

Sherwood Forest School Governing Board Minutes
Meeting of September 26th, 2007

Attendees: Jean Fillatre (Principal), Olga Killingbeck (Teacher), Jackie Lepage (Teacher), Diane Martello (Teacher), Heather White (Teacher), Wendy Caron (Daycare coordinator) Sandra Eckel (Integration aide), Susan Kaiser (Chair/Parent rep.), Peter Rakobowchuk (Parent rep.), Jeff Patterson (Parent Rep.), Michael Hamelin (Parent rep.), Heidi Werbin (Parent rep.), Nancy Battet (Parent Rep.), Kim Sutherland-Bailet (Parent rep.), Liette Chamberland (Home and School Chairperson).

Guests: Sandra Comand (Parent)

1.0 Welcome and Introductions

Jean Fillatre gave a welcoming address. Each member of the governing board introduced themselves.

2.0 Adoption of the Agenda

Motion to adopt the agenda, seconded. Motion passed.

3.0 Elections

3.1 Chair

Nomination of Susan Kaiser put forth by Kim Bailet, seconded by Wendy Caron.

Nomination of Peter Rakobowchuk put forth by Michael Hamelin, seconded by Nancy Battet

Nomination of Heidi Werbin put forth by Nancy Battet, seconded by Sandra Eckel.

Jean Fillatre tallied the votes. Susan Kaiser was elected as governing board chairperson for the 2007-2008 school year.

3.2 Secretary

No volunteers for the position. Brief discussion as to whether we should use governing board budget to hire a professional secretary. Informal vote held and the decision was made to rotate the duty between the parent reps. Kim Bailet volunteered to act as secretary for the remainder of the meeting.

3.3 Treasurer

Kim Bailet volunteered for the position. Motion to approve Kim Bailet as Treasurer put for by Jeff Patterson and seconded by Peter Rakobowchuk. Motion passed.

4.0 Appointment of Community Representatives

Susan Kaiser suggested Michele Janis. Michele works as the cultural coordinator for the City of Beaconsfield. Ms. Janis sat on our governing board last year. Peter Rakobowchuk suggested that we also look at getting some representation from the City of Kirkland. It was decided that all members should bring forth possible names at the next meeting.

5.0

Rules of Procedure for Meetings

5.1 Meeting dates and duration

Meetings will be held on the 4th Wednesday of each month between 7:00 pm and 9:00 pm.

5.2 Procedures

We will not follow Roberts Rules. As required, we will consult with the procedures outlined in the document *Sherwood Forest Governing Board Rules*.

5.3 Circulation of agenda, minutes and documents

Agenda will become final on the Thursday preceding the meeting. Over the third weekend of the month, all members will receive the agenda, previous minutes and any relevant documentation.

5.4 Vote by e-mail where timeline is tight

Approval was unanimous by all members.

5.5 Question and Answer –Guests

None.

6.0

Reports

6.1 Principal's Report (see attached)

Field Trips:

Kindergarten Apple Picking. (54 students)

When: Sept 26, 2007,

Time: 11:45 am –2:15 pm.,

Where: Verger Labonte

Ratio 1-5,

Cost: \$13.00,

Transportation: bus.

Motion to ratify put forth by Wendy Caron, seconded by Michael Hamelin. Motion passed.

Cycle One Apple Picking (92 students)

When: October 3, 2007

Time: 9:15 -11:30 am

Where: Verger Labonte

Ratio: 1-6

Cost: \$12.50

Transportation: bus

Motion to approve put forth by Wendy Caron, seconded by Heidi Werbin. Motion passed.

Cycle Two Trip to Musee des Sciences et de la Tech. in Ottawa.

When: October 4th 2007

Time: 7:30 am –2:00 pm

Where: Musee des Sciences et de la Technologie du Canada.

Ratio: 1-7

Cost: \$32.00

Transportation: bus

Motion to approve put forth by Wendy Caron, seconded by Jackie Lepage. Motion passed.

Ultimate Frisbee Tournament (46 students)

When: September 28th, 2007

Time: 9:15 am –2:15 pm

Where: Edgewater Elementary School

Ratio: 1-7

Cost: \$9.00

Motion to approve put forth by Nancy Battet, seconded by Wendy Caron. Motion passed.

Handball Tournament (46 students)

When: October 1, 2007

Time: 9:15 – 2:15

Where: Dorset

Ratio: 1-7

Cost: \$9.00

Motion to approve put forth by Nancy Battet, seconded by Wendy Caron. Motion passed.

Free Spirit Riding School (60 daycare students)

When: Oct 12, 2007

Time: 9:15 am –2:00 pm

Where: Free Sprit Riding School in St Lazare.

Ratio: 1-8

Cost: \$15.00

Transportation: bus

Motion to approve put forth by Heather White, seconded by Nancy Battet. Motion passed.

IMAX “The Alps” Grade 6

When: October 24, 2007

Where: IMAX at the Montreal Science Centre

Ratio: 1-8

Cost: \$17.00

Transportation: bus

Motion to approve put forth by Heidi Werbin, seconded by Jeff Patterson. Motion Passed.

Physical Plant

Jean Fillatre is working with Steve Swailes to arrange the installation of the playground equipment from the Allancroft site. She is also looking at having the game lines repainted in the schoolyard. Small various repairs around the school continue to be done.

Sports Enhanced Program

Small issue concerning bussing. This is being rectified with the coaches.

Francisation and Homework Assistance Programs:

See principals report. Jean added that the homework assistance program could be expanded to include a stronger focus on French. Approximately 100 children can participate with the funding we have.

6.2 Teachers Report

No report

6.3 Daycare Report

-Dynamix will be in on the October 5th ped. day. The children will visit Free Spirit Riding School on October 12 (details in Principal's report) and scheduled on Oct 19th is Bazoo : Build a Pillow Party.

-Registration numbers are aprox 120 daycare students and over 300 lunch students. Wendy Caron will bring final numbers to the next meeting.

-Staffing issues are not completely resolved. Some bumping may occur, but it will be less severe then last year.

-All daycare staff have completed a first aid course and will be receiving their certification.

-Daycare User Committee. First meeting will be in November. Committee will meet once a month or less frequently depending on the need and level of interest. Last year most parents chose to resolve issues directly with Wendy on an individual basis. The meeting attendance numbers were quite small.

6.4 Sector Parent Report

First meeting will be in October. There is an issue with the restructuring of the sectors. The board has chosen to restructure the administrative sectors. The Central Parents Committee will have to decide if they want to remain with the current geographic structure or follow the "new" administrative sectors. Peter Rakobowchuk will advise us of new developments at our next meeting.

6.5 Home and School Report

-The Home and School needs approval for fundraising. Motion for blanket approval of Home and School fundraising actions/activities for the 2007-2008 school year undertaken on behalf of the Sherwood Forest students put forth by Heidi Werbin, seconded by Peter Rakobowchuk. Motion passed.

-Liette advised that all home and school members will be receiving informal updates/meeting summaries via email.

6.6 Commissioners Report

No report as commissioners are unavailable until after the election.

7.0

(7.1) New Business –current meeting

- (a) Field Trips (see Principals report)
- (b) Consumables fees- approval of \$40/student. This amount was approved by last years governing board. This item will be on next month agenda.
- (c) Educational Project & School Success Plan. We are still working on these documents. Jean Fillatre suggests that they need to complement each other. Discussion followed on how we get these documents to “fit” or “link” together. The staff will look at the school success plan and offer their comments.
- (d) Emergency Preparedness –evacuation plan.
 - We need to complete 3 fire drills and one lock down.
 - Wendy Caron raised the issue of parents on the playground at lunch and after school. It is very difficult for daycare workers to know who is or is not a parent. We also have many volunteers at the school and we need a system to identify who they are. This item will be added to next month’s agenda.

(7.2) New Business- carry forward

- (a) School Budget
- (b) Rentals – no requests

Meeting adjourned at 8:50

Minutes submitted by Kim Bailet

Signed:

Date: _____

Date: _____

Susan Kaiser, Chair

Kim Bailet, Secretary