

Governing Board - Wilder Penfield Elementary School
Minutes of the Meeting – December 18, 2024 6:15pm Online



ATTENDEES:

Christina Bakalis, Teacher Representative
Donna Cheung, Parent Representative, Governing Board Chair
Jennifer Deschamps, Teacher Representative
Laura Duckett, Parent Representative
Peter Giser, Parent Representative, Parent Committee Representative
Lindsay Knowlton, Teacher Representative
Mathieu Limoges, Teacher Representative
Meghan Marak, Teacher Representative – joined at 6:32pm
Jennifer Pupil, Daycare Representative
Michael Rabinovitch, Principal
Melissa Silver, Parent Representative
Tracy Torok, Support Staff
Tamara Williams, Parent Representative

REGRETS:

Natalia Peña, Parent Representative, Secretary, Parent Committee Alt Representative
Greg Bagshaw, Parent Representative

PUBLIC ATTENDEES:

Amanda Ottoni, Substitute Parent Representative
Stephanie Tietjen, Substitute Parent Representative

1. Call to Order

Meeting called to order at 6:17pm by Donna Cheung, GB Chair. Quorum established.

2. Approval of the Agenda- Amendments, revisions, adoption

Motion to approve the agenda was moved by Christina B. and seconded by Peter G.

12 Votes in favor

0 Votes opposed

0 Abstentions

Motion passed unanimously.

3. Approval of Minutes

Motion to approve the minutes for November 20, 2024 was moved by Peter G. and seconded by Jennifer D.

12 Votes in favor

0 Votes opposed.

0 Abstentions.

Motion passed unanimously.

4. *Business Arising*

4.1 Library Volunteer Guidelines

- Mr. R will follow-up with Wilder past principal to understand what the program entailed prior to the stoppage - more details to be provided by Mr. R in January 2025
 - General note for volunteers: Miss Tracy will create tracking list of volunteers, what date they have submitted their SPVM background check application and when they are approved in order to have a more comprehensive list of volunteers

4.2 Extra Curricular Activities Follow up & Guidelines

- The SEED daycare program is willing to accommodate one after school extra curricular activity in the gym per week. This activity needs to be proposed (program content, ratios, staff requirements, budget – as is done for a field trip) to the school and governing board for approval. Additional notes:
 - Mr. R has a list of existing service contracts for extra curricular activities that can be explored
 - Independent or new programs can be presented however they must be approved as a service contract provider by the school board before being considered for extra curricular activities
 - A school board employee always needs to be present for the duration of the activity to make emergency phone calls to guardians if required and ensure children are picked up after the activity. This employee's compensation needs to be accounted for in the proposal for the activity.
 - The school is generally not favorable to hosting extra curricular activities in a classroom due to the risk of misuse or damage or school materials
 - The school does not have a budget to support or subsidize extra curricular activities

5. *Question Period No. 1*

- None

6. *New Business*

6. 1 Approval of Finalized SEED Daycare Budget

- Presentation of SEED Daycare/Lunch 2024/2025 budget
- The numbers used for budget calculations are based on the quantity of enrollments on September 30th, 2024 - numbers fluctuate throughout the year therefore the budget is an estimation
- Surplus from last year was used for resources to provide more support to students after school as well as to ensure a smooth transition for the new SEED program director, within the school-daycare handover (Ms. Karen staying after school)

WHEREAS the Governing Board is responsible for adopting the School's Annual Budget proposed by the Principal, and shall submit the budget to the School Board for approval as per section 95 of the Education Act; and

WHEREAS the Principal shall prepare the Annual Budget of the School, (and) submit it to the Governing Board for adoption, as per section 96.24 of the Education Act;

WHEREAS the Governing Board of WILDER PENFIELD ELEMENTARY has reviewed the proposed (2024-2025) budget as submitted by the principal at the (December 18, 2024) Governing Board meeting, showing revenues of \$552,094 and expenses of \$570,721 and giving a budgeted net result of \$0, adjusting for surplus (deficit in 2024-25).

WHEREFORE BE IT RESOLVED that, on a motion by Melissa S, seconded by Tamara W, budget for the (2024-2025 Year) school year be adopted.

12 Votes in favor
0 Votes opposed.
0 Abstentions.
Motion passed unanimously.

6. 2 Approval of Field Trips

- None

6. 3 Approval Fundraisers scheduled

- None

6. 4 Approval Service Contracts

- None

7. *Reports and Correspondence*

7.1 Principal & Teacher Forum

- Inspiration Republic was brought in for a workshop on antibullying and micro-aggressions with grades 3-6 – well received and the program will likely be considered for future workshops
- Programs underway to discuss talk about cyberbullying
- Scholastic book fair – well received
- Pancake breakfast – great vibe and thank you to parents and H&S
- Math Olympics – 3 x Grade 5, 11 x Grade 6 students went to PCHS and brought home the gold medal, which was a very proud moment for all involved
- Holiday concert – endearing student-centered event
- Francization program is in place and students are benefitting
- January 20th, 2025 will be the Mont Avila tubing day – Permission slips will be sent out the week of January 6th
- Open house on January 16th, 2025 is advertised on the website and Grade 6 teachers have contacted students who will help in showcasing the school. There will not be a night time session this year however there will be 2 day time sessions, which will allow for the school to showcase the day-to-day perspective for visiting parents. Mr R welcomes Governing Board members to come talk to parents
- Physed update: Finished Omicon and volleyball field trip planned for January.

7.2 Daycare Forum

- Nov 22nd was a ped day with 69 students - art decorations and apple croissant treat
- Ceramic café mugs from previous ped day were handed out to students/parents
- Jan 24 daycare is closed – no services available to the students
- Reminder that Friday, Dec 20 daycare closes at 4pm
- February has 3 ped days (February 7th, February 17th and February 24th), proposed activities are as follows with request for approvals below.
 - February 7th, 2025: 3D Pens (existing approved service contract in place)
 - Description: Large pens provided with stencils or imagination for older groups, their creations turn into 3D objects
 - Minimum/Maximum participation: None however the students will be separated into groups of 25-30 students
 - Additional fee (in surplus of daycare ped day fee): \$20/student
 - February 17th, 2025: Funky Feet (existing approved service contract in place)
 - Description: Dancing, choreography, team building and a show at the end of the day for students
 - Minimum/Maximum participation: Minimum of 50 however if there are less, the per person fee does not change
 - Additional fee (in surplus of daycare ped day fee): \$16/student
 - February 24th, 2025: PJ & Teddy bear
 - Description: Cozy day with breakfast and in-house activities
 - Minimum/Maximum participation: N/A
 - Additional fee (in surplus of daycare ped day fee): N/A

Note: For all ped day activities, if there are students who do not wish to participate the daycare provides an alternate option with in-house activities at no additional cost.

Motion to approve the proposed 3D Pens ped day activity with additional fee of \$20/student on February 7th, 2025 and Funky Feet ped day activity with additional fee of \$16/student on February 17th, 2025 was moved by Mathieu L. and seconded by Melissa S.

12 Votes in favor
0 Votes opposed.
0 Abstentions.
Motion passed unanimously.

7.3 Home and School Forum

- Scholastic book fair raised \$2,794 in scholastic dollars
- Pizza lunches have gone well and get easier each time
- H&S is researching potential new vendors for lunches however there is nothing to present/approve at this time
- Pancake breakfast was a success
- Wilder Wear Reuse program was featured up by the Pearson News! H&S notes that \$200 were raised and donated to On-Rock
- As a follow-up on the request for H&S to provide financial contribution for the Mont Avile tubing field trip, H&S informed the governing board that there will not be an H&S meeting to discuss

this before the permission slips need to be sent out therefore H&S will not be able to contribute financially for this fundraiser.

7.4 Commissioner's Forum

- Highlights from December 16, 2024 Council of Commissioners meeting
- It is expected that a consultation request will be issued within the next couple of weeks, at which point Donna will provide the consultation to the governing board for review. Comments will be addressed during the following governing board meeting

7.5 LB Parents Committee Forum

- MSR November 21 2024 – this session was primarily to elect regional sub committees, followed by a governing board training
- December 12, 2024 – short meeting with break out rooms with each Regional Direction (Wilder is in Elementary East). Discussions were held regarding safety on buses, particularly an older incident on bullying

7.6 Chairperson's Forum

- None

7.7 Other Correspondence

- Donna and Mr. R received a communication from Ms. Genevieve Dugré – Secretary General of Legal Services regarding existing regulations on fundraisers, in particular raffles and bingo events. The recommendation for H&S is to review the contents of the email and the questionnaire available to determine if a license/permit is required for the H&S bingo night and other raffle type events. It is recommended that H&S does not delay in this research as the delay to receive an approved licence for an event, if it is deemed necessary, is unknown.

● *Varia*

- None

● *Question Period No. 2*

- Mr. R will send an email to the community advising parents of the date for the Mont Avila tubing field trip to allow parents who wish to volunteer, adequate time to plan their availability

14. Adjournment

The meeting was adjourned by Donna Cheung at 7:27pm.

Next Governing Board Meeting: January 22 2024 in the Wilder Penfield Library

Minutes prepared by Laura Duckett & Donna Cheung

Donna Cheung
Governing Board Chair

Michael Rabinovitch
Principal