

**St. John Fisher Elementary – Junior Campus  
Governing Board Minutes - 2016/06/07  
6:45 – 7:45 PM  
Senior Campus – Library**

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**Type of meeting: Governing Board – Regular 2015-16 #7**

**Participants:**

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

Teachers: Sue De Graff, Ann Hunter, Nadine Emond

Support Staff: Ruta Krauza

Principal: Sylvie Martin

Commissioner: Noel Burke

Community Rep: Vacant

Visitor(s): None

Absent: None

Regrets: Marie Maguigad, Martine Létourneau

**AGENDA TOPICS**

**7.1.1 Call to Order & Welcome**

Julie Smith called the meeting to order at 6:45 PM and welcomed everyone.

**7.1.2 Adoption of the Agenda**

**15-16-40** *After discussion and amendments to the agenda, including the addition of Section 7.6.7 – SNAC, motion duly proposed by Sue De Graff and seconded by Matthew King to approve the modified agenda. Approved unanimously.*

**7.1.3 Adoption of the May 4<sup>th</sup>, 2016 minutes**

**15-16-41** *Motion duly proposed by Martin O’Connell and seconded by Sue De Graff to approve the minutes as presented. Approved unanimously.*

## **7.2**            **QUESTIONS FROM THE PUBLIC**

No members of the public were present at the meeting.

## **7.3**            **BUSINESS ARISING**

### **7.3.1**        **School fees**

Sylvie Martin presented the school fees for 2016-2017. She explained that taxes were to be added to the approved school fees of \$62. If both taxes apply, this would add approximately \$10, increasing the fees to \$72. Noel Burke will inquire whether both taxes will be applied or only the GST.

*15-16-42      Motion duly proposed by Ruta Krauza and seconded by Carole Choiniere to approve the revised school fees. Approved unanimously.*

### **7.3.2**        **Pool Day Approval**

*15-16-43      The email approval for the pool days was ratified. Motion duly proposed by Matthew King and seconded by Nadine Émond to ratify the email vote. Approved unanimously.*

## **7.4**            **NEW BUSINESS**

### **7.4.1**        **2016-2017 Student Transportation Organization Plan**

Julie Smith presented the 2016-2017 Transportation Plan. No comments regarding the plan had yet been sent to Mr. Barrette. Zone 37 has access to the school bus at a cost of \$175 per child, to a maximum of \$350 per year. Information will be sent to parents of children located in Zone 37.

### **7.4.2**        **School Budget**

Sylvie Martin presented the school budget. Discussion ensued.

*15-16-44      Motion duly proposed by Sue De Graff and seconded by Ruta Krauza to approve the school budget as presented. Approved unanimously.*

### **7.4.3**        **Daycare Budget**

Ruta Krauza presented the daycare budget. Discussion ensued.

*15-16-45      Motion duly proposed by Nadine Émond and seconded by Martin O'Connell to approve the daycare budget as presented. Approved unanimously.*

#### **7.4.4 GB Annual Report**

Julie Smith discussed the contents of the governing board (GB) annual report and stated that it would be presented at the Annual General Meeting (AGM) to be held on September 1, 2016.

#### **7.4.5 Facebook Page and Twitter Account**

Sylvie Martin created a Facebook page and Twitter account for the SJF junior campus. She will send the links to the pages to the GB members for comments. Following GB member comments, she will send the links to the community.

#### **7.5 FIELD TRIPS**

##### **7.5.1 Field Trip Approvals**

There were no field trips to approve.

#### **7.6 REPORTS**

##### **7.6.1 Regional Parents' Committee**

The May 2016 region 3 parents' committee meeting was cancelled. No report is therefore available. An end of year dinner will be held on June 16, 2016.

##### **7.6.2 Council of Commissioners' Notes**

Noel Burke attended the meeting held on May 30, 2016. The Council of Commissioners' report was submitted by email and is presented in Appendix 1.

##### **7.6.3 Home and School**

No HandS report was submitted.

##### **7.6.4 Teachers' Report**

The teachers' report was submitted by email and is presented in Appendix 2.

##### **7.6.5 Daycare report**

The daycare report was submitted by email and is presented in Appendix 3.

Ruta Krauza presented the proposed Éduc-Action lunch activities for the 2016-2017 school year.

**15-16-46** *Motion duly proposed by Matthew King and seconded by Julie Smith to approve the Éduc-Action lunch activities as presented. Approved unanimously.*

**7.6.6 Principal's Report**

The principal's report was submitted by email and is presented in Appendix 4.

**7.6.7 SNAC**

Marie Maguigad could not attend the meeting held on May 18, 2016. However, the SNAC report was submitted by email and is presented in Appendix 5.

**7.7 QUESTIONS FROM THE PUBLIC**

No members of the public were present at the meeting.

**7.8 CORRESPONDENCE**

No correspondence received.

**7.9 VARIA**

Julie Smith presented the GB and Home and School meeting schedule for the 2016-2017 school year. The junior campus GB will meet on the 1<sup>st</sup> Wednesday of the month. The senior campus GB will meet on the 2<sup>nd</sup> Wednesday of the month. Home and School will meet on the 3<sup>rd</sup> Wednesday of the month.

**7.10 ADJOURNMENT**

**15-16-47** *At 7:45 PM, motion duly proposed by Ruta Krauza and seconded by Sue De Graff that the meeting be adjourned.*

Next meeting: AGM on Thursday, September 1<sup>st</sup>, 2016

Respectfully submitted,

Carole Choiniere  
/CC

## APPENDIX 1: COUNCIL OF COMMISSIONERS REPORT FOR GB 2016/06/07



Meeting of the Council of Commissioners  
Lester B. Pearson School Board  
May 30, 2016

*THESE NOTES ARE FOR INFORMATION ONLY AND SHOULD NOT BE ASSUMED TO BE EITHER AN ACCURATE OR COMPLETE RECORD OF THE PROCEEDINGS OF THE ABOVE DATED MEETING*

*THE SUBSEQUENTLY APPROVED MINUTES STAND AS THE OFFICIAL RECORD OF ALL COUNCIL MEETINGS.*

### **Continuing Education/Vocational Training calendar:**

The 2017-2018 Continuing Education/Vocational Training school year calendar was approved.

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### **Transportation User Fees:**

Transportation courtesy and accommodation fees will be no more than \$175 per elementary school student (with a maximum of \$375 per family) and \$300 per secondary school student (with a maximum of \$600 per family). Administration is authorized to organize, at its discretion, accommodation for students not zoned for transportation.

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### **2016-2017 Student Transportation Organizational Plan:**

The *2016-2017 Student Transportation Organizational Plan* was adopted.

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### **Canadian School Boards Association Congress:**

Funds will be made available to cover the expenses necessary for Chair Suanne Stein Day and Vice-Chair Noel Burke to attend the Canadian School Boards Association Congress in July 2016 in compliance with the school board's policies.

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### **John Abbott College golf tournament:**

Lester B. Pearson will sponsor a hole at the John Abbott College golf tournament held on June 8 for the amount of \$500.00.

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### **Policies and By-law reviews:**

The review of *Major School Change* policy will be directed to an ad hoc committee; the review of *Food and Nutrition* policy will be directed to the Executive Committee; the review of the *Evaluation of Student Learning* policy will be directed to the Education Committee; the review of the *Library Materials Selection* policy will be directed to the Education Committee; the review of the *By-Law #9 – Complaint Examination Procedure* will be directed to the Governance and Ethics Committee. All committees will submit drafts of their reviews to the Council of Commissioners.

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**Maintenance at Pearson Adult and Career Centre:**

Generator installation, exterior lighting replacement, washroom renovations and water meter installation at Pearson Adult and Career Centre was approved. The project will cost \$763,500.00 (before tax).

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**Maintenance at Beacon Hill:**

Brick repairs and other various repairs to the façade of Beacon Hill Elementary School were approved. The project will cost \$133,800.00 (before tax).

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**Maintenance at West Island Career Centre and Pierrefonds Comprehensive High School:**

Garage ventilation, generator upgrades, new electric main, water meter and roof ventilation unit was approved at WICC and PCHS. The project will cost \$980,244.00 (before tax).

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**Sunshine Academy emergency evacuation:**

The emergency evacuation upgrade at Sunshine Academy Elementary School was approved and will cost \$106,200.00 (before tax).

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**To fix the day, time and place of Regular Meetings of the Executive Committee:**

*To fix the day, time and place of Regular Meetings of the Executive Committee* was adopted and will come into force June 4, 2016.

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**Maintenance at Beurling Academy:**

The renovation of washrooms, installation of ventilation units and water meter, improvement of handicapped access, addition of new plumbing workshop and of new computer labs and various work related to MSC was approved at Beurling Academy. The project will cost \$2,211,079.00 (before tax).

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**St. Paul Emergency Evacuation:**

The emergency evacuation upgrade at St. Paul Elementary School was approved and will cost \$106,200.00 (before tax).

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**Building envelope improvements at Mount Pleasant Elementary School:**

The building envelope improvements at Mount Pleasant Elementary School was approved and will cost \$205,000.00 (before tax).

**Accessibility upgrade at Greendale Elementary:**

The accessibility upgrade at Greendale Elementary was approved and will cost \$261,210.00 (before tax).

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**To fix the day, time and place of Regular Meetings of the Council of Commissioners:**

*To fix the day, time and place of Regular Meetings of the Council of Commissioners* was adopted and will come into force June 4, 2016.

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**Strategic Plan 2015-2020:**

The Lester B. Pearson School Board *Strategic Plan 2015-2020* was adopted.

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**Allocation and Destination of Immovables 2016-2017 to 2018-2019:**

The Lester B. Pearson School Board *Three-Year Plan of Allocation and Destination of Immovables 2016-2017 to 2018-2019* was adopted.

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**CGTSIM School Tax:**

The Lester B. Pearson School Board will call upon the *Comité de gestion de la taxe scolaire de l'Île-de-Montréal* to adopt a budget for 2016-2017 ensuring that the Lester B. Pearson School Board receive its full share of the proceeds from the collection of the school tax.

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**Administration Advisory Committee on Policies:**

The former Management Executive Committee will now be named the Administration Advisory Committee on Policies. The document entitled *Administration Advisory Committee on Policies Composition and Mandate* was adopted.

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**Network Access Switches:**

Approval was given for the contract to supply the solution of network access switches and a console to manage the switches, for the period extending from June 1, 2016 to May 31, 2018. The cost will be \$125,145.41 (before tax).

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**International Language Centre/Marcus Tabachnick Pavilion daycare:**

The daycare located at the ILC/MTP will remain at their present location (244 de la Présentation, Dorval) for the 2016-2017 school year. The sales process of the immovable will be suspended.

## **APPENDIX 2: TEACHERS' REPORT FOR GB 2016/06/07**

On May 6th, during a pedagogical day, some cycle one teachers attended an Éclairs de sciences workshop.

On May 20<sup>th</sup>, some teachers attended a STEAM (educational approach using Sciences, Technologies, Engineering, Arts and Math) workshop while others were busy welcoming our next year's kindergarteners.



### **APPENDIX 3: DAYCARE REPORT FOR GB 2016/06/07**

#### **Ped Days:**

On Friday May 20<sup>th</sup> we had a Western themed day. Everyone learned how to square dance and put on a little show for the teachers in the building.

On Monday, June 6<sup>th</sup>, we had a Beach Day. The children loved it. They ate their lunch outdoors picnic style. They got to toss water balloons, play horseshoes and make a beautiful chalk art scape in honor of Mme Martin. They played Beach ball soccer, blew bubbles and were witness to our staff swinging at the piñata filled with little toys just for them. They also enjoyed their “big” freezies!

#### **June 23<sup>rd</sup> – last day of school**

Daycare will be open as usual from 7:00 a.m. to 6:00 p.m.

#### **Registration Forms:**

We started sending the forms home during the week of May 23<sup>rd</sup>. Parents have up to June 10<sup>th</sup> to return them.

#### **Lunch and Daycare Extracurricular Activities**

We have signed up with EducAction again for next year and will have 3 sessions. The price range will be close to the current fees charged. We had an *average* of 134 participants for each session! We need GB approval to continue running these activities .

Happy Summer!

## **APPENDIX 4: PRINCIPAL'S REPORT FOR GB 2016/06/07**

### **May:**

- May 10<sup>th</sup>: Cross country Run
- May 20<sup>th</sup>: Visit of the New Kindergarten students; Workshop on STEAM for some teachers
- May 27<sup>th</sup>: Community Walk with H & S

### **June:**

- June 1<sup>st</sup>: H & S BBQ
- June 1 to 3: Talent Show in Music Class
- June 3<sup>rd</sup>: Pointe-Claire Librarian visits
- June 6<sup>th</sup>: Local Ped Day –Class prep.
- June 7<sup>th</sup>: last TCBY
- June 7<sup>th</sup> and 13<sup>th</sup>: Lunch with our “Agentes-Sociocommunautaires” for a few classes
- June 8<sup>th</sup>:—Grade 1 to Musee des Beaux-Arts
- June 9<sup>th</sup>: Workshop with Jill the Nurse for Grade 1 and 2 (sun and Bobos)
- June 10<sup>th</sup>: Rm 12 and 14 will have the completion of their Peliq-An project with a field trip to Terra Cotta with EPPC
- June 10<sup>th</sup> : last Pizza lunch
- June 13 to 23: Pool days
- June 15<sup>th</sup>: Home and School Meeting @ 7pm, Senior campus
- June 17<sup>th</sup>: Grade 2 to Base de Plein Air Notre-Dame de L’Ile Perrot
- June 20<sup>th</sup>: last Subway lunch
- June 23<sup>rd</sup>: Last day of school-Report cards go home!!!
- Pool days are scattered from June 9 to 19, depending of the weather.

### **Other info:**

- Mme Mollenthiel is taking another sabbatical leave for a year
- Mme Michelle Larin is staying with us
- Ms. Ashley, Ms. Georgina and Ms. Jennifer are on priority pool. They will choose a post late in June.
- Ms. Valela and Mme Valerie are waiting after the priority pool to find a post.
- Mme Royal et Mme Corbeil are coming back for the 2016-17 school year
- Registrations:
  - K: 80—4 classes
  - Grade 1: 75—4 classes
  - Grade 2: 102—5 classes

## **APPENDIX 5: SNAC REPORT FOR GB GB 2016/06/07**

### **SNAC Report to the Council of Commissioners, Parents' Committees and Education Committees from SNAC Meeting of May 18, 2016.**

#### **Meeting Attendance:**

The SNAC meeting of May 18th was well attended by 17 SNAC members and 7 members of the public. Members representing outside committees, unions and associations included: D. Olivenstein of Council of Commissioners, C. Finn of S.S.D., E. Olsthoorn of S.S.D, A. Tenant of P.T.U., and M. Hunt of P.E.P.

#### **Meet & Greet Event:**

Prior to the meeting, SNAC was pleased to host a "Meet & Greet" dinner with parents of students on an IEP who sit on their respective Governing Boards as the IEP Parent Representative to Governing Board. Parent representatives shared their positive experiences in this role, and look forward to continuing next year.

#### **Presentation to SNAC on the "Work-Oriented Training Path" Program:**

SNAC received a special presentation by Peter Gilson from ESD on the "Work-Oriented Training Path (WOTP)" program that is offered at 8 LBPSB high schools. The program is offered in two streams: (1) Pework Training; and (2) Training for a Semiskilled Trade. Mr. Gilson provided a detailed description of what these impressive WOTP programs offer to students that require an alternative to traditional high school education. SNAC offered to help increase awareness of the WOTP programs by adding information to the SNAC website.

#### **Consultations:**

SNAC submitted a response to 2 consultations in May: "5-year Strategic Plan" and "3-year Plan of Immovables"

#### **SNAC's MSC Transition Plans Recommendations:**

As a follow-up to SNAC's recommendations, the committee was advised that while written MSC Transition Plans will not be implemented, internal SSD procedures have been adjusted to reflect many of SNAC's suggestions.

#### **IEP Parent on Governing Board:**

As a result of SNAC's and CPC's efforts last year, a new role of IEP Parent Representative on Governing Board was introduced this year. SNAC is aware of 9 Elementary and 3 High School representatives that have been elected to their GBs. A Q&A document to clarify the role of this position was prepared by SNAC and shared with all GBs via CPC. At the Joint Regional Parents' Committee Meeting on April 21s , it was recommended that SNAC request the aid of Administration to request that all Principals inform the parents at every school about this optional position, prior to the school AGMs next year.

**SNAC AGM: Election Process and Date** (date TBC, please check the SNAC website for updates)

At the April SNAC meeting, the committee established September 14th, 2016 as the optimal date for the SNAC Annual General Meeting. The committee is awaiting confirmation from Administration on the date, and the AGM election process that will be followed. Historically, any parent of a student on an IEP who is interested in joining SNAC can nominate themselves to join the committee, and new positions are filled by majority vote at the AGM. Four voting parent positions and 5 non-voting parent positions are available, as per the SNAC Constitution which was approved early this year. SNAC parent members expressed that they believe the existing election procedure for SNAC parent members and Special Needs Parent Commissioner works well and should continue.

Respectfully submitted,

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

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

Angela Berryman, Vice-Chairperson, LBPSB Special Needs Advisory Committee 2015-2016