

**St. John Fisher Elementary – Junior Campus
Governing Board Minutes - 2017/10/04
7:05 – 8:35 PM
Junior Campus - Room 3**

Type of meeting: Governing Board – Regular 2017-18 #1

Participants:

Parents: Carole Choiniere, Martin O’Connell, Nadia Lawand, Phil Lambert

Teachers: Adrienne Levert-Sauriol, Michèle Larin, Martine Déziel, Marie-José Royale, Georgina Okker

Support Staff: Ruta Krauza

Principal: Patrice Delage

Commissioner: Absent

Community Rep: Vacant

Visitor(s): None

Absent: None

Regrets: Matthew King

AGENDA TOPICS

1.1.1 Call to Order & Welcome

Patrice Delage called the meeting to order at 7:05 PM and welcomed everyone.

1.1.2 Adoption of the Agenda

17-18-01 After discussion and amendments to the agenda, including additional items and numbering changes, motion duly proposed by Ruta Krauza and seconded by Adrienne Levert-Sauriol to adopt the modified agenda. Adopted unanimously.

1.1.3 Adoption of the June 7th, 2017 minutes

17-18-02 After discussion and amendments to the minutes, including the removal of a sentence in the teachers’ report, motion duly proposed by Ruta Krauza and seconded by Nadia Lawand, to adopt the modified minutes. Adopted unanimously.

1.2 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

1.3 NEW BUSINESS

1.3.1 Election of Governing Board (GB) Chair

17-18-03 Motion duly proposed by Carole Choiniere and seconded by Phil Lambert that Nadia Lawand be nominated to the position of GB Chair. Nadia Lawand accepted the nomination. There being no further nominations, Nadia Lawand was elected as GB Chair by acclamation.

1.3.2 Election of GB Secretary

17-18-04 Motion duly proposed by Nadia Lawand and seconded by Martin O'Connell 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.

1.3.3 Election of GB Vice-Chair

17-18-05 Motion duly proposed by Carole Choiniere and seconded by Michèle Larin 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.

1.3.4 GB Internal Rules of Management

Patrice Delage provided an explanation of the Internal Rules of Management.

17-18-06 Motion duly proposed by Carole Choiniere and seconded by Martin O'Connell that the Internal Rules of Management be adopted as presented. Adopted unanimously.

Changes to the GB meeting dates for the 2017-2018 school year were proposed. The proposed meeting dates were the following: October 4th, 2017; December 6th, 2017; January 31st, 2018; February 28th, 2018; March 28th, 2018; May 2nd, 2018 and, June 6th, 2018.

17-18-07 Motion duly proposed by Carole Choiniere and seconded by Phil Lambert that the proposed meeting dates be approved. Approved unanimously.

1.3.5 GB Income Statement

Tabled until next meeting.

1.3.6 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.

1.3.7 Community Reps

Patrice Delage 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. No candidates have expressed interest at this time. The position will remain open. The board members were invited to approach potential candidates to fill the position of Community representative.

1.3.8 Commissioner's Invite to GB Meetings

Patrice Delage will extend an open invitation to Mr. Noel Burke, the current commissioner.

17-18-08 Motion duly proposed by Michèle Larin and seconded by Martin O'Connell that an open invitation be sent to Noel Burke to attend the GB meetings. Approved unanimously.

1.3.9 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 field trips require approval:

- École de cirque de Verdun on November 10th, 2017 from 8:15 am to 2:20 pm for Grade 2 students in Verdun. The cost is \$25 per student.
- Quinn Farm on December 1st, 2017 from 8:20 to 11:30 am for Kindergarten students in L'Ile Perrot. The cost is \$23 per student.
- Introduction au théâtre "le porteur" on March 23rd, 2018 from 8:30 am to 12:30 pm for Grade 1 students at La Maison Théâtre. The cost is \$18 per student.

17-18-09 Motion duly proposed by Ruta Krauza and seconded by Georgina Okker to approve the fieldtrips as presented. Approved unanimously.

1.3.10 Extended Day Program (PELO & Takabouger Programs)

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 also discussed possible extended day programs to run Tuesdays and Thursdays from 2:30 to 3:30 pm. He also explained the Takabouger Program which consists of physical activities (such as zumba). The program would consist of eight, 45 minute sessions.

1.3.11 Rentals

Patrice Delage presented the following renewal modifications:

- ELAN – rental of the gym, auditorium and classrooms from September 22nd to 24th, 2017 for a non profit community fair held by various artists. Possible changes to hours of rental.

Patrice Delage presented the following new rental request requiring approval.

- City of Pointe-Claire – renewal of rental of the gym on Wednesdays between 6:30 and 8:00 pm for volleyball (September 13th, 2017 to end of April 2018).
- Proset Autism – renewal of rental of the gym on Fridays between 7:30 and 8:30 pm for tennis (September 29th to December 8th, 2017).

A question was asked regarding where the money from the rentals goes. Nadia Lawand will follow up with the school board.

17-18-10 Motion duly proposed by Phil Lambert and seconded by Adrienne Levert-Sauriol to approve the new rental request as presented. Approved unanimously.

1.4 REPORTS

1.4.1 Parents' Committee (PC)

Carole Choiniere was appointed as Regional Parents' Committee Rep. for SJF Junior GB and Nadia Lawand as alternate. Part 1 of the Annual General Assembly (AGA) was held on September 28th, 2017. Carole Choiniere presented the meeting summary available on the LBPSB website. The meeting summary is presented in Appendix 1.

1.4.2 H&S Liaison

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>.

1.4.3 Daycare

Ruta Krauza presented the Daycare Report and the daycare rules and regulations handbook. The daycare report was also sent by email and is presented in Appendix 2. The handbook is available on the SJF. Jr. website. The following field trips were also presented.

- Reptizoo on September 22nd, 2017 at the school. The cost is \$20 per student.
- Nous les Arts on October 6th, 2017 at the school. The cost is \$20 per student.
- Laurentian Lanes on October 30th, 2017 from 10:15 am to 2:30 pm. The cost is \$20 per student.
- Cinema Beaubien on November 23rd, 2017 from 8:55 am to 12:00 pm. The cost is \$20 per student.

17-18-11 Motion duly proposed by Martin O'Connell and seconded by Georgina Okker to approve the field trips as presented. Approved unanimously.

1.4.4 Council of Commissioners' Minutes

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>.

1.4.5 Teachers' Report

Adrienne Levert-Sauriol presented the Teachers' report which consisted of pedagogical topics only. The report was sent by email and is presented in Appendix 3.

1.4.6 Principal's Report

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

1.4.7 SNAC

No SNAC representative was voted onto the GB. No report was therefore provided. Please consult the following link to view SNAC meeting minutes: <http://snac.lbpsb.qc.ca/eng/minutes/page.asp>.

1.5 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

1.6 **CORRESPONDENCE**

No correspondence was received.

1.7 **VARIA**

The following varia topics were discussed:

- Speeding on Belmont Avenue in front of the school. Patrice Delage and Phil Lambert will reach out regarding increased public presence.
- Two parents have approached the GB regarding posting photographs of their children on social media without consent. Patrice Delage will more closely monitor the posting of photographs.

1.8 **ADJOURNMENT**

17-18-12 At 8:35 PM, motion duly proposed by Adrienne Levert-Sauriol and seconded by Georgina Okker that the meeting be adjourned.

Next meeting: Wednesday, December 6th, 2017

Respectfully submitted,

Carole Choiniere
/CC

APPENDIX 1: PARENTS' COMMITTEE REPORT FOR GB 2017/10/04

See below



Lester B Pearson School Board Parents' Committee

LBPSB Parents' Committee
September 28, 2017
7pm, Boardroom
1925 Brookdale Ave, Dorval

MEETING SUMMARY REPORT

ATTENDEES: Representatives 31 of 48 member schools were in attendance, as well as Commissioners Nan Beaton and Danny Olivenstein. Assistant Director Thomas Rhymes was present from the LBPSB Administration. SNAC Chair, Jen DiMarco was also in attendance. Please see member attendance report attached.

Summer Activities:

- **Preparation of the 2017 Governing Board AGA Kit:** The AGA Kit Subcommittee met and prepared the 2017 AGA Kit for Governing Boards. The purpose of the kit was to provide support to Governing Board Chairs who were responsible for running the 2017 AGAs. The meeting kit highlighted the changes implemented by Bill 105 and included sample invitations, nomination forms, and ballots.
- **Preparation for the 2017 PC AGA:** The PC Advisory met throughout the summer to prepare for the 2017 Parents' Committee AGA. The AGA was separated into two parts with the first part focused on providing current members information about the PC, its mandate, and the various affiliated roles and positions within it and its external memberships. The second meeting will focus on elections to those various roles.
- **WestPark GB:** The Advisory of the PC sent a letter to Council requesting clarification regarding its June resolution to dissolve the WestPark GB. Council responded with a comprehensive letter outlining the decision.

KEY TOPICS:

- **2017 AGA Presentation:** a copy can be found on our website.
- **Connie Held Award:** Congratulations to Mike Nalecz, who received the 2017 Connie Held Award for his dedication and commitment as an outstanding and long-time volunteer who contributed significantly to the Parents' Committee.
- **2017 Parent Representative Handbook:** outlines the various positions and roles within the LBPSB Parents' Committee. Members are asked to review and think about how they could make an impact. Voting to take place during next meeting scheduled for October 16, 2017.
- **SNAC Designees:** Approved SNAC designees



Lester B Pearson School Board Parents' Committee

REPORTS:

- Elementary West Subcommittee Report (none)
- Elementary East Subcommittee Report (none)
- High School Subcommittee Report
- Parent Commissioners Report to PC (attached)
- SNAC Report to PC (attached)

DATE OF NEXT MEETING: October 16, 2017

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



Lester B Pearson School Board Parents' Committee

Attendance Report		
Member School	Parent Rep Present	Alternate Rep Present
Allion		
Beacon Hill	Brett Hillgartner	Cindy Plante
Beaconsfield		
Beechwood	David Zerkler	
Beurling Academy		
Birchwood	Derek Kenny	
Children's World	Alvern Bunn	Susan Mintzberg
Christmas Park		
Clearpoint	Allison Saunders	
Dorset		
Dorval		
Edgewater	Kris de Forest	
Evergreen	Pamela Gareau	
Forest Hill Jr		Tanja Minisini
Forest Hill Sr	Tanja Minisini	
John Rennie	Shane Ross	Flora-Lee Bendit
Kingsdale		
Lakeside Academy	Natasha Drysdale	Bobbie Variantzas
Lasalle Community Comprehensive	Rolland Schubert	
Lasalle Jr		
Lasalle Sr		
Lindsay Place	Myret Smith	
MacDonald	Mike Besner	Kris de Forest
Maple Grove	Marie-Helene David	William Rooney
Margaret Manson	Renee Aspiotis	Melanie D'Antoni
Mount Pleasant		
Pierre Elliott Trudeau	Angela Berryman	Melissa Alary
Pierrefonds Comprehensive	Dayo Odubayo	
Riverdale	Maria Colavita	
Riverview		
Sherbrooke Academy Jr.		
Sherbrooke Academy Sr.	Robert Craft	Kenny Bodanis
Soulange		
Springdale		
St. Anthony	Vanessa Ventura	Shane Ross
St. Charles	Jason Doan	Marcus Hamaker
St. Edmund	Paul Kininmonth	Robert Costain
St. John Fisher Jr	Carole Choiniere	
St. John Fisher Sr		
St. Patrick	Ryan Getty	Donnalynn Rainey
St. Thomas		Bobbi Brown
Sunshine Academy		
Terry Fox	Sophie Paré	
Verdun		
Westpark	Alaina Gross	David Ceber
Westwood Jr	Normand Gagnon	Tanja Minisini
Westwood Sr	Frank Clarke	
Wilder Penfield	Onnig Kouyoumdjian	
SNAC	Donalynn Rainey	Kathy Robinson

APPENDIX 2: DAYCARE REPORT FOR GB 2017/10/04

- **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 lunch time and will be starting on Tuesday, October 10th.

- **Ped days:**

Friday, September 22nd was an awesome hit. As is our tradition Pat Benittar brought his reptilian pets and furry friends and everyone had a grand time during the hands on presentations. 85 students attended.

Fee charged to parents: \$20.00

Friday, October 6th Nous les Arts will be here to animate the day. The theme will be Pumpkins and Spooks, with Boo! The Ghost workshop. We are expecting approximately 80 children.

Fee charged to parents: \$20.00

Monday, October 30th we request approval to go to Laurentian Lanes.

Thursday, November 23rd we request approval to go to Cinema Beaubien to see the French animated film Le Manoir magique.

We have just been advised that we also now require Governing Board approval for **in school activities**. We therefore request approval for the September 22nd and October 6th activities as mentioned above.

- **Funding:** Our numbers for **funding purposes** are currently at 152 Regular students and 12 sporadic students who either attend the lunch program only, or attend lunch and daycare on a less regular basis.
- **Staffing:** We have had several staff leaving and joining our daycare this year. We would like to wish Carole, Diane and Elena well in their new schools and we would like to welcome Elissa, Naomi and Devianee.
- **Daycare and Lunch Program Rules and Regulations Policy:** The school board has created a handbook that all schools will be using. I have updated our version and am attaching a copy for the Governing Board members to read.

APPENDIX 3: TEACHERS' REPORT FOR GB 2017/10/04

August 6th to 9th 2017, Mme Martine Létourneau attended the Summer Math Institute in Saint-Sauveur.

APPENDIX 4: PRINCIPAL'S REPORT FOR GB 2017/10/04

1- **Staffing:**

- Enrollment is sitting at 232 students.
- Attestion day went well last Friday. Thank you to all the teachers and to Mrs. Gornicki for making sure that all was entered correctly.

2- **Maintenance:**

- The SmartBoard in the computer lab was installed yesterday afternoon. Requested an afternoon installation after the digital literacy class.
- Storage under the stage collecting dust over the years. Planned to be cleaned during the Ped. day on Friday. Room 15 will also be cleared shortly.
- Installation of stepping trunks and log in the works. Waiting to hear back about a specific date for the installation of the equipment bought with the grant from la “Fondation Pierre Lavoie” for Mme Emond project.

3- **Lockdown:**

- Happened on Thursday, September 28th and it went very well but a slightly long.
- Information pertaining to the lockdown procedure is now on Google handbook for SJF Jr.staff.
- Debrief planned for the next staff meeting (lock doors, password, etc.).

4- **Mesure Partir du Bon Pied (Measure 15024):**

- Started this week (tentative schedule Monday & Wednesday) with Maria Valela (40% post) with support at the grade one level.
- Meeting with the grade one teacher and resource on the ped day Friday to discuss the best plan to help support the students and teachers (looking at team teaching, working in the classroom with small group on specific notion, etc.).

5- **Integration Aide:**

- We have our new group of IA for the school year (Wendy Bayer, Deidre Yim, Caroline De Jordy and Maria Giannomis).
- Distribution of Integration Aide has been decided with the help our resource teacher Mme Corbeil.

6- School Picture:

- Thank you to the Home & School volunteers that helped out coordinate picture day. Everything was done before noon.
- Planning to have the schedule out with pre-established groupings next year

7- School bulletin:

- A second September bulletin was sent on September 19th. General reminders to parents at this point in the school year.
- October bulletin to be sent out sometime next week.

8- Extracurricular activities:

- Educ-action Fall session will start soon (happening at lunch.).
- Looking at offering extended day program (2:30 -3:30 activities). (Pelo, Takaboger, etc).