

**St. John Fisher Elementary – Junior Campus
Governing Board Minutes - 2016/04/06
7:00 – 8:50 PM
Junior Campus – Room 10**

Type of meeting: Governing Board – Regular 2015-16 #5

Participants:

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

Teachers: Martine Létourneau, Nadine Émond, Sue De Graff, Ann Hunter

Support Staff: Ruta Krauza

Principal: Sylvie Martin

Commissioner: Noel Burke

Community Rep: Vacant

Visitor(s): None

Absent: None

Regrets: None

AGENDA TOPICS

5.1.1 Call to Order & Welcome

Julie Smith called the meeting to order at 7:00 PM and welcomed everyone.

5.1.2 Adoption of the Agenda

15-16-26 *After discussion and amendments to the agenda, including the addition of Section 5.4.3 – Bylaws Consultation, motion duly proposed by Matthew King and seconded by Sue De Graff to approve the modified agenda. Approved unanimously.*

5.1.3 Adoption of the February 3rd, 2016 minutes

15-16-27 *After discussion and amendments to the minutes, which included a sentence change in Section 4.9 – Varia, motion duly proposed by Ruta Krauza and seconded by Martine Létourneau to approve the modified minutes arising from the Governing Board (GB) meeting of February 3, 2016. Approved unanimously.*

5.2 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

5.3 BUSINESS ARISING

5.3.1 Email to approve Grade 2 field trip

15-16-28 The email approval for the Grade 2 field trip to La Base des Plein Air was ratified. *Motion duly proposed by Matthew King and seconded by Ruta Krauza to ratify the email vote. Approved unanimously.*

5.4 NEW BUSINESS

5.4.1 GB Composition Consultation

Julie Smith presented the governing board composition letter sent by the Lester B. Pearson School Board (LBPSB). The St. John Fisher Jr. governing board is currently composed of 12 members including 5 parents, 5 staff and 2 community representatives. The principal is not considered to be a member.

Given that no changes have been requested to the composition of the governing board for the current year, no reply is required at this time.

5.4.2 School Board Strategic Plan Consultation

Julie Smith and Sylvie Martin presented the LBPSB Draft Strategic Plan for 2015-2020. The plan outlines a direction and defines the board's priorities for the coming five years. The plan is part of an on-going process of measuring achievement based on the directions, strategies and benchmarks defined in the plan. Both the Jr. and Sr. SJF campuses will have their own individual plan.

Discussion ensued regarding the strategic plan. An online survey, made available by the LBPSB, was then completed by the governing board.

5.4.3 Bylaws **1 and 1E Consultation**

Sylvie Martin presented Bylaws 1 (2016) and 1E (2106) regarding the date, time and place of regular council of commissioners' meetings and executive committee meetings.

Given that there were no objections to the proposed dates, times or places, no reply is required at this time.

5.5 **FIELD TRIPS**

5.5.1 **Field Trip Approvals**

Sylvie Martin presented the upcoming field trips requiring approval.

- Outing to the Musée des enfants in Laval on April 28, 2016 for kindergarten students. The cost is \$26 per child.
- Cross country run in Baie d’Urfé on May 10, 2016 (May 12 or 13 for rain dates) for all grades. The school will absorb the \$7.50 fee per child.
- La Bibitte Mobile will come into school for a 1 hour presentation to the Grade 1 students on April 21, 2016. The cost is \$13 per child.
- Outing to the Musée des beaux arts in Montreal on June 8, 2016 for Grade 1 students. The cost is \$25 per child.

15-16-29 Motion duly proposed by Ruta Krauza and seconded by Nadine Émond to approve the field trips as presented. Approved unanimously.

5.6 **REPORTS**

5.6.1 **Regional Parents’ Committee**

Marie Maguigad attended the meetings held on February 18 and March 17, 2016. The February Central Parents’ Committee report was submitted by email and is presented in Appendix 1.

5.6.2 **SNAC**

Marie Maguigad attended the meeting held on February 17, 2016. The SNAC report was submitted by email and is presented in Appendix 2.

5.6.3 **Council of Commissioners’ Notes**

Noel Burke attended the meeting held on March 29, 2016. The Council of Commissioners’ report was submitted by email and is presented in Appendix 3.

5.6.4 **Home and School**

The HandS report and budget were submitted by email. The report is presented in Appendix 4.

5.6.5 **Teachers’ Report**

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

5.6.6 Daycare report

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

5.6.7 Principal's Report

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

5.7 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

5.8 CORRESPONDENCE

Julie Smith received the following correspondence [which was presented by Marie Maguigad](#):

- A letter from the Association des services de garde en milieu scolaire au Québec (ASGEMSQ) regarding daycare staff appreciation day which will take place on May 18, 2016.
- A brief from the Advisory Board on English Education entitled "We are Accountable to the Student" regarding success and retention in English-language schools.
- An email from the Pearson Education Foundation regarding grant application forms for teachers.

5.9 VARIA

[Marie Maguigad presented the Varia](#). Julie Smith sent the budget consultation response via email to the LBPSB. The response will be sent via email to the governing board members.

5.10 ADJOURNMENT

15-16-30 *At 8:50 PM, motion duly proposed by Martine Létourneau and seconded by Ruta Krauza that the meeting be adjourned.*

Next meeting: Wednesday, May 4th, 2016

Respectfully submitted,

Carole Choiniere
/CC

APPENDIX 1: CENTRAL PARENTS' COMMITTEE MINUTES FOR GB 2016/04/06

Central Parents Committee: Meeting #6, Feb. 18, 2016 (general minutes, generated from agenda)

1. Call to order& Welcome/Attendance around 6:46 pm

2. Adoption of Agenda

3. Approval of Minutes of January 21, 2016.

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

5. Business Arising from the Minutes of the Previous Meeting

5.1 MSC Reconsideration Decisions - D. Meloche updated parents as follows:

- Lakeside closure - four groups will be created to address different specific issues (enrolment, education, rentals, government/legislation); looking to change legislation and have the calculation for functional capacity revised;
- Riverview merge - there will be Governing Board training on March 8th and also a meeting (together with Verdun and Beurling) with Council, the community, the municipal government, and church representatives;
- Orchard & St. Lawrence merger - both schools will hold monthly meetings to go over their different roles while in the transition; events will take place in order to bring the two communities together, and teachers will hold staff meetings and have classroom grouping discussions together; the students affected will be surveyed on the name of the 'new' school (whether to keep or create new name). C. Bender asked if St. Lawrence will have to change its name. D. Meloche responded that it did not. He added that the students will also be asked if they want a new logo and/or school mascot.

5.2 Work to Rule update:

- D. Meloche informed parents that work-to-rule was officially over but that teachers are still able to decide for themselves how much 'extra' they are willing to do.

5.3 CPC info session on Bill 86:

CPC presentation document and Brief were included in the meeting kit. A discussion then ensued on the Bill itself and its impact on schools, Governing Boards, and parents in particular. It was remarked that many Governing Board members do not appear to be interested in this nor do they wish to have more information about the Bill. Some commented that at their own schools, no one is really talking about it. Perhaps many just do not understand the significance of this Bill for parents. Hopefully all parents get the correct information, but worries that people outside RPCs and CPC may not be adequately informed on the subject, or that they may be misinformed. It is our duty as parent representatives to bring the info we receive at the regional and CPC level back to our parents; and suggested we ask this issue be addressed at our GB meetings if necessary.* EPCA is taking this very seriously and wants to get all parents more involved; they are working hard to gather feedback from the parent population in order to make recommendations that fairly represent them. It was pointed out that the Bill does not address student success. **EPCA directors have created a Bill 86 website to reach out to parents (www.bill86.com)**. It is encouraged for parents to read as much as they can on Bill 86 from whatever sources they have - the more information parents get their hands on, the better it is for them to decide where they stand on this issue.

6. Internal Business

- 6.1 Treasurer: Updated budget was discussed; nothing to report

7. New Business

- 7.1 Bill 86 Feedback for CPC (feedback from R3PC to send to CPC)
- 7.2 Budget 2016-2017 Consultation - response due March 31st, 2016 – all R3PC members review the Budget Consultation documentation material as it will be discussed at the next meeting.
- 7.3 LBPSB 2017-2018 Youth Calendar Options - input requested by CPC
Discussion: Three options for the LBPSB 2017-2018 Youth Calendar were included in the meeting kit. This was the first time in many years that CPC had asked the RPCs for their input.
Decision: The main difference between Options 1 and 3 (the two remaining options) is that Option 1 has Christmas holidays over two complete weeks (December 23rd through January 7th) whereas Option 3 has them split over 3 weeks (Dec 21st through Jan 3rd); as most parents will need to work up to Friday the 22nd, majority vote was for Option 1.

8. Input from Schools and Parent Communities:

Maple Grove is looking to include a positive media newsletter in their report card packages, they are also getting seven stationary bikes and five stepping machines; LCCHS Robotics team was in a competition and their GB members went to see the robotics team get ready for competition at their last GB meeting; Lindsay Place students are doing presentations on different countries, including the country's dress and cooking, Steam2 presentation at the end of January was well attended.

9. Reports

- 9.1 Chairperson - L. da Costa:
HSNPC has invited all parents to attend a presentation at 8:00 p.m. in the boardroom, on Drug Use and Abuse by ex-NFL football player Alvin Powell who struggled with drugs and nearly ended his life as a result.
- 9.2 Central Parents' Committee - there was no CPC meeting in February, therefore no report.
- 9.3 High School Network Parents' Committee - due to a CPC Bill 86 Info Session being held in its place, there was no HSNPC meeting in January, therefore, nothing to report.
- 9.4 Elementary Network Parents' Committee - due to a CPC Bill 86 Info Session being held in its place, there was no ENPC meeting in January, therefore no report.
- 9.5 Parent Commissioners (attached) - MSC Requests for Reconsideration had taken up most of Council's time since December, so Bill 86 had been pushed aside for the most part.
- 9.6 Regional Director - D. Meloche with highlights – PEF Walk/Run; Vocational Roadshow (touring group visits to all high school and adult centers throughout March); TOPS at Lakeside April 15/16; Registration & Staffing Process (underway); Transfer requests; Elementary-High School Open Houses; Future Ready Schools Summit at Lakeside April 30 & May 1 - presentations and workshops will revolve around the use of Google Apps for Education within the Future ready framework; Math Olympics cancelled.

10. Correspondence

- 10.1 Outgoing - R3PC Response to the 2016-2017 Major School Change Consultation was approved and sent to CPC.

11. Comments and Questions from the Public - none

12. Next Meeting: Thursday, March 17, 2016 at 6:30 p.m.

13. Adjournment at 7:58pm

APPENDIX 2: SNAC REPORT FOR GB 2016/04/06

SNAC Report to the Council of Commissioners, Parents' Committees and Education Committees from SNAC Meeting of February 17, 2016.

Meeting Attendance:

The SNAC meeting of February 17th was attended by 16 SNAC members and 2 members of the public. Members representing outside committees, unions and associations included: D. Olivenstein of Council of Commissioners, M.-E. Claude of S.S.D., E. Oolsthorn 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 F. Kesic of W.I.A.I.H.

Special Presentation—LBPSB Budget Allocation Process:

Carol Heffernan, LBPSB Assistant Director General, and France Daoust, LBPSB Director of Finance, attended the SNAC meeting to deliver a special budget presentation to the committee. The LBPSB is in deficit of \$1.6 million for the 2015-2016 school year, and they are expected by MEESR to balance the budget for 2016-2017. This is the reason for the recent MSC process. Ms. Heffernan explained that it is a significant challenge for the School Board to maintain the desired level of service and support to students in the classrooms in light of the significant "Recurring Negative Adjustments" and recent additional budget cuts from MEESR. Of particular interest to SNAC is that there was an additional cut to special needs funding of \$764,874.00 for this year. Moreover, the grant that supports integration was cut from \$886,000.00 from the previous year to \$348,000.00 for this year. These cuts will have ramifications for students with special needs and the types of supports they receive. SNAC would like to thank Ms. Heffernan for her informative presentation.

Major School Change – Transition Plan Document:

On November 17th, 2015, three SNAC members participated in the MSC Public Hearing in Verdun. One of the primary recommendations of SNAC was 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. SNAC has finalized the document and has been sent it to Council for its consideration. Please view the SNAC Recommendations for MSC Transition Plans here:

<http://snac.lbpsb.qc.ca/eng/extra/img/173SNACtransitionplanrecommendations2016.pdf>

SNAC IEP Parent-to-Parent Workshop from February 2nd, 2016:

SNAC hosted an IEP workshop entitled "An IEP Journey: A Parent to Parent Perspective" on February 2nd that had over 70 participants from a variety of schools throughout the board. The organizing committee received a great deal of positive feedback from the parents who attended the session. As follow-up, an "IEP Questions & Answers" document will be posted on the SNAC website after March break to share all of the information that was explored in the different sessions. SNAC is looking into the possibility of holding a follow-up meeting for parents in April or May.

Bill 86:

SNAC members have been directed to the CPC website for further information regarding the Bill 86 Parent Sessions that have been offered by CPC.

LBPSB Budget Consultation:

SNAC will review the 2016-2017 Budget Consultation documents and provide a response by the March 31st deadline.

Contract Negotiations:

The PTU, IASS and PEP representatives to SNAC provided an update on recent votes to support a new contract. PTU also voted to keep the “work to rule” as status quo, however the union may revisit the issue after reviewing how the other school board unions vote on the new contract.

Correspondence:

SNAC received an email from a parent inquiring if both parents can provide input to an IEP even in the case where only one parent has custody. Administration informed us about the difference between “custody” versus “parental rights”. As long as the parents “parental rights” have not been removed from the court, then yes they can request to be informed about IEPs and report cards and they can meet with school staff regarding their child. It was noted that these situations can be a little tricky if both parents want different things for their child.

Next Meeting:

Wednesday, March 16th, 2016 at 7pm at the school board, Room 219/221 upstairs.
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 2016/04/06



**Meeting of the Council of Commissioners
Lester B. Pearson School Board
March 29th, 2016**

Summer School Program Location:

The summer school program will run from July 4 to July 29 at Pierrefonds Comprehensive High School and LaSalle Community Comprehensive High School. Transportation will be available to off island students only, at an estimated cost of \$80

Summer School Program Coordinator:

Kathleen O'Reilly has been named Coordinator/Principal of the summer school program for a two-year term (2016 and 2017).

Sport Etudes program renewal:

In compliance with the Sports federations, John Rennie High School Sport Etudes program has been renewed until June 30, 2020 and confirmation of this will be sent to MELS.

Lakeside Academy Community Learning Centre:

Lakeside Academy has been given approval to begin the process of applying for a CLC (Community Learning Centre) The process should be complete by June.

Calendar Modification (youth sector):

May 20, 2016 will go back to being a fixed boardwide professional day.

Calendar Adoption (youth sector):

The youth sector school calendar for the 2017-2018 school year was adopted.

Employment of Geneviève Dugré and François Hamel:

Should an error or omission occur during the employment of Dugré or Hamel, the Lester B. Pearson School Board will take up defence on behalf of either party.

AAESQ/QESBA Conference:

Funds will be made available to cover expenses for up to ten commissioners to attend the AAESQ/QESBA Conference in May 2016.

CAPSLE Conference:

Craig Berger will represent the Lester B. Pearson School Board at the CAPSLE Conference in Toronto from May 1-3.

Dorset Elementary Renovations:

All washrooms at Dorset Elementary will be renovated. The total cost will be \$153,400.00 (before tax).

Dorval Elementary Repairs:

The windows of Dorval Elementary will be replaced and there will be brick repair done on the structure as well. The total cost will be \$693,162.19 (before tax).

Edgewater Elementary Renovations:

All washrooms at Edgewater Elementary School will be renovated. The total cost will be \$189,400.00 (before tax).

Evergreen Elementary Maintenance:

The pavement of the parking lot, the removal of the oil tank and the conversion to an electrical heating system at Evergreen Elementary was approved. The total cost will be \$395,248.66 (before tax).

Horizon High School Repairs and Maintenance:

Various repairs and land maintenance were approved for Horizon High School. The total cost will be \$424,214.00 (before tax).

International Language Centre/John Killingbeck Pavilion Repairs:

The windows at the ILC/John Killingbeck Pavilion will be replaced. The total cost will be \$545,341.00 (before tax).

LaSalle Community Comprehensive High School Maintenance:

Brick repair, the replacement of the library floor, fire code upgrade of emergency doors and the installation of new blinds has been approved for LCCHS. The total cost will be \$244,063.00 (before tax).

Water Meter Upgrades and Installations:

Water Meter upgrades and installations will take place at the following schools:

Horizon High School

Riverdale High School

St. Thomas High School

Margaret Manson Elementary School

Westpark Elementary School

St. Charles Elementary School

Wilder Penfield Elementary School

St. Paul Elementary School

Springdale Elementary School

Terry Fox Elementary School

Westwood Senior Repairs and Maintenance:

Repairs of brick facades and replacement of doors was approved at Westwood Senior High School. The total cost will be \$291,431.00 (before tax).

Day, time and place of Council of Commissioners Meetings:

A consultation to set the date, time and place of council meetings (2016-17) with responses back by May 3, for approval at the May 30 council meeting.

Day, time and place of Executive Committee Meetings:

A consultation to set the date, time and place for the executive meeting (2016-17) has been sent out to consultative partners with responses due back by May 3, for approval at the May 30th council meeting.

Three-year Plan of Allocation and Destination of Immovables 2016-2017 to 2018-2019:

The *Three-year Plan of Allocation and Destination of Immovables* 2016-2017 to 2018-2019 will be distributed for consultation to municipalities, communities, Parents' Committees and other consultative partners of the school board during the week of March 28. Responses need to be submitted to the secretariat no later than May 18. It will be submitted for adoption at the Council of Commissioners meeting on May 30.

Group Purchasing:

LBPSB will take part in a public tender issue by the *Centre collegial des services regroupés* to purchase first aid supplies. These supplies are primarily designated for our health programs in vocational education.

Naming of merged Greendale and Thorndale schools:

The new name for the Greendale/Thorndale merged school will be Kingsdale Academy.

Naming of merged St. Paul and Sherwood Forest schools:

The new name for the St. Paul/Sherwood Forest merged school will be Sherbrooke Academy.

APPENDIX 4: HOME AND SCHOOL REPORT FOR GB 2016/04/06

April 2016

Home & School has had a steady flow of activities since the beginning of the new year. In January we hosted a Parent Workshop, Uncovering the Mysteries of Anxiety II and helped with the Kindergarten Open House.

On February 3, SJF hosted the Fran Lowry Annual Blood Drive. HandS volunteers baked muffins for the event. Volunteers were not needed from our association. In the future, should there be a need for help, Mr. Lowry will contact H&S.

Teacher Appreciation Week was celebrated the week of February 8th – It was a Superhero Week at SJF. The week was launched with messages from the students to their Superhero teachers. The students sent on notes to their teachers and volunteers created poster collages for each teacher at both schools. This project entailed many volunteer hours but was well worth the sentiment of love and appreciation of the teachers! Throughout the week there were treats for everyone, professional chair massages were given, gifts for the staff rooms and a Superhero lunch for the teachers was served on the Friday. Cutlery was purchased for the Junior school and a Massage pad was purchased for the Senior school. The week was a super-success!

SJF HandS News was issued in January and March. This continues to be a great vehicle to communicate all things H&S. It shares upcoming news and short reports of past activities.

March was a welcomed quiet month!! Now we're gearing up for Appreciation Week (Bus Driver Day, Caretaker's Day, Daycare Day and Secretary's Day), Book Fair, Hub Sale (same time as Portfolio evening – sale of SJF Apparel, and FundScrip cards), Mother's Day flower fundraiser, Graduation Pool party and the SJF Family BBQ. Let the festivities begin!!

We are currently in a FundScrip Challenge, until Mother's Day. We noticed that with oth fall challenge, there was an increase in purchases. Sales are steady but not as much money has been raised to date, compared to last year. The reason being that last year, Subway lunches, once a month at both schools, used FundScrip cards to pay the suppliers. This year, the suppliers used are not connected to FundScrip and have no interest in joining the program.

I am very proud to share that on April 30th, SJF HandS will be presented with the Pat Lewis Humanitarian Award at the QFHSA Awards Dinner. Ericka Baron wrote a letter to the QFHSA letting them know about our Community Walk that takes place each year (for the past seven years). Considering the funds raised and how they are distributed, we have been chosen for the award. H&S is thankful to Ericka Baron for having the initiative to write the letter for consideration.

Please find attached the financial report. The association remains in good standing. The financial report has been updated to be more specific and easier to read.

Sincerely,
Sandra Gesualdi, HandS President

APPENDIX 5: TEACHERS' REPORT FOR GB 2016/04/06

Several teachers attended a Google Refresher

Cycle one teachers attended their last SoundPrints workshop on March 9th.

Kindergarten teachers further familiarized themselves with the Daily 5 Approach on March 21st.

Cycle one teachers enjoyed a full day workshop as part of the Éclairs de sciences project on March 23rd.

APPENDIX 6: DAYCARE REPORT FOR GB 2016/04/06

Ped Days:

We had no ped days with children in March. April 22nd we are going bowling at Laurentian Lanes.

Robotics:

The first group of Grade 2 daycare children absolutely loved being involved. Ms Elizabeth has done a fabulous job so far. Our first group ended on April 1st and received certificates from their science professor! (Ms Elizabeth arrived in costume!) Second group starts on Friday, April 8th.

Lunch Program Fees:

Just a reminder that as was approved last school year the lunch program fee for the 2016-2017 school year will be increasing by another \$5.00 to \$360.00 to bring us in line with all elementary schools.

Lunch and Daycare Handbook:

Our handbook needs to have GB approval before I can send it out to parents. I have made a few changes with regards to our current daily daycare rate going from \$8.00 to \$8.10 as per the increase the government put into effect on January 1st, 2016. Also our 2016-2017 Lunch Program fee has been changed to the \$360.00 approved last school year.

Extracurricular Activities

Our Spring session started Tuesday, March 22nd and everything is currently running smoothly.

APPENDIX 7: PRINCIPAL'S REPORT FOR GB 2016/04/06

March:

- Report card and IEP: --Went home on March 9th
- Grade 2 went to Ecole de Cirque March 15th Great fun!
- Parents meeting March 17th (3 to 6pm) went well
- Dance in the School yard (Chicken Dance): March 24th –Always a fun time

April:

- Mme Quamie had a guest speaker on April 4th (Aboriginal Program with Barbara Diabo)
- Port-folio event will be April 21st (3 to 8pm)
- April 28th Kindergarten students will go to Musee des enfants in Laval

Registration:

75 kindergarten students

76 grade 1 students

104 grade 2 students

Projection 2016-17: 4 x kindergarten classes, 8 x cycle 1.