

**St. John Fisher Elementary – Junior Campus**  
**Governing Board Minutes - 2015/12/07**  
**6:35 – 7:45 PM**  
**Junior Campus – Room 16**

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**Type of meeting: Governing Board – Regular 2015-16 #3**

**Participants:**

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

Teachers: Ann Hunter, Martine Létourneau, Sylvie Corbeil

Support Staff: Ruta Krauza

Principal: Sylvie Martin

Commissioner: Absent

Community Rep: Vacant

Visitor(s): Sandra Gesualdi (HandS)

Absent: None

Regrets: Sue De Graff, Noel Burke

**AGENDA TOPICS**

**3.1.1 Call to Order & Welcome**

Julie Smith called the meeting to order at 6:35 PM and welcomed everyone including a new GB member, Matthew King.

**3.1.2 Adoption of the Agenda**

**15-16-15** *Motion duly proposed by Ruta Krauza and seconded by Martin O’Connell to approve the agenda. Approved unanimously.*

**3.1.3 Adoption of the November 7<sup>th</sup>, 2015 minutes**

**15-16-16** *After discussion and amendments to the minutes including the removal of a sentence in Section 2.4.3 – Holiday GB Meeting, motion duly proposed by Carole Choiniere and seconded by Ruta Krauza, the modified minutes were approved unanimously.*

### **3.2 QUESTIONS FROM THE PUBLIC**

No members of the public were present at the meeting.

### **3.3 BUSINESS ARISING**

#### **3.3.1 Major School Change**

Julie Smith stated that she, Balgovind Pande, chair of the SJF senior GB and Toni Di Vittori, principal of SJF senior attended and represented our schools at the MSC hearing which took place on November 19, 2015. The webcasts of the MSC hearings are available for consultation on the LBPSB website:

<https://www.lbpsb.qc.ca/eng/msc2015/indexv2.asp>.

Sylvie Martin stated that a closed door meeting of the LBPSB Council of Commissioners will take place on Monday, December 14, 2015 to discuss how the MSC affects issues such as staffing, transportation, etc. Principal's and committee chairs, among others, are invited to attend the meeting. Discussion about the upcoming meeting ensued. Information regarding the Council of Commissioners is available on the LBPSB website:

<http://www.lbpsb.qc.ca/eng/council/indexV2.asp>.

### **3.4 NEW BUSINESS**

#### **3.4.1 Daycare Budget**

The daycare budget was presented by Ruta Krauza. Sylvie Martin read the GB resolution for the November 2015 revised daycare budget.

*15-16-17 Motion duly proposed by Matthew King and seconded by Martine Létourneau to approve the revised daycare budget. Approved unanimously.*

#### **3.4.2 School Budget**

The school budget was presented by Sylvie Martin. Sylvie Martin read the GB resolution for the November 2015 revised school budget for SJF Jr.

*15-16-18 Motion duly proposed by Ruta Krauza and seconded by Marie Maguigad to approve the revised school budget. Approved unanimously.*

#### **3.4.3 Calendar Adjustment**

Sylvie Martin stated that parents from SJF Jr. and Sr. will receive a letter from the principals explaining that the school year is 180 days. Due to recent strike days, the following pedagogical days will be cancelled: January 22, May 20 and June 6. If more strike action takes place, May 6<sup>th</sup> may also be cancelled. It should be noted that March break and the Tuesday following Easter cannot be cancelled.

### **3.5**            **FIELD TRIPS**

#### **3.5.1**        **No Field Trips to Approve**

### **3.6**            **REPORTS**

#### **3.6.1**        **Regional Parents' Committee**

Marie Maguigad attended the meeting which was held on November 12, 2015 and presented the Regional Parents' Committee report. Submitted by email and presented in Appendix 1.

#### **3.6.2**        **SNAC**

Marie Maguigad presented the SNAC report. Submitted by email and presented in Appendix 2.

#### **3.6.3**        **Council of Commissioners' Minutes**

Although no commissioner was present, a report was submitted by email and is presented in Appendix 3.

#### **3.6.4**        **Home and School**

Sandra Gesualdi presented the HandS report. Submitted by email and presented in Appendix 4.

#### **3.6.5**        **Teachers' Report**

The teachers' report was submitted by email and is presented in Appendix 5.

#### **3.6.6**        **Daycare report**

The Daycare report was submitted by email and is presented in Appendix 6.

#### **3.6.7**        **Principal's Report**

The Principal's report was submitted by email and is presented in Appendix 7.

### **3.7**            **QUESTIONS FROM THE PUBLIC**

No members of the public were present at the meeting.

### **3.8**            **VARIA**

Marie Maguigad mentioned the bomb threat that was received earlier and enquired about the school's approach if the threat were real. Sylvie Martin stated that there is strict protocol to follow including advising the police and evacuating the school.

**3.9                    CORRESPONDENCE**

No correspondence received.

**3.10                    ADJOURNMENT**

***15-16-19***        *At 7:45 PM, motion duly proposed by Ruta Krauza and seconded by Sylvie Corbeil that the meeting be adjourned.*

Next meeting: Wednesday, February 3<sup>rd</sup>, 2016

Respectfully submitted,

Carole Choiniere  
/CC

## **APPENDIX 1: REGIONAL PARENTS' COMMITTEE REPORT FOR GB 2015/12/07**

### **Region 3 Parents Committee Meeting (general minutes generated from the agenda)**

#### **1. Call to order& Welcome/Attendance around 7 pm**

#### **2. Adoption of Agenda**

#### **3. Approval of Minutes of October 15, 2015**

#### **4. Comments and Questions from the Public** (there were none)

#### **5. Business Arising from the Minutes of the Previous Meeting**

5.1 Enrollment Criteria Consultation due November 27, 2015 - for discussion / approval  
Region 3 Parents' committee response given on Nov. 26<sup>th</sup>, with no comments due to the MSC

#### **6. Internal Business**

6.1 Reporter for CPC : John Stefanini from Lakeside

6.2 Allocation to Parents' Committees from Council – update: A resolution will come from council

6.3 Treasurer: Proposed 2015-2016 Budget/Updated Budget - to approve: proposed budget accepted with open budget as 1000\$

6.4 Rules of Internal Procedure

6.5 Action Plan for this year - top two priorities for this year

- discussion on: communications/website, connecting with other English school boards, acknowledge more the GBs role to the parents at school

Action plan: increase parent engagement; engaging parents across the region, see how each school involves GB

#### **7. New Business**

7.1 Reminder: MSC Town Hall Webcasted Meetings - November 17, 18 & 19, 2015; SJF Nov 19<sup>th</sup>

7.2 Joint Regional Dinner for December meeting: to be on Dec. 10, with a little movie done by Westwood Sr kids on bullying (Silent Majority)

7.3 Items for CPC to Address

**8. Input from Schools and Parent Communities** : FB creation due to work to rule (not too sure which school); spoke about Adamo Hartley on his letter to Mr. Kelly

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**Marie needed to leave early**

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#### **9. Reports**

9.1 Chairperson - L. da Costa

9.2 Central Parents' Committee & SNAC (attached) - D. Kotania

9.3 High School Network Parents' Committee (attached) - L. da Costa

9.4 Elementary Network Parents' Committee (attached)

9.5 Parent Commissioners (attached) - M. Nalecz

9.6 Regional Director - D. Meloche

9.7 Commissioners (attached) - J. Arless & M. A. Davis

#### **10. Correspondence**

10.1 Outgoing - R3PC Response to the 2016-2017 Major School Change Consultation

#### **11. Varia**

#### **12. Comments and Questions from the Public**

**13. Next Meeting: Thursday, December 10, 2015 at 6:30 p.m. (exceptionally, the 2nd Thursday)**

**14. Adjournment**

Respectfully submitted,

Marie Maguigad

St. John Fisher Junior Region 3 Parent Committee Representative

## **APPENDIX 2: SNAC REPORT FOR GB 2015/12/07**

### **SNAC Report to the Council of Commissioners, Parents' Committees and Education Committees from SNAC Meeting of November 18, 2015.**

#### **Meeting Attendance:**

The SNAC meeting of November 18th was well attended by 16 SNAC members, and 1 member of the public. Members representing outside committees, unions and associations included: M.-E. Claude of S.S.D., C. Finn of S.S.D., R. Gilmartin of I.A.S.S., M. Hunt of P.E.P., D. Martire of P.A.S.A., and A. Tennant of P.T.U. Regrets were sent by the 3 Commissioners due to the MSC Public Hearings.

#### **Special Presentation:**

Cindy Finn, Director of Student Services, presented “**Educating Students with Special Needs in Quebec**”, which discussed coding, funding and the organization of services for students with special needs at LBPSB. As of Sept 30, 2015, total enrollment at LBPSB was 20,613 students. Of these, 973 were identified with “handicaps” (coded with one of the 11 challenges accepted by MELS), and 1587 were identified “in difficulty” (with IEPs, but not specifically coded). Thus, the students with special needs currently constitute 12.4% of the total LBPSB population. It was also noted that the number of students “in difficulty” tends to increase over the school year, as additional students are identified, and is expected to reach 20% by year end, which is comparable to the rates being seen at other school boards. At 46% students with autism make up the highest percentage of students identified with “handicaps”, whereas 79% of students “in difficulty” are identified as having “learning difficulty”.

MEESR provides the school board with a basic allocation for every student, however, this allocation is higher for students with identified handicaps. Funding for students with identified handicaps depends on their code. Funding ranges between \$9,438 and \$14,701 for K students; between \$11,446 - \$17,863 for Elementary students; and between \$10,728 - \$16,744 for High School students. MEESR also provides funding based on a historical percentage of the student population, as well as funding in the form of grants to support specific special needs initiatives, such as adapted equipment/technology, support for professionals (occupational therapists, speech therapists, etc.), IEP release days (to replace classroom teachers with a substitute teacher so that they can have IEP meetings) and a general fund to “support inclusion” efforts within the school board. The complexity of cases is increasing, with more students exhibiting multiple codes. This is problematic, since MEESR only provides funding for one “dominant” code, even for more complex cases that require additional support.

To read more about MEESR policy for coding and special needs, please visit:

[http://www.mels.gouv.qc.ca/fileadmin/site\\_web/documents/dpse/adaptation\\_serv\\_compl/19-7065-A.pdf](http://www.mels.gouv.qc.ca/fileadmin/site_web/documents/dpse/adaptation_serv_compl/19-7065-A.pdf)

To read more about LBPSB Policy for the Organization of Services for Students with Special Needs, please visit: [http://www.lbpsb.qc.ca/content/policies/Special\\_Needs\\_Policy\\_3\\_5\\_sept2013.pdf](http://www.lbpsb.qc.ca/content/policies/Special_Needs_Policy_3_5_sept2013.pdf)

To view Cindy Finn’s presentation on this subject from October 2012, please visit the SNAC website:

<http://snac.lbpsb.qc.ca/eng/webcasts/page.asp>

#### **Major School Change Public Hearings:**

Three representatives from the committee participated at the November 17th, 2015, MSC Public Hearing in Verdun. The SNAC brief was well received by the Council of Commissioners. The focus of SNAC’s presentation was to highlight the following priorities for SNAC:

- That the school board commit to preparing a written plan of action, with input from parents and students concerned, to help with transitions for those students with special needs that are affected by the MSC process.
- That the school board continues to commit to use “inclusion” into regular classes as the primary model for the integration of students with special needs.
- That the support services that make the “inclusion” model effective, continues to be a funding priority for the school board.

- SNAC encourages the retention of bilingual community schools across the board, along with the immersion programs, since many students with special needs choose schools that offer more English than French instruction.
- That the school board commit that the alternative models of education available for students with special needs (i.e. REACH, LIFE, WOTP) will remain untouched by the MSC process.

The committee was asked to follow-up its presentation by providing some recommendations for a written plan of action that would be implemented to help transition students with special needs as the result of a MSC decision.

#### **SNAC Parent-to-Parent IEP Workshop:**

SNAC has established a sub-committee to organize a parent-to-parent IEP workshop. The date for the workshop has been set of Tuesday, February 2nd, 2016, from 7:00 to 9:00pm at the LBPSB head office located at 1925 Brookdale in Dorval.

#### **New LBPSB Parent Newsletter for CPC & SNAC:**

SNAC was invited by the chair of CPC to participate in a new Parent Newsletter that will be distributed electronically a few times a year via email. SNAC members were excited about the initiative since communications with the parent population has been a priority for the committee for many years.

#### **Special Needs Representative on Governing Board:**

A Q&A document to clarify the role of this position is under development. The document will be shared with CPC once it has been approved by SNAC. It is the hope of the committee that we can work together with CPC to endorse this proposed position in the future.

#### **QESEC:**

On November 15, the SNAC Vice-Chair and Special Needs Parent Commissioner attended a QESEC meeting bringing together Special Needs Parent Representatives from various English Quebec School Boards. The need to increase special needs parent representation throughout the school board structure was discussed and an initiative to share IEP best practices was initiated. For more information, please see the QESEC report:

<http://snac.lbpsb.qc.ca/eng/extra/img/163QESECMeetingSummaryNov15-2015.pdf>

#### **Enrollment Criteria Policy Consultation:**

SNAC responded to the [Enrollment Criteria Consultation](#), reiterating the importance of Bilingual programs.

#### **Contract Negotiations:**

The PTU, IASS and PEP representatives to SNAC provided an update on recent votes to support a strike mandate. The committee was advised that negotiations are on-going. Of interest to SNAC is the discussion at the PTU negotiating table about possibly dropping the code of high-functioning Autism. Concerns about how this would be determined, and by whom, were raised.

#### **Questions from the Public:**

Following a discussion regarding the importance of confidentiality, SNAC would like to emphasize the importance of ongoing training for school Daycare, Lunch and Recess staff to provide the tools they need in order to care for all children with a variety of needs. The school board does in fact provide various training sessions for personnel, and it is our hope that over time all LBPSB staff members and teachers will attend.

#### **Next Meeting:**

Wednesday, January 20th, 2016 at 7pm at the school board, Room 219/221 upstairs.



The meeting will begin with a presentation by Carol Heffernan on the topic of “**LBPSB Budget with regard to Special Needs**”. All parents of students with IEPs are welcome to attend.

Respectfully submitted,

Brett Hillgartner, Chairperson, LBPSB Special Needs Advisory Committee 2015-2016

Sandra Buckingham, LBPSB Parent Commissioner for Special Needs 2014-2016

## **APPENDIX 3: COUNCIL OF COMMISSIONERS REPORT FOR GB 2015/12/07**



### **Meeting of the Council of Commissioners Lester B. Pearson School Board November 30, 2015**

*\*THESE NOTES ARE FOR INFORMATIONAL PURPOSES ONLY – THEY SHOULD NOT BE ASSUMED TO BE EITHER A PRECISE OR COMPLETE RECORD OF THE PROCEEDINGS OF THE ABOVE DATED MEETING – THE SUBSEQUENTLY APPROVED MINUTES STAND AS THE OFFICIAL RECORD OF ALL COUNCIL MEETINGS.*

#### **Administrative Staffing – Assistant Director of Finance**

Valeria Forgetta was appointed Assistant Director of Financial Services (Permanent Probationary Status) effective December 1, 2015.

#### **Administrative Staffing – Coordinator of Student Services**

Erik Olsthoorn was appointed interim Coordinator of Student Services, effective December 7, 2015.

#### **Administrative Staffing – Coordinator of Human Resources**

Martine St-Pierre was appointed Coordinator of Human Resources (Permanent Probationary Status) effective no later than January 18, 2016.

#### **Administrative Staffing – Principal**

Wusua Mitchell was appointed Principal (permanent status) at Dorval Elementary School, replacing Eric Olsthoorn effective February 1st, 2016.

#### **Entente between MEESR and LBPSB – CERAC vocational training**

Approval was given for the Entente between the MEESR and the LBPSB for consolidating services for CERAC vocational training.

#### **Entente with Central Quebec School Board – Pharmacy Technical Assistance Program**

A partnership between the Central Québec School Board and the Lester B. Pearson School Board regarding the Pharmacy Technical Assistant (PTA) program was approved.

#### **Sir Wilfrid Laurier Foundation Gala – January 21, 2016**

Chair Suanne Stein Day will attend the Sir Wilfrid Laurier Foundation Gala to be held on January 21, 2016.

#### **Facilities: Lindsay Place HS Project #1503 Brick repair & fire alarm system replacement Mesure #50620**

The professional services contract for the brick repair and fire alarm system replacement (Project #1503) at Lindsay Place High School was awarded, in accordance with the tender documents, to the bidder with the highest final score for quality, ANA Architecture Inc.

#### **Facilities: WICC – Ventilation system replacement – (Project #1504) – Mesure #50620**

The professional services contract for the ventilation system replacement (Project #1504) at WICC was awarded, in accordance with the tender documents, to the bidder with the highest final score for quality, Les Services Exp Inc.

#### **Calendar 2015-2016 (modification)**

The Calendar 2015-2016 (Youth Sector) was amended to designate Friday, May 20, 2016, a regular school day.

#### **Group Purchasing Plan (Judicial Records Verifications) - FCSQ**

The Lester B. Pearson School Board was authorized to participate in the public tender issued by the FCSQ for the Judicial Records verifications; and the service contract for Judicial Records verifications was awarded to Gardium Sécurité, effective December 1, 2015 until November 30, 2017.

#### **APPENDIX 4: HandS REPORT FOR GB 2015/12/07**

1. Standing at 48 members (about 10% of parent community).
2. 120 registered volunteers to date (filled out form).
3. All activities have volunteers in place.
4. FundScrip profits to date: \$327.82. Closing in on the last order for the Challenge.
5. Fair profited a little over \$1000.00. Final expenses have not been calculated yet.
6. I am preparing an Open House invitation which will be distributed to local preschools and daycares.
7. The next third issue of SJF HandS News will go out January 11th 2016.
8. The long sleeve tee is the new item in the SJF Apparel line of clothing.
9. HandS Hub: anytime parents are in the building a table will be set up at the entrance of each school, with all H&S info: latest newsletter, parent workshop info, anything H&S related to share with the community. At the Holiday Fair, a Hub was set up to sell SJF Apparel and FundScrip cards (and register new FundScrip users). The visibility and availability to answer questions allowed more parents to get to know what H&S is all about.
10. H&S is encouraging the Junior School staff to collect their ideas and decide (once the contract situation is resolved) on a plan as to how to spend the \$3700.00 allocated to them, from the 2014 Shindig.
11. H&S is planning another Parent Workshop for January: Part II Uncovering the Mysteries of Anxiety.
12. A detailed H&S Financial statement will be submitted in February.

Respectfully Submitted,

Sandra Gesualdi  
President, SJF Home & School Association

## **APPENDIX 5: TEACHERS' REPORT FOR GB 2015/12/07**

On November 2<sup>nd</sup>, many Cycle one French homeroom Teachers attended a one day Science Workshop called Éclairs de Sciences. It is our third and last year to participate in this program.

From November 5<sup>th</sup> to 7<sup>th</sup>, Miss Ashley Dunn, our music teacher attended the Ontario Music Educators' Association ilnspire conference in Toronto.

On November 23<sup>rd</sup>, our school sent many cycle one teachers to the first of a three day workshop on Sound Prints called SigNature in French.

On November 25<sup>th</sup> and 26<sup>th</sup>, parent-teacher interviews were held to discuss the progression of all the students.

On November 26<sup>th</sup> and 27<sup>th</sup>, teachers were invited to participate in their annual QPAT (Québec Provincial Association of Teachers) Convention at the Palais des Congrès de Montréal.

## **APPENDIX 6: DAYCARE REPORT FOR GB 2015/12/07**

### **Ped days:**

November 26<sup>th</sup>, 2015

Artista Café animated a Christmas Ornament workshop for the 90 children registered to attend. We also made Elf Ear and Reindeer Antler headbands and had a dance party in the gym. The children loved their day.

### **VARIA:**

December 18<sup>th</sup>, 2015

We are planning a Christmas Bingo, a short movie and popcorn, as well as some music to dance and sing to.

Extracurricular activities - Lunch

The fall session has been extended to cover the days lost due to strike days.

Educ-Action has advised me that the registration forms for the winter session will be available online by December 7<sup>th</sup>.

***HAPPY HOLIDAYS!***

## **APPENDIX 7: PRINCIPAL'S REPORT FOR GB 2015/12/07**

- November 11<sup>th</sup>: One minute of silence over the intercom.
- Nov 12<sup>th</sup>: Nurse Jill's hand washing workshop for kindergarten students.
- Library is up and running 3 days a week with parent volunteers and Wendy, ½ day (T-W-T)
- We ordered new IPADS and LEGO WeDo for different classes all distributed.
- Report cards went home on Monday, Nov. 23.
- Parent-Teacher interviews were Wednesday pm and Thursday am. Went very well.
- December 7<sup>th</sup>: workshop for cycle 1, morning Grade 1, 11am grade 2.
- December 9<sup>th</sup>: is another strike day: school closed to students.
- Xmas basket started Monday for 2 weeks. Delivery on the 11<sup>th</sup>.
- Council decision re: MSC is December 14th; we are on camera from 5:30 pm with GB chairs.
- Jingle bells on the last morning @ 8:10 in the school yard.