

Kingsdale Academy Governing Board

Minutes of the Governing Board

Meeting held October 6TH, 2020

Called to Order: 6:35pm via Google Meet

Members:

Parents: Genevieve Bienvenu, Victor Grassi, Benjamin Pattison, Greg Piggins, Adam Feldstain, Tiffany Bowens, Brandy Lee Diggs and Debbie Begg

Staff:

Teachers: John Graves, Maryse Mallouk, Melissa Rose, Erin Shore, Tara Tumin and Patricia Crombie

Support Staff: Susan Cherry, **Daycare:** Lisa Morenstein

Community Rep.: Not Applicable

Commissioner: Laura Derry

Administration: Natalie Knott

Public: Not Applicable

Recording Secretary: Debbie Begg

1.0 Welcome/Call to Order

Welcome by Genevieve Bienvenu

Regrets: Brandy Lee Diggs & Erin Shore

Dominique Beland will be the parent alternate for this meeting.

2.0 Adoption of the Agenda

No amendments

It was motioned by John Graves to adopt the agenda for October 6, 2020.

Seconded by Greg Piggins

It was carried unanimously (RESOLUTION: 20-09-01)

3.0 Appointment of the Chair for Governing Board for 2020-2021

Genevieve Bienvenu was nominated for Governing Board Chair and accepted the nomination.

It was motioned by Debbie Begg to appoint Genevieve Bienvenu as Chair of the Kingsdale Governing Board for the 2020-2021 school year.

Seconded by Greg Piggins

It was carried unanimously (RESOLUTION: 20-09-02)

4.0 Appointment of Recording Secretary and Compensation

Debbie Begg was nominated for Secretary and accepted the nomination.

Discussion took place regarding an honorarium to be paid to the secretary. It was proposed to pay a twenty dollar (\$20) honorarium to the Secretary for each Governing Board meeting where minutes are taken during the 2020-2021 school year.

It was motioned by Genevieve Bienvenu to appoint Debbie Begg as recording secretary of the Kingsdale Governing Board for the 2020-2021 school year, including honorarium.

Seconded by John Graves

It was carried unanimously (RESOLUTION: 20-09-03)

5.0 Use of City Fields

Using city fields for Kingsdale during school hours.

It was motioned by John Graves to approve using city fields by Kingsdale students.

Seconded by Dominique Beland. Genevieve Bienvenu abstained.

It was carried (RESOLUTION: 20-09-04)

6.0 Adoption of the minutes of June 10th, 2020

The minutes from the June 10th, 2020 GB meeting were presented.

It was motioned by Greg Piggins to approve the minutes for June 10th, 2020 as presented.

Seconded by Tiffany Bowens

It was carried unanimously (RESOLUTION: 20-09-05)

7.0 Correspondence

7.1 Received - No correspondence

7.2 Outgoing - No correspondence

8.0 New Business

8.1 Schedule of Governing Board Meetings

The following dates and times were proposed for Governing Board meetings for 2020-2021 to begin at 6:30pm via Google Meet until further notice.

Planned on Tuesdays

November 10

December 8

To revisit new dates in December of January onward

8.2 Appointment of Community Representatives

It was decided not to elect Community Representative

8.3 Internal rules and management

The following internal rules of the Kingsdale Governing Board were briefly mentioned and should be reviewed by each member on an individual basis.

The Chair of the GB would run the meeting in such a way that there is discussion that follows the items listed on the agenda. Members will be respectful, take turns speaking and raise their hands to speak. Members will review documents that are sent to them in order to be prepared for meetings.

Documents: Whenever possible, information needed to prepare for the meeting (such as consultation documents, minutes) shall be provided by the chair at least one week prior to the meeting (or as soon as she receives them). Members should read these documents prior to the meeting in order to be prepared to discuss and vote on these documents.

Reports: Those presenting a report at the meeting (Principal, Daycare, Commissioner, Sector Parent Rep, Community Representative (H&S)) should provide their report in writing to the secretary.

Quorum: Quorum is achieved when a majority of GB members are in attendance (9 members) as well as ½ of the parents (4 parents). In order to ensure quorum will be reached, members must advise the chair as soon as possible if they will not be able to attend a meeting.

Meeting schedule: Meetings are scheduled to begin at 6:30pm. If by 8:30pm the items on the agenda have not all been discussed, then a motion needs to be made to either continue discussion until all of the items have been discussed **or** to table the remaining items for the next meeting.

Meeting Cancellation: If a meeting has to be cancelled because of unforeseen circumstances (such as snow storm, power outage), the GB Chair and Principal will consult and decide whether or not to cancel or postpone the meeting. If such is the case, the GB chair shall send out an email to all members as soon as a decision is made. The Principal shall inform all parents through an ERMS message. It is recommended that on days with bad weather, members should carefully monitor their emails.

Attendance by members: Attendance at meetings is required by all members. The GB Chair shall deal with any members who do not attend regularly. If a Parent member does not attend regularly then the Chair can ask for the parent member's resignation. However, this resignation cannot be imposed. The resignation shall be submitted in writing. If a parent member does resign, then the remaining parent members reach a consensus on who the new member will be; a general assembly of parents is NOT required.

Email votes: Although email votes limit the discussion that can take place, and email votes are not recommended as they do not take place in a public forum, all measures and steps shall be taken to eliminate the need for email votes. However, it is understood that certain last minute circumstances create situations where they are required. If a vote is required prior to the next meeting, then the information regarding the event/fundraiser shall be sent to the GB Chair for review and distribution. She will send all relevant information to all members by email for a review, discussion and vote by email. She will tally votes and the results will be announced. The vote and results shall be ratified into the minutes at the next meeting.

8.4 Substitutes / Alternates - process

For parent members, the alternates were elected at the AGA on September 15th and are listed on the GB members list.

As soon as a parent member is aware that they will not be able to attend a meeting, they shall notify the Chair. The Chair is then responsible for notifying the parent alternates by email that an alternate is required. The first parent member that responds will be the parent alternate for that meeting. It will be up to the Chair's discretion to encourage as many parent alternates to participate as possible.

8.5 Governing Board Budget

The Governing Board budget for 2020-2021 has been received and is \$524.00

8.6 Rentals

No rentals

8.7 Service Contracts

No service contracts

8.8 Field Trips

Observe Science in Nature

What: Observe Nature

Who: Grade 6

Date: TBA

Ratios: 1:19

Cost: none

Transport: N/A

Students will be observing nature within a 2-2.5 km radius.

It was motioned by John Graves to approve the Science in Nature practices as described above.

Seconded by Adam Feldstein

It was carried unanimously (RESOLUTION: 20-09-06)

8.9 Fundraising

No fundraising

9.0 Continuing Business

No continuing business

10.0 Reports

10.1 Principal's Report

The principal's report was presented and is attached to the end of these minutes.

10.2 Staff Report

Good start to the year with social distancing requirement and classrooms are running per normal.

10.3 Daycare Report

- 70 children registered: 61 in the morning - 62 in the afternoon
- There are 22 sporadic users
- Currently in the 3rd week of declaration
- 2 postings filled: Miss Heather & Miss Leslie
- Lisa explained social distancing practices in daycare

Program Hop Hop

Used to assist for daycare pick-up

Cost \$21

Run using smart phone, app or web browser

Notification is sent between parent and daycare to advise when parent is expected for pickup

Optional program

Halloween Theme Ped Day

October 30th

Halloween themed with pumpkin decoration, pizza lunch, trick or treat and scavenger hunt outside weather permitting

Cost: \$25 (including \$10 for supervision)

Champions for Life

K4, K5 & grade 1

Practice of a skill & Playing a game

Cost: No cost

Duration: 11 weeks

It was motioned by Greg Piggins to approve the daycare programs as described above.

Seconded by Melissa Rose

It was carried unanimously (RESOLUTION: 20-09-07)

10.4 Commissioner's Report

The Commissioner's report was emailed out to all members when made available.

Election planned November 1st

Laura Derry has advised that she will not be seeking another term

10.5 Sector Parent's Representative

The first meeting was held October 1st. Adam didn't receive credentials. Greg to send details to president to ensure credential info is received in the future.

10.6 SNAC Representative

The first meeting was held in September. Tiffany didn't receive the invite. Greg to send details to president to ensure info is received in the future.

10.7 Home and School Report

AGM was held 30Sep

4 Positions Filled:

President: Nadia

VP: Nadia

Membership: Dominique

Recording Secretary: Anusha

Craft Fair was approved in principal in Dec, may be planned for online

Home and School has the following to be approved:

Uniform – Dress Code

Proposed rounding up amounts for clothing for fundraising

Caps & tuques that are sold are used for fundraising

Possibility of using e-transfer

Distribution will be completed by the school

From \$9.00- \$28.00

Complimentary teal shirts will continue to be offered for K-4/K-5



It was motioned by Tiffany Bowens to approve the Uniform/Dress Code and round-up fundraiser as described above.

Seconded by Victor Grassi. Dominique Beland abstained.

*It was carried (**RESOLUTION: 20-09-08**)*

11.0 Members' Open Forum

No items to discuss.

12.0 Questions from the Public

No items to discuss.

13.0 Adjournment

It was motioned by John Graves to adjourn the meeting at 7:49 pm.

Seconded by Maryse Mallouk

*It was carried unanimously (**RESOLUTION: 20-09-09**)*

Next meeting planned November 10, 2020 at 6:30pm via Google meet

Respectfully submitted by Debbie Begg

