

CHELSEA ELEMENTARY SCHOOL



Governing Board Minutes December 12, 2019 5:30pm - 7:00 pm

Present: Dahlia Tanasoiu, Devon Gable, Natasha Boudreau, Jessica Takacs, Leslie Fumerton, Najla Sater, Keri George, Andrea Gage, Jennifer Olson, Marty Thomas;

Regrets: Abeeha Hassan, Sandrine Bedard, Anne Geldart

| Item | Action | Time |
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| 1. Standing Items | | |
| 1.1 Additions to the agenda Addition: Hot Lunch Program Removal: Rental, Home & School Report | Procedures | |
| 1.2 Approval of agenda Motioned: Dhalia, Najla Approved: All | Approve | 5 |
| 1.3 Approval of November minutes - All Staff Book Club has started, book is Calm Alert & Learning Motioned: Jen, Najla Approved: All | Approve | |
| 1.4 School Budget Update - Andrea waiting to hear back from Board on photocopying costs being double from last year. - Extra \$ going into AV because of increase enrolment. - Hot Lunches showing less \$ availability due to PO commitments - Jen asked if there are budget rules around moving income. Andrea communicated there are certain items we have control over; classroom materials, photocopying, sports & culture, library books, as example. | Inform | 5 |
| 1.5 Educational Project Update | Inform | 0 |
| 1.5 Home and School Report - NA | Inform | 5 |
| 1.7 School Fundraising Events - Jungle Sport Motioned: Leslie, Devon Approved: All - Jacob's Christmas Provide financial assistance for Jacob's family as he undergoes cancer treatment. All proceeds go to expenses incurred. Motioned: Keri, Najla Approved: All | Approve | 10 |
| 1.8 Private Gifts - NA | Approve | 0 |
| 1.9 Outings - Jan 21 st – Cycle 1, tubing at Centre de Plein Air Du Lac Beauchamp - Volunteers Required - \$216.15 – event cost | Approve | 0 |

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| <ul style="list-style-type: none"> - \$800 – Bus cost <p>Motioned: Jennifer, Dhalia Approved: All</p> | | |
| <p>1.10 Rentals (1) - NA</p> | <p>Approve</p> | <p>2</p> |
| <p>1.11 Public forum (<i>Question period</i>) - NA</p> | <p>Requests</p> | <p>5</p> |
| 2. New Business | | |
| <p>2.1 Anti-Bullying and Violence Prevention Plan (ABVP)</p> <ul style="list-style-type: none"> - Andrea reviewed documentation - Alternate recess – for cycle 1 used for kids to have a hard time who have a hard time socializing - Alternate recess for higher cycles provided as well. <ul style="list-style-type: none"> o Motion to approve plan with amendment of adding qualitative and quantitative column into plan. <p>Motioned: Devon, Leslie Approved: All</p> | <p>Approval</p> | <p>10</p> |
| <p>2.2 Daycare Budget</p> <ul style="list-style-type: none"> - Andrea reviewed Daycare Objectives, Safety Ratios, Governing Board GB role within Daycare budget - Added homework support to A4 - Grants determined by Sept. 30 Gov. pays 40%, Parents 60% - Natasha reviewed budget and variables between estimated vs. actual - Andrea – budget is not predictable, any changes after Sept. 30 there are no Gov. grants - What’s driving the estimate this year are the actuals from previous year (this is the standard practice) - As we get closer to end of year (April approx.), this is the time to review budget in detail and re-allocation. - There are 128 regular attended A4 kids, Approx half of school kids use A4 <ul style="list-style-type: none"> o Include Daycare Fact Sheet to Pre-Reading material for future GB’s o Andrea to include at Atrium | <p>Discuss</p> | <p>10</p> |
| <p>2.3 Energy Dance Movement – 2nd Session</p> | <p>Inform</p> | <p>2</p> |
| <p>2.4 Feedback on <i>The Appropriate Use of Technology Devices and Technological Resources Policy</i></p> | | |
| <p>2.5 Hot Lunches:</p> <ul style="list-style-type: none"> - Pizza cost going up by \$1.00 per pizza, therefore increase in slice to \$2.75 as opposed to \$2.40 - Shawarma Plain Chicken \$5 from \$4.50, All-Dressed \$4 to \$4.50 | <p>Discuss</p> | <p>5</p> |

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| <ul style="list-style-type: none"> ○ Stephanie to follow-up with Chelsea Pizza in regards to subsidized, free product. <p>Motioned: Najla, Natasha Approved: All</p> | | |
| 3. Unfinished Business / Business Arising | | |
| <p>3.1 Invitation of Community Members</p> <ul style="list-style-type: none"> - Andrea emailed Carol Green no response, Forest School – declined ○ Agenda Item for Jan – Review need for community member | Inform | 5 |
| <p>3.2 Internal rules of Management</p> <ul style="list-style-type: none"> - Email vote ○ Marty believes it's included in document, will confirm and will add to Appendix if not. | Inform | 2 |
| 4. Reports | | |
| <p>4.1 Principal's Report</p> <ul style="list-style-type: none"> - Skating rink confirmed on property - Andrea reviewed new hirers and departures. - Secretary increased hours and there was increase in secretarial funds. - Parent teacher Interviews went well. | Inform | 4 |
| 4.2 Teachers' Report | Inform | 10 |
| 4.3 Daycare Report | Inform | 3 |
| <p>4.4 Parents' Committee Report</p> <ul style="list-style-type: none"> - Next meeting in January | Inform | 3 |
| 4.5 Outdoor Learning Centre Committee Report | Inform | 0 |
| 4.6 Community Members' Reports | Inform | N/A |
| <p>4.7 Chair's Report</p> <ul style="list-style-type: none"> - Ensure minutes sent within week after meeting. | Inform | 2 |
| 5. Other | | |
| <p>5.1 Next Governing Board Meeting Date(s)</p> <ul style="list-style-type: none"> ○ Feb 20, 2020 | Discuss | 5 |
| <p style="text-align: center;">6. Adjourn</p> <p>Motioned: Dhalia, Najla Approved: All</p> | Approve | 1 |

ACTION ITEMS

- Andrea: Add qualitative and quantitative column into AVBP Plan
- Andrea: Include Daycare Fact Sheet at Atrium and to Pre-Reading material for future GB's
- Stephanie: Follow-up with Chelsea Pizza in regards to subsidized, free product.
- Marty: Add the following to next GB Agenda - Review need for community member on GB
- Marty: Confirm EMAIL VOTE logistics are included in Internal Rules of Management Doc. If not, add to Appendix.