

**St. John Fisher Elementary – Junior Campus
Governing Board Minutes - 2017/05/03
7:10 – 8:25 PM
Junior Campus – Staff room**

Type of meeting: Governing Board – Regular 2016-17 #6

Participants:

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

Teachers: Martine Létourneau, Nadine Émond, Michèle Larin

Support Staff: Ruta Krauza

Principal: Patrice Delage

Commissioner: Absent

Community Rep: Vacant

Visitor(s): None

Absent: None

Regrets: Nadia Lawand, Martine Déziel, Noel Burke

AGENDA TOPICS

6.1.1 Call to Order & Welcome

Julie Smith called the meeting to order at 7:10 PM and welcomed everyone.

6.1.2 Adoption of the Agenda

16-17-40 *After discussion and amendments to the agenda, including date changes and the addition of new business items, motion duly proposed by Nadine Émond and seconded by Martine Létourneau to adopt the modified agenda. Adopted unanimously.*

6.1.3 Adoption of the February 3rd, 2016 minutes

16-17-41 *After discussion and amendments to the minutes, which included a name change in Section 5.4.7 – Rental Approval, motion duly proposed by Ruta Krauza and seconded by Michèle Larin to adopt the modified minutes arising from the Governing Board (GB) meeting of April 5, 2017. Adopted unanimously.*

6.2 **QUESTIONS FROM THE PUBLIC**

No members of the public were present at the meeting.

6.3 **BUSINESS ARISING**

No business arising.

6.4 **NEW BUSINESS**

6.4.1 **Consultation Bylaw 9**

Julie Smith presented Bylaw 9, which is a procedure for the examination of complaints. This procedure replaces Bill 105. Nadine Émond will create a Google Doc to allow the board members to make comments or suggestions regarding the procedures. If suggestions are made, a response will be forwarded to the LBPSB before June 15.

6.4.2 **School Fees**

School fees were tabled until the next GB meeting.

6.4.3 **Calendar 2017-2018**

Patrice Delage presented the 2017-2018 calendar. Both the junior and senior campuses have agreed on all of the pedagogical days.

6.4.4 **Daycare Budget**

Ruta Krauza presented the daycare budget. Discussion ensued.

16-17-42 Motion duly proposed by Carole Choiniere and seconded by Martin O'Connell to approve the daycare budget as presented. Approved unanimously.

6.4.5 **Commissioners Code of Ethics and Professional Conduct**

A response to the Code of Ethics consultation was sent to the LBPSB on behalf of the GB. A confirmation of receipt was received.

6.5 **FIELD TRIPS**

6.5.1 **Field Trip Approvals**

Patrice Delage presented the upcoming field trip requiring approval.

- Outing to the Centre Notre-Dame-de-Fatima in L'Ile-Perrot on June 20, 2017 for Grade 2 students. The cost is \$26 per child.

16-17-43 Motion duly proposed by Ruta Krauza and seconded by Michèle Larin to approve the field trips as presented. Approved unanimously.

6.6 REPORTS

6.6.1 Regional Parents' Committee

The regional parents' committee report was submitted by email and is presented in Appendix 1.

6.6.2 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>

6.6.3 Council of Commissioners' Notes

Noel Burke was unable to attend the GB meeting and no report was provided. Please consult the following link to view council of commissioners' meeting minutes: <http://www.lbpsb.qc.ca/eng/council/cminutes.asp>

6.6.4 Home and School

Sandra Gesualdi from HandS was unable to attend the GB meeting and no report was provided. Please consult the following link to view the HandS newsletters: <http://stjohnfisher.lbpsb.qc.ca/hsdocs.htm#News>

6.6.5 Teachers' Report

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

6.6.6 Daycare report

Ruta Krauza presented the daycare report. Discussion ensued regarding the content of the report. Sent by email and presented in Appendix 3.

Lunch program fees will remain the same at \$360 per student per calendar year.

16-17-43 Motion duly proposed by Matthew King and seconded by Martine Létourneau to approve the lunch program fees as presented. Approved unanimously.

6.6.7 Principal's Report

Patrice Delage presented the principal's report. Discussion ensued regarding the content of the report. Sent by email and presented in Appendix 4.

6.7 **QUESTIONS FROM THE PUBLIC**

No members of the public were present at the meeting.

6.8 **CORRESPONDENCE**

No correspondence.

6.9 **VARIA**

Patrice Delage followed up on the rental request for the LBPSB employees to use the gym. No approval was required given that the space is used by board employees.

The GB members agreed that security needs to be improved in the evenings. The caretaker should be locking the doors after use. Patrice Delage will discuss possibly implementing new security procedures with the caretaker and individuals responsible for rentals.

Two board members mentioned that some parents approached them regarding school information being relayed to parents too late. Discussion ensued.

6.10 **ADJOURNMENT**

16-17-45 *At 8:55 PM, motion duly proposed by Martine Létourneau and seconded by Michèle Larin that the meeting be adjourned.*

Next meeting: Wednesday, June 7, 2017, combined meeting with the senior campus board.

Respectfully submitted,

Carole Choiniere
/CC

APPENDIX 1: LBPSB PARENTS' COMMITTEE MINUTES FOR GB 2017/05/03

LBPSB Parents' Committee Meeting

April 6, 2017

7:00 pm, Boardroom

1925 Brookdale Ave, Dorval

MEETING SUMMARY REPORT

ATTENDEES: Representatives of 22 of 48 member schools and SNAC were in attendance, as well as a member of the general public. Steve Balleine represented the administration.

UPDATES:

- **Budget Consultation:** The Budget Consultation response was passed via online vote on March 30th and ratified at the meeting.
- **Québec Sexuality Education Pilot Program:** Further to the presentation on March 2nd, PC offered to request further information from administration if interest from the parent reps warrant it; discussion will be moved to Basecamp and, if merited, a resolution will be presented at the meeting of May 4th; interest was shown in 'debriefing' parents of Riverview at the end of the year.
- **PC Budget:** Preliminary projections indicate that by year end the balance should be approximately \$1500, which will go towards the end-of-year dinner (location and date TBD).

KEY TOPICS:

- **PEF Presentation:** presented by Barbara Freeston, President of Pearson Educational Foundation <http://pef.lbpsb.qc.ca/>; the following was highlighted:
 - PEF is an entirely separate legal entity from the board, helping to enrich the lives of students and classroom experiences in LBPSB.
 - Rona Cupak Winter Clothing Fund (in elementary and now high schools) –school staff recommends students who do not have the proper winter clothing and bring it to the attention of the foundation which then supplies said student with the needed item(s); all items are new.
 - PEF helps to support the school board in feeding many students across LBPSB (the board and catering company do a great job ensuring students receive a hot lunch).
 - By spring, school board funds have diminished and PEF funds are used to provide hot lunches.
 - Grant Applications – teachers are invited to send in grant applications for technology, art supplies, sporting equipment, etc....
 - Typically, a golf tournament is held every fall in order to raise much needed funds, however B. Freeston reported that it has become increasingly difficult to get people out to a golf tournament; this year PEF decided to hold a Comedy Benefit show in place of the Golf tournament (took place March 31st).
 - Margaret Manson Learning Award given in each school or center to a student who has overcome more than the usual challenges in order to graduate.
 - Those who wish can donate to PEF with the donation being earmarked to a particular school or cause of their choice; tax receipts will be issued; 3% is kept

by PEF to cover administration fees; forms are available to be personalized to the school.

- A company or a “qualified donator” that wishes to donate to a particular school can do so through PEF (since donations cannot be given directly to a school and can only be done through a charitable organization such as PEF to qualify as a charitable donation).
- Memorial funds can be set up through PEF.
- Several PEF fundraising events scheduled (All the Way with the IMPACT on Saturday April 15th, 2017, and Spectrum Voices – “A Lyrical Scrap Book” on May 12th and 13th, 2017).
- **Ethics Consultation:** Internal and External Consultations subcommittee has compared the existing and new policies; draft of response will be posted to Basecamp for comments/ discussion; final draft will be voted on via email.
- **Consultation for Immovables:** Since this consultation affects each individual school and centre and does not have a direct impact on PC, reps did not feel it was necessary to address; motion passed to not respond.
- **Programs & Services Survey:** survey of extra-curricular activities will be done via parent reps in order to compile a data bank; draft is in its advanced stage and will be presented at the May 4th meeting.
- **Meeting Summary Report (MSR) Distribution:** motion was passed to forward MSRs to all governing board chairs, given the fact that many parent reps have not been attending PC meetings on a regular basis, and in order to ensure information from the PC gets disseminated to the GBs.
- **2018 – 2019 school calendar:** three options were provided by the administration to choose from; #3 was chosen as it contained a PED day between spring break and the Easter break.

VARIA:

- LGBTQ+ – Petition calling for additional info regarding LGBTQ+ issues to Sexuality Education Curriculum in High School presented to the PC; the student responsible was on hand to explain and answer questions.
- Invitation received to the COMECH Quebec (Committee for the Enhancement of the Curriculum of History of Quebec) press conference to be held on Monday April 10th, 2017 at 10am at the Gavin Business Center to discuss and express concerns regarding the Sec III and IV History curriculum.
- Likely to have a presentation on Learn Quebec at the May 4th meeting.
- Invitation to SNAC “Transition to High School” Workshop on Thursday April 27th, 2017 in LBPSB Board Room.
- The Parent Structures subcommittee will be formed once again this year – to be chaired by Shane Ross – to look at how the (new) current PC structure has functioned and to identify and address issues; all parent reps are invited to give their input; date of first meeting TBD.
- Another issue of the Parent2Parent newsletter is planned for the end of the school year.
- Demographics & Enrolment subcommittee waiting for the results of the parent survey to come out to examine them.
- Programs & Services subcommittee has met and has enacted several action plans regarding programs, services, and curriculum.
- LBPSB Annual Report is out and available on the board website.

- NSBC Conference recently took place in Denver; highlights included “Next School Concept,” Dual Language Learning, Personalized Learning.
- Excel doc created by a SNAC parent listing the programs at each school for information purposes; will be made available to the Programs & Services subcommittee.
- LBPSB Facilities & Security – repairs and renovations to take place at many schools, ongoing discussions re. water quality tests recently taken at Sunshine Academy, discussions regarding effectiveness of how accidents at schools are reported (no set standard), noted that energy efficiency programs put in place years back have proven to be extremely cost effective.
- LBPSB Intercultural Advisory Committee (IAC) – survey was put together to compile data on intercultural and human rights education in our schools, a list of presenters for intercultural events is being compiled, website update in progress, TTFM results were addressed in relation to IAC.
- Admin – Preliminary registration numbers for 2017 - 2018 were mentioned with a decrease of approximately 360 students (actually smaller than was expected), initial staff allocations to be made from those numbers, one summer school location to be switched from St. Thomas to LPHS due to construction.

REPORTS: (hyperlinks to the Parents’ Committee website)

- Elementary West Subcommittee Report
- Elementary East Subcommittee Report
- High School Subcommittee Report (none)
- SNAC Report

DATE OF NEXT MEETING: May 4, 2017

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

APPENDIX 2: TEACHERS' REPORT FOR GB 2017/05/03

April 10th

Our whole staff attended a in-school presentation on Idélo, a platform to access multiple pedagogical resource.

April 20th-21st

France Bourassa attended the Congrès annuel de l'association québécoise des enseignants de français de langue seconde (AQEFLS). It took place in Montréal.

April 25th

Nadine Émond and Martine Létourneau attended a conference called Teaching and the rest of my day: achieving a balance. The speaker was Sonia Lupien.

Georgina Okker attended a Google Read and Write workshop.

APPENDIX 3: DAYCARE REPORT FOR GB 2017/05/03

Ped Days:

Our last ped day, **April 21st**, was awesome. The children had an amazing time bowling and enjoyed their day tremendously and were treated to a juice box when they got back.

On **Friday May 19th**, we are going to Exporail and everyone is excited!

2017 – 2018 Registration

Registration packages will be available for new Kindergarten children on May 19th at the K Orientation.

All other registrations will be sent home starting the week of the May 22nd.

Extracurricular Activities – 2017 - 2018

It's that time of the year again and we would like the GB to approve the renewal of the contract for the current activities provider, Educ-Action. I will have copies of the summary of activities which they have provided covering the past 2 years.

Fees for 2017-2018

We are required to have GB approval for our lunch program fees. Over the past two years we have increased the fees and they are currently at \$360.00 per year, or, \$2.00 per day. Our drop in lunch fee is \$3.00 per occurrence.

We currently charge parents \$10.00 for an NSF.

Our daily daycare fees are government regulated. However, we do charge \$8.15 for sporadic daycare users, over and above the \$2.00 for the lunch program. Our late pick up fee is \$1.00 per minute.

APPENDIX 4: PRINCIPAL'S REPORT FOR GB 2017/05/03

1- Staffing:

- Enrollment for next year is at 231 at this point. (kindergarten 79, grade one 78, grade two 74 according to our latest numbers).
- Staffing appointment has come and gone and we have two teachers on excess in the Immersion field. We have been assigned 5 Kindergarten so far.
- Lyne Bérubé possible has been pushed to the end of May and Mme. Dubois who was her replacement will need to be replaced due to her present condition. Looking at getting a steady replacement at the present time.

2- Parent-Teacher:

- Did not get all the information about who saw whom and who were the no-shows for the Parent-teacher meetings.

3- Grand Défi Pierre Lavoie:

- Started today. Different activities during the four weeks have been planned. A message was given to the teachers by Mme Nadine pertaining to this (one major activity/week).

4- Extra help:

- Maria Valela was hired to work with certain students that required additional resource help with “la mesure” 30170. An amount of \$ 4359.06 has been used so far from that budget. The difference is being planned for the outdoor structure that is part of Mme. Émond project. It will benefit all students.

5- Peaceful School:

- The month of May is grow a garden month. Students will get a flower for being respectful towards others and the environment. Each class will be receiving a Bristol board to decorate with good deed flowers.
- PALS initiative has to continue in the classroom and students need a reminder on how they solve their conflict by using their words.
- Looking for flag and Peaceful School plaque.
- Still looking to get some signs up in and around the school.

6- Portfolio evening:

- Seemed to go well!

7- School news:

- May bulletin to be sent out the second week of May.

8- Info. techno. and active lunch:

- The informal technology workshop sharing at lunch has not yet happened but “walk Wednesday” or “marche mercredi” has been going well with a few participants every week.

9- Visitors from Haiti:

- The three day visit was part of “Le projet mondial pour l’enseignement du français” (FMEF) and the main goal was the delivery of our early French immersion program. Mme. Bourassa helped coordinate this international visit.

10- Loyola Traveling Youth Show:

- A presentation was given to our students and the grade 3 and 4 students from SJF Sr. the energy level and enthusiasm of the presenters was contagious. Special thank you for Mme. Sophie for making this happen again this year.