

**St. John Fisher Elementary – Senior Campus  
Governing Board Minutes October 14<sup>th</sup>, 2015  
19:00 – 20:55  
Staff Room**

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**Type of meeting: Governing Board – Regular 15-16 #1**

**Participants:**

Parents: Christina Forest, Balgovind Pande, Jennifer Pastor, Karl Santaguida,  
Julie Ann Smith

Teachers: Rachel Ethier, Aida Lukosevicius, Linda Neron

Support Staff: Laura Sulano

Principal: Tony Di Vittori

Commissioner: Noel Burke

Community Rep: vacant

Visitor(s): none

Regrets: Lise Lecompte

**1.1 Call to Order & Welcome**

Tony Di Vittori called the Meeting to order at 7:07 PM. He welcomed everyone and thanked the members for their time and help with the Governing Board.

**1.2 Adoption of the Agenda**

**15-16-01** *It was moved by Christina Forest and seconded by Karl Santaguida to adopt the agenda with the following changes: items 1.4.1, 1.4.2, and 1.4.3 to precede 1.3 Adoption of the Minutes on the presented agenda. Also, the addition of item 1.4.15 Teacher Negotiations. Carried unanimously.*

*Please note that items in these minutes are recorded as per the order in the agenda.*

**1.3            Adoption of the June 10, 2015 Minutes**

**15-16-02**        *After discussion, and upon motion duly proposed by Laura Sulano and seconded by Karl Santaguida, the minutes arising from the Governing Board Meeting of June 10, 2015, were approved unanimously.*

**1.4            New Business**

**1.4.1         Elections of GB Chair**

**15-16-03**        *Motion duly proposed by J. Pastor and seconded by C. Forest that Balgovind Pande be nominated to the position of GB Chair. Balgovind Pande accepted the nomination. There being no further nominations, Balgovind Pande was elected as GB Chair by acclamation.*

**1.4.2         GB Secretary**

There were no persons interested in the position and will look into hiring someone to take the minutes at future meetings. Julie Smith volunteered to take the minutes for this meeting.

**1.4.3         GB Vice-Chair**

**15-16-04**        *Motion duly proposed by Balgovind Pande and seconded by Jennifer Pastor that Julie Smith be nominated to the position of GB Vice-Chair. Julie Smith accepted the nomination. There being no further nominations, Julie Smith was elected as GB Vice-Chair by acclamation.*

**1.4.4         GB Internal Rules of Management**

Balgovind Pande provided an explanation of the Internal Rules of Management and informed the GB that the current document has not been modified from last year's version. The name of Adam Levine will be removed and replaced by the Commissioner.

Julie Smith proposed that the GB meeting attendance requirements be modified to reduce the number of acceptable absences to 3 meetings per school year. The following motion was presented:

**15-16-05**        *Motion duly proposed by Rachel Ethier and seconded by Karl Santaguida that the Internal Rules of Management be adopted with modifications. Approved unanimously.*

#### **1.4.5 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/daycaresr.htm>.

To date, no one has approached Laura Sulano, Daycare Coordinator, requesting that a Daycare Parents' Committee be created. The option to create a committee will remain open.

#### **1.4.6 Community Reps**

Balgovind Pande provided an explanation and examples of the role of community reps. The board members were invited to approach potential candidates to fill the position of Community representative. Tabled until the next meeting.

#### **1.4.7 Commissioner's Invite to GB Meetings**

Balgovind Pande extended an open invitation to Mr. Noel Burke, the current commissioner.

#### **1.4.8 H&S Liaison**

*15-16-06 Motion duly proposed by Rachel Ethier and seconded by Linda Neron that Jennifer Pastor be appointed to the position of H&S Liaison. Approved unanimously.*

#### **1.4.9 GB Income Statement (2014-15)**

Tony Di Vittori presented the GB income statement for 2014-15. The allocation for 2015-2016 is \$345,00.

*15-16-07 Motion duly proposed by Julie Smith and seconded by Karl Santaguida that the GB Income Statement be approved. Approved unanimously.*

#### **1.4.10 Ratification of Rental (e-mail)**

Tony Di Vittori had sent a rental request for approval via email to the GB members for the current school year:

- West Island Lakers Basketball Association
- Use of our gymnasium in the evenings on Mondays, Tuesdays, and Wednesdays (6:30 PM – 8:30 PM).
- Late September to late March (exact dates to be confirmed).

**15-16-08** *Motion duly proposed by Aida Lukosevicius and seconded by Laura Sulano. Approved unanimously.*

**1.4.11** **Field Trips (within walking distances)**

Tony Di Vittori asked if the members could pre-approve local trips within walking distances (Junior school, LPHS, Valois library, LPHS football field, local park, etc.). Parental permission is required for all excursions and parents will be informed of the activity beforehand.

**15-16-09** *It was moved by Jennifer Pastor to approve that students be allowed to go on field trips within walking distance without having to get GB approval although parental permission is always requested. Linda Neron seconded the motion, and was carried unanimously.*

**1.4.12** **Major School Change (MSC)**

Balgovind Pande stated that 26 replies were received regarding the MSC brief. These replies included parents and staff. A discussion about the MSC ensued. A hard-copy modified version of the brief will be submitted to parents and staff for comments before submission to the school board.

**1.4.13** **Emergency Preparedness Plan**

Tony Di Vittori provided an explanation of the EPP. Minor updates were made - no major changes made to the EPP this year. Four copies of the EPP are available at the Sr campus (principal, secretary, daycare coordinator, and caretaker).

**15-16-10** *Motion duly proposed by Rachel Ethier and seconded by Aida Lukosevicius to approve the updated Emergency Preparedness Plan. Approved unanimously.*

**1.4.14** **Enrolment Criteria Consult (2015-16)**

Topic tabled to the next meeting.

**1.4.15** **Teacher Negotiations**

The Region and CPC drafted letters to the political parties currently involved in the teacher negotiations. Balgovind suggests rewording the letters to be sent on behalf of the SJF GB.

**15-16-11** *Motion duly proposed by Karl Santaguida and seconded by Laura Sulano to approve the sending of the letter to the political parties. Approved unanimously.*

**1.5** **REPORTS**

**1.5.1** **Regional Parents' Committee**

Christina Forest tabled a report on the Regional Parents' Committee as appended hereto as Annex 1.

**1.5.2** **Daycare Report**

Laura Sulano tabled the Daycare Report as appended hereto in Annex 2.

Ratification of e-mail for field trip.

**15-16-12** *Motion to ratify e-mail vote duly proposed by Rachel Ethier and seconded by Christina Forest. Approved unanimously.*

**1.5.3** **Principal's Report**

Tony Di Vittori tabled the Principal's Report as appended hereto in Annex 3.

**1.6** **Questions from the Public**

No members of the public were present at the Meeting.

**1.7** **CORRESPONDENCE**

None.

**1.8** **ADJOURNMENT**

**15-16-13** *At 8:55pm upon motion duly proposed by Julie Smith and seconded by Christina Forest that the meeting be adjourned.*

Next meeting: Wednesday, November 11<sup>th</sup>, 2015

Respectfully submitted,

Julie Smith

**ANNEX 1 – Regional Parents’ Committee Report**

**ANNEX 2 – Daycare Report**

**ANNEX 3 – Principal’s Report**