



St. John Fisher Junior Elementary School

Welcome!!
Annual General Meeting
September 6, 2018



Agenda

1. Opening and Welcome
2. Message from Principal
3. Secretary – Naming
4. Agenda – Adoption
5. Minutes of Last AGM – Adoption
6. Governing Board
 - i. Roles and Function
 - ii. 2017-18 Annual Report
 - iii. Introduction of Current Members
7. Governing Board Election Procedure
8. Governing Board Election
 - i. 4 members
 - ii. Substitutes (optional)
9. Parents' Committee
 - i. 2017-18 Report
 - ii. Election of Parent Representative
 - iii. Election of Alternate
10. Parents' Participation Organization
11. SNAC
 - i. Election of SNAC Parent Representative
12. Date of First Governing Board Meeting
13. Adjournment

Message from Principal

Patrice Delage

Principal
St. John Fisher Junior Campus

Secretary naming

- Naming of secretary to record the minutes of the AGM
- A big thank you to whomever volunteers!

Agenda Adoption

- Adoption of proposed agenda (see next slide)
- Vote

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Minutes of Last AGM - Adoption

- Minutes of 2017 AGM (open file)
 - Prepared by Carole Choiniere
 - Vote: must have been present at 2017 AGM

What is a Governing Board?

- A representative body established according to the Education Act since 1998 as part of wider educational reform to decentralize certain powers to schools
- 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
- It is an important way to participate in the decision making consultative process for the school and the students.

GB Objectives

- Members work in partnership to ensure that all students receive the best possible learning opportunities
- Govern the school, not administer it
- Encourage communication of information, dialogue and concerted action between students, parents, the principals, teachers, other school staff and community members, and their collaboration to help achieve student success

Members' Conduct

- Section 71 of Education Act:
 - GB members must act within the scope of functions and powers conferred on them
 - Exercise the care, prudence and diligence that a reasonable person would exercise in similar circumstances
 - GB members must act with honesty and loyalty in the interest of the school, the students, the parents, the school staff and the community

Members' Responsibilities

- Regularly attend meetings
- Arrive on time
- Respect the code of conduct
- Participate in the discussions
- Be well informed before making decisions
- Work as part of a team

Meetings

- Quorum – majority of members & at least half of the parents' representatives
- Generally, 1st Wednesday of the month – Minimum 5 meetings per school year
- Generally open to the public
- Approved meeting minutes are posted on the school website and kept in a register that is open to the public
- Decisions made by majority vote. In case of tie, the Chair has deciding vote
- **All decisions must be made in the best interest of all students**

General Functions and Powers

- Analyze needs of students and challenges tied to student success
- Analyze characteristics and expectation of the community served by the school
- Oversee and evaluate (periodically) the school's educational project
- Seek collaboration from persons having an interest in the school

General Functions and Powers

Approve / Adopt:

- Educational project and success plan (oversee and evaluate)
- Rules of conduct and safety measures
- Student supervision policy
- List of objects required by students
- Approach proposed for implementation of basic school regulation
- Programming of educational activities which entail changes in the students' regular time and arrival and departure or which require the students to leave school premises
- Implementation of student services and special education service programs
- Use of premises
- School budget
- GB annual report (prepare & submit)

Adopting v/s Approving

Adopt:

Yes or No

(with modifications)

Approve:

Yes or No

(no modifications)



Consult/Advise/Propose:

Not binding

Policy/Rule:

Binding

General Functions and Powers

Is consulted:

- Amendment or revocation of deed of establishment
- Selection criteria for the appointment of the principal
- Textbooks and instructional materials
- School requirements for goods and services, and premises
- Student enrollment criteria (subject to School Board)

Is informed:

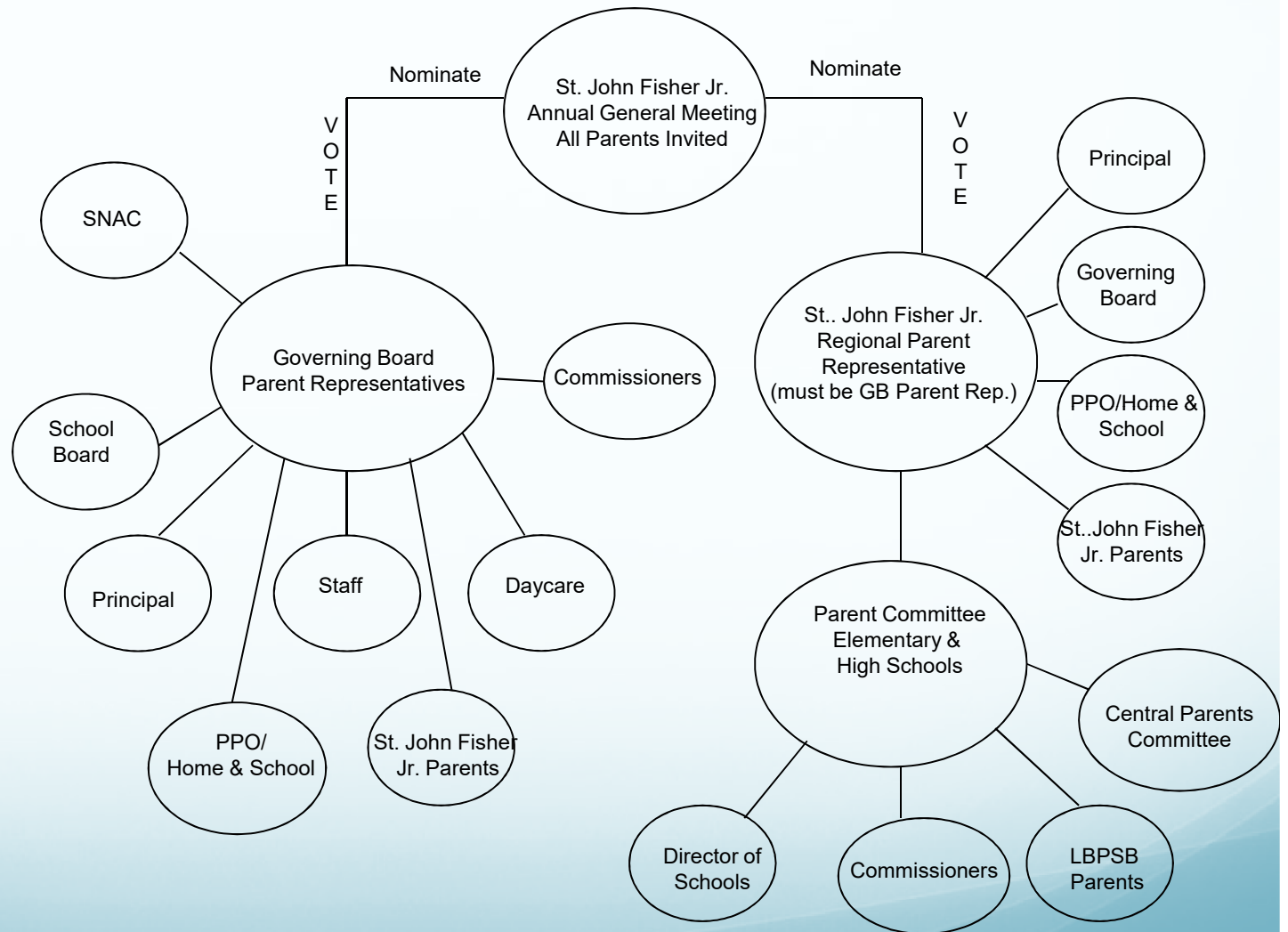
- Local programs of study
- Criteria for the introduction of new instructional material
- Standards and procedures for evaluation
- Rules governing student placement and promotion from elementary to secondary
- Student enrollment criteria

General Functions and Powers

Miscellaneous:

- Services provided by the school – inform the community and report on their level of quality
- Matters pertaining to the proper operation of the school or to the improved organization of the services provided by the school board – advise the school board
- Establish principles for determining the cost of the documents
- May consult parents of children in the school on any matter relating to educational services
- Extracurricular service – may organize; may conclude a contract after having sent a draft to the school board
- May request school childcare services from the school board

Who are your Parent Representatives and With Whom They Communicate



Two Governing Boards - Jr & Sr

- In accordance with article 39 of the Education Act, related to the establishment of schools by the school board, the Lester B. Pearson School Board directed all three junior and senior campus elementary schools in the Lester B. Pearson School Board to establish separate deeds of establishment effective July 2012
- In accordance with article 42 of the Education Act, a governing board was established for each school
- Each governing board determines its composition as prescribed by the Education Act

2017-18 Annual Report

- Composition & Attendance:

Parents	Oct-17	Dec-17	Jan-18	Mar-18	May-18	Jun-18
Nadia Lawand	P	P	P	P	P	P
Carole Choiniere	P	P	R	-	-	-
Matthew King	R	R	P	R	P	P
Martin O'Connell	P	P	P	P	P	P
Phil Lambert	P	R	P	P	P	P

Teachers	Oct-17	Dec-17	Jan-18	Mar-18	May-18	Jun-18
Nadine Émond (shared)	-	-	-	P	P	P
Adrienne Sauriol-Levert (shared)	P	P	P	-	-	-
Michèle Larin (shared)	P	P	P	-	P	-
Martine Déziel (shared)	P	P	-	P	-	P
Marie-Josée Royal (shared)	P	-	P	P	-	-
Monique Shannon (shared)	-	P	-	-	P	P
Georgina Okker (shared)	P	-	P	-	P	-
Katherine Stevenson (shared)	-	P	-	P	-	P

Support Staff	Oct-17	Dec-17	Jan-18	Mar-18	May-18	Jun-18
Ruta Krauza	P	P	P	P	P	P

Ex-Officio	Oct-17	Dec-17	Jan-18	Mar-18	May-18	Jun-18
Commissioner Noel Burke	R	R	-	-	-	-
Commissioner Judy Kelley	-	-	P	P	P	P
Patrice Delage	P	P	P	P	P	P

2017-18 Annual Report

- Parents' Committee Representatives:
 - Carole Choiniere – Primary
 - Nadia Lawand – Alternate
- Consultations Reviewed:
 - Principal Selection Criteria
 - Policy on Enrollment Criteria
 - Evaluation of Student Learning Policy
 - Budget Consultation
 - Emergency Preparedness Policy
 - Allocation and Destination of Immovables
 - Council & Executive Meetings
 - Extracurricular and Field Trip Policy
 - LBPSB Success Plan 2018-2022

2017-18 Annual Report

- Resolutions Adopted and/or Approved:
 - Election of GB Chair
 - Election of a Secretary
 - Election of Vice-Chair
 - GB Internal Rules of Management
 - Standing invitation to Commissioner Burke to attend GB meetings
 - Schedule for GB meetings
 - GB Income Statement
 - Rental facilities
 - Field trips within walking distance
 - Field trip costs
 - Emergency Preparedness Plan
 - School and Daycare Budgets
 - Home and School fundraising and liaison
- Resolutions Declined:
 - Daycare Parents' Committee

2017-18 Annual Report

- Miscellaneous:
 - Approval of annual budgets for school and daycare
 - GB Composition
 - Capital expense requests
 - GB Income Statement
 - Pearson Educational Fund
 - Community Representative discussion
 - PELO Program
 - Deed of establishment
 - School Calendar
 - School Fees
 - School Grants
 - Blood Drive
 - Traffic issues around school campus
 - Anti-Bullying & Anti-Violence Plan
 - Student and Parents' Code of Conduct
- Total number of GB meetings: 6 & AGM

2017-18 Annual Report

- Field Trips:

Field Trips	K	Gr 1	Gr 2	Daycare
École de Cirque Verdun			X	
Quinn Farm	X			
La Maison du Théâtre		X		
Reptizoo				X
Nous les Arts				X
Laurentian Lanes				X
Cinema Beaubien				X
Théâtre de l'illusion	X			
Intermiel	X			
Éducazoo			X	
Lindsay Place High School			X	
Introducing Large Scale	X	X	X	
Botanical Gardens			X	
Point du moulin				X
Journée Science-Action		X		
Univers Social			X	
Bricks for Kids				X
WooHoo				X
Cross Country Run	X	X	X	
Year-End Pool Days	X	X	X	

Current Members

- Parent Representatives:
 - 2 year terms ending 2018:
 - Matthew King (outgoing and leaving Jr. campus)
 - Carole Choiniere (outgoing and leaving Jr. campus)
 - Nadia Lawand (outgoing)
 - 2 year terms ending 2019:
 - Phil Lambert
 - Martin O'Connell (leaving Jr. campus) – this position needs to be filled for a one-year term

Substitutes

- 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 substitute parent representatives to be elected

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Governing Board Election Procedure

- Nomination and Election for Governing Board:
 - Three members for two-year terms and one member for a one-year term
 - 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 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

Governing Board Election

- Nomination of Election Official
 - Election president
 - Election secretary
- Nomination of Parent Representatives from school membership
 - Election of 3 members (two-year terms)
 - Election of 1 member (one-year term)
 - Election of 2 substitutes (one-year terms)

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Regional Parents' Committee 2017-18 Report

2017-18 Report Prepared by :
Carole Choiniere
(open file)

Regional Parents' Committee

- St. John Fisher Elementary Junior
 - Election of a Parent Representative from GB membership
 - Election of an alternate from GB membership

Parents' Participation Organization

- St. John Fisher Elementary has a Home and School, it does not have a PPO
- A PPO would replace Home and School
- Purpose and function of PPO and Home and School are similar
- 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?**

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

- Motion to create the position of SNAC parent representative
 - Vote
- If motion is approved :
 - Election of 1 member

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12. Date of First Governing Board Meeting

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Date of First GB Meeting

- St. John Fisher Elementary (Junior)
 - October 3, 2018



THANK YOU
FOR ATTENDING



Adjournment

“Education is not the filling of a pail, but the lighting of a fire.”

W.B. Yeats