

**2024 – 2025 Annual General Assembly of Parents**  
**Wilder Penfield Elementary School**  
Minutes of the Meeting – September 5, 2024



*Opening & Welcome*

The AGA was called to order at 7:05pm by Donna Cheung, outgoing 2023-2024 Chair of the Wilder Penfield Governing Board. The AGA took place in the Gymnasium of the school.

She reviewed the agenda. The AGA would run until 7:30pm, followed by two 30-minute sessions with teachers for curriculum night.

*1. Naming of AGA Secretary*

Donna asked if there was anyone who would volunteer to act as the recording secretary for the meeting. One volunteer expressed interest: Stephanie Philipps.

*2. Approval of Agenda*

Motion to approve the agenda was moved by Onnig Kouyoumdjian and seconded by Samantha Simone. Motion passed unanimously.

*3. Approval of 2023 – 2024 AGA Minutes – September 14, 2023*

The minutes of the previous AGA had been emailed to the parents prior to the meeting.

Motion to approve the agenda was moved by Eric Thibault and seconded by Natalia Pena. Motion passed unanimously.

*4. Roles and function of the Governing Board, Parent's Committee & PPO*

Donna explained the roles and function of the governing board, parent's committee and PPO.

The details explained were projected for all to see. Some key points are that:

- The Governing Board plays an important role in the function of the school, responsible for topics involving school life, the annual budget and the development of school policies but does not manage the day to day operation of the school;
- The Parent's Committee is a liaison between parents and the board and the Governing Board elects one parent to represent Wilder Penfield in the Parent's Committee; and
- PPO provides a forum for parents to share ideas, Wilder Penfield does not have a PPO and many activities are managed by the Governing Board and Home and School.

*5. Adoption of Election Procedure*

The election procedure is explained.

The Governing board has 7 parent representatives with 2 year terms. The terms for half the members stagger, so that each year we nominate and vote in 3 or 4 members. This year we have 4 Governing Board Parent Representation positions up for election.

It was explained that the nominations will be reviewed and if we have more nominations than available positions, a closed ballot vote will take place.

It was identified that more than 4 nominations were received – a vote will take place today to identify the 4 new parent representatives. An online tool (Mentimeter.com) will be used to support the voting process.

Afterwards, a vote for 7 Governing Board Parent substitute representative, Parent's Committee representative and Parent committee representative substitute and will be conducted in the same manner.

#### *6. Nomination of Parent Scrutineer*

The parent scrutineer is a parent which will oversee the counting of the votes of the election.

Donna asked if there were any nominations or volunteers to act as the parent scrutineer for tonight's vote. One volunteer expressed interest: Samantha Simone. With no opposition, she was acclaimed as the parent scrutineer.

#### *7. Governing Board*

##### *7.1 Introduction of the Current Governing Board*

Donna introduced the current members of the governing board which will be completing the second year of their term for school year 2024-2025. They were Laura Duckett, Natalia Pena, Tamara Williams.

##### *7.2 Election of new Governing Board Parent Representatives*

This year, there are 4 Governing Board Parent representative positions to fill. Nomination for the positions had been open with the invitation to the AGA and a second call for nominees was made at the meeting.

Seven parents submitted their nomination, and a vote took place (Greg Bagshaw, Sandip Bhamrah, Donna Cheung, Peter Giser, Adrian Lortie, Elizabeth Peeling, Melissa Silver, Eric Thibault, Stephanie Tietjen).

##### *7.3 Presentation of the 2023 - 2024 Annual Report*

The annual report was sent to all the parents as part of the meeting invitation.

During the vote, Donna reviewed the report. Report including thanking the community and its volunteers. Her recommendations include active participation from the community, more volunteers and a smooth transition for the incoming principal.

##### *7.4 Naming of the new Governing Board Parent Representatives*

4 newly elected Governing Board Parent Representatives are the following: Greg Bagshaw, Donna Cheung, Peter Giser, Melissa Silver.

##### *7.5 Election of Governing Board Parent Substitutes*

The substitute members have a 1-year term. At Wilder Penfield we are allowed up to 7 Governing Board parent substitute members.

Donna asked if there were any nominations/volunteers for substitute members.

Seven parents submitted their nomination and they were all acclaimed (Anna Bernstein, Sandip Bhamrah, Adrian Lortie, Amanda Ottoni, Elizabeth Peeling, Eric Thibault).

## *8. Parents' Committee*

### *8.1 Election of Parent Representative*

Donna asked for a nominee from the 7 governing board parent representatives for a PC parent representative.

Peter Giser volunteered, and as the only nomination was acclaimed as PC parent representative.

### *10.2 Election of alternate Parent Representative*

Donna asked for a nominee from the 7 governing board parent representatives for an alternate PC parent representative.

Natalia Pena volunteered, and as the only nomination was acclaimed as alternate PC parent representative.

## *9. Parents Participation Organization*

It is at the AGA of Parents where it is decided to decide whether or not to form a parent participation organization.

Donna asked if there is a motion to form a PPO at Wilder. There was no motion. Wilder Penfield did not form a PPO for the 2024 – 2025 school year.

## *11. Destruction of Ballots*

The ballots from Mentimeter.com (tool for voting process) were deleted.

## *12. Adjournment*

Donna Cheung adjourned the meeting at 7:34pm

Minutes prepared by Donna Cheung.

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Donna Cheung  
2023 – 2024 Governing Board Chair

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Michael Rabinovitch  
Principal