



# St. John Fisher Junior Elementary School

Welcome!!  
Annual General Meeting  
September 13, 2023



# Agenda

## Annual General Assembly of Parents 2023 St. John Fisher Junior-Governing Board 6pm- 630pm

1. Opening of the Meeting (Territorial Acknowledgement)
2. Message from Principal
3. Naming of Secretary
4. Approval of the Agenda
5. Approval of Minutes from the 2022 AGA
6. Governing Board
  - 6.1. Roles and Functions of the Governing Board
  - 6.2. Presentation of the Annual Report 2022-2023
  - 6.3. Introduction of Current Members on Governing Board
7. Governing Board Election Procedure
8. Governing Board Election
  - 8.1. Election of of 2 Board member
  - 8.2. Substitutes
9. Parents' Committee
  - 9.1. 2022-2023 Report
  - 9.2. Election of Parent Representative
  - 9.3. Election of Alternate
  - 9.4. Election of Special Needs Representative
10. Parents' Participation Organization
11. Date of First Governing Board Meeting (Wednesday October 4th, 2023)
12. Adjournment

# Agenda

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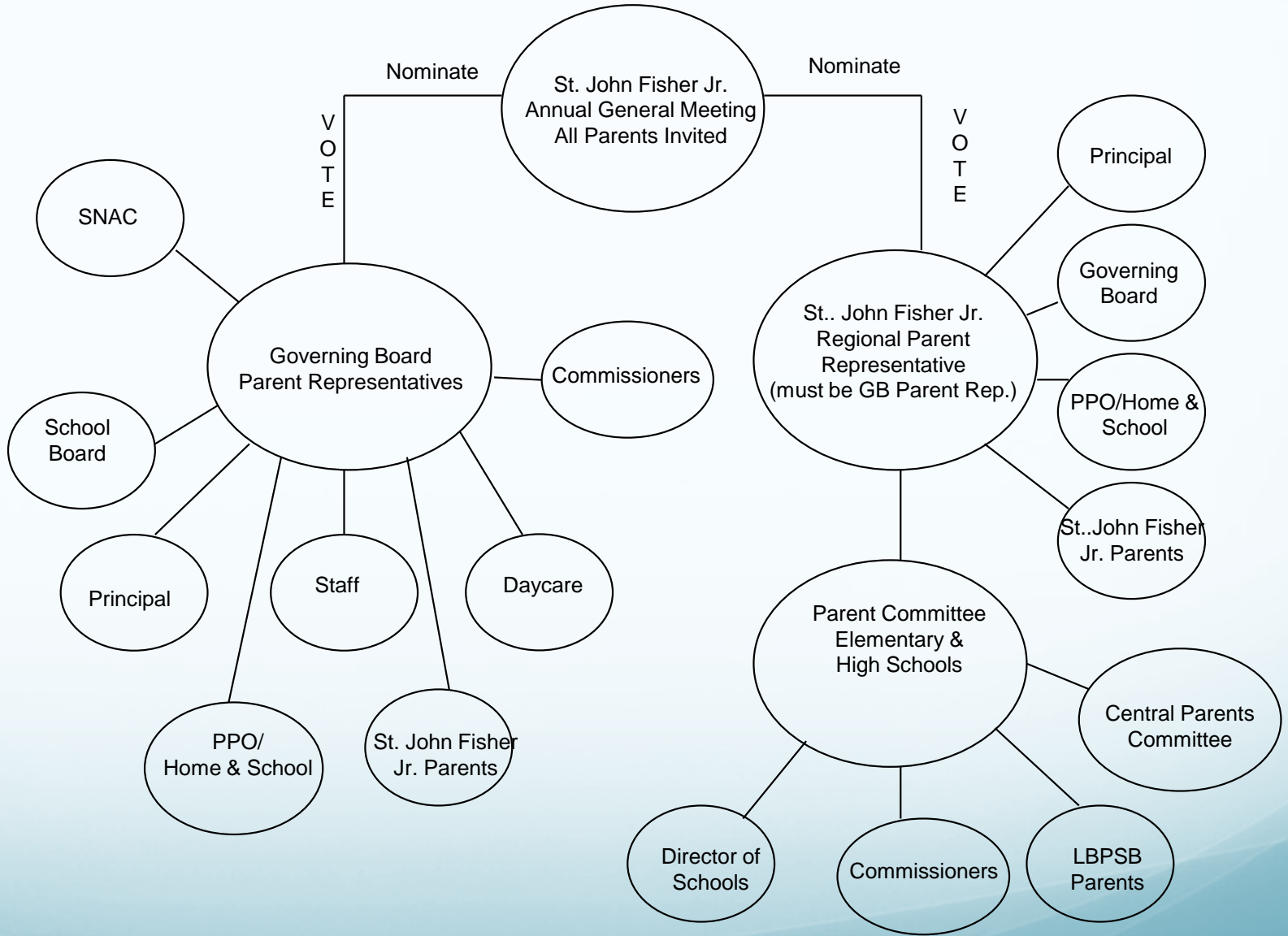
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10. Parents' Participation Organization Vote
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# What is a Governing Board?

- Every public school in Quebec has a Governing Board (GB). They are responsible for issues involving school life, the annual budget and the development of school policies. They are also the primary consultative bodies for School Board policies.
- Composed of parents, teachers, representatives of non-teaching professionals and support staff, daycare, and community representatives
- Principals attend meetings, but are not GB members and are not entitled to vote
- Meetings are usually held **the first Wednesday of each month.**
- It is an important way to participate in the decision making consultative process for the school and the students.

# Who are your Parent Representatives and With Whom They Communicate



# 2023-24 Annual Report

## Governing Board Composition:

### Parents:

- Christine Archambault
- Tom Fullerton
- Kellie George-Bernard
- Stephanie Lapierre
- Nadia Lawand

### Parent Substitutes:

- Dorian Albert
- Angela Kovalak
- Stephanie Pino
- Cristina Sitaras
- Samantha Yim

### Staff:

- Kyle Graham
- Martine Létourneau
- Michèle Larin
- Katherine Mahomed
- Sandi Hammock

### Community rep:

- Daphne Phillips

### Ex-Officio:

- Commissioner Judy Kelley
- Natasha Mentore (Principal)
- Allison Saunders (Commissioner)
- Lisa Bridgeman (H&S)
- Jaiseema Kaur Seyan (H&S)



# 2023-24 Annual Report

## Minutes:

The Minutes of the Governing Board meetings were compiled by Stephanie Lapierre and can be found on our website once officially adopted by Governing Board.

## Issues discussed by the Governing Board:

- Adoption of Internal Rules of Management (IRM);
- Approval of Daycare activities;
- Approval of School Rentals
- Approval of Emergency Preparedness Plan
- Approval of the Educational Project;
- Approval of the Daycare Budget;
- Adoption of the GB Operating Budget
- Approval of 2023-2024 School Fees;
- Approval of 2023-2024 Supply Lists
- Review of the Capital Projects
- Approval of SJF Annual Report (2022-2023)
- Approval of School Schedule (2023-2024)

## Consultations addressed:

- 2023-2024 Principal Criteria Consultation
- 2023-2024 Budget Consultation
- 2023-2024 Governing Board Composition
- 2023-2024 Council and Executive Committee Consultation
- Three Year plan of allocation and destination of immovables

# 2023-24 Annual Report

## Attendance

	9/28/2022	10/24/2022	11/2/2022	12/7/2022	2/1/2023	4/5/2023	5/9/2023	6/7/2023		Present	Regrets
<b>Parent Members</b>											
Christine Archambault	P	P	P	P	P	R	R	P		6	2
Tom Fullerton	P		P	P	P	R	P	R		5	3
Kellie George-Bernard	P	P	P	P	P	P	P	P		8	0
Stephanie Lapierre	P	P	P	P	P	P	P	P		8	0
Nadia Lawand	P	P	P	P	P	P	P	P		8	0
<b>Parent Substitutes</b>											
Dorian Albert										0	0
Angela Kovalak	R	P	P	R	P	P	R	R		4	4
Stephanie Pino	R	P	R	R	R	R	R	R		1	7
Cristina Sitaras	P	P	P	P	P	P				6	0
Samantha Yim	P	P	P	R	P	R	P	P		6	2
<b>Teacher Members</b>											
Kyle Graham	P	P	P	P	P	P	P	P		8	0
Michèle Larin	P	P	P	P	P	P	P	P		8	
Martine Létourneau	P	P	P	P	P	P	P	P		8	0
Katherine Mahomed	P	P	R	P	P	R	R	R		4	4
<b>Support Staff</b>											
Sandi Hammock (Daycare)	P	P	P	P	P	P	P	P		8	0
<b>Ex-Officio</b>											
Patrice Delage (Principal)	P	P	P	P	P	P	P	P		8	0
Allison Saunders (Commissioner)			P					P		2	0
Jaiseema Kaur Seyan (H&S)			P	P		P		P		4	
<b>Community Representatives</b>											
Daphne Phillips	R		P	P	P		P	P		5	1



# Current GB Members

## Parent Representatives

### 2 year terms ending 2023:

- Christine Archambault (outgoing)
- Nadia Lawand (outgoing)

### 2 year terms ending 2024:

- Tom Fullerton
- Kellie George-Bernard
- Stephanie Lapierre

### Parents' Committee Representatives:

Nadia Lawand – Primary  
Tom Fullerton – Alternate

# Parent Substitutes

## **Parent Substitutes: 1 year terms ending 2023**

- Dorian Albert (outgoing)
  - Angela Kovalak (outgoing)
  - Stephanie Pino (outgoing)
  - Cristina Sitaras (outgoing)
  - Samantha Yim (outgoing)
- 
- In an effort to ensure that GB meetings have quorum, it is recommended that the AGM elect additional parents to act as substitutes in the event that elected GB members are unable to attend a meeting.
  - Two (or more) substitute parent representatives to be elected

# Governing Board Election Procedure

## Nomination and Election for Governing Board:

- Two members for two-year terms
- Only parents with children in the Junior campus may nominate, be nominated and vote for this GB
- Nominees can accept or decline the nomination
- Should there be more nominations than open positions, a vote will ensue. Ballots will be provided in the event of a vote
- Write down the names of four nominees that you want elected to the GB

## Nomination and Election for Substitutes:

- Two (or more) substitutes for one-year terms
- Only parents with children in the Junior campus may nominate, be nominated and vote
- Nominees can accept or decline the nomination
- Should there be more nominations than open positions, a vote will ensue. Ballots will be provided in the event of a vote
- Write down the names of two nominees that you want elected

ELECTION

**PLEASE VOTE NOW**

# ELECTION

**Parent Representatives**

**CALL FOR NOMINATIONS**

**Names:**

1.

2.

3.

4.

5.

Nominees:

- Do you accept the nomination?
- Please introduce yourself to the group

ELECTION

**PLEASE VOTE NOW**



# ELECTION

## Substitute Parent Representatives

### CALL FOR NOMINATIONS

**Names:**

1.

2.

3.

4.

5.

Nominees:

- Do you accept the nomination?
- Please introduce yourself to the group

# Regional Parents' Committee

The Parents' Committee of The Lester B. Pearson School Board is represented by parents who are elected at the general assemblies held each year at the schools of the LBPSB.

The committee meets no fewer than six times a school year. Subcommittees representing Elementary and secondary schools, the Special Needs Advisory Committee (SNAC), Communications, English Parents (EPCA) and others meet as required.

## **St. John Fisher Elementary Senior**

- Election of a Parent Representative from GB membership
- Election of an alternate from GB membership

# ELECTION

## Parent Representative for Parents Committee

### CALL FOR NOMINATIONS

Names:
1.
2.
3.
4.
5.

#### Nominees:

- Do you accept the nomination?
- Please introduce yourself to the group

# ELECTION

Alternate Parent Representative for Parents Committee

CALL FOR NOMINATIONS

Names:
1.
2.
3.
4.
5.

Nominees:

- Do you accept the nomination?
- Please introduce yourself to the group

# SPECIAL NEEDS ADVISORY COMMITTEE (SNAC)

## What is SNAC's Purpose?

According to the Education Act , Section 185: "Every school board shall establish an advisory committee on services for handicapped students and students with social maladjustments or learning disabilities".

### **The role of this committee is to:**

- Advise the school board on a policy for the organization of educational services for students with special needs
- Advise on the allocation of financial resources for the provision of services intended for these students

While SNAC does not deal with individual issues, parents/guardians of children with special needs are welcome to attend the monthly meetings. We have a public question period at each meeting.

# SPECIAL NEEDS ADVISORY COMMITTEE (SNAC)

- A Special Needs Parent Representative may be voted onto the Governing Board
- Eligibility of parent representative : Any parent of a child with an IEP is eligible for this position
- Role of this parent representative :
- Like all GB members, make decisions in the best interests of all students at their school
- Serve as a contact for parents of students with special needs
- Interface with SNAC at the school board level



# SNAC ELECTION

1. Motion to create the position of SNAC parent representative
2. Vote

If motion is approved :

- ★ Election of 1 member

# Parents' Participation Organization

St. John Fisher Elementary has a Home and School, it does not have a PPO

- Purpose and function of PPO and Home and School are similar
- The Home & School group generally focuses on fund-raising activities and organizing special events, whereas the PPO focuses on educational issues that foster student success.

## **Key difference:**

- Home and School keeps budgetary surpluses
- PPO is required to remit surpluses to government

## **Question for vote:**

- ★ Do we want to replace Home and School with a PPO?

Parents who attend the Annual General Assembly will decide whether to establish and declare a school-level Parent Participation Organization (PPO). If the parents decide to establish a PPO, the parent members must be elected and named during the AGA.

PPO VOTE

**PLEASE VOTE NOW**

# Date of First GB Meeting

**St. John Fisher Elementary (Junior)**

**★ October 4th, 2023 (To be confirmed)**



THANK YOU  
FOR ATTENDING

