

# Lord Aylmer School



## Minutes for Governing Board- October 17, 2023

**Call to Order:** A virtual meeting of Governing Board was held on Tuesday October 17, 2023, at 6:00pm. Presided over by Sam Halpin (Principal) followed by Alex Butler (Elected Chairperson), with Megan Kuchinsky as Secretary (tentative).

**In Attendance:** Alex Butler, Hannah Patrick, Sam Halpin, Carissa Piercey, Lynn Kearns, Marta Guay, Colleen Cowan, Jenn Peddie, Justin Ford, Julie Belisle, Celine Geurin, Amanda Klien, Alanna McIntyre, Megan Kuchinsky

**Motion:** Colleen motions to approve the agenda

**Secunder:** Julie

### **Agenda Item: Elect a Chair, Vice Chair & Secretary Presented by Sam**

#### **Notes:**

- Justin nominates Alex Butler for chair.
- Alex accepts nomination. Agrees to chair the current meeting moving forward.
- Carissa puts her name forward as vice-chair- elected.
- Amanda puts her name forth as secretary- will act as secretary for the next GB and onward.
- Justin would like to add a 5<sup>th</sup> column to the agenda to note whether motions have been adopted or approved and by whom.
- Unanimous approval

### **Agenda Item: Visitors Protocol Presented by Hannah**

#### **Notes:**

- Proposed Visitor Protocol provided.
- Prior to any GB meeting the visitor will speak with Sam, Alex & Hannah.
  - They will decide if it's really a governing board issue or other.
- Proposed that time for visitors to share may be lengthened to give GB the opportunity to respond and discuss issues presented by visitors.

**Motion:** Justin motions to approve visitors' protocol

**Secunder:** Marta

**All in favor:** Motion carried unanimously

### **Agenda Item: Operational Budget Presented by Sam**

#### **Notes:**

- Admin walked into a budget that they didn't create.
  - Would like to sit down together by the end of the month to look at money allocated and look at possibly moving some money around.
  - Not to change the bottom line – goal: to have this accomplished by after the winter break.
- The Ministry is very tight on how money is used. ie: library books, pd supply etc.



- Timeline to approve new budget is end of November 2023
- GB will have time to look over budget prior to deadline.

## **Agenda Item: Grant Allocation & Distribution Presented by Sam**

### **Notes:**

- Document provided prior to GB meeting.
- Ministry rolls out grants as the year goes on.
- As of now tutoring assistance: looking at a model to roll out tutoring.
- Allocation of grant for attendants and special needs already covered and included within budget.
- The idea behind sharing the budget is to be transparent with GB and ensure understanding amongst the members.
- Include total line in grant allocation.
  - Always a bit of a waiting game to know what money we will receive

**Motion:** Lynn motions to approve that the LA GB has been made aware of the October 17, 2023, Operational budget & Grant Allocation & Distribution

**Seconded:** Carissa

**All in favor:** Motion carried unanimously

## **Agenda Item: Code of Conduct Presented by Sam**

### **Notes:**

- Open floor to GB for comments and concerns:
  - Entire document was overhauled.
- General idea of Code of Conduct to look for the meaning behind the behaviour, not punitive, inclusive environment.
  - We want LA to be a place where everyone can feel heard and feel safe.
- Document was well received by staff.
- What can we do to foster the level of engagement between parent and student/school?
  - The staff/teachers are encouraged to communicate with families.
  - Parents have the opportunity to reach out to their teachers with questions and concerns.
- Reason for BBQ- Low attendance for meet the teacher meetings in the past.
  - Wanted to include support staff. After years of covid where connection was limited, a community event was wanted to show support and inclusivity between the students, staff, parents and the community.
- Students with IEP's should have received one of the 10 communications already for this year.
  - A copy of the IEP should have been sent home.
- 1<sup>st</sup> report card coming Nov 3<sup>rd</sup> with comments from teachers.
- Meet the teacher- A conversation for end of year should happen to make sure everyone is included in the decision to have a BBQ vs. Meet the teacher next year.
- No toys during school & daycare- Trying to eliminate chaos. They have been the cause of conflict and challenges in the past.
  - Exemptions can be made in context.
- Attendance: Late guardians not wanting to come into the building to sign in their children may pose problems.

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- 5 mins grace period is given on both campuses.
- Reason behind the sign in: Kids slip into school without being noticed by the front office-guardians get called informing of child absence

**Motion:** Colleen motions to approve the Code of Conduct 2023-24

**Secunder:** Carissa

**All in favor:** Motion carried unanimously

## Agenda Item - AVAB plan (for Adoption): Presented by Sam

### **Notes:**

- AV/AB plan has been overhauled. Much of the same information in a new structure/format.
- New Incident reporting form- ensure is bullying- includes 3 factors of bullying.
- Ombudsman: new sexual violence section
- Student voice survey meeting on Nov 6. with Rick Young to plan the survey.
  - Once results are in, plan is to share them with GB and inject them into the AVAB plan.
  - We don't have control as a school or GB over what is placed in survey.
  - **Invite Rick Young to next GB meeting to discuss survey with the GB members.**
  - When results come in GB would like to see and compare them with previous years.

**Motion:** Justin motions to adopt AV/AB Plan 2023-24

**Secunder:** Amanda

**All in favor:** Motion carried unanimously.

## Agenda Item: Diversity Plan Presented by Sam

### **Notes:**

- We have a responsibility to allow our students and staff to be their authentic selves.
- The idea of the Diversity plan was presented to LA staff and was very well received. Everyone belongs here.
- Floor open to Questions/Comments:
  - Typo **2SLGBTQIA+** consistency throughout document.
  - School has already have connected with some community organizations.
  - Justin and Sam will connect to discuss more community involvement opportunities.
  - Vetting process will be followed when bringing in community involvement.
- Possibility of using the progressive flag
- Notes that No Christian holidays were included in the list.
- Plan was very well received by staff. Love the fearless approach.
- Motion to approve Diversity plan as amended with the addition of Easter and Christmas:

**Motion:** Justin motions to approve the Diversity Plan 23-26, as amended with the addition of Easter and Christmas

**Secunder:** Marta

**All in favor:** Motion carried unanimously.

## Agenda Item: Grad fundraising Presented by Hannah

- Grade 6 Fundraiser Cake Raffle: October 26<sup>th</sup>

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- Cost for 3 tickets is 1 dollar- both JR and SR can purchase tickets.
- Cake winner will be announced Thursday 26<sup>th</sup>.
- Money is to fundraise for trips, grad t-shirts, etc.

**Motion:** Colleen motions to approve the Grade 6 Cake Raffle Fundraiser

**Seconder:** Carissa

**All in favor:** Motion carried unanimously.

## **Agenda Item: Emergency Preparedness Plan:**

- Moved to November meeting due to time constraints.

## **Agenda Items: Cycle Reports and Daycare reports:**

- Will be sent by email due to time constraints.

## **Agenda Item: Gym Rentals presented by Sam**

### **Notes:**

- Flexible funds not tied to ministry regulations. Would like to request \$3000 out of that budget to go to staff appreciation.
- Budget for staff appreciation was previously approved already.
  - Information will be sent to Sam & Hannah

**Motion:** Carissa motion to approve rentals 15,000

**Seconder:** Justin

**All in Favor:** Motion carried unanimously.

## **Agenda Item: Home and School presented by Hannah**

### **Notes:**

- Looking for a blanket approval for the year of all Home & School Fundraising
- Halloween Dance is first event
- We will have a list at the next GB

**Motion:** Lynn motions to have a blanket approval of all Home & School fundraising efforts

**Seconder:** Colleen

**All in favor:** Motion carried unanimously.

**\*Motion:** Alex motions to complete the last to agenda items (Outdoor education Trips, future GB meeting dates @ 7:58pm

**\*All in favor:** Motion carried unanimously.

## **Agenda Item: Outdoor Ed Trips presented by Hannah**

### **Notes:**

- Approx. \$22,000 in Ecole en Bouge
- Cycle 3 outdoor ed trips coming up.
- Transportation very expensive (Approx \$750.00)- 9 buses needed.
- Total: \$6750

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- What's left approx. \$5000 to be split between the other cycles.
- More money will be coming through grants.

**Motion:** Justin motions to approve the Outdoor Ed Trips

**Secunder:** Jenn

**All in favor:** Motion carried unanimously.

**Agenda Item: Future GB meeting Dates/Structure presented by Sam**

- School Council is every second Tuesday of each month, therefore GB needs to be after
- Propose GB every second Wednesday of every month or last Wednesday of every month
- Tentative every second Wednesday except for December and June
- In person November and May Meetings – Hybrid option for those who must travel or are sick ect.
- Tentative dates:
  - November 15<sup>th</sup> 2023
  - January 10<sup>th</sup> 2024
  - February 7<sup>th</sup> 2024
  - March 13<sup>th</sup> 2024
  - April 10<sup>th</sup> 2024
  - May 15<sup>th</sup> 2024

**Motion:** Carissa motions to approve GB meetings on the 2<sup>nd</sup> Wednesday of every with a hybrid model

**Secunder:** Justin

**All in favor:** Motion carried unanimously.

**Adjournment:** Alex moved the meeting be adjourned, and this was agreed upon at 8:07pm. The Governing Board will meet in-person on Wednesday, November 15<sup>th</sup>.