

**St. John Fisher Elementary – Junior Campus
Governing Board Minutes - 2016/10/05
7:10 – 9:20 PM
Junior Campus - Room 16**

Type of meeting: Governing Board – Regular 2016-17 #1

Participants:

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

Teachers: Martine Létourneau, Adrienne Levert, Michèle Larin, Martine Déziel

Support Staff: Ruta Krauza

Principal: Patrice Delage

Commissioner: Absent

Community Rep: Vacant

Visitor(s): Sandra Gesualdi (HandS), Rebecca Price (intern)

Absent: None

Regrets: Noel Burke

AGENDA TOPICS

1.1.1 Call to Order & Welcome

Patrice Delage called the meeting to order at 7:10 PM and welcomed everyone.

1.1.2 Adoption of the Agenda

16-17-01 *After discussion and amendments to the agenda including additional items and numbering changes, motion duly proposed by Martine Letourneau and seconded by Ruta Krauza, the modified agenda was adopted unanimously.*

1.1.3 Adoption of the June 7th, 2016 minutes

16-17-02 *The email approval for the June 7th, 2016 minutes was ratified. Motion duly proposed by Ruta Krauza and seconded by Matthew King, to ratify the email vote. Adopted unanimously.*

1.1.4 Questions from the Public

No questions were brought forth.

1.2 NEW BUSINESS

1.2.1 Election of Governing Board (GB) Chair

16-17-03 Motion duly proposed by Matthew King and seconded by Ruta Krauza 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

16-17-04 Motion duly proposed by Julie Smith and seconded by Matthew King 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

16-17-05 Motion duly proposed by Matthew King and seconded by Carole Choiniere that Martin O'Connell be nominated to the position of GB Vice-Chair. Martin O'Connell accepted the nomination. There being no further nominations, Martin O'Connell was elected as GB Vice-Chair by acclamation.

1.2.4 GB Internal Rules of Management

Tabled until next meeting.

1.2.5 GB Income Statement

Patrice Delage explained that the school board gives money to the GB every school year. Last year, the GB received \$304 and spent \$505 for a deficit of \$201. The amount for the current 2016-2017 school year has not yet been made available.

1.2.6 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. A minimum of three parents are required to create a committee. The option to create a committee will remain open.

1.2.7 Community Reps

Julie Smith provided an explanation and examples of the role of community reps. The GB has the option of having two community reps, who are not parents, to join the board. These reps would not have voting privileges. The board members were invited to approach potential candidates, such as city councilors, to fill the position of Community representative.

1.2.8 Commissioner's Invite to GB Meetings

Patrice Delage will extend an open invitation to Mr. Noel Burke, the current commissioner. He will also proposed that an alternate commissioner attend the GB meetings if the current commissioner is unavailable.

16-17-06 Motion duly proposed by Martine Letourneau and seconded by Adrienne Levert that an open invitation be sent to Noel Burke to attend the GB meetings. Approved unanimously.

1.2.9 Ratification Email Votes

Patrice Delage sent an email to the GB members requesting approval for the following:

A kindergarten fieldtrip on October 6th to Quinn farm. The majority of the board voted in favour.

16-17-07 Motion duly proposed by Matthew King and seconded by Michèle Larin to ratify the email vote. Approved unanimously.

1.2.10 Field Trips

Patrice Delage 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 (within walking distance). Parents are informed of the activity beforehand.

The following fieldtrips require approval:

- École du cirque de Verdun on October 28th from 8:15 am to 2:15 pm for Grade 2 students in Verdun. The cost is \$25 per student.
- Nutcracker ballet by Ballet Ouest on November 30th at 10:00 am for Grade 1 and 2 students at le Centre Pierre-Peladeau. The cost is \$24 per student.

16-17-08 Motion duly proposed by Julie Smith and seconded by Nadia Lawand to approve the fieldtrips as presented. Approved unanimously.

1.2.11 PELO Program

Patrice Delage provided an explanation of the PELO program and informed the GB that parents from both campuses have expressed interest in the program. Patrice Delage is actively searching for an Italian language teacher.

1.2.12 Recorders

The new music teacher, Mrs. Wendy Allen, has requested to have Grade 2 students learn how to play the recorder. The cost would be \$7 per student who orders a recorder through the school. No fees will be incurred to students who provide their own recorder.

16-17-09 Motion duly proposed by Matthew Smith and seconded by Michèle Larin to approve the request to parents to order a recorder for a \$7 fee. Approved unanimously.

1.3 REPORTS

1.3.1 Regional Parents' Committee

Matthew King was appointed as Regional Parents' Committee rep for SJF Junior GB and Nadia Lawand as alternate. The Annual General Assembly (AGA) was held on September 29th. The GB reps were unable to attend the AGA. No Regional Parents' Committee report was therefore presented.

1.3.2 H&S Liaison

Sandra Gesualdi, president of HandS, presented the HandS report. The HandS report was also sent by email and is presented in Appendix 1. 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

Ruta Krauza presented the Daycare Report. The daycare report was also sent by email and is presented in Appendix 2. The following field trip was also presented.

- WOOHOO on November 1st from 9:30 am to 3:00 pm for Kindergarten to Grade 2 in Vaudreuil-Dorion. The cost is \$20 per student.

16-17-10 Motion duly proposed by Martine Déziel and seconded by Martine Letourneau to approve the fieldtrip as presented. Approved unanimously.

1.3.4 Council of Commissioners' Minutes

Noel Burke was unable to attend the GB meeting and no report was provided.

1.3.5 Teachers' Report

Martine Letourneau presented the Teachers' report which consisted of pedagogical topics only. The report was sent by email and is presented in Appendix 3.

1.3.6 Principal's Report

Patrice Delage presented the Principal's report. The report was also sent by email and is presented in Appendix 4.

1.3.7 SNAC

No SNAC representative was voted onto the GB. No report was provided.

1.3.8 Questions from the Public

No questions were brought forth.

1.4 CORRESPONDENCE

Julie Smith received an email from the Regional Parents' Committee regarding 50 hours of financial literacy training provided to high school students throughout their high school career. She also received a memo and training poster via email from the Lester B. Pearson School Board (LBPSB) regarding an upcoming GB training session to be held on October 20th at the school board and via webcast. GB members were asked to inform Julie Smith if they were planning to attend.

1.5 VARIA

Julie Smith proposed that GB reports be emailed to the GB members the Friday before the upcoming meeting. Julie Smith also mentioned that babysitting services were payable by the GB if a receipt is provided by the GB member.

1.6 ADJOURNMENT

16-17-11 At 8:40 PM, motion duly proposed by Martine Letourneau and seconded by Martine Déziel that the meeting be adjourned.

Next meeting: Wednesday, November 2nd, 2016

Respectfully submitted,

Carole Choiniere
/CC

APPENDIX 1: HANDS REPORT FOR GB 2016/10/05

The SJF Home and School Association has been very busy! Here's a list of activities that have been organized by H&S so far this year:

August

- Editions Vaudreuil orders and pick up.
- HandS Hub - SJF Apparel sale.
- Welcome Back to School for Teachers: breakfast and snacks for staff on the 30th.
- Kindergarten First Day - gave new students their school t-shirt.
- Oliver's Labels account is doing well.

September

- Welcome Back to School Corn Boil: cooked 800 ears of corn with only ~ 40 left over!
- Picture Day.
- TCBY sales began.
- FundScrip program is running: More parents have to participate in this fundraiser.
- Memo boards are decorated.
- Book Collection on going at both schools: books to be given to schools and communities in need.
- Sponsor-A- Book program in partnership with Babar Bookstore to begin soon.

What's ahead...

- Lunches will begin on the 14th: Little Caesar's and Subway.
- Next mtg is October 19th.
- The SJF Social October 27th at SJF Parish Hall, 6:30pm:
 - Ticket order forms will go out week of the 10th
 - \$25 per person
 - Antipasto bar and buffet supper, BYOB, Dessert buffet and TCBY bar
 - Raffle prizes and silent auction items
 - Music
 - Comedian Chris Venditto
- Collection boxes for the Mtl Children's Hospital.
- Nov 3, Parent workshop @ Sr library: Know it All, with Nurse Jill. All parents invited.
- Nov 4, picture retakes.
- Two Little Lending Libraries at Senior: book exchange in a little house; coming soon.
- SJF Holiday Fair, Dec 10, 10am - 2pm .
- Reminding staff that it would be helpful if all HandS mail be brought to the main office and placed into the H&S mailbox.
 - The large Picture envelopes will be collected on Friday October 14th.

Submitted by: Sandra Gesualdi. HandS President

APPENDIX 2: DAYCARE REPORT FOR GB 2016/10/05

- **Extra-curricular activities** –The company Educ-Action is running the activities again this year with three sessions, fall, winter and spring. Activities are being offered at lunchtime and will be starting on Tuesday, October 11th. Activities of 8 weeks or more qualify for an Income Tax Receipt.
- **Ped days: Friday, September 23rd** was an awesome hit. Pat Benitar brought his Reptilian pets and furry friends and everyone had a grand time during the hands on presentations. 86 students attended.

Fee charged to parents: \$20.00

Friday, October 7th Nous les Arts will be here to animate the day. The theme will be Brazil. We are expecting approximately 80 children.

Fee charged to parents: \$20.00

Tuesday, November 1st the daycare would like to go to Woohoo in Vaudreuil and request Governing Board approval (unanimously approved).

- **Funding:** Our numbers for funding purposes are currently at 154 Regular students and 12 sporadic students who either attend the lunch program only, or attend lunch and daycare on a less regular basis.

APPENDIX 3: TEACHERS' REPORT FOR GB 2016/10/05

August 8th -12th

Two teachers attended the Summer Math Institute. Throughout this year, workshops at the school board level will be offered to further develop skills presented.

September 23

Our kindergarten teachers attended various workshops on that pedagogical day: nutrition, lecture de dessins, lecture d'illustrations. Other teachers were busy writing I.E.P's (Individual Education Plans) for students with difficulties.

APPENDIX 4: PRINCIPAL'S REPORT FOR GB 2016/10/05

1- **Staffing:**

- Enrollment is sitting at 251 students.
- Valérie Dubois is replacing Lyne Bérubé until her possible return at the end beginning of November.

2- **Maintenance:**

- Wasps and ants issue resolved for the moment (wasps hive can be used for science experiment).
- Looking into cleaning the front of the school (refreshing lines in parking lot, adding signs for staff parking, moving BB basket and having game lines painted in the front of the school).
- Updating camera system for daycare (dismissal area down the stairs and school front door).

3- **H & S next event:**

- Holiday Fair is on Saturday, Dec 10th from 10:00 – 2:00 p.m.
- Picture retake planned for Friday, Nov. 4th.

4- **Fire drill:**

- Three fire drill have been done in September (two whole school and one after school with daycare).
- One more drill in October to be planned (weather permitting).
- Lockdown happened on Tuesday, October 4th.
- Request has been made to look into the volume of the alarm (decibel level).

5- **Aide Time:**

- Received news that the request for extra aide time was granted to the school. Looking at distribution at this point.

6- **Supervision:**

- Updated schedule is now in effect (grade 1 using the front of the school at recess). We will rotate grade levels for the access to the front of the school.
- Two teachers in the front yard and three in the back school yard.
- Looking to purchase balls, soccer nets, etc.

7- **School bulletin:**

- October bulletin to be sent out this week (general information: i.e. office hours, calendar events, etc.).
- School Facebook page entry twice a week (trying to capture the life of the school as it happens).

8- **Extracurricular activities:**

- Educ-action Fall session will start soon (happening at lunch).
- Home Work Program and Francisation in planning stages.