information more accessible to all schools, than just communicating through facebook, radio, internet, twitter or at the WQ website.</p> <p>3) Special Education Advisory Committee (SEAC) Report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy 17 was sent to the Council and to Governing Boards for consultations.</li> <li><input type="checkbox"/> SEAC is going to have "Open House" in February and May 2018: <ul style="list-style-type: none"> <li>o Workshops TBD</li> <li>o Meetings are for SEAC Reps and invited guests only.</li> <li>o Propose to review brochures that show people with intellectual deficiencies.</li> </ul> </li> </ul> <p>Discussion: Governing boards are requesting to have a representative at SEAC. Schools complain that they just receive the Minutes, which are sent to the Principals, but they don't understand them thoroughly.</p> <p><u>Commitment from SEAC Council:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Next minutes will be disseminated once they are approved. They will be out in a month. If there are questions, please contact Shannon Lafond</li> <li><input type="checkbox"/> SEAC Vision is to be more visible. If GBs require a summary about what is important to parents, SEAC will send it to them.</li> <li><input type="checkbox"/> SEAC commits to sending a report of what can be communicated from the Minutes to parents to Governing Board. If further clarification is required, Shannon Lafond will be available to answer questions personally.</li> </ul> <p>4) English Parent Committee Association (EPCA) Report:</p> <p>a. School Fees:</p> <ul style="list-style-type: none"> <li>-EPCA created a survey on website and facebook. <a href="http://epcaquebec.org">epcaquebec.org</a> that looks at parents' views regarding school fees. Results will be shared in discussions with Quebec's education ministry.</li> <li>b. Next school project: LEARN QC – Learning presentations of the 21<sup>st</sup> Century. There will be 16 representatives at the meeting from the Ministry of Education. Parent representatives should consider focusing on projects, financial projections, thinking on what each project requires to make it happen and to ask the Ministry of Education for financial support. It was suggested to create a SubCommittee to be a `bridge` with the Ministry of Education.</li> </ul>	

	<p>5) Parent Committee Information Evenings:  a. Invite everybody from Governing Boards! It is also open to the public.</p> <p>6) Governing Board &amp; Parent Committee Training Sessions  a. Early December are going to be the training Sessions. Watch for dates.</p> <p>7) Varia:  a. Field trips: WQSB By-law: schools cannot charge parents for field trips and busing during school hours. Principals have been informed.  b. You can do it using donations, fundraising, but not charging parents. If you would make a donation, that is fine, but it doesn't have an impact on the attendance of children. In other words, every child has to go to the trip, even if parents did not make a donation.  c. The Parent Committee suggested not stopping field trips, instead getting PPO/H&amp;S to raise money for this purpose. Find a way to share buses with other schools or programs, but children should go on these trips.</p>	
<b>SEAC Committee Rep</b>	See attached SEAC Committee Report and Recap	Attach reports to minutes
<b>Community Rep</b>	N/A	
<b>Support Staff</b>	All's good.	
<b>Adjournment</b>	<i><b>Motion: THAT the meeting adjourn at 6.54pm.</b></i> Moved: Sylvie, Seconded Sandra. All in favour.	<i><b>CARRIED</b></i>

**Next Meeting: Wednesday, January 17, 2018**