

**St. John Fisher Elementary – Junior Campus
Governing Board Minutes – 2019/10/02
7:07 – 8:18 PM
Senior Campus – Room 3**

Type of meeting: Governing Board – Regular 19-20 #1

Participants:

Parents: Carla Da Silva, Angela Kovalak, Phil Lambert, Nadia Lawand,
Naomi Proctor, Christina Cory (alternate), Andrew Gunther (alternate)

Teachers: Nadine Emond, Michèle Larin, Martine Létourneau, Marie-José Royal,
Monique Shanon

Support Staff: Ruta Krauza

Principal: Patrice Delage

Commissioner: Judy Kelley

Community Rep: Vacant

Visitor(s): Rebecca Cherry,, HandS Representative

Absent: Judy Kelley

Regrets: None

1.1 AGENDA TOPICS

1.1.1 Call to Order & Welcome

Patrice Delage called the meeting to order at 7:07 PM. Quorum was established with 7 parent representatives (including the 2 alternate parent representative).

Patrice Delage welcomed all attendees.

1.1.2 Adoption of the Agenda

19-20-01 *Patrice Delage then called for a motion to approve the agenda. It was moved by Nadia Lawand that the agenda be approved with corrections. The motion was seconded by Martine Létourneau and was unanimously resolved.*

1.1.3 Adoption of the June 12th, 2019 minutes

Patrice Delage briefly explained the meeting minutes and asked if there were any proposed changes to be made. A few spelling mistakes were corrected.

19-20-02 Motion duly proposed by Patrice Delage and seconded by Carla Da Silva to approve the June 12th, 2019 Minutes as presented. All those present at the June 12th meeting voted in favor, 2 abstentions were noted.

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 GB Chair

19-20-03 Motion duly proposed by Carla Da Silva and seconded by Naomi Proctor that Nadia Lawand to be nominated as 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

19-20-04 Motion duly proposed by Nadia Lawand and seconded by Carla Da Silva that Philip Lambert to be nominated as GB Secretary. Philip Lambert accepted the nomination. There being no further nominations, Philip Lambert was elected as GB Secretary by acclamation.

1.3.3 Election of GB Vice-Chair

19-20-05 Motion duly proposed by Nadia Lawand and seconded by Naomi Proctor that Angela Kovalak to be nominated as GB Vice-Chair. Angela Kovalak accepted the nomination. There being no further nominations, Angela Kovalak was elected as GB Vice-Chair by acclamation.

1.3.4 GB Internal Rules of Management

Patrice Delage invited everyone to look at the document entitled “St. John Fisher Junior Governing Board Partnership” being projected and asked that everyone take the time to read the document. The document posted to the GB Google Drive for all GB members to consult.

1.3.5 GB Income statement

Patrice Delage explained that the school board allocates money for the operation of the Governing Boards. This year the GB has been allocated 298\$.

19-20-06 *Motion duly proposed by Nadia Lawand and seconded by Philip Lambert to adopt the Governing Board operating budget. Motion carried unanimously.*

The 2019-2020 Governing Board Operating Funds document is presented in Appendix 1.

1.3.6 Daycare Parents' Committee

Ruta Krauza explained what a Daycare Parents' Committee would entail and asked if there was any interest in forming a Daycare Parents' Committee. Ruta Krauza received no interest in forming a Daycare Parents' Committee.

Please consult the following link for notices and information about Daycare and Lunch Program: <http://stjohnfisher.lbpsb.qc.ca/daycarejr.htm>.

1.3.7 Community Reps

Nadia Lawand explained the role of a Community Rep, who are not parents of a child attending the school and welcomed GB members to speak to those that might be interested in becoming a Community Rep.

1.3.8 Commissioner's Invite to GB Meetings

Patrice Delage mentioned that our Commissioner is Judy Kelly.

1.3.9 Extended day program (PELO and Takabouger)

Patrice Delage explained that St. John Fisher Jr. will be hosting the Takabouger program again this year, which will be held Tuesday afternoons for 8 weeks.

Patrice Delage explained the PELO program and will see if there is any interest in the program. He mentioned that they are ideally looking for a minimum of 12 kids from each campus.

An email will be sent out reminding parents about the programs.

1.3.10 Dates of GB meetings for the year

Patrice Delage proposed 7 GB meetings but that a minimum of 5 is required. The AGM was held September 4th 2019.

The following dates were proposed:

1. Wednesday October 2nd 2019 (current meeting);
2. Wednesday November 6th 2019;
3. Wednesday December 4th 2019 (to be held at the junior campus)
Alternate date : Wednesday December 11th 2019;
4. Wednesday February 5th 2019;
5. Wednesday April 1st 2019;
6. Wednesday May 6th 2019;
7. Wednesday June 3rd 2019 (to be held at the senior campus)
Alternate date : Wednesday June 10th 2019.

19-20-07 Motion duly proposed by Angela Kovalak and seconded by Ruta Krauza to approve the aforementioned GB meeting dates. Motion carried unanimously.

1.3.11 Field Trips

The following fieldtrip requires approval:

- Quinn Farm: Pick a tree to decorate in class on November 28th from 8:30 am to 11:45 pm for Kindergarten students. The cost is \$21 per student.

19-20-07 Motion duly proposed by Carla Da Silva and seconded by Nadine Emond to approve the fieldtrip as presented. Motion carried unanimously.

1.3.12 Request for rentals

Patrice Delage mentioned that the school has not received any rental requests.

1.4 REPORTS

1.4.1 Regional Parents' Committee

Naomi Proctor (Parent Representative) mentioned the Parents' Committee Meeting will be held at LBPSB on October 3rd 2019. Naomi Proctor mentioned that there will be a GB Chairs Networking & Training Event held in the coming weeks.

1.4.2 H&S Liaison

Nadia Lawand welcomed Rebecca Cherry as the new HandS President.

Rebecca Cherry presented the HandS report and explained some of the upcoming fundraising events.

- SJF Christmas Fair will be held November 16th;
- Clio bookstore fundraiser will be held December 14th and 15th.

The HandS report is presented in Appendix 2.

Please consult the following link to view the HandS newsletters: <http://stjohnfisher.lbpsb.qc.ca/hsdocs.htm#News> and the meeting minutes: <http://stjohnfisher.lbpsb.qc.ca/hs.htm>

1.4.3 Daycare

Ruta Krauza presented the Daycare report.

The following fieldtrip requires approval:

- Farm Animals: At Ferme du Domaine Quinchen in Vaudreuil-Dorion on October 21st from 9:00 am to 3:00 pm for Daycare students. The cost is \$25 per student.

19-20-08 Motion duly proposed by Carla Da Silva and seconded by Nadine Emond to approve the fieldtrip as presented. Motion carried unanimously.

The Daycare report is presented in Appendix 3.

1.4.4 Council of Commissioners' Minutes

The Council of Commissioners' report is presented in Appendix 4.

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'

Nadine Emond presented the teachers' report.

Teachers report is presented in Appendix 5.

1.4.6 Principal's

Patrice Delage presented the principal's report.

Principal's report is presented in Appendix 6.

1.4.7 SNAC-AGM

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>

1.5 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

1.6 CORRESPONDENCE

No correspondence received.

1.7 VARIA

A GB member asked if the K4 students could have the same daycare access as the Kindergarten class for the next school year.

1.8 ADJOURNEMENT

19-20-09 Motion duly proposed by Nadia Lawand and seconded by Martine Létourneau that the meeting be adjourned.

Meeting adjourned at 8:18 pm.

Next meeting is scheduled for Wednesday November 6th, 2019

Minutes submitted by Secretary, Philip Lambert

APPENDIX 1: 2019-2020 GOVERNING BOARD OPERATING FUNDS

APPENDIX 2: HOME AND SCHOOL REPORT

APPENDIX 3: DAYCARE REPORT

APPENDIX 4: COUNCIL OF COMISSIONERS' REPORT

APPENDIX 5: TEACHERS REPORT

APPENDIX 6: PRINCIPAL'S REPORT

Principal Report for Governing Board October 2nd, 2019

1- **Staffing:**

- Enrollment is at 243 students (including the K4)
- Many new faces this year on staff: Mme Bojanowski is now teaching the new K4, Michelle Larocque and Katherine Mahomed are new in Kindergarten, Marie- Josée Le Vasseur and Catherine Brizard are teaching grade 1 and Mme Mariestella is returning to us and teaching grade 2.
- **We also have also several new and returning specialist:**
Megan Legère is teaching music & movement (48% on Tuesday, Wednesday and Thursday – Shared workload with SJF Sr.).
- Kyle Graham (100% replacing Ms. Hunter) for physical Education and Rachel Spencer (17% on Thursday and Friday Shared workload with SJF Sr.) doing outdoor phys. Ed.
- Mme. Georgina (39%) is returning as our Digital Literacy teacher (Monday & Wednesday - Shared workload with SJF Sr.).
- Sara Colman is replacing Mme Sylvie for the year in French resource and Mme Valela is returning to us for the French resource (70%) – measure 15025 & 15027 (every day except Tuesday and Friday afternoon).
- Stephanie Iacovino is our part-time Special Educator this year (Monday, Thursday and every other Wednesday Shared workload with SJF Sr.).

2- **Workshop:**

- Teacher had a workshop on Tuesday, August 27th on Intervention Continuum and Nurturing Support Center with Psychologist Eva de Gosztonyi from the Centre of Excellence for behaviour management at Riverside SB.

3- **AGM & Curriculum Night:**

- AGM was well attended on Wednesday, Sept. 4th and new GB members were voted in.
- The Curriculum attendance was also very well attended by parents. Perfect time to meet the teachers and get to know the academic expectations for the upcoming school year.

4- **Pointe-Claire Library:**

- Visit to Pointe-Claire started last Friday. Dates have been planned for a good part of the year.

5- **Maintenance:**

- Our new evening caretaker is Jeffrey Wright (he was the evening caretaker at the Senior campus last year).
- New bathroom in the entire school and “air docs” were cleaned over the summer. Some work still needs to be finished, but the school was made aware of that before the work had even started.
- Some dead trees (6) near the gate and bike path near the school yard were cut over the summer. Security issue was the main reason for the cutting and most trees had the Ash tree illness.
- The front garden was left to its natural self over the summer and is in dire need of some TLC (good school project).
- Room 15A (Sunflower hall – Emotion room) is being retitled on Friday, Oct. 4

6- **H & S Welcome back:**

- Thank you to the H&S for the beautiful **GREEN** t-shirt for our kindergarten students and for the wonderful breakfast provided for both staffs on the day before the BIG day!
- Corn boil happened on September 13th. All went pretty much according to plan but modification of the event is in the works (planned afternoon for both schools and not just a quick bite to eat at lunch will be discussed).
- Money for flexible sitting plan has not been spent yet as only a few teachers answered. Some did not even mention flexible seating but outdoor games for their respective class level. The principal will survey the new teachers about their specific needs.
- The annual Meet & Greet happened on Wednesday, Sept. 18th. Usual turnout is quite impressive but it fades after that. Hoping the new president attract new parent volunteers.

7- **Fire drill:**

- Two fire drills so far (Thursday, Sept. 5th and Friday, Oct. 20th)
- Third fire drill planned for this week.
- One more fire drills will need to be done in October.
- Lockdown should also be coming by the end of October.

8- Aide Time:

- Priority pool was held on August 28th. Our 15 hour post was taken by Ms. Tammy. Returning to us yet again this year.

9- School bulletin:

- A special bulletin was sent to the parents at the beginning of the school year pertaining to the annual AGM and curriculum evening on Wednesday, Sept. 4th.
- A second bulletin was sent out on September 10th (general school information).

10- Extracurricular activities:

- Educ-action Fall session started this week (happening at lunch and after school.)
- Takabouger will be offered after school again this year on Tuesday's (information and registration was sent yesterday).
- PELO letter will be sent out soon. Need to see the interest in the program before proceeding with registration and hiring a teacher.