

Westmount Park School Governing Board

Minutes for the WPS Governing Board meeting held Wednesday, October 10th 2018 at 4:15 p.m. in the conference room of Westmount Park School, 15 Park Place in Westmount.

Present: J. Mullen, M. Hebert, M. Mouline, D. Mete, M. Hoyle, M. Perron, G. Iammarrone, S. Antippa

Regrets: M. Rotondo, J. Maxwell, J. MacPherson

Quorum met

1. **Welcome**
2. **Attendance**
Members signed attendance sheet
3. **Welcome to new parent and teacher members**
 - a. Note on agenda that item 24 should have been part of the AGA
 - b. New members
 - i. Melanie Hebert
 - ii. Mouna Mouline
 - iii. Mark Hoyle
4. **Reading and approval of October 10th agenda**
 - a. J. Mullen motioned and D. Mete seconded to approve the agenda
5. **Reading and approval of the September 12th meeting minutes**
 - a. S. Antippa motioned and D. Mete seconded to approve the September minutes
6. **Business arising from the September meeting**
 - a. No business arising
7. **Review and approval of 2018-19 school year safety measures**
 - a. J. Mullen motioned and M. Hoyle seconded to call a vote for approval
 - b. The vote was unanimously in favour of approving the 2018-19 school year safety measures
8. **Review and approval of the Sexual Health curriculum**
 - a. Deferred for the following reasons
 - i. Committee needs to be created which will develop a plan and will come to GB for approval
 - ii. Teachers have not seen the program yet
 - b. Curriculum will likely commence in February
 - c. Three curriculum components tailored to be age appropriate
 - i. Science- anatomy, biology
 - ii. Interpersonal relationships
 - iii. Giving students tools to identify appropriate and inappropriate behaviour
 1. This component will also cover who appropriate adults are and how to go to them to report inappropriate behaviour
 2. Teachers will learn proper procedure for reporting inappropriate behaviour
 - d. Curriculum will be approximately 5 hours total/school year
9. **School Crest change**
 - a. Crest was updated as a trial to be used in social media
 - i. The current crest is difficult to crop for school social media profile "bubbles"
 - ii. Since social media is an important communication tool, it is helpful to have an easily identifiable profile picture
 - b. Comments from GB members on logo change include
 - i. New logo is practical
 - ii. Modernised
 - iii. A new logo should coincide with a rebrand, be unveiled to community
 - iv. Branding and visual identity
 - v. How do we honour the history and legacy of current crest
 - c. Reasons to table a vote on updating crest

- i. Consultation on visual identity, mission and values statements, internal and external messaging, stakeholders
- ii. SWOT/Competitor Analysis
 - 1. SWOT- Strengths, Weaknesses, Opportunities, Threats
 - 2. Competitor Analysis- Review of all competing schools, their messaging, visual identity and SWOT
- d. Teachers have not been consulted

10. 2017-18 G. B. Financial Report Adoption

- a. Explanation of report
- b. J. Mullen moved and M. Mouline seconded to call for a vote
- c. Vote was unanimous in favour of adopting 2017-18 Financial Report

***At 5:30 p.m. D. Mete left the meeting**

11. 2017-18 G. B. Annual Report Adoption

- a. Amendment to item in "Activities, Programs, Services, and Issues"- page 4, item 4 to remove the member's name and replace with Governing Board member with a parenthetical indicating the name will be available upon request
- b. J. Mullen motioned and M. Hoyle seconded to call a vote for approval on the amended 2017-18 GB Annual Report
- c. Unanimous in favour of adopting the amended 2017-18 G.B. Annual Report
 - i. D. Mete voted in absentia

12. PPO fund raising activities for the year- Decision

- a. November 8th Indigo Fundraiser- unanimously in favour of approving
- b. Gad Elmaleh performance- unanimously in favour of approving

13. Review of Internal Rules of Management

- a. Meetings to commence at 4:00 p.m. unless otherwise noted
- b. Meetings to be 90 minutes long, and will be no longer than 120 minutes
 - i. If the meeting runs longer than 2 hours, agenda items that remain will be deferred
 - ii. To ensure that issues demanding GB approval are addressed in a timely manner, those items will be prioritised on the agenda with reports from the Principal, Teachers, Daycare, and Community Representatives left to the end
- c. Term limits for members are two years and staggered to ensure that there are always seasoned members on the board
- d. Members will maintain respectful and courteous conduct
- e. If members think of items that should be added, those will be discussed either via email vote or in meeting
- f. Discussion regarding the staggering of parent members will be addressed at November meeting

14. Community Representative appointments

- a. Deferred due to representatives being absent

15. GB Annual Operating Budget- Adoption

- a. M. Hebert moved and M. Mouline seconded to call a vote
- b. Unanimous in favour of adopting annual operating budget

16. Chair Report and Questions

- a. Explanation of report
- b. EMSB Parents Committee and others have not yet happened, so no report

17. Principal's Report

- a. Approval needed for hiking field trip
 - i. Costs covered by WPS
 - ii. S. Antippa motioned and J. Mullen seconded to call a vote
 - iii. Unanimous approval
- b. Student body is at 702 students as of this meeting
- c. 3 more homerooms opened to make 38 homerooms with 47 teachers on staff

- d. School is at capacity
- e. Annual Report is in the making- Approval needed by October 30th
 - i. Goals from 5 years ago, which were the benchmarks to be evaluated in this report, are no longer relevant due to the vast shift in demographics and student body population increase
- f. MESA is no longer being used, instead the Educational Project is used
 - i. The Educational Project looks at a snapshot of the school
 - 1. Academics
 - 2. Staff involvement
 - 3. Student and staff experience
- g. Class Action Lawsuit
 - i. Due to the massive restrictions that came with banning the collection of student fees, the government has allotted \$40.00/student for cultural field trips
- h. Possible Electronic Vote for October 30th Annual Report approval

**6:05 p.m. Melanie Hebert leaves meeting, gives permission to nominate her for officer position should one be left unfilled*

18. Teacher's Report

- a. Terry Fox Run raised \$6,059.00, far surpassing the goal
- b. STEAM activities will be done in homeroom or science classroom since the designated STEAM room was repurposed to accommodate the need for more homerooms
- c. Question on the new Houses and redistribution of student Houses

19. Daycare Report

- a. Daycare Handbook approval deferred to November meeting
 - i. Handbook has not changed since last year

20. Community Representative Report

- a. No community representative in attendance

21. Varia

22. Next meeting date and time

- a. November 14th at 4:00 p.m.

23. Officer Elections

- a. Mouna Mouline elected Treasurer
- b. Jennifer Mullen elected Secretary
- c. Sophie Antippa elected Chairperson

24. Parent Committee Representative and Alternate Elections

- a. PC meets first Thursday of each month from 7:00-10:00 p.m.
- b. Sophie Antippa elected Representative
- c. M. Mouline elected Alternate

25. Adjournment

- a. J. Mullen motioned and M. Hoyle seconded to adjourn the meeting at 6:30 p.m.

X

Sophie Antippa

Chairperson

X

M. Reum

Principal