

# **Westwood Junior High School Campus**

## **Annual Governing Board Meeting Notes**

**Tuesday, September 12, 2023 at 6:15pm**

### **1. Opening and Welcome**

- ❖ Meeting started at 6:15pm
- ❖ Ms Haller welcomes parents and introduces herself and chair Tanja Minisini

### **2. Naming of a Secretary**

- ❖ Jaimie Boosamra appointed Secretary by acclamation as there were no other volunteers.

### **3. Approval of the Agenda**

- ❖ Motion to approve- Richard Langlois and seconded by Tania Vials

### **4. Approval of the minutes of last years General Assembly of Parents**

- ❖ Motion to approve- Richard Langlois and seconded by Tania Vials

### **5. Election Procedure**

- ❖ No election needed
- ❖ 4 parents, 4 staff- alternate every year. 2 year mandates- last year was Richard Langlois and Mike Calo.

### **6. Governing Board**

#### **a. Roles and functions of the GB-**

- ❖ Tanja explains the roles and functions of GB
- ❖ Meetings will be held via Zoom again this year till further notice

#### **b. Presentation of the Annual Report 2022-23**

#### **c. Introduction of the current member on GB**

- ❖ Richard Langlois- Introduces himself.
- ❖ Mike Calo- Not present

#### **d. Precision regarding available seats**

- I. Nominations received ahead of time
- II. Additional nominations if any
- III. Closing of nominations
- IV. Candidates present themselves

- e. Election of Parent Representative on the GB
  - ❖ Parent Rep- Richard Langlois,
  - ❖ Alternate - Kalpesh Patel
  - ❖ Hitomi Nakamura- Alternate on GB 1 year term
- f. Election of Substitute Parent Representatives on the GB

**7. Parents Committee:**

- a. Roles and Functions of the PC
- b. Election/appointment of the Parent Delegate
- c. Election/appointment of the Alternate Parent Delegate

**8. Formation of a Parent Participation Organization (PPO), if applicable:**

- ❖ No PPO was/is being formed at this time.

- a. Roles and Functions of the PPO
- b. Decision regarding the formation of a PPO

**9. Varia**

- ❖ No questions

**10. Closing of the Meeting**

- ❖ Motion to adjourn meeting at 6:36. Motion to approve- Tania Vials and seconded by Sacha Michailides.