

**St. John Fisher Elementary – Junior Campus
Governing Board Minutes - 2016/12/13
6:40 – 8:00 PM
Senior Campus – Music Room**

Type of meeting: Governing Board – Regular 2016-17 #3

Participants:

Parents: Carole Choiniere, Julie Smith (left at 7:10 pm), Martin O’Connell, Matthew King, Nadia Lawand

Teachers: Martine Létourneau, Michèle Larin

Support Staff: Ruta Krauza

Principal: Patrice Delage

Commissioner: Noel Burke (arrived at 7:10 pm)

Community Rep: Vacant

Visitor(s): None

Absent: None

Regrets: Adrienne Sauriol-Levert, Martine Déziel,

AGENDA TOPICS

3.1.1 Call to Order & Welcome

Julie Smith called the meeting to order at 6:40 PM and welcomed everyone.

3.1.2 Adoption of the Agenda

16-17-17 Motion duly proposed by Ruta Krauza and seconded by Nadia Lawand to adopt the agenda. Adopted unanimously.

3.1.3 Adoption of the November 2nd, 2016 minutes

16-17-18 Motion duly proposed by Michèle Larin and seconded by Martin O’Connell to adopt the minutes as presented. Adopted unanimously.

3.2 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

3.3 BUSINESS ARISING

3.3.1 PELO Program

Patrice Delage is actively searching for an Italian language teacher. The Jr. campus is still awaiting budget money from the school board. The program should begin sometime in January 2017.

3.4 NEW BUSINESS

3.4.1 Daycare Budget

The daycare budget was presented by Ruta Krauza. Patrice Delage read the GB resolution for the revised daycare budget.

16-17-19 Motion duly proposed by Martine Létourneau and seconded by Martin O'Connell to approve the revised daycare budget. Approved unanimously.

3.4.2 School Budget

The school budget was presented by Patrice Delage. Patrice Delage read the GB resolution for the revised school budget for SJF Jr.

16-17-20 Motion duly proposed by Nadia Lawand and seconded by Michèle Larin to approve the revised school budget. Approved unanimously.

3.4.3 Annual Blood Drive

The annual Fran Lowry blood drive is to be held in February.

16-17-21 Motion duly proposed by Ruta Krauza and seconded by Martine Létourneau to approve the annual blood drive. Approved unanimously.

3.4.4 Rental Approval

The following rental request requires approval:

- St-Peter and St-Paul Coptic Orthodox Church – rental of the gym on January 14, 2017 from 3:30 to 6:30 pm for soccer, basketball and an obstacle course for approximately 30 to 40 children.

16-17-22 Motion duly proposed by Carole Choiniere and seconded by Martine Létourneau to approve the rental request. Approved unanimously.

3.4.5 Emergency Preparedness Plan

Patrice Delage explained that there are three copies of the Emergency Preparedness Plan (EPP) available at the Jr. campus. Although the copy located at the main office has been reviewed, the remaining two copies still require review. The EPP has therefore been tabled until the next meeting.

3.5 FIELD TRIPS

3.5.1 No Field Trips to Approve

3.6 REPORTS

3.6.1 Regional Parents' Committee

No GB member was able to attend the last regional parents' committee meeting. A summary report of the meeting was sent by email and is presented in Appendix 1. According to Nadia Lawand, a website is now available for parents on the committee (<http://parents.lbpsb.qc.ca/>). Please consult the following link to view regional parents' committee meeting summary reports: <http://parents.lbpsb.qc.ca/archives>

3.6.2 SNAC

No GB member attended the last SNAC meeting. Please consult the following link to view SNAC meeting minutes: <http://snac.lbpsb.qc.ca/eng/minutes/page.asp>

3.6.3 Council of Commissioners' Notes

Noel Burke presented the council of commissioner's report. An email report was also submitted and is presented in Appendix 2. Discussion ensued regarding the content of the report. Please consult the following link to view council of commissioners' meeting minutes: <http://www.lbpsb.qc.ca/eng/council/cminutes.asp>

3.6.4 Home and School Report

The Home and School report was sent by email and is presented in Appendix 3.

3.6.5 Teachers' Report

The Teachers' report was sent by email and is presented in Appendix 4.

3.6.6 Daycare report

The Daycare report was sent by email and is presented in Appendix 5.

3.6.7 Principal's Report

Patrice Delage presented the Principal's report. Sent by email and presented in Appendix 6.

3.7 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

3.8 VARIA

Carole Choiniere approached City Councillor Cynthia Homan regarding the available community representative position on the GB. Due to her busy schedule, Ms. Homan respectfully declined the invitation for the current year. She mentioned her interest in the position for the coming 2017-2018 year however.

3.9 CORRESPONDENCE

No correspondence received.

3.10 ADJOURNMENT

16-17-23 At 8:00 PM, motion duly proposed by Martine Létourneau and seconded by Ruta Krauza that the meeting be adjourned.

Next meeting: Wednesday, February 1st, 2017

Respectfully submitted,
Carole Choiniere

/CC

APPENDIX 1: REGIONAL PARENTS' COMMITTEE REPORT FOR GB 2016/12/13

LBPSB Parents Committee
December 1st, 2016
7:00 p.m., Boardroom
1925 Brookdale Ave, Dorval

PC PARENT REPRESENTATIVE - MEETING SUMMARY REPORT

ATTENDEES: 32 of 48 member schools were represented, a Commissioner, members of the public, administration, and the media (See detailed Attendance record attached).

UPDATES:

- **Website:** parents.lbpsb.qc.ca has launched but is still being developed for mobile.
- **History Curriculum:** [Letter of support to EPCA](#) was penned and passed
- **Calendars:** Committee and Subcommittee calendars have been decided and will be maintained on the PC website, Basecamp, and the LBPSB website
- **PC Internal Rules:** Updated and passed (see them [here](#))
- **Ad Hoc Subcommittees:** Subcommittees focusing on Committee priorities finalized and Chairs/ members decided and dates of first meetings discussed
- **Expense Guidelines:** Maximum \$10 per hour up to 4 hours for babysitting /meeting on the honour system (not claiming as an expense babysitting you would not normally pay for e.g. family members); taxis/ Uber used to attend PC meetings (committee and subcommittees) are acceptable expenses; GB-related expenses to be assumed and determined by the GB from their budgets.

KEY TOPICS:

- **Invitations:** Formal invitations made to administration and Council members.
- **History Curriculum Presentation:** Given by Tom Rhymes [Director of Educational Services]; major shift in 2016 from chronological/thematic to chronological/chronological with thematic interwoven in both sec. III and sec. IV curricula ; overall very positive response from pilot project teachers but students were not surveyed
- **Ethics:** Steve Balleine [Assistant Director General - Administration] spoke on the ethics inquiry and the UPAC investigation into our [LBPSB] international program (mistakes were made and we are happy to work with the auditor assigned in order to move on to dispense the dark cloud, UPAC was contacted by the Board); Frank Clarke [Parent Commissioner] spoke on behalf of the Commissioners, saying they were limited in what they could share by the confidentiality agreements Commissioners were required to

sign, and also that the ethics policy was meant to be rehabilitative on the first offense, not punitive (there will be further sanctions if the behavior continues); Nan Beaton offered that the Council members have consequently decided to review and revise the ethics policy; parents offered various views (let's move on and focus on what is within our purview, Ms. Stein Day needs to resign or be removed) but the prevailing opinion was that we need to move on; a draft letter to Council was discussed, revised, and passed (copy attached).

▪ **REPORTS:**

- Elementary West Subcommittee Report: N/A
- [Elementary East Subcommittee Report](#)
- [High School Subcommittee Report](#)
- [SNAC Report](#)

DATE OF NEXT MEETING: February 2nd, 2017

Please note this document contains live hyperlinks. To access to electronic version, please visit: parents.lbpsb.qc.ca/archives

APPENDIX 2: COUNCIL OF COMMISSIONERS' REPORT FOR GB 2016/12/13

FALL 2016 Council Update

- 2016-2017 balanced operating, capital and debt service budget projecting revenues of \$287,784,519 and expenses of \$287,784,519 is adopted and submitted to the Ministère de l'Éducation et de l'Enseignement supérieur.
- effective September 26, 2016, the new centres at 6 100, boulevard Champlain in Verdun be named Verdun Adult Centre and Verdun Career Centre; and
- the mandate of the Programs and Services (formerly Education) Committee be re-defined to include all services including the International Department
- the Council of Commissioners of the Lester B. Pearson School Board mandate the Governance and Ethics committee to review By-law #5: Code of Ethics and Professional Conduct of Commissioners and make recommendations to update said by-law.
- two schools are released to CSMB in consideration of additional capital allocations of up to \$2.7M
- the Lester B. Pearson School Board adopts the 2017-2018 High School Transportation Zones
- a long-term planning committee is established that reviews the Major School Change Policy and develops a ten-year analysis and plan of service delivery
- as of the January board meeting – the four Parent Commissioners will have full voting rights.

APPENDIX 3: HandS REPORT FOR GB 2016/12/13

1. Attached is the H&S financial report to date December 7, 2016.
2. Fair: At the time of submitting this report, plans are set and volunteers are in place for the most anticipated event of the year! Details will be included in the next report to GB.
3. PJs & Popcorn Movie Night will take place on Friday December 16th, 6:45-8pm at the Junior School gymnasium. Popcorn, juice box or bottle of water is included in the \$2 fee pp. Kernels popcorn packages are ordered. The movies to be viewed are *Charlie Brown Christmas* and *How the Grinch Stole Christmas* (original version).
4. Plans for early in the new year include a Chapter's fundraising evening and a Zumba fundraiser class.

Sandra Gesualdi

APPENDIX 4: TEACHERS' REPORT FOR GB 2016/12/13

November 3rd

Ann Hunter and her student teacher, Christina, attended a workshop on Google Sites and Digital Portfolios.

November 24th, 25th, 26th

Nadine Émond attended le Congrès de l'APEQ 2016. The theme for this year was Voguer sur les différences. Mme Émond shared with her fellow teachers the content of a workshop on: les enfants qui doivent apprendre à se calmer avant d'apprendre et l'hypersensibilité.

December 5th

Region 3 Teachers, Aides and Principals spent a very informative and entertaining two hour session with Keynote Speaker Michael Ungar Ph.D His topic was resilience.

APPENDIX 5: DAYCARE REPORT FOR GB 2016/12/13

Ped days:

November 24th, 2016

Dynamix was here and the children had a fantastic time all day!

December 5th, 2016

Bricks4Kidz animated workshops and the children had a blast with their battery powered vehicles.

Varia:

Extracurricular activities - Lunch

The fall session is now over and it seems like everyone enjoyed their activities.

The registration forms for the winter session have already been distributed and the activities will start on Tuesday, January 17th, 2017.

My daycare is physically active

Our daycare staff participated in the initial workshop on November 17th. We will be having a short meeting on Tuesday, December 13th to review the profile of our daycare as reported on by the daycare staff.

APPENDIX 6: PRINCIPAL'S REPORT FOR GB 2016/12/13

1- Staffing:

- Enrollment: Two students leaving and one coming (250 as of ...)
- Lyne Bérubé possible return has been pushed to January 2017 at this point. More news at the end of December hopefully. Valérie Dubois continues to replace her for the moment.

2- Special visit:

- The School Board Director General Mr. Michael Chechile came to our school for a brief visit on Wednesday, November 16th. He toured all the classes and spoke with some students.
- the Véhicube du “Grand Défi Pierre Lavoie” visited our school on Friday, Nov. 18th. This was made possible because Mme. Emond submitted a project to the “Foundation Pierre Lavoie” and her project was chosen among the 30 other projects that won \$5000. Our Regional director was also on hand for “le Grand Rassemblement” in the morning.

3- Maintenance:

- Kindergarten students planted tulip bulb in elevated garden near the entrance door. Other side now needs to be done (trees roots still need to be removed). Will be in the Spring at this point!
- New signs (permanent signs) were put up during the day of parent-teacher interviews in order to better direct substitute teachers, parents and visitors at the school.

4- Student teacher:

- The three that we had in the Fall have come and gone and the one expected in the Spring was cancelled.

5- Parent-Teacher:

- Was well attended by a majority of parents. Use of new automated booking system via the Fusion Parent Portal was very efficient for most. Parents had not to reach teachers but could email the Fusion parent portal directly for support.

6- Francisation, Home program & Wellness grant:

- Schedules have been made and everything is running in all grade levels. Maria Valela was hired

7- Remembrance Day acknowledgement:

- Happened on Friday, Nov 11 @ 11:00. Colored poppy were picked up by a former military and her son dressed in his boys scouts uniform went around while the “Pittance of time” played in the school.

8- Supervision:

- Looking to purchase balls, soccer nets, etc. via Home & School support.

9- Grand Défi Pierre Lavoie:

- Wooden logs were delivered in the front on the school on Monday, Dec 6th via a contact made by Nadine Emond. Many meetings have been had and trying to get things going and thinking outside the box is the idea here.

10- School bulletin:

- December bulletin was sent out on Dec. 7th.
- School Facebook page (posting things up once or twice a week).

11- New Initiative Grant (new allocation this year):

- New Initiative grant from the Ministry.
- Planning stage and looking at possible use of this new allocation (discussion with staff started, but still in planning stages.)

12- Home & School next event:

- Movie night on Friday, Dec. 16th.

13- Voyageur Summer Camp:

- Might be using our school for this two week program since Clearpoint has major renovation planned this summer.