

**St. John Fisher Elementary – Junior Campus**  
**Governing Board Minutes September 12<sup>th</sup>, 2012**  
**7:04 – 8:57 PM**  
**Room 16**

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**Type of meeting: Governing Board – Regular 2012-13 #1**

**Participants:**

Parents: Josie Campisi, Christina Forest, Marie Maguigad, Allison Saunders, Julie Smith,

Teachers: Lyne Berubé, Sue de Graff, Martine Létourneau, Yolanda Galvez

Support Staff: Ruta Krauza

Principals: Sylvie Martin

Commissioner:

Community Rep:

Visitor(s): Balgovind Pande, Jennifer Pastor

Absent:

Regrets:

**1.1 Call to order & Welcome**

Sylvie Martin called the meeting to order at 7:04 PM.

**1.2 Adoption of Agenda**

**12-13-01** *It was moved by Ruta Krauza, seconded by Lyne Berubé, that the agenda be approved as presented. Carried unanimously.*

**1.2.1 Election of Governing Board (GB) Chair**

**12-13-02** *It was moved by Lyne Berubé that Josie Campisi be nominated to the position of GB chair. Josie Campisi declined the nomination.*

**12-13-03** *It was moved by Christina Forest, seconded by Martine Létourneau, that Julie Smith be nominated to the position of GB chair. Julie Smith accepted the nomination. Carried unanimously.*

## **1.2.2 Election of GB Secretary**

**12-13-04** *It was moved by Julie Smith, seconded by Josie Campisi that Christina Forest be nominated to the position of GB secretary. Christina Forest accepted the nomination. Carried unanimously.*

## **1.2.3 GB Internal Rules of Management (info)**

The GB Internal Rules of Management document needs to be reviewed and agreed upon each year. The document was circulated to GB members prior to the meeting. Questions of clarification on the document were raised and answered. The document is a working document that can be adjusted throughout the year if needed/required.

**12-13-05** *It was moved by Christina Forest, seconded by Sue de Graff that the GB Internal Rules of Management document are approved as presented. Carried unanimously.*

## **1.2.4 Daycare Parents' Committee**

Ruta Krauza informed the GB members that no parents have approached her to form a Daycare Parents Committee. It was discussed that concerns and questions may be directed to the School Administrators, the Daycare Coordinator and may be brought to the GB.

**12-13-06** *It was moved by Yolanda Galvez, seconded by Josie Campisi that a Daycare Parents committee need not be formed at St. John Fisher Elementary – Junior Campus. Carried unanimously.*

## **1.2.5 Community Reps**

Julie Smith informed the GB members that up to two Community Representatives may be invited to sit on the GB in a non-voting position. Yolanda Galvez will contact Rev. Scott Hunter to invite him to sit on the GB. Other GB members are welcomed to canvas prospective candidates and bring their names to the GB for discussion.

## **1.2.6 Commissioner's Invite to GB Meetings**

Julie Smith informed the GB members that a standing invitation is usually extended to our LBPSB commissioner to invite them to attend all meetings in the school year. Sylvie Martin will send an email on behalf of the GB chairperson to invite Commissioner Linton Garner to attend the GB meetings.

## **1.2.7 Rentals (2012-13)**

Sylvie Martin informed the GB members that Pointe-Claire Volleyball has requested the use of the gymnasium Wednesday evenings from 6:30 – 8:00pm. As this is after all students have left the premises, there should be no issue of security.

**12-13-07** *It was moved by Ruta Krauza, seconded by Sue de Graff, that the school gymnasium be made available to Pointe-Claire Volleyball on Wednesday evenings. Carried unanimously.*

## **1.2.8 Field Trips**

Sylvie Martin presented three field trips to approve:

1. Kindergarten – Trip to Verger Labontée on Ile Perrot on Thursday, October 4 from 8:30 to return before the end of the school day. 101 students and 25 adult supervisors, ratio of 1:4. Cost is 24\$/child and includes bussing and activity fees.
2. Grade 1 – Cégep Andre Laurendeau Sport Day. Oct 26, ratio 100:10 cost is \$21 for all day event
3. Musée des Beaux Arts 30 Nov, 90/8 ratio 1:10 cost \$15 for morning only activity

**12-13-08** *It was moved by Ruta Krauza, seconded by Marie Maguigad that all three field trips be approved. Carried unanimously.*

It was discussed that the general guideline for total cost of all field trips should be within a range of approximately \$75-80 per grade per year. Each trip still must be approved as the need arises and any changes or additions will be discussed according to usual procedures.

## **1.2.9 SJF School – “Deed of Establishment”**

Mme Martin advised and showed that the Deed of Establishment has been received from the Ministry.

## **1.2.10 PELO Program (Jr & Sr)**

Sylvie Martin informed that a letter will go home to the parents informing them of the Programme d’enseignement des langues d’origine (PELO) program which is offered at St. John Fisher Junior and made available and funded by MELS. Registration information will be sent to parents this week. Criteria and price are the same as last year, available to students in grades 1 through 6. Aim is for 3 classes total between the Junior and Senior campuses, so Grade 3 students won’t have to be brought to the Junior school for class. Date and time should be noted on the forms as they are received as registration will be on a first come first served basis, provided eligibility is met.

## **1.2.11 New recess and lunch time routine**

Josie Campisi informed the GB of comments she has received from parents regarding the new recess and lunch routine in place at the school and new designation of where the children can play on the property around the school. Some parents have asked questions about the new routine. The new routine will be discussed further at the next staff meeting to see if tweaks are needed. From the staff's perspective, the positive aspects of the new routine appear to outweigh the growing pains that are coming from this change in process. It was suggested that a short paragraph could be included in the next school newsletter regarding this change to help parents understand the benefits of this new routine.

#### **1.2.12 School bus policy with regards to letting children off the bus**

Josie Campisi asked about the school bus policy with regards to letting children off the bus. Sylvie Martin advised that attendance is taken by daycare staff before the busses leave and that staff take every precaution to ensure the kids are in the right place, even when there are changes to routines.

#### **1.2.13 Parking signs in the bus loop**

Josie Campisi asked for clarification regarding parking in the bus loop. Sylvie Martin advised that parking can take place in the loop once the buses have left the loop and there are no teachers in the loop directing parents to move on (in the case that a bus is late). However, parking is at your own risk, and tickets could be issued if you are not respecting the times indicated on the signs that are posted. Discrepancy between the times posted on the daycare door and in the loop has been corrected.

### **1.3 Reports**

#### **1.3.1 Regional Parents' Committee**

Allison Saunders informed the GB that arrangements have been made to meet with last year's Regional Parents' Committee (RPC) representative who will provide an overview of the role and what can be expected. The Regional Parents' Committee Alternate, Christina Forest, will also be in attendance. The Annual General Assembly of the Central Parents' Committee will take place October 11<sup>th</sup> at 7pm.

#### **1.3.2 Home & School Liaison**

It was discussed that none of the GB members sit on the executive of the Home & School (H&S) but that if someone from the GB is in attendance at the (H&S) meeting, a report may be presented at the next GB meeting.

#### **1.3.3 Daycare report**

Ruta Krauza presented the Daycare Report, see Annex 1

#### **1.3.4 Council of Commissioners' Minutes**

Minutes from the Council of Commissioners are posted to the LBPSB website. Unofficial notes from the meeting from August have not been received yet, so could not be shared, though the unofficial notes from June 26, 2012 were circulated. See Annex 2.

### **1.3.5 Teachers' Report**

Sue de Graff presented the Teachers' Report, see Annex 3.

### **1.3.6 Principal's Report**

Sylvie Martin presented the Principal's Report, see Annex 4.

### **1.4 Questions from Public**

Regarding parking in the bus loop, Balgovind Pande suggested the school may want to reach out to the police officer patrolling the area about the previous arrangements that had been agreed to that parking tickets would not be issued after the buses have left the loop.

### **1.5 Correspondence**

There was correspondence from school board about an upcoming Concordia Partnership workshop titled, "The Road to Resilience" that will be offered at the Pearson Electrotechnology Centre. A suggestion was made to include this information in the school newsletter and to post it on the school website.

### **1.6 Adjournment**

**12-13-09** *At 8:57 PM, it was moved by Ruta Krauza, seconded by Yolanda Galvez, that the meeting be adjourned. Carried unanimously.*

Next meeting: Wednesday, October 3<sup>rd</sup>, 2012

Respectfully submitted,

Christina Forest  
/CF

Attachments (4)

**Daycare Notes as given to GB on September 12<sup>th</sup>, 2012**

- Daycare parent's committee: No parents have asked to have a committee and the GB can decide to not have this committee as parents can come to the daycare or GB with any concerns.
  - Decision was – no daycare committee – approved
- Lunch and Daycare Activities – discussed possibly changing the company we are using to provide the activities
  - Decision was – give CSEP the contract for this term and revisit this issue
- Field Trip – Approval was sought for a trip to Cinema Beaubien to see the French animated film “Ernest et Celestine” for our ped day on October 5<sup>th</sup>, 2012.
  - Decision was – Field Trip is approved



## OFFICIAL NOTES FROM COUNCIL

Throughout history, tanning has gone in and out of fashion. In Western countries before about the 1920s, tanned skin was associated with the lower classes, and lower class work, which would have commonly been outdoors. Women even went as far as to put lead-based cosmetics on their skin to artificially whiten their skin tone. However, when not strictly monitored these cosmetics caused lead poisoning. Achieving a light-skinned appearance was achieved in other ways, including the use of arsenic to whiten skin, lightening powders, and and even drawing blue veins on their skin to symbolize their "royal blue blood"..

In the 1920s, Coco Chanel accidentally got sunburnt while visiting the French Riviera. Her fans apparently liked the look and started to adopt darker skin tones themselves. Tanned skin became a trend partly because of Coco's status and the longing for her lifestyle by other members of society.

### Meeting of June 26, 2012

*(A "Thank you" to Don Harris for preparing these notes)*

#### Budget 2012-2013

The Resolution regarding the Budget for the 2012-2013 school year was tabled, pending receipt of the official parameters from MELS.

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#### Policy on Internal Rules of Management

After review and approval of the draft policy by the Governance and Ethics Committee, Council approved the policy of Rules of Internal Management of the Council of Commissioners and the Executive Committee.

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#### Calendar for 2013-2014: Adult and Vocational Education

On the recommendation of the Education Committee, Council approved the Adult and Vocational Education Training Calendar for the 2013-2014 school year.

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#### CSPQ Group Purchasing Plan

Approval was given to the Board's participation in the Centre des services partagés du Québec [CSPQ] and the Centre Collegial des Services Regroupés [CCSR] partnership group purchasing plan to enable the Board to benefit from the allocations offered under a grant of 50681.

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#### Green Policy

Council approved the Green Policy after consultation had been concluded.

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#### Recuperation of Costs Resulting from Delayed Opening of Birchwood Elementary School

A resolution was approved enabling the Or to take measures required to recuperate the additional costs associated with the delayed the school opening attributed to Consortium M.R. du Canada Ltée.

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**Dry Mop Service Contract**

A contract was awarded for dry mop service to Unifirst Canada Ltée. in the amount of \$63,462.10 plus taxes for the first year, with the possibility of a contract renewal for two additional years.

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**Waste Removal Contract**

A service contract for garbage removal service was awarded to RCI Environment in the amount of \$138,220.64 plus taxes for the first year with the possibility of contract renewal for two additional years.

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**Building Patrol and Security Service Contract**

This service contract was awarded to the lowest tender to bid, Sécurité TSM, in the amount of \$44,794.30 plus taxes for the first year, with the possibility of contract renewal for two additional years.

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**Saint Patrick Elementary School Expansion Project**

By resolution, Council instructed the School Board administration to begin as soon as possible the process of seeking permission from MELS to expand the school to serve the growing population of Vaudreuil-Soulanges.

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**EcoEnergy Project: Phase 3**

Approval was given to administration to proceed with Phase 3 of the eco-energy Project, at an estimated cost of \$4.9 million, in the following facilities: Beacon Hill; Christmas Park; Edgewater; Forest Hill Junior and Senior; Horizon High School; Pierre Elliott Trudeau; Riverview; Sherwood Forest; Springdale; Saint Paul; Saint Charles; Saint Edmund; Saint Patrick; Sunshine; Wilder Penfield.

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**Municipal Agreement with Borough of Pierrefonds-Roxboro**

Council authorized the signature of an agreement for an exchange of services between the Borough of Pierrefonds-Roxboro and the Board.

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**Permission for Temporary Classrooms at Saint Patrick Elementary School**

A Resolution was adopted requesting permission of the City of Pinckney to install temporary classrooms at Saint Patrick Elementary School until such time as the expansion of the school is completed or to the summer of 2016, whichever comes first.

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### **Installation, Rental and Dismantling of Temporary Classrooms at Saint Patrick Elementary School**

Assuming permission being granted by the City of Pincoirt to install temporary classrooms at Saint Patrick Elementary School, the contract for installation, rental and dismantling of the temporary classrooms would be awarded to the lowest compliant bidder, AMB Tresec Inc., in the amount of \$221,240 plus taxes.

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### **Transportation Contracts**

Transportation contracts were awarded as follows:

For a 1 year period: Les Autobus Gerald Séguin Inc.,; Autobus Transco (1988)

For a 3 year period: Transport 9067-3112 Québec Inc. (Le Relais)

For a 4 year period: Les Autobus Alpha Ltée.; Les Autobus Bourgon et Fils Inc.; 9085-5842 (Omega); Les Entreprises Sapiar

For a 5 year period: Séguibus Inc.; Autobus J.L. Castonguay Inc.; Autobus Hubert Dehoey Inc.; Transport ÉcoleBec Montréal (EBM) Inc.; Jean Jacques Campeau Inc.; Lucien Bissonnette Inc.

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### **Chairs and Vice Chairs of Council Committees**

Audit Committee Chair: L. Bulgarelli-Vero

Vice Chair: M. Sherman

Governance & Ethics Chair: S. Stein Day

Vice Chair: D. Flook

Human Resources Chair: J. Kelley

Vice Chair: S. Bartlett-Lewis

Education Committee Chair: B. Freeston

Vice Chair: D. Olivenstein

Facilities & Security Chair: R. Fazio

Vice Chair: C. Berger

Transportation Advisory Chair: S. Bartlett-Lewis

Vice Chair: S. Borja

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## Commissioner Stipends

Council approved the distribution of remuneration to Commissioners as follows:

Commissioner's Stipend 2012-2013			
Bartlett-Lewis, Susan		\$	8,707.14
Nan Beaton		\$	8,707.14
Berger, Craig		\$	8,707.14
Borja, Sergio		\$	8,707.14
Bulgarelli-Vero, Louisa	Chair Audit Committee	\$	9,577.85
Stein Day, Suanne	Chairman, Chair Governance & Ethics, QESBA Board Member	\$	35,910.96
di Bello, Frank	QESBA Board Member	\$	9,577.85
Fazio, Ruben	Chair Facilities and Security Committee	\$	9,577.85
Flook, Doug		\$	8,707.14
Freeston, Barbara	Chair Education Committee	\$	9,577.85
Garner, Linton		\$	8,707.14
Harper Kelley, Judy	Chair Human Resources Committee	\$	9,577.85
Held, Conny		\$	8,707.14
Murphy, Rosemary	QESBA Executive Member	\$	9,577.85
Nolet, Angela	Vice-chairman	\$	15,237.50
Pavone, Domenico		\$	8,707.14
Olivenstein, Daniel		\$	8,707.14
Rae, Don		\$	8,707.14
Sherman, Martin	Chair Executive Committee	\$	9,577.85
Dangoor Gdalevitch, Ruth		\$	8,707.14
Whitham, Patrick		\$	8,707.14
Williams, Susan		\$	8,707.14
Zemanovich, Joe		\$	8,707.14
		\$	240,093.37

## To be Continued...

The June 26, 2012 meeting was adjourned to July 3, 2012

Jim Hendry

Coordinator of Marketing & Communications

## Teachers' Report

### September 12<sup>th</sup>, 2012

Entry:

We're very happy to be back!

- Lots of keen and eager students to meet (or meet again) and relatively few tears dropped.
- The September 4<sup>th</sup> professional day due to Election Day was much appreciated by all staff members.
- We had two recesses for the first two weeks of school. We are back to a single regular morning recess. Returning students are adjusting to the change in the schoolyard setting. New students are simply happy to enjoy the yard and the beautiful weather. Minor changes were made to offer students more playing space.
- Identification tags for kindergarteners and grade one students were made to facilitate the dismissal process and we would not function as well without the grade six students' assistance with busses.

Curriculum Night:

Our teachers were very fortunate to have so many parents present at Meet the Teacher Night on September 5<sup>th</sup> and lots of information was given out.

Peace Day:

On September 27<sup>th</sup>, we will walk around the school and more to celebrate this special occasion.

Principal report for GB  
September 12, 2012

- Great Kindergarten entry. We have 101 students; Gr. 6 students bodied with K's (bus/daycare) daily to help
- Our student population is presently at 290, with 15 homerooms
  - 99 students in Grade 1
  - 90 students in Grade 2
- 'Meet the Teacher' evening was successful; we had a full gym, it was quite impressive.
- Assembly by grade level Monday to review rules, 3 fire drills in September. 1<sup>st</sup> one tomorrow, weather permitting
- The school nurse will review the Epipen protocol with the staff; on Monday at our Staff meeting (we have over 10 students with Epipen this year)
- Parents were reminded of parking etiquette at Meet the Teacher Night, but it is going fairly well
- Parents were also reminded to stand behind the cones, away from the school yard entrance to allow students to access the school yard in the morning (by email yesterday.)
- Reminder to parents as well about dogs in the morning ( in the same email)
- Ped Day on the 21<sup>st</sup> will be for teachers to work on the students' IEP
- Pelo information to parents will go out tomorrow
- Projet motricite pour les Maternelles
- Attendance day will be September 28