

Chelsea Elementary School Governing Board Agenda

September 24th, 2025
6:00 – 7:15 PM via Teams



- 1. Agenda/Minutes** 6:00 – 6:05 pm
 - 1.1 – Attendance, Regrets (Emma Hadeed)
 - 1.2 - Approval of the agenda
>Motion to approve the agenda made by Devon Gable and seconded by Casey Telenko. Approved.
 - 1.3 - Approval of previous meeting's minutes (N/A)

- 2. Standing Committees** 6:05 – 6:15 pm
 - 2.1 – Appointment of Secretary/procedure for the year
Kaitlin Butler acting as Secretary for this meeting – Permanent Secretary to be named at the next meeting, once all the parent seats have been voted on.
 - 2.2 – Chairperson Election (nomination)
Bill Rosseel will continue as Chairperson for the duration of this meeting – Official Chairperson to be elected at the next meeting, once all the parent seats have been voted on.
 - 2.3 – Parent's Committee Representative (alternate)
Casey Telenko to continue as Parent's Committee Representative
 - 2.4 – S.E.A.C. Representative (if applicable)
Sheena Fairfield – parent of two Chelsea Elementary students – expressed interest and will be put forward to represent Chelsea Elementary in the upcoming vote.

- 3. Principal's Report** 6:15 – 6:50 pm
 - 3.1 - Budget
 - i. Grant Allocation & Distribution update/resolution
 - 10% of budget retained centrally for possible budget cuts
 - Nutrition grant – not to be touched by budget cuts
 - Seuil Minimal* grant used to fund Resource staffing and technicians
 - AVBP grant – not to be touched by budget cuts
 - >Resolution: The Governing Board of Chelsea Elementary acknowledges and is aware of the receipt of the above-mentioned funds (grants) on September 24th, 2025**
 - ii. Operational Budget review (GB funding)
 - 3.2 – Rental Contracts – *motion for approval*
>Motion to approve the rental contracts as presented made by Kaitlin Butler and seconded by Devon Gable. Approved.
 - 3.3 – Daycare Updates for 25-26 (late fees, AM changes)
Governing Board has been made aware of the following changes to the Daycare Program:
 - \$5/minute late fee
 - With the number of students requiring Daycare as of 7:00am being so few, and the requirement (as per the collective agreement) to have two daycare educators present, the morning Daycare program has been shifted to a 7:30am start.

- 3.4 – Spirit Assemblies & Gear Day, Celebrating Student Success
- 3.5 – Picture Day (October 3rd)
 - We will be using *Green Apple Studio*, a new company for Chelsea Elementary
- 3.6 – Standards & Procedures Documents
 - These documents are all available virtually on the Chelsea Elementary website.
- 3.7 – Reporting Calendar & Progress Reports (October 15th)
- 3.8 – Emergency Preparedness Plan Procedures (Sept. 25th and beyond)
 - Local lock-out drill scheduled for Thursday September 25th (weather-permitting)
 - Lock-out drill with fire department scheduled in October
 - Lock-in drill scheduled with the MRC des Collines
- 3.9 – Code of Conduct Update (electronics in schools) – *motion for approval*
 - >**Motion for the approval of the amended Code of Conduct - updated to include new language regarding Ministry regulations placed on personal electronic devices – made by Tais McNeill and seconded by Michelle Sousa. Approved.**
- 3.10 – ABAV Planning Group – call for parents, new template (again)

4. New Business

6:50 – 7:10 pm

- 4.1 – Hot Lunch Programs – *motion for approval*
 - i. Raising funds for transportation/excursions
 - >**Motion for the use of Hot Lunch Program funds to be used for transportation/excursions made by Casey Telenko and seconded by Lauren Armstrong. Approved.**
- 4.2 – Grade 4 & 5 Field Trips
 - i. Gatineau Park (Oct. 15th) – *motion for approval*
 - >**Motion for the approval of a grade 4/5 walking trip to Gatineau Park on October 15th made by Devon Gable and seconded by Stephanie Austin. Approved.**
 - ii. Museum of History (Nov. 20th) – *motion for approval*
 - >**Motion for the approval of a grade 4/5, full-day field trip to The Canadian Museum of History on November 20th using Culture Grand monies made by Stephanie Austin and seconded by Tais McNeill. Approved.**
 - iii. NAC Theatre Performance (Dec. 10th) – *motion for approval*
 - >**Motion for the approval of a grade 4/5 field trip to the National Arts Centre on December 10th made by Lauren Armstrong and seconded by Stephanie Austin. Approved.**
- 4.3 – Terry Fox Event (September 26th) – *motion for approval*
 - Rain date ? - Monday September 29th
 - >**Motion for the approval of the half-day Terry Fox Run on Friday September 26th made by Lauren Armstrong and seconded by Kaitlin Butler. Approved.**
- 4.4 – WQSB Tournament Dates (October 9th ++) – *motion for approval*
 - >**Motion for the approval of the proposed Sporting Events Schedule as presented made by Kaitlin Butler and seconded by Stephanie Austin. Approved.**
- 4.5 – Chelsea Gear Order for Colour Houses – *motion for approval*
 - Shirts to be paid for using rental revenue.
- 4.6 – Halloween Dance (October 24th) – *motion for approval*
 - i. Raising funds for school beautification
 - >**Motion for the approval of the Halloween Dance on the evening of October 24th, with proceeds going toward school beautification made by Allison St.Germain and seconded by Kaitlin Butler. Approved.**
- 4.7 - Field trip for K-3 to Ferme Éco des champs (October 17th) – *motion for approval*

>Motion for the approval of a K-3 field trip to Ferme Éco des champs on October 17th made by Lauren Armstrong and seconded by Kaitlin Butler. Approved.

5. Varia

7:10 pm

5.1 – Parental Involvement This Year (P.P.O. Structure)

5.2 – Schedule of Meetings 25-26

Proposed Meeting Dates:

- Wednesday September 24th
- Wednesday October 22nd
- Wednesday November 26th
- Wednesday January 28th
- Wednesday March 25th
- Wednesday April 22nd
- Wednesday May 20th

5.3 – Parent vote for vacant seat from nominations

-Teachers adjourned prior to this discussion/vote

-Parents remained to review the names of parents interested in the vacant seats in chronological order of their requests:

- Sarah Gay
- Stephan Ellington
- Christina Eryuzlu
- Anna Krahotin
- Taryn Firkster

- Parents voted in favour of filling the remaining vacant seat (1) with Sarah Gay for the coming term.

- Bill will contact the other families and share where they can connect for future meetings and opportunities, minutes will be made available on website.

6. Adjournment

7:15 pm

6.1 **Next Meeting:** October 22nd @ 6:00 pm via Teams