

**St. John Fisher Elementary – Junior Campus
Governing Board Minutes - 2015/10/07
7:05 – 9:20 PM
Junior Campus - Room 10**

Type of meeting: Governing Board – Regular 2015-16 #1

Participants:

Parents: Carole Choiniere, Julie Smith, Marie Maguigad, Martin O’Connell

Teachers: Ann Hunter, Sue De Graff, Martine Létourneau, Sylvie Corbeil

Support Staff: Ruta Krauza

Principal: Sylvie Martin

Commissioner: Laura Derry in lieu of Noel Burke

Community Rep: Vacant

Visitor(s): None

Absent: Amanda Roberts

Regrets: Noel Burke

1.1 AGENDA TOPICS

1.1.1 Call to Order & Welcome

Sylvie Martin called the meeting to order at 7:05 PM and welcomed everyone.

1.1.2 Adoption of the Agenda

15-16-01 After discussion and amendments to the agenda including numbering changes and new items, motion duly proposed by Julie Smith and seconded by Sue De Graff, the modified agenda was approved unanimously.

1.1.3 Adoption of the June 10th, 2015 minutes

15-16-02 After discussion and amendments to the minutes including numbering changes, motion duly proposed by Julie Smith and seconded by Ruta Krauza, the modified minutes were approved unanimously.

1.1.4 Questions from the Public

No members of the public were present at the meeting.

1.2 NEW BUSINESS

1.2.1 Election of GB Governing Board (GB) Chair

15-16-03 Motion duly proposed by Marie Maguigad and seconded by Ann Hunter that Julie Smith be nominated to the position of GB Chair. Julie Smith accepted the nomination. There being no further nominations, Julie Smith was elected as GB Chair by acclamation.

1.2.2 Election of GB Secretary

15-16-04 Motion duly proposed by Julie Smith and seconded by Sue De Graff that Carole Choiniere be nominated to the position of GB Secretary. Carole Choiniere accepted the nomination. There being no further nominations, Carole Choiniere was elected as GB Secretary by acclamation.

1.2.3 Election of GB Vice-Chair

15-16-05 Motion duly proposed by Ruta Krauza and seconded by Sue De Graff that Marie Maguigad be nominated to the position of GB Vice-Chair. Marie Maguigad accepted the nomination. There being no further nominations, Marie Maguigad was elected as GB Vice-Chair by acclamation.

1.2.4 GB Internal Rules of Management

Sylvie Martin provided an explanation of the Internal Rules of Management and informed the GB that the current document has been modified from last year's version. The Home & School mandate was slightly modified to be the same as the senior campus's GB document.

Julie Smith proposed that the GB meeting attendance requirements be modified to reduce the number of acceptable absences for parent members to 3 meetings per school year. The following motion was presented:

15-16-06 Motion duly proposed by Julie Smith and seconded by Marie Maguigad that the Internal Rules of Management be adopted with modifications. Approved unanimously.

1.2.5 Daycare Parents' Committee

Parents were given copies of the Daycare Handbook. Please consult the following link to view the brochure: <http://stjohnfisher.lbpsb.qc.ca/daycarejr.htm>.

To date, no one has approached Ruta Krauza, Daycare Coordinator, requesting that a Daycare Parents' Committee be created. The option to create a committee will remain open. Letter regarding the user committee was sent by email and is presented in Appendix 1.

1.2.6 Community Reps

Julie Smith provided an explanation and examples of the role of community reps. The board members were invited to approach potential candidates to fill the position of Community representative.

1.2.7 Commissioner's Invite to GB Meetings

Sylvie Martin will extend an open invitation to Mr. Noel Burke, the current commissioner.

1.2.8 Field Trips

Sylvie Martin explained that parents signed a permission slip at the beginning of the school year allowing their children to go on "trips" close to the school. Parents are informed of the activity beforehand.

15-16-07 Motion duly proposed by Ruta Krauza and seconded by Martine Letourneau to approve the fieldtrips as presented. Approved unanimously.

1.2.9 PELO Program

Sylvie Martin provided an explanation of the PELO program and informed the GB that there is currently no teacher available to teach this program. Sylvie Martin is actively searching for a teacher.

1.2.10 GB Income Statement

Sylvie Martin explained that the school board gives money to the GB every school year. The amount for the 2015-2016 has not yet been made available.

1.2.11 Emergency Preparedness Plan

Sylvie Martin provided an explanation of the EPP. No major changes have been made to the EPP this year. Three copies of the EPP are available at the Jr campus.

15-16-08 Motion duly proposed by Julie Smith and seconded by Sue De Graff to approve the updated Emergency Preparedness Plan. Approved unanimously.

1.2.12 Ratification Email Votes

Sylvie Martin sent emails to the GB members requesting approval for the following:

- A Daycare fieldtrip on October 19th to the Beaubien Cinema. She received 6 approvals and 4 abstentions.
- The rental of the gym to a volleyball league. She received 7 approvals and 3 abstentions.

15-16-09 Motion duly proposed by Marie Maguigad and seconded by Sylvie Corbeil. Approved unanimously.

1.2.13 Major School Change

Julie Smith stated that 26 replies were received regarding the MSC brief. These replies included parents and staff. A discussion about the MSC ensued. A modified version of the brief will be presented to parents and staff for final comments before submission to the school board.

1.3 REPORTS

1.3.1 Regional Parents' Committee

Marie Maguigad was appointed as Regional Parents' Committee rep for SJF Junior GB and Carole Choiniere as alternate. The AGA was held on Oct. 1st. Marie Maguigad presented the Regional Parents' Committee report. Sent by email and presented in Appendix 2.

1.3.2 H&S Liaison

HandS had its first meeting on September 16th. The HandS logo was changed, the handbook was updated and the constitution and by-laws have been revised. Sandra Gesualdi, president of HandS will be present at the November GB meeting on November 4th. The HandS report was sent by email and is presented in Appendix 3. Please consult the following links to obtain more HandS information: <http://stjohnfisher.lbpsb.qc.ca/hs.htm>, <http://stjohnfisher.lbpsb.qc.ca/hsdocs.htm>.

1.3.3 Daycare report

Ruta Krauza presented the Daycare Report. Sent by email and presented in Appendix 1.

1.3.4 Council of Commissioners' Minutes

Discussion about regions ensued. Laura Derry explained that there are now only 3 regions instead of the original 4.

15-16-10 Motion duly proposed by Sue De Graff and seconded by Martin O'Connell to extend the meeting by 30 minutes. Approved unanimously.

1.3.5 Teachers' Report

Sue De Graff presented the Teachers' report which consisted of pedagogical topics only. Sent by email and presented in Appendix 4.

1.3.6 Principal's Report

Sylvie Martin presented the Principal's report. Sent by email and presented in Appendix 5.

1.3.7 SNAC

Marie Maguigad was appointed as SNAC rep for SJF Junior GB. The AGA was held in September. The next meeting will be held on October 21st.

1.3.8 Questions from the Public

No members of the public were present at the meeting.

1.4 CORRESPONDENCE

Julie Smith received a flyer from Concordia University regarding a workshop entitled "Embracing Imperfection".

1.5 VARIA

Ann Hunter proposed that we reach out to Noel Burke, Commissioner, for his availability regarding future GB meetings. Julie Smith will communicate with the commissioner.

Julie Smith mentioned that the person who was in charge of the Trotibus program is no longer available. Julie Smith will try to approach potential candidates.

1.6 ADJOURNMENT

15-16-11 At 9:20 PM, motion duly proposed by Sylvie Corbeil and seconded by Ann Hunter that the meeting be adjourned.

Next meeting: Wednesday, November 4th, 2015

Respectfully submitted,

Carole Choiniere
/CC

APPENDIX 1: DAYCARE INFORMATION FOR GB 2015/10/07

Daycare User Committee

October 7th, 2015

Daycare Parents Committee

All parents were given a copy of our handbook in which it states:

“Daycare User Committee

This organization plays an advisory role and is chaired by the Daycare Coordinator. It provides a forum for consultations and feedback. It is also a liaison for all parents who use the daycare service. The Governing Board votes at the beginning of each school year on whether or not to form a daycare user committee based on parental interest in forming such a committee. Parents can always attend the Governing Board meetings should they have questions or concerns. If you are interested to form a daycare user committee, please contact the Daycare Coordinator or the Governing Board.”

Report:

No requests were received by the Daycare Coordinator to form a Daycare User Committee.

Daycare Notes

- **Extra curricular activities** – forms went home on Wednesday, September 23rd
The company Educ-Action is running the activities again this year with three sessions, fall, winter and spring. Activities are being offered at lunch time.
Activities of 8 weeks or more qualify for an Income Tax Receipt.

Activities will be starting on Tuesday, October 12th, 2015

- **Ped days: Friday, September 18th** was an awesome hit. Pat Benitar brought his Reptilian pets and furry friends and everyone had a grand time during the hands on presentations. 89 students attended.

Fee charged to parents: \$20.00

Friday, October 2nd we spent the day with a Halloween theme. The children made plastic bag pumpkins, played a cut and paste Halloween bingo game and Skeleton dice game, were all treated to a cookie and juice, colored and played in the gym. Each child went home with Halloween prizes for participating in the games. Everyone was super busy! Best ped day ever according to some of the little munchkins!

Fee charged to parents: \$12.00

- **Funding:** Our numbers for **funding purposes** are currently at 154 Regular students and 11 Sporadic students who either attend the lunch program only, or attend lunch and daycare on a less regular basis.
- **Purchases:** The daycare has decided to pursue the purchase of window coverings for the all the daycare rooms. We have had Verti-Store in and will be accepting their quote. This means that for \$2,864.00 (plus tax) there will be blinds not only in the daycare rooms, but also the library, the Music room and the English Resource room.

APPENDIX 2: REGIONAL PARENTS' COMMITTEE REPORT FOR GB 2015/10/07

Central Parents Committee: AGA, Oct. 1, 2015 (general minutes)

Call to order around 7pm

1. Greetings and introductions by outgoing Chairman Bobbi Brown
2. Invitation for the attendees to eat
3. Approval of agenda
4. Presentation for outstanding CPC members (for the work and effort throughout the years)
5. Icebreaker (finding something in common with the other parents of the same Region)
6. Description of the CPC structure and the regional committees
7. Explanation of committees and roles (i.e. facilities & securities, parent commissioners etc.)
8. Approval of three motions:
9. The AGA was adjourned (representatives were to go to their regional meeting) around 9:20pm

Regional Parents Committee : regional meeting , Oct. 1, 2015. (general minutes)

Call to order around 9:30pm

1. Meeting of David Meloche (Region 3 Director)
2. Appointment of secretary for the evening: Mike Nalez
3. Approval of the Agenda – approved
4. Introductions of representatives (tour de table)
5. Nominations & Elections
 - 5.1. Chairman: Lorraine da Costa (elected by vote)
 - 5.2. Vice-Chairman: Darren Kotania (elected by vote)
 - 5.3. Treasurer: Christina Forest
 - 5.4. Secretary : Natasha Drysdale
 - 5.5. CPC Representatives, for a total of: 2 Elementary, 2 High School & 1(or 2) at large
Allison Saunders, Darren Kotania, Lorraine da Costa, Mike Nalez, Mena DiLella,
John Stetfanini
6. Day & Time & Location of Meetings (preferably 3rd Thursday of the month at the Board): with exception of Nov. 12 (2nd Thursday)
7. Next Meeting Date - Thursday, October 15 - 6:30 p.m.
8. Adjournment, CPC members to meet at designated time in Room 106 (around 10:15pm)

APPENDIX 3: HandS REPORT FOR GB 2015/10/07

SJF Home & School has had a busy start to the school year! We are pleased to see many new faces involved with H&S and will welcome many more! A great year is planned for SJF students and staff. We are looking forward to working together for the good of our kids!

Here's a list of activities already accomplished by HandS:

1. On August 27th we had school supply pick up (Editions Vaudreuil) and SJF Apparel Sale.
2. Kindergarten First Day school tees distributed. Parents were given an invite to Meet & Greet 2015 and the first meeting of the year. They were also given a tissue pack wrapped with a green ribbon to help them through that memorable morning!
3. On the first day of school, HandS distributed Issue 1 of S JF HandS News. This newsletter will be issued every two months. This is a great tool to let everyone know what's coming up and what has happened; follow up on fundraisers (how much money was raised and how the will be used). Some great features will be included in the months to come.
4. A new volunteer/ membership form was sent out on the first day of school. To date there are 44 registered members...and still counting. Forms continue to arrive in the mailbox!
5. SJF Home & School will set up a **HandS Hub** whenever parents are at an event in the school (curriculum nights, SJF Fair, and so on). The table will have the current forms, newsletter, and any other HandS info for parents to pick up. This is another tool to let parents know what's happening and how to get involved.
6. There is a new H&S logo: includes our HandS identity and the connected with school (crest). Thank you to Mike Valle and Sweetspot Designs for the donation of expertise.
7. The SJF HandS Handbook (last revised 2007) has been updated to reflect 2015 (included).
8. The SJF HandS Constitution and ByLaws has been revised. This will be approved at the next meeting on October 21st (draft copy included).
9. Corn Boil at both schools (September 4th). A few things to tweak if done again next year; in general, the event went well. Metro store gave a discount on the 800 ears of corn and delivered without charge!
10. Picture day went smoothly at both schools.
11. TCBY orders are completed. TCBY has been given out twice already. There are same day sales as well.
12. Dagwoods and Domino lunches at the Junior are a fundraiser because it is H&S that coordinates these lunches (Laura Sulano, Daycare, coordinates the lunches at the senior

school). The price of the Junior lunches is lower this year; \$4.25 from \$4.50. The program will begin October 16th.

13. Parent workshop: *Uncovering the Mysteries of Anxiety*, with Debbie Oestreich on October 5th, was well attended. Clearpoint school H&S was invited to join us and we also split the cost of the speaker fee.
14. **HandS at a Glance** pamphlet will be distributed to the school community. This pamphlet includes all HandS activities, dates and other info a one page wonder! (included).
15. Ongoing fundraisers for the year will be Oliver's Labels, Birthday Book Program, TCBY, Junior Lunches, and SJF Apparel Sales and FundScrip. Planned for November to January 4th is the FundScrip **Gas & Grocery Challenge**. Stay tuned!
16. Next on the list...*All you Need to Know* (Parent workshop) with Nurse Sockett, Halloween box collection, and the much anticipated SJF Fair is November 21.

Please note that a HandS financial report will be presented in the November Report.

Respectfully submitted,

Sandra Gesualdi, HandS President

APPENDIX 4: TEACHERS' REPORT FOR GB 2015/10/07

1. On August 28th, homeroom teachers attended an in-service workshop with Marcelle Auger. The goal of this year long professional development is to refresh and supplement our literacy practices. There will be follow-up sessions with the same resource person throughout this school year.
2. Teachers attended workshops on the October 2nd professional day. Workshops offered that day included CPR, sciences and Oral Skills Improvement with Students.

APPENDIX 5: PRINCIPAL'S REPORT FOR GB 2015/10/07

- Great Kindergarten entry. We have 73 students in 4 groups.
- Our student population is presently at 264, with 13 homerooms
 - 103 students in Grade 1
 - 88 students in Grade 2
- Corn boil was a success and fun chucking the corn early in the morning
- Mme Valerie started on September 8, she is replacing Mme Royal
- 'Meet the Teacher' evening was successful; we had a full gym, it was quite impressive.
- Picture Day was well organized, retakes are on October 16.
- Assembly by grade level during the first week to review rules
- The school nurse reviewed the Epipen/ Allerject protocol with the staff; (we have 10 students with Epipen/Allerject this year)
- Ped Day on the Sept 19 was for teachers to work on the students' IEP
- Ped Day on October 2nd was for teachers workshops
- Attendance day was-- September 30- 8 absents
- Interim report going home on October 16.
- No family without emails.
- Fire drills up to 4 already: 3 regular, 1 in daycare. All in acceptable time.
- Lockdown was done, went well too.
- October 19, Federal election another ped day