

## Governing Board

St. John Fisher Sr. Elementary School

### MINUTES OF THE MEETING – November 13<sup>th</sup>, 2013

Attendance:	Parents:	Bridget Bagshaw Sandra Gesualdi Balgovind Pande Mike Vallée	Secretary & Vice Chair Chair
	Staff:	Debbie Poirier Laura Sulano Lise Lecompte	Librarian Daycare Teacher
	Principal: Community Rep.	Tony Di Vittori N/A	
	Regrets:	Rachel Ethier, Teacher Ken Johnston, Parent Rep Nicole Montcalm, Teacher Linton Garner, Commissioner	

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#### 2.1 Call to Order & Welcome

Having attained quorum, the meeting was called to order by B. Pande at 7:07pm.

#### 2.2 Adoption of the Agenda

13-14-14 *It was moved by L. Lecompte to adopt the agenda as presented. The motion was seconded by L. Sulano, and was carried unanimously.*

#### 2.3 Adoption of Minutes of October 9th, 2013.

13-14-15 *It was moved by B. Bagshaw to adopt the minutes with the correction to be made. The motion was seconded by M. Vallée, and was carried unanimously.*

#### 2.4 Questions from the Public

None.

## 2.5 Business Arising

### 2.5.1 MELS Sex Ed Booklets

The following questions were asked:

- Were parents given notice that the booklet was going to be sent home?
- Were the boys and girls separated for the personal development classes given by the school nurse?

Principal Di Vittori clarified that in the past no notice was sent home prior to the distribution of the booklets to grade 6 students. Next year, the school nurse will be asked to prepare a letter to be sent home before the books.

Boys and girls are together during the class (grade 5 students) and are invited to attend lunchtime Q & A (girls separate from the boys) with the nurse; this is voluntary and up to the students to attend should they wish.

## 2.6 New Business

### 2.6.1 Enrolment Criteria

No Comment.

### 2.6.2 School Budget November Revised

Principal Di Vittori presented the school budget, November revised. There is a \$20,289 surplus. This will be used to outfit classrooms (needed items) and school.

*13-14-16 It was moved by M. Vallée to adopt the November revised school budget as presented. The motion was seconded by L. Lecompte and carried unanimously.*

### 2.6.3 Emergency Preparedness Plan (info)

Principal Di Vittori explained the logistics concerning the Emergency Preparedness Plan. All information is compiled into one binder (parent's phone numbers and class lists). Certain teachers and staff have roles to play if the school has to evacuate or if there is a power outage.

*13-14-17 It was moved by S. Gesualdi to adopt the Emergency Preparedness Plan. The motion was seconded by L. Sulano and was carried unanimously.*

### 2.6.4 Anti-Bullying & Anti-Violence Plan

- The Rights and Responsibility poster is being translated into French. Teachers and students find this to be a very useful teaching/learning tool.
- Cyber-Bullying presentation for grades 3 – 6. Next time only grades 5 and 6 will be involved; more age-appropriate for these grades.

*13-14-18 It was moved by B. Bagshaw to approve the Anti-Bullying & Anti-Violence Plan. The motion was seconded by M. Vallée and was carried unanimously.*

### **2.6.5 Class Pet Project (Resource Room)**

- A class pet project for the resource room was proposed in that it would be a great teaching experience for the students.
- Four students would benefit emotionally from taking care of a pet.
- Allergies have been checked, in order to choose the correct pet.
- Parents would have to be on board with the idea as on weekends and holidays the class pet would have to “go home”.

*13-14-19 It was moved by M. Vallée to approve that the resource class have a class pet. The motion was seconded by B. Bagshaw and was carried unanimously.*

### **2.6.6 Fundraising**

According to the Education Act, Article 94 the Governing Board has a mandate to fundraise. In the past, GB has given H&S this mandate to fundraise. It was decided that there is a need for better communication between H&S and the school community concerning what is purchased with money that is raised for specific projects/items (will suggest that this can be done in the newsletter). Also, the Chair persons of both the Junior and Senior school Governing Boards will write a letter to H&S asking them (President and treasurer) to attend three meeting per year to give a H&S financial report. Discussion ensued. The GB requested regular updates on all fundraising activities and how the funds are spent. It was felt that it is important for the SJF community to know how the funds raised are used. Requests have been made for a total amount raised at the Shindig & Silent Auction – no answer has been given to date. At the next H&S meeting, the GB liaison to the H&S will request the amount and report back to the GB members. The GB Chair undertook to draft a letter to this effect to the Home and School.

## **2.7 Reports**

### **2.7.1 Regional Parents’ Committee**

S. Gesualdi reported that A. Saunders (from SJF Jr. School) is now the region 3 chairperson. Certain Commissioners have made themselves available to come to GB meetings for GB training and to answer questions (at our request).

### **2.7.2 Council of Commissioners**

No report.

### **2.7.3 Home & School Report**

No report.

### **2.7.4 Teachers’ Report**

- Report Cards go out on the 18<sup>th</sup> and teachers are preparing IEPs
- Literacy week is the first week of December

- Every 4 -6 weeks the bulletin boards are changed. There is a lot of positive feedback from students and parents about what's on the boards and how great they look.

### 2.7.5 Librarian's Report

- Remembrance Day books were read to the students.
- \$380 has been raised for the Birthday Books Project. This will buy 16 books for the library.
- Grad Book Project information will be sent out soon.
- All money raised goes through H&S and is managed by D. Poirier
- A French Book Fair will take place this year. Therefore there will be two book fairs this year. One to take place during literacy week (December 9 – 13) and the other to take place at the same time as portfolio conferences.
- D. Poirier surveyed grade 6 students, asking them the following questions:
  - Is this a library? 40% said No
  - What is a library? Students responded: It's a building (instead of a room of books that are organized).
 Principal Di Vittori asked the same question and received different answers:
  - Do we have a real library? 91% answered Yes
  - What is the difference between a public library and our own library? A public library has music and magazines.
 Discussion ensued. Ms. Poirier and Mr. Di Vittori(together) would like to ask the grade 5 students the same question to see if it make a difference who asks the question?

### 2.7.6 Daycare Report

- Each month a different grade is responsible to decorate the bulletin board outside the daycare office. This month grade 5 students are working on this project. Displayed are Archiscapes.
- On Halloween each daycare group prepared a nutritious snack, which was shared while watching the movie Goose Bumps (in the gym). M. Julie made a pumpkin face using different fruits. Other creative snacks were also prepared.
- November 1<sup>st</sup> ped day activity was at Horizon Roc. Grade 3 & 4 students were challenged by the rock climbing wall and thoroughly enjoyed the climb! Grades 5 & 6 also enjoyed the indoor climbing centre.
- Last week the Phys. Ed Student teacher introduced a 4 week program to the cycle 3 students during their gym time at daycare. The program is designed to engage students in physical active learning highlight team-building and enhance leadership skills.

### 2.7.7 Principal's Report

- ✓ School has been a very busy place and things are going well.

- ✓ The new classroom is settling in. Meet regularly with the two teachers. A letter outlining the curriculum, expectations and their info emailed to parents.
- ✓ Community reps: Gloria Coulter and Rev. Scott Hunter have both agreed to sit in the GB as community reps.
- ✓ Lock down (Oct 22). Very pleased with the efficiency in everyone going into the lock down. Walking through the school it seemed completely empty. Window blinds were installed on all classroom doors.
- ✓ Remembrance Day
  - Two assemblies on Nov 6<sup>th</sup>
  - Nov 11<sup>th</sup> (moment of silence)
- ✓ Craft Fair on Sat Nov 9<sup>th</sup> went well.
  - Social Action Team (SAT) had a bake sale and earned approx. \$400
  - Other students selling bracelets for cancer research earned over \$100
  - H&S considering a Spring fair
- ✓ Social Action Team:
  - Request permission for fundraiser for the Philippines relief
- ✓ H&S Tech funds (fundraiser)
  - iPad minis (x8)
  - Apps
  - Digital video camera
- ✓ Report cards will be distributed Nov 18<sup>th</sup>
- ✓ P/T Interviews (Nov 20<sup>th</sup> and 21<sup>st</sup>)
  - Jr Campus sends out appointment times
  - Sr – Parents call Ms. Morency to make appointments with the teachers. Next year, we are looking into having an online system for booking appointments.
- ✓ Photo retakes on Tuesday, Nov 19<sup>th</sup>
- ✓ Grade 4 vaccinations next Wednesday, Nov 20<sup>th</sup>
- ✓ Teachers' convention (Nov 21<sup>st</sup> & 22<sup>nd</sup>)
- ✓ TTFM Survey
  - Grades 4 – 6 only
  - End of November or early December
- ✓ School Success Plan
  - Will review with the school level committee
  - Will be discussed and monitored throughout the school year
- ✓ Mme Martin and I will be working on the annual report and present to the GBs in the new year.
- ✓ Daycare November revised budget will be presented in December
- ✓ Literacy Week: Dec 9<sup>th</sup> – 13<sup>th</sup>
- ✓ Math Olympics
  - Dec 4<sup>th</sup> @ Lakeside Academy
  - Time 5:30 – 9:00

- 12 Grade 6 students will be competing
- Would like to thank Ms. McNally and Mrs. Lavery
- ✓ Christmas baskets
  - Station 5
  - SJF Church: Dec 13<sup>th</sup> (donations). Dec 16<sup>th</sup> (delivery to church)
- ✓ Holiday Choir
  - Dec 12<sup>th</sup> (evening), 112 students.
- ✓ Grade 3 will have a concert in the new year
- ✓ Will invite the Community Officers to visit with the Grade 6 students to discuss bullying/harassment and the law.
- ✓ June 20<sup>th</sup> last day of school (full day)

## 2.8 Questions from the Public

- M. Vallée brought to the GB's attention that the Hema-Quebec blood drive will take place February 5<sup>th</sup> at the Jr. School.
- A parent that was on the Arbraska fieldtrip with grade 5 students felt that there was not enough staff on site. Also, the instructions were all done in French and from afar; not very clear for all the kids. Principal Di Vittori will look into this matter.
- At the cross country run our school was a small army. Too bad that the ribbons had a spelling error.
- Social Action initiative: socks for the Old Brewery Mission.

## Adjournment and the Next Meeting Date: 6:30pm, Wednesday December 11<sup>th</sup> 2013.

13-14-19      *Upon a motion by B. Bagshaw and seconded by L. Lecompte, the meeting was adjourned at 9:30pm. The motion was carried unanimously.*

The next meeting will be at 6:30pm on Wednesday December 11<sup>th</sup>, 2013. Social to follow.