

*Chelsea Governing Board*  
Meeting Minutes  
October 20, 2011

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**Board Chair:** Patricia Steeves

**Attendees:** Ralph Mason, Lauren Barbour, Erin Joyce, Meg Clarke, Alison McDonald  
Goulais, Elise Rodd-Nielsen, Katherina Gauvin, Jilla Kahrobaei, Marie Seif

**Regrets:** Laurie Garbutt, Heather McCrimmon, Cynthia Cyr,

<b>Time</b>	<b>Agenda topics</b>	<b>Speaker</b>
6:00	Introduction: Principal's remarks	Ralph Mason
	Approval of agenda	Tricia Steeves
	Approval of minutes	TS
	Open Forum	Guest
	Success plan	RM
	Staffing Change	Ralph Mason
	Field Trips/update/approvals	Staff members
	Correspondence	TS
	Financial Report 2011/2012	RM
	• Rentals	
	Teacher's Reports- A4: question period	Alison McDonald
		Meg Clarke
		Cynthia Cyr
		Marie Seif
		TBA
	Committee Reports	
	• Parents committee	
	• H&S	
	• SEAC	
	• Allergy	
	• School Yard	
	Adjournment	

Meeting began @ 18:02

<b>Agenda topic: Principle's remarks</b>		<b>Ralph Mason</b>
<b>Discussion:</b> Thanks to Jilla and Tricia for their organization, clarity and timeliness with agenda, minutes. The budget has been finalized. Some corrections are still needed.		
<b>Conclusions: N/A</b>		
<b>Action items: none</b>	<b>Person responsible:</b>	<b>Deadline:</b>
<b>Agenda topic: Approval of Agenda</b>		<b>Motion: Katharina Second: Lauren In Favor: all Against: 0</b>
Conclusion	<b>Minutes approved</b>	
<b>Agenda Topic: Approval of Minutes</b> Spelling mistakes corrected, Lauren, MPR, Side hall locks were discussed for gates. <b>Clarification: Why was it worded that the TF run "disrupts" the school day. See topic 3 field trip. RM explains that it was in the context of getting GB approval. Amend wording to that field trips need to be approved b/c they interrupt the regular school routine.</b>		<b>Motion: Katharina</b> <b>Second: Allison</b> <b>In Favor: all</b> <b>Against: 0</b>
Conclusion	<b>Motion Carried</b>	
Action item	<b>Minutes need to be amended before filing</b>	<b>Jilla or Elise</b>
<b>Agenda Topic: Open Forum</b>		<b>Guest: None</b>
<b>Discussion: N/A</b>		
<b>Conclusions: N/A</b>		
<b>Action items: None</b>	<b>Person responsible:</b>	<b>Deadline:</b>
<b>Agenda topic: Success Plan</b>		
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• Drafted, not yet finalized: remains a work in progress. The objectives are an "umbrella" with actions to follow.</li> <li>• Designed to be able to compare Chelsea success from year to year</li> <li>• Analyzed by RM on a yearly basis (forensics review)</li> <li>• Staff meeting last night to look at School Success, needs to be ratified by the School Council</li> <li>• Anticipate a report to be submitted to GB soon.</li> </ul>		

- This is a generic template for all the schools in WQSB
- Some MOE objectives are pre-populated by the WQSB
- Achievement gaps exist in North America between males and females; this is why this is scrutinized at the primary school area. This helps look at measures and strategies for learning to equalize achievement.
- Lauren stresses that all GB decisions need to be scrutinized in light of the Success plan.

Action items	Person responsible:	Deadline:
Updated Success plan to be submitted to GB for approval and for Chair's signature.	RM	November
Governing Board Training to be arranged	RM	TBD
Review Success Plan on a serial basis at GB meetings throughout the year	PS	

**Agenda Item: Staffing Change**

**Ralph Mason**

**Discussion:** Resignation of grade 4/5 teacher

- 11 interviews done
- Cathleen Sassa hired for 4/5 class, speaks 4 languages, will teach gym and other subjects
- Ms Korluk has taken a leave of Absence; replaced by Ms. Dienna Howran for kindergarten class

**Conclusions:**

Action items: None	Person responsible:	Deadline:

**Agenda Item: Field Trips approvals/updates**

**Discussion:**

1. All Cycle 1 to go to see The Snow Queen (play) at Carleton U.
2. Cycle 3: field trip to Cenotaph in Chelsea

**Motion to approve both field trips: Jilla**

**Second: Lauren**

**In Favor: all**

**Against: 0**

**Conclusion: Motion carried**

Action items: none	Person responsible:	Deadline:

Agenda Item: Correspondence	Patricia Steeves

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<u>Discussion: No Correspondence</u>		
<b>Agenda Item: Financial Report 2011-2012</b>	Ralph Mason	
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Proposed actual number on the report for 2011-12 needs to be amended to 303 children</li> <li>We have 6 home-schooled children attached to us which brings us up to 309</li> <li>Decision made between RM and PS to include the 'real numbers' in the report</li> <li>Commitments and revenues are changing constantly</li> <li>Request to rearrange sheet to see the actual budget, what has been spent and what is remaining.</li> <li>Percentage of budget spent/remaining is captured elsewhere</li> <li>RM: Difficult to put commitment and budget into one number.</li> <li>RM: Can add the "commitment" but must understand that it stands alone</li> <li>RM would like to propose that the next time we see the top sheet, 2010-2011 are removed and we move on with this fiscal years data with a month by month report.</li> <li>Ralph's goal to spend as close to zero without going over.</li> <li>Human Resources (salary top up) was the reason for the 6-10 K in Day Care being reduced to 500\$</li> <li>Supervision costs are estimated at 15\$/student but RM is covering supervision with teachers and saving the money to clear the deficit next spring.</li> </ul> <p>Re: Rentals</p> <ol style="list-style-type: none"> <li>Chelsea Nordic Ski &amp; Biathlon Club runs a ski exchange but invited some sports equipment companies like MEC to attend. Perhaps this could result in an increase in rental for the school. <ul style="list-style-type: none"> <li>There may be up to 500 attendees who use the school facilities. In the past this has resulted in plumbing issues requiring repairs.</li> </ul> </li> <li>Chelsea Garden Preschool: Halloween Party (No Charge)</li> <li>Chelsea Rep Fest (discussion that this is a commercial event and was not approved, presented to Ralph by the organizers as a Fundraiser for a ski club)</li> <li>Soccer Chelsea</li> </ol> <p>There is a need to guard against commercial use so as not expose children to marketing, also not to set a precedent.</p> <p>Ralph would like to have a mandate to negotiate rental agreements and report to the board.</p> <p>Motion: Lauren  Second: Elise  In favor: unanimous  Conclusion: Motion carried</p>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Arrange a meeting between the School Council, the	RM	

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accountant and the GB to discuss the budget		
Revise to report top sheet to have 4 columns: The Actual, the Commitment, Previous and remaining	RM	
Ralph will follow up with Rep Fest organizers and inform GB of result	RM	Next GB meeting
Ralph will follow up with Ski Nordique to see if there is any commercial intent and report back to GB	RM	Next GB meeting
<b>Agenda Item: Teachers'/A4 reports Questions</b>		
<b>Discussion:</b> Grade 6 overnight trip was a success (see separate reports; Cycle 3 report is outstanding)		
<b>Action items: None</b>	<b>Person responsible:</b>	<b>Deadline:</b>
<b>Agenda Item: Committee Reports</b> <ul style="list-style-type: none"> <li>• Parents Committee</li> <li>• H&amp;S</li> <li>• SEAC</li> <li>• Allergies</li> <li>• School Yard</li> </ul>		
<b>Discussion:</b> <b>Parent's committee:</b> Looking at what the school is doing for gifted and exceptional students <b>H&amp;S:</b> Will submit a cheque directly to WQSB in order to be able to clean up and repair the boat. Money remains to buy swings. Driver offered free work. Lauren trying to get an estimate of the price of sand that was donated (11 trucks of sand was donated by the municipality). Next meeting October 25th <b>School yard:</b> Heather to chair but is looking for a staff member for this. <b>Allergy:</b> First meeting scheduled for November 2, 2011. Looking for a staff member. Richard V. (lawyer) may be consulted directly for legal questions. <b>SEAC rep:</b> Katherina has volunteered. May need back up on occasion. Alison MacDonald Goulais volunteered as back-up.		
<b>Action items</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Ralph will put out for a staff member to attend if interested	Ralph	

<b>Date of next meeting:</b>	Thursday November 17th, 2011
<b>Adjournment: 19:17</b>	Motion to adjourn:

Katherina  
Second: Lauren  
All in favor: Yes!

**Discussion:** No Correspondence

**Conclusion:** N/A