

**St. John Fisher Senior Elementary**  
**Annual General Assembly 09/16/2020**  
**7:00 p.m.**  
**Online Zoom Meeting**

---

**AGENDA TOPICS**

**1. CALL TO ORDER AND WELCOME**

Deborah Shizgal called the meeting to order at 7:07pm and welcomed everyone. She thanked Sarah Campeau for creating the Reminder Notices and the Call for Volunteers for the AGA.

**2. NAMING OF AGA SECRETARY**

Sarah Campeau nominated Tiffani Wheeler for Secretary of the AGA. Christina Forest seconded the nomination and Tiffani Wheeler accepted.

**3. APPROVAL OF THE AGENDA**

Nadia Lawand motioned for the approval of the AGA Agenda. Sarah Campeau seconded the motion.

**4. APPROVAL OF MINUTES FROM LAST YEARS AGA**

Nadia Lawand motioned for the approval of the AGA minutes. Cecily Ranger seconded the motion. There were two abstentions, otherwise all in favour.

**5. ROLE AND FUNCTION OF THE GOVERNING BOARD**

Deborah Shizgal presented a power point presentation regarding the roles and functions of the Governing Board. The Governing Board is a decision-making body responsible for adopting the Educational Project, the plan for the school each year and the school budget. They are also consulted on matters relating to educational services, they approve field trips; they review the rules of conduct and give advice on matters dealing with the LBPSB. **Appendix 1**

**6. ROLE AND FUNCTION OF PARENT REPRESENTATIVE**

Deborah Shizgal reviewed the role of the Parent Representative. This person is elected from the Governing Board members and acts as a liaison between the parents of the school and the Regional Parents' Committee. **Appendix 2**

**7. ANNUAL REPORT**

Deborah Shizgal presented the Annual Report. **Appendix 3**

**8. GOVERNING BOARD ELECTIONS**

**8.1 INTRODUCTION OF CURRENT BOARD MEMBERS**

Deborah Shizgal announced that the only remaining Governing Board member is Sarah Campeau who is completing a two-year term. Board members whose terms are completed are Martin O'Connell, Tom Fullerton, Christina Forest and Julie Smith (retired but 1 year remaining, former Governing Board Chair).

## **8.2 ELECTION OF NEW BOARD MEMBERS**

Nadia Lawand nominated Christina Forest for a one-year term. Christina Forest accepted. Christina Forest nominated Nadia Lawand for a two-year term. Nadia Lawand accepted. Sarah Campeau nominated Mark Sankoff for a two-year term. Mark Sankoff accepted. Christina Forest nominated Marie-Claire Caillard for a two-year term. Marie-Claire Caillard accepted. No vote was needed, all positions filled by acclamation.

## **8.3 NAMING OF NEW BOARD MEMEBERS**

The Governing Board Representatives are Christina Forest, one-year term, Nadia Lawand, two-year term, Mark Sankoff, two-year term and Marie-Claire Caillard, two-year term.

## **8.4 ELECTION OF ALTERNATES**

Carla Da Silva nominated Tiffani Wheeler for a one-year term. Tiffani Wheeler accepted. Christina Forest nominated Cecily Ranger for a one-year term. Cecily Ranger accepted. Tiffani Wheeler nominated Carla Da Silva for a one-year term. Carla Da Silva accepted. Christina Forest nominated Andrea Borrelli for a one-year term. Andrea Borrelli accepted. No vote was needed, all positions filled by acclamation.

## **8.5 NAMING OF ALTERNATES**

The Alternate Parent Representatives on the Governing Board are Carla DaSilva, Tiffani Wheeler, Andrea Borrelli and Cecily Ranger. All Alternate Parent Representatives are one-year terms.

## **8.6 ELECTION OF PARENT AND ALTERNATE PARENT REPRESENTATIVES TO THE REGIONAL PARENTS' COMMITTEE**

Christina Forest nominated Sarah Campeau as Parent Representative. Sarah Campeau accepted. Tiffani Wheeler nominated Christina Forest as Alternate Parent Representative. Christina Forest accepted.

## **8.7 NAMING OF PARENT AND ALTERNATE PARENT REPRESENTATIVES TO THE REGIONAL PARENTS' COMMITTEE**

The Parent Representative on the Regional Parents' Committee will be Sarah Campeau for a one-year term. The Alternate Parent Representative on the Regional Parents' Committee will be Christina Forest for a one-year term.

## **9. PPO: FORMATION IF APPROVED**

Deborah Shizgal presented the roles of both a PPO (Parent Participation Organization) and a Home & School Association. One of the main differences between the two is that at the end of each school year a PPO is required to remit surpluses to the government whereas a Home and School Association can give them back to the school. Tiffani Wheeler, Rebecca Cherry and Carla DaSilva all spoke to the importance of a Home & School Association and how there has been one established at St. John Fisher for many years and it has worked well. Christina Forest motioned that we should not have a PPO. Sarah Campeau seconded the motion. An online vote took place and the majority voted not in favour of a PPO. Therefore, St. John Fisher will have a Home & School Association. **Appendix 4**

**10. DATES OF GOVERNING BOARD MEETINGS**

Governing Board Meetings will take place the second Wednesday of each of the following months:

- October 14, 2020 at 7:00pm Online Zoom Meeting
- November 11, 2020 at 7:00pm Online Zoom Meeting
- December 9, 2020 at 7:00pm Online Zoom Meeting
- February 10, 2021 at 7:00pm Online Zoom Meeting
- April 14, 2021 at 7:00pm Online Zoom Meeting
- May 12, 2021 at 7:00pm Online Zoom Meeting
- June 9, 2021 at 7:00pm Online Zoom Meeting

**11. ADJOURNMENT**

Sarah Campeau motioned at 7:56 the meeting be adjourned. Nadia Lawand seconded this motion.

**ATTENDENCE**

Deborah Shizgal  
Oksana Yakimiw  
Patricia Cameron  
Shannon Sullivan  
Nadia Jasmin  
Mark Sankoff  
Andrea Borrelli

Rebecca Cherry  
Samantha Cadotte  
Eric Shultz  
Carla DaSilva  
Marie-Claire Caillard  
Melanie Brady  
Debra Desmettre

Tiffani Wheeler  
Ann Shorrock Kerr  
Sarah Campeau  
Christina Forest  
Nadia Lawand  
Sarah Lalonde  
Cecily Ranger

Respectfully submitted on September 22, 2020

Tiffani Wheeler

## Appendix 1

### Role & Function of the Governing Board

The Governing Board is a decision-making body responsible for the following functions:

**Acts:** Analyze school's situation and oversee educational project; establishes principles for school supplies, may solicit funds, etc.

**Adopts:** Educational project, school budget, annual activity report and governing board operating budget, etc.

**Approves:** Field trips, use of premises, rules of conduct, and any other matter involving payment from parents, etc.

**Consults:** Parents of the school on matters relating to educational services, etc.

**Is consulted on:** Allocation of board revenues, deed of establishment, criteria for selection of school principal, physical needs of the school, etc.

**Gives advice on:** Any matter that the LBPSB is required to submit to the GB, on any matter that will facilitate the operation of the school, on improvements of services, etc.

## **Appendix 2**

### **Role & Function of the Parents' Committee**

The representative to the Regional Parents' Committee (RPC) is elected by the parents at the AGA and represents his/her school at all meetings of this committee.

The delegate acts as a liaison between the parents of the school and the Regional Parents' Committee and should attend the meetings regularly.

It is suggested that the representative give a report on the business of the RPC to the governing board.

## Appendix 3

### 2019-2020 Annual Report

#### **Issues discussed by the Governing Board:**

Adoption of Internal Rules of Management (IRM);  
Approval of Field trips and 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 2020-2021 School Fees;  
Approval of 2020-2021 Supply Lists  
Review of the Capital Projects  
Approval of Anti Violence and Anti Bullying Plan  
Approval of SJF Annual Report (2019-2020)  
Approval of School Schedule (2020-2021)

#### **Consultations addressed:**

2020-2021 Principal Criteria Consultation  
2020-2021 Budget Consultation  
2020-2021 Governing Board Composition  
2020-2021 Council and Executive Committee

#### **Consultation**

Major School Change Consultation  
Three Year plan of allocation and destination of immovable

#### **Minutes:**

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

## Appendix 4

### Formation of PPO

- The Parent Participation Organization (PPO) provides a forum for parents to share ideas. Its role is to promote the collaboration of parents in developing, implementing, and evaluating the school's educational project. They may advise the parents on the Governing Board or be consulted by them on any matter.

- The number and schedule of meetings will be determined by the PPO.
- A school can have both a PPO and a Home & School Association.
- St. John Fisher Elementary has a Home and School; it does not have a PPO

#### **Difference between a PPO and Hands:**

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