

**St. John Fisher Elementary – Junior Campus  
Governing Board Minutes December 12<sup>th</sup>, 2012  
6:40 – 8:20 PM  
Senior School – Staff Room**

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**Type of meeting: Governing Board – Regular 2012-13 #3**

**Participants:**

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

Teachers: Martine Létourneau, Sue de Graff, Yolanda Galvez

Support Staff: Ruta Krauza

Principals: Sylvie Martin

Commissioner:

Community Rep:

Visitor(s):

Absent: Linton Garner

Regrets: Lyne Bérubé

**3.1 Call to order & Welcome**

Josie Campisi called the meeting to order at 6:40 PM.

**3.1.2 Adoption of Agenda**

The following edits to the agenda were requested:

- Add 3.3.4 – Social Media (Allison Saunders)
- Edit 3.6.7 – GB Training report will be done by Josie & Allison as Christina did not attend the training
- Add Correspondence
- Add Varia

**12-13-18** *It was moved by Ruta Krauza, seconded by Marie Maguigad, that the agenda be approved with the above mentioned edits and additions. The motion was carried unanimously.*

### **3.1.3** **Adoption of the Minutes of October 3<sup>rd</sup>, 2012**

The following edits to the minutes were requested:

- Linton Garner was present at the October meeting
- Item 2.3.4 - remove second 'that' in resolution, change 'is' to 'be'

**12-13-19** *It was moved by Sue, seconded by Martine that the minutes of October 3rd be approved with changes as noted. The motion was carried unanimously.*

### **3.2** **Questions from the Public**

There were no questions from the public.

## **3.3** **Business Arising**

### **3.3.1** **Community Rep**

Yolanda Galvez discussed with Rev. Scott Hunter if he would like to be the Community Representative to the St John Fisher Junior Campus Governing board. As he has also been asked to be the Community Representative to the Senior Campus board, he may not have the availability to participate on both. Josie Campisi suggested that Sue Nadeau, a grandparent of a student in the school who volunteers in the school, could fill the spot. Josie will contact her to extend the invitation to her.

### **3.3.2** **PEF resolution**

A motion to support the application of St. John Fisher Junior to a Pearson Educational Foundation Grant was circulated via email and needed ratification at the meeting. The application is called "Learning with IPAD technology" and is presented by 3 teachers of the Junior Campus to request funding to individualize literacy instruction and improve the literacy skills of all students by using new IPAD technology in the classroom.

**12-13-20** *It was moved by Allison Saunders, seconded by Ruta Krauza that the resolution approved by email be approved. The motion was carried unanimously.*

### **3.3.3** **GB Budget Resolution**

Allison Saunders spoke to what had been discussed and presented at the Regional Parents Committee Meeting regarding the changes to the GB budget, which were approved and adopted. The amount allocated will be slightly different than in the past and monies not used in a budget cannot be carried forward as of 2013.

### **3.3.4 Social Media**

Allison Saunders has done some investigation of the use of social media for other schools in the area and in the board. It was suggested that St. John Fisher Junior have a Facebook page to help promote the school and the activities that are taking place there. Discussion ensued. Allison will present the draft page that she has been working on at the February meeting.

## **3.4 New Business**

### **3.4.1 School Budget**

Sylvie Martin presented the school budget.

*12-13-21 It was moved by Ruta Krauza, seconded by Christina Forest that the revised school budget be approved as presented. The motion was carried unanimously.*

### **3.4.2 Daycare Budget**

Ruta Krauza presented the school budget.

*12-13-22 It was moved by Christina Forest, seconded by Sue de Graff that the revised daycare budget be approved as presented. The motion was carried unanimously.*

### **3.4.3 Law 19 Anti-Bullying Plan**

Sylvie Martin presented the school's Anti-Bullying plan. A discussion ensued. Mention was made of what was discussed at the GB training related to this law, as well as a discussion about how this plan will be shared with the parents. As the plan is specifically to address Anti-bullying and Anti-Violence, the defining of normal conflict does not need to be included, but suggestions were made to clarify the language of the plan.

*12-13-23 It was moved by Ruta Krauza, seconded by Marie Maguigad that the board approve the Law 19 Anti-Bullying Plan in principal. The motion was carried unanimously.*

### **3.4.4 Board Consultation**

Sylvie Martin provided the "Policy on Employment and Assignment of Relatives" document for review. No comments were put forward.

## **3.5 Field Trips**

### **3.5.1 Grade 2**

The Grade 2 class would like to go to the Botanical Garden and Biodome on Wednesday April 24<sup>th</sup>. Transportation will be by school bus and the cost will be \$22. The supervisor to student ratio will be 12:90.

*12-13-24 It was moved by Josie Campisi, seconded by Sue de Graff that the Grade 2 field trip to the Botanical Garden be approved. The motion was carried unanimously.*

## **3.6 Reports**

### **3.6.1 Parents' Committee Report**

Allison Saunders presented the Parents' Committee Report, see Annex 1.

### **3.6.2 Council of Commissioners' Notes**

The Unofficial notes from Council were distributed, see Annex 2.

### **3.6.3 Home & School Report**

There was no Home & School report presented at this meeting.

### **3.6.4 Teachers' Report Sue**

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

### **3.6.5 Daycare Report**

Ruta Krauza presented the Daycare Report, see Annex 4.

### **3.6.6 Principal's Report Sylvie**

Sylvie Martin presented the Principal's Report, see Annex 5.

### **3.6.7 GB Training Report**

The GB training was discussed throughout the course of the meeting, no formal report was presented.

## **3.7 Questions from the Public**

There were no questions from the public.

## **3.8 Correspondence**

Julie Smith did receive correspondence but did not have it with her to present. It will be presented at the next meeting.

### **3.9**        **Varia**

There were no items presented as varia at this meeting.

### **1.6**        **Adjournment**

**12-13-25**    *It was moved by Martine Létourneau, seconded by Allison Saunders that the meeting be adjourned at 8:20pm. The motion was carried unanimously.*

Next meeting: Wednesday, February 6<sup>th</sup>, 2013.

Respectfully submitted,

Christina Forest  
/CF

Attachments (5)

# Region 3 Parents' Committee

## Report for September, October, November 2012

**2012-**  
**2013**

*First meeting with all regions October 11th, 2012:* Nominations, Elections, and Appointments

### Central Parents' Committee

- Laura Derry CPC Chairperson 2012-2013
- Bobbi Brown Vice Chairperson
- Eric L. Dunn
- Ken Johnston Treasurer
- Mike Nalecz
- Raymond Taylor

### Sub-Committees

- Education Committee: Bobbi Brown
- Elementary Sub-Committee: William Kogan
- EPCA
  - Director Eric L. Dunn
  - EPCA Delegates Simo Kruyt & Dayo Odubayo
- Facilities and Securities Committee: Mike Nalecz
- High School Sub-Committee: Lorraine Da Costa
- Intercultural Advisory
  - Nancy Lemieux Region 1
  - Phyllis Orofino Region 2
- Transportation Advisory
  - Kathy Conroy Region 1
  - Norm Gharibian Region 2
  - Real Bouchard Region 3

All names and positions are located on the lbpsb website: <http://cpc.lbpsb.qc.ca/cpcrebs.htm>

### Region 3

#### St. John Fisher Junior

- Allison Saunders\*
- Christina Forest

#### St. John Fisher Senior

- Ken Johnston
- Sandra Gesualdi

The listing of all schools, reps, and alternates for Region 3 can be found [here](#) >>

\*also a member of the Intercultural Advisory committee. See their mandate [here](#) >>

# Region 3 Parents' Committee

## Report for September, October, November 2012

**2012-  
2013**

### Notes from first meeting

- *“Parent involvement is the key to our children’s success. Why does our board thrive? Our parents are active. When parents are involved, kids do better” – Laura Derry Chairperson, CPC 2012-2013*
- Barbara Freedman shared info re: Pearson Educational Foundation and the November 8<sup>th</sup> gala. Asked that we spread the word and reminded us to get our school proposals in by December 1<sup>st</sup>, 2012.
- Roles and responsibilities for CPC members: attend meetings, represent views of all parents, vote, participate, report back to the parent population of your school.

### HIGHLIGHTS OF 2012-2013 Annual Report

hand-out October 11<sup>th</sup>, 2012 available online [here](#)

### Recommendations for 2012-2013

- Encourage parents to share ideas and advice through networking; provide networking opportunities (evenings, Google groups) for parents with similar committee roles
- Use the CPC website as a communication tool for all parents have agendas and minutes of Region Parents and CPC subcommittees posted regularly
- Market and promote the Central Parents Committee and Regional Parent Committees to attract new members.

### Facilities

- Capital projects for 2012-2013 – there are 20 board wide major projects. St. John Fisher Jr: Gym windows, doors, and fire panel. Senior school getting exterior doors, card access, intercom system, soundproof music room, and gym divider.

### Human Resources

- The school board will be recruiting new teachers, particularly French, to work on all subjects, from various Quebec French universities.

### Admin Reports

- Anti-bullying legislation (Law 56) has been passed by the Government of Quebec.
- Budget preparation: Reductions will have to be made in all areas. LBPSB is making every attempt to minimize any impact at the classroom level.

### Transportation

- Transportation services is looking at GPS, actual vs planned routing alerts and customer service modules. These features will be included in the upcoming round of negotiations with carriers.

# Region 3 Parents' Committee

## Report for September, October, November 2012

**2012-**  
**2013**

### Events

Laura Derry, Events Coordinator, Central Parent' Committee submitted a list of CPC events for the Annual Report. There were many held throughout the year.

- Your Child's Emotional Development
- Digital Citizenship
- Parent Rep training
- Governing Board Chari networking evening
- CBC conference: Raising Awareness for Student Success – The parents' role
- High School Transition Sessions
- Annual CPC volunteer recognition event.

*Allison's note: Publicizing these events and sharing the information remains a challenge. Social media continues to be an inexpensive way to get the word out.*

### Region 3 Parents Committee Annual Report 2011-2012 (pg 22)

See report for a list of consultations Region 3 were involved in.

Region 3 CPC used part of its budget for personal and professional development of its members.

Region 3 meetings improved from the ones the year before yet challenges remain. Find it hard to attend to all business in the allotted time. Business shouldn't be rushed.

Some suggestions that have been implemented for this year:

- ✓ Agree on the internal rules as quickly as possible and make them simple
- ✓ Training for members and alternates should be done every year
- ✓ Guidelines booklet and content sheet to be made available for the Chair and Vice Chair.
- ✓ School reports should be sent by email before the meeting
- ✓ Region chair and CPC chair meet before each meeting to discuss common points and better prepare to following meetings to ensure communication throughout the structure.

The chair reported that attendance by the elementary schools was an ongoing challenge while Region 3 high schools were well represented at the monthly meetings. The chair also noted that there is a larger turnover of elementary school reps and therefore it's difficult to be efficient at the first few meetings while they learn the process.



# Region 3 Parents' Committee

## Report for September, October, November 2012

**2012-  
2013**

Also included in the CPC Annual Report [here](#)

- Facilities & Securities Committee Report
- Education Committee Report –Note: in March 2012, **PELO and third language of instruction** - Nicole Li Bihan gave a brief synopsis of the PELO program offered in eight of our schools. The schools that offered PELO last year were: Allion, Children's World Academy, Springdale, St. Anthony, St. John Fisher Jr., St. John Fisher Sr., Terry Fox, Westpark. The choices of language offered are Italian, Hebrew, Hindi. Schools offering PELO differ from year to year depending on the demand. Discussion ensued on ways the schools should be marketing their programs. There was consensus that this be brought to Communications Committee for discussion and decision.
- Intercultural Advisory Committee Report -Note: A Poetry Festival involving school librarians and PELO teachers was held April 23, in the boardroom. The theme was Fables with a focus on students being able to express themselves through poems.  
*Allison's note: I am on the committee this year. We have yet to meet but I will report back once we do.*
- Transportation Advisory Committee Report –Note: They are going to install at some point in the future GPS in all the buses. The GPS company has been chosen and it now really just a matter of time and budget. The negotiations with the different bussing companies are now all settled. No buses were missing at the beginning of the new school year.
- English Parents Committee Association (EPCA) Report –Note: EPCA is on Facebook and have a blog. See their list of activities and accomplishments in the report or on their Facebook page. See their report for details. Communications between EPCA and CPC has been difficult. Current members hope to find solutions this upcoming year.

### *Region 3 Parent's Committee Meeting #2 October 18th, 2012*

Consultation: Enrollment Criteria Policy: to be reviewed at next meeting once members have had a chance to review the policy. Questions to be forwarded to the chair who will reach out to David Meloche if necessary. Discussions will be held at November 15th meeting and committee response will be formulated and forwarded at that time

#### Adoption of Internal Rules

Parent Committee Budgets and GB Operating Funds budget - Council to decide upon new funding criteria. Discussion regarding various funding proposals. Proposed recommendation to fix rate based on # of member of Governing Board, regardless of student Suggestion that all Governing Boards should be able to afford to hire secretaries.

David Meloche shared his report that outlined many of the Region 3 activities

Discussed how we can better communicate school board and school news to the greater parent population.



## OFFICIAL NOTES FROM COUNCIL

Psst..They're still unofficial..The "U & N" are on the ski lift

Just a story so that we keep our minds on what's coming.

### **The Eastern Canadian Blizzard of 1971:**

This March nor'easter (a powerful storm that blows in from the Atlantic Ocean) created classic blizzard conditions throughout eastern Canada, dumping a foot and a half (45.7 cm) of snow on Montreal and more than two feet (61 cm) elsewhere in the region. On top of the snowfall, the storm produced heavy winds that whipped the snow into the air and obliterated visibility. These conditions, combined with frigid temperatures, resulted in more than 20 fatalities.

Although many Canadians took the wintry blast in stride -- this blizzard caused an event virtually unheard of in Canadian history: the cancellation of a Montreal Canadiens hockey game. It was the first time that a game at the Montreal Forum had been postponed since the flu epidemic of 1918.

## Meeting of November 26<sup>th</sup>, 2012

### **Confirmation of In-School Administrator:**

Approval was given to change the employment status of Carmela Di Iorio from Interim Status, to Permanent Status as Principal of Allion Elementary School, effective immediately.

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### **Policy on Employment and Assignment of Relatives - Consultation Launch:**

Council approved the following:

To change the name of the *Policy on Hiring and Promotion* to the *Policy on Employment and Assignment of Relatives*; and

That approval for consultation be given to the draft *Policy on Employment and Assignment of Relatives* and that the consultation document be distributed to the consultative partners of the Lester B. Pearson School Board during the week of November 26, 2012 with responses to be returned to the Director of Secretariat no later than January 30, 2013 for consideration of the responses

The final draft of the *Policy on Employment and Assignment of Relatives* is expected to be submitted for adoption at the regular meeting of the Council of Commissioners to be held on February 25, 2013.

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### **Group Purchasing for Computers and Peripherals:**

Approval was given by council for the participation of the Lester B. Pearson School Board in the Centre collégial des services regroupés (C.C.S.R) for computers, laptops, monitors, tablets and peripherals.

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### **Telephone Line Services and Long Distance Contract:**

The council approved that the contract for the rental of telephone lines be awarded to Société TELUS Communications for the amount of \$58,529.52 (plus taxes) per year for three (3) years, with the possibility of two (2) 1 year extensions, starting December 1st, 2012 As well, the contract for the School Board's long distance plan was also awarded to Société TELUS Communications for the cost of \$0.018 (plus taxes) per minute for three (3) years, with the possibility of two (2) 1 year extensions, starting December 1st, 2012.

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**Rescindment of resolution 2011-08-#04 Grading Work****- Birchwood Elementary School:**

The council of commissioners accepted the recommendation from the Facilities and Security Committee that a change order submitted by Vincent Leclerc + Associés Architectes that amended said change order to include the cost of four and a half additional days required to complete the additional grading work, therefore modifying the cost to \$61,350.20 (plus taxes).

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**Rescindment of resolution 2011-09-#06 Geothermal area Grading Work****- Birchwood Elementary School:**

The council of commissioners accepted the recommendation from the Facilities and Security Committee that a change order submitted by Vincent Leclerc + Associés Architectes, amended to include the cost of fourteen additional days required to complete additional grading work, therefore modifying the cost to \$154,199.78 (plus taxes) be accepted.

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**2012-2013 allocations to Governing Boards and other committees:**

*(Following is the resolution that was adopted by the council)*

WHEREAS in accordance with the Education Act, each school and centre's Governing Board, the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities (the Special Needs Advisory Committee), and the Central Parents' Committee, are responsible for the management of the financial resources allocated by the school board; and

WHEREAS a fair and equitable distribution of the funding designated by the Board in the 2012-2013 operating budget has been recommended, with a special provision for funding of the Central Students' Committee:

WHEREFORE BE IT RESOLVED:

THAT approval be given to the designation of a grant of \$2,000 for the Lester B. Pearson School Board Central Students' Committee; and

THAT approval be given to the designation of a grant of \$1,000 for the Lester B. Pearson School Board Special Needs Advisory Committee; and

THAT approval be given to the designation of a grant of \$5,000 to the Regional Parents Committee for them to decide how to allocate the funding between the Central Parents' Committee and the Regional Parents Committees; and

THAT approval be given for funding for the Governing Boards of the School Board based on the following formula determined by the number of governing board members:

Between 8 and 12 members an allocation of \$225

Between 13 and 16 members an allocation of \$325

Between 17 and 20 members an allocation of \$425

And an allocation of \$150 for the governing board of Soulanges school;

plus .30/student in the youth sector and .30/ FTE in the Adult & Voc Ed Centres;

and

THAT any surplus funds as of June 30 2013 will be returned to the School Board; and

THAT these funds be disbursed only after the School Board Administration has received the 2011-2012 Annual Report and Financial Statement from the Governing Board or Committee to which the funds are allocated.

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**Maimonides Partnership Agreement:**

Approval was given to renew the agreement from December 2012 to June 2014 between the Maimonides Geriatric Centre and the Lester B. Pearson School Board.

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**Policy on Student Representation at Council:**

The council adopted the policy on Student Representation at Council. The policy is available on the board's website.

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**Student Ombudsman Annual Report:**

The council received the 2011-2012 Annual Report from the Student Ombudsman.

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**Student Ombudsman Opinion – Revision of Marks:**

The council reviewed the submission of opinion from the Student Ombudsman on the merits of the complaint.

The Council of Commissioners informed the complainant that no action is to be taken following said review of the opinion made by the Student Ombudsman and directed that a copy of the opinion be forwarded to the complainant during the week of December 3rd, 2012.

## Teachers' Report for GB

December 12<sup>th</sup>, 2012

- On November 21<sup>st</sup> and 22<sup>nd</sup>, Parent-teacher Interviews and portfolio Sessions ran very smoothly
- Teachers were especially happy to go to the Teachers' Convention with the 75\$ allocated by H&S
- Students are encouraged to bring waste-free snacks and the fact that all snacks are eaten indoors before recess reduces the number of lost and forgotten reusable containers
- On November 30<sup>th</sup>, Grade two classes were treated to an always very pleasant visit to Le musée des Beaux-Arts and complementary art activities were done in class
- On December 6<sup>th</sup>, the children were very attentive during our anti-bullying Dare to Care presentation. The animator spoke in words our little guys could all relate to and the difference between bullying and conflict was explained very clearly
- Thanks to our Special Event Committee, every classroom teacher will be busy doing some Crafts for the Holidays with her students next week.

**Daycare Notes as given to GB on December 12<sup>th</sup>, 2012****Ped days:**November 1<sup>st</sup>:

Dynamix came in and did an amazing job keeping the children busy with their Gigantix Program.

November 25<sup>th</sup>:

Our daycare staff helped the children make some Christmas tree decorations. All the children had a good time cutting, gluing and using sparkles! They also enjoyed their cookie and juice mid afternoon!

January 25<sup>th</sup>, 2013:

Registration packages will be sent home the first few days we come back from our Christmas break. We are going to L'Univers du chien de traineau in Valleyfield. The trip was approved in October.

**First Aid/CPR:**

We can confirm that all staff; all daycare educators and all lunch supervisors are now certified.

**Workshop:**

The entire lunch and daycare staff will be attending a workshop in January. We are in the process of finalizing details. Staff will be advised by the end of this week.

Dianne Bradshaw, an expert in Human Resources, will be animating the workshop entitled "A New Year's Makeover / Personality and Professionalism". We will report back at our next meeting on the actual workshop. I have met Dianne a couple of times and I am looking forward to the workshop.

**Purchases:**

We have just ordered lockable filing cabinets for all the rooms our daycare groups use. Educators will now be able to lock up their personal belongings when not in the room and they will have extra storage space as well.

**Collections:**

We sent out letters last week to families who are behind and had a very successful return so far.

**HAPPY HOLIDAYS!**

Principal report for GB  
December 12, 2012

- We received Dare to Care, on Dec. 5/6 pm Anti-bullying initiative
  - Parents assembly well attended
  - Students assembly well done
- Bracelets for Anti-Bullying were on sale as well.
  
- 3 Ipads came last week from H&S a big thank you goes out to them.
- The PEF was sent Dec 1 week to continue with our IPAD projects
  
- We will have a modified Schedule on Dec 21<sup>st</sup>. We will finish at 12:00pm letter went home Monday
  
- Concert went well this afternoon, another one tomorrow night.
  
- Xmas basket to help the Church, our delivery is Friday the 14<sup>th</sup>. Donation at the concert this pm was generous as well.
  
- Blood Drive will be Feb. 6<sup>th</sup>.
  
- Open House the week of Jan 21<sup>st</sup>.

Sibling registration week of Jan 14,  
New registration Week of Jan 28  
Reregistration Week of Feb. 11

- Semaine des Arts: Jan 14 to 18: JRHS grade 10 band to perform on the 16 in the pm