



SHERBROOKE ACADEMY JUNIOR
Governing Board Minutes
Tuesday, October 1 2019

Parent Reps: Amanda Bruno, Travis Chalmers, Joseph Valenti, Andrea Stoll, Kimberly Gill, Stephanie Caputo

Staff Reps: Tracy Brenie, Tanya Rudolph, Cathy Malone, Ivanna Hernandez, Katherine Divolis

Principal: Laurence Assouline

1. Welcome & Call to order

- Meeting was called to order at 6:35 pm

2. Adoption of the Agenda

- The agenda was approved unanimously via a motion moved by A. Bruno & seconded by K. Gill

3. Adoption of the Minutes of June 11 2019

- The minutes from the June 11th meeting were approved unanimously via a motion moved by T. Chalmers & seconded by T. Rudolph

4. Public Question Period

- No questions were asked from the public who attended the meeting

5. Introduction of Members

- All members of the governing board were introduced

6 New Business

6.1 Working Together as a Team

Approval Internal Rules of Management (Handout)

- It was suggested that when meeting documents are circulated to all governing board members, these documents may also be circulated to alternate members & teachers with a “water mark” saying that these documents are confidential & that they should not be circulated - this motion was denied, the Internal Rules of Management will remain status quo
- The Internal Rules of Management were approved unanimously via a motion moved by T. Chalmers & seconded by S. Stoll

6.2 Election of Governing Board Chair

- T. Chalmers being elected as the Governing Board Chair was approved unanimously via a motion moved by J. Valenti & seconded by K. Gill

6.3 Election of Vice Chair

- A. Bruno being elected as the Governing Board Vice Chair was approved unanimously via a motion moved by C. Malone & seconded by T. Brenie

6.4 Appointment of Secretary

- S. Day being elected as the Governing Board Secretary was approved unanimously via a motion moved by C. Malone & seconded by A. Bruno

6.5 Election of Alternate Parent Rep

- K. Gill being elected as the Governing Board Alternate Parent Rep was approved unanimously via a motion moved by S. Caputo & seconded by J. Valenti

6.6 Dates & Times of Meetings

- All governing board meetings will be taking place on the first Tuesday of every month with the exception of December & March
- We need to have a minimum of 5 governing board meetings a year
- Please see below for the list of dates suggested:
 - Nov 5
 - Jan 7
 - Feb 4
 - April 7
 - May 5
 - June 2 (if needed)
 - Jan
- The above mentioned governing board meeting dates were approved unanimously via a motion moved by J. Valenti & seconded by K. Gill

6.7 Daycare Parent Committee

- It was decided by the governing board that a Daycare Parent Committee is not needed at Sherbrooke Jr

6.8 Discussion Community Representative

- The decision to have the Home & School Representative also act as the Sherbrooke Jr. Community Representative was approved unanimously via a motion moved by T. Chalmers & seconded by T. Brenie

6.9 Discussion, Commissioner’s Invitation to Governing Board

- The decision to have M. Sherman, Commissioner for Sherbrooke Jr to attend future governing board meetings was approved, including 2 abstentions, via a motion moved by K. Gill & seconded by I. Hernandez

6.10 Approval of Emergency Preparedness Plan

- The Emergency Preparedness Plan was reviewed
- Thermal blankets have been added to the kit
- The Emergency Preparedness Plan was approved unanimously via a motion moved by T. Bernie & seconded by K. Divolis
- Please refer to the link below for the Emergency Procedures

[Emergency Procedures](#)

6.11 Field Trips

Activity			Date & Time	Destination	Transportation			Organizer	Cost to Student
Outing	Detail	Who			Bus	Walk	Other		
Ped Day	Theme day at Senior School, making apple sauce, sending home with mason jars, arts & crafts at Junior school, etc.	Junior School Daycare	October 4th	Senior School		X		T. Brenie	\$10 flat rate ped day plus \$5 activity fee
Ped Day	Halloween Theme Day: decorating pumpkins, making slime, mason jars, dressing up, etc	Junior school Daycare	October 21st	Sherbrooke Junior				T. Brenie	\$10 flat rate plus \$5 activity fee
Karate Sportif	Monday afternoons 3:00-4:00pm with Karate Sportif	Junior School Daycare	October 28th until January 20, 2020 (10 weeks) No classes Dec 2,	Sherbrooke Junior				Karate Sportif & T. Brenie	\$180 for 10 weeks

Ped Day	In-house ped day with Dynamix* pending	Junior school daycare		Sherbrooke Junior				T. Brenie	\$10 flat rate \$15 activity fee
Ped Day	Closed for Professional Development with Senior School	Junior & Senior school	Monday March 30th 2020	Sherbrooke Junior & Senior				T. Brenie & Mindy	N/A

- The above mentioned 4 Ped Day activities were approved unanimously via a motion moved by J. Valenti & seconded by A. Bruno
- The Karate Sportif activity was approved unanimously via a motion moved by A. Bruno & seconded by K. Gill
- The request to close the daycare on March 30 & March 31 was approved unanimously via a motion moved by T. Rudolph & seconded by K. Gill

6.12 Fundraising

Holiday Raffle:

- The raffle was held for the first-time last year and proved to be quite successfully despite a late launch. H&S would like to hold another Sports& Entertainment themed raffle. We feel that this initiative can be one of our top fundraisers and would allow H&S to make greater monetary contributions to both campuses

Fundscrip (Ongoing Throughout The Year)

- Holiday Campaign was very successful last year
- Looking to coordinate additional campaigns (1 or 2 more) throughout the year

Holiday Fair (November 30th 2019 from 9am to 2pm)

- Traditionally known as one of the most important fundraising initiatives by H&S, its objective is to raise funds by raffling off gift baskets and gift certificates filled with items collected from donated items and services
- A written request for donations is made to the Sherbrooke Academy parents and guardians. Event committee members solicit community businesses for donations
- The above mentioned Fundraisers were approved unanimously via a motion moved by T. Rudolph & seconded by A. Bruno

Grad Committee Fundraiser - Sale of TCBY at Both the Jr & Sr Campus

- The sale of TCBY will be taking place from October - June 2020
- This sale will be taking place once a month either during recess or during lunch
- The sale of TCBY is the main Grad Committee Fundraiser
- The sale of TCBY was approved, including 1 abstention, via a motion moved by J. Valenti & seconded by T. Brenie

Review of Guidelines

[Fundraising Guidelines](#)

- The Sherbrooke Academy Jr Fundraising Guidelines was approved unanimously via a motion moved by J. Valenti & seconded by K. Gill

6.13 Service Contract

Meghan Fabbro: Homeword Program

- Total of 6 hours a week
- Tuesdays, Wednesdays & Thursdays, one hour from 13:40 to 14:40
- Fridays, 3 hours 8:10-10:10 & 10:30-11:30
- Until June 2020
- The Service Contract for Meghan Fabbro was approved unanimously via a motion moved by S. Caputo & seconded by K. Gill

6.13 Rentals

- Lakeshore Soccer Club
- Taking place on Wednesdays from 6:30-8:30 pm from Nov 1st 2019 to April 30st 2020.

6.14 Governing Board Budget

- \$274 has been allocated for governing board expenses
- The funds allocated will be used to pay for the Governing Board Secretary
- Utilizing the Governing Board Budget to pay for S. Day as the Governing Board Secretary was approved unanimously via a motion moved by A. Bruno & seconded by J. Valenti

6 Matters Arising

- No items were mentioned

8 Reports

8.1 Home & School

[Home & School Report](#)

8.2 Commissioner's Report

- M. Sherman was absent from the meeting therefore not report was given

8.3 Regional Parent Committee

- Bill 40 was released today & is available on Google
- There is not nearly as much a concern for English school boards as we thought there would be

8.4 principal

[Principal October Report](#)

8.5 Teachers' Report

- Reading program is up & running, students are loving it!
- Excited that report cards are paperless
- Loving working with new technology & new furniture

8.6 Daycare

[Daycare October Report](#)

9 Varia

- No varia was mentioned

10 Correspondence

- No correspondence was received

11 Adjournment

- A motion to adjourn the meeting was made at 8:30 pm & was passed unanimously; the next governing board meeting is scheduled for Tuesday, Nov 5 2019 @6:30 pm

Respectfully submitted by Sue Day, Executive Assistant, High School Sector

Approved _____
Principal

Approved _____
Governing Board Chair