

St. John Fisher Senior Elementary
Governing Board Minutes 10/14/2020
7:00 p.m. – 9:00 p.m.
Zoom Meeting (COVID 19)

Type of Meeting: Governing Board – Regular 2020-2021 #1

Parent Members: Sarah Campeau, Christina Forest, Mark Sankoff, Marie-Claire Caillard, Nadia Lawand

Parent Substitutes: Andrea Borrelli, Tiffani Wheeler, Carla DaSilva

Staff: Linda Neron, Marie-Hélène Mondor, Rachel Ethier, David Arless, Laura Sulano.

Community Representative:

Ex-Officio: Deborah Shizgal, Allison Saunders, Co-Opted Commissioner

Regrets:

AGENDA TOPICS

1.1 CALL TO ORDER AND WELCOME

Deborah Shizgal called the meeting to order at 7:04pm and welcomed everyone. Special thanks was given to Carla DaSilva for facilitating the online election during the AGA, to Sarah Campeau for organizing the AGA and to Tiffani Wheeler for recording the minutes at the AGA.

1.2 INTRODUCTION OF GOVERNING BOARD MEMBERS

Members of the Governing Board introduced themselves and stated the role they play within the St. John Fisher Senior community.

1.3 ADOPTION OF THE AGENDA

It was moved by Christina Forest, seconded by Rachel Ethier, that the agenda be approved as presented. Carried unanimously. **Resolution: 20-21-01**

1.4 ADOPTION OF THE JUNE 2020 MINUTES

A motion to adopt the minutes of the June 2020 meeting was duly proposed by Sarah Campeau, seconded by Nadia Lawand and approved unanimously. **Resolution: 20-21-02**

1.5 NEW BUSINESS

1.5.1 ELECTIONS OF GOVERNING BOARD CHAIR

Sarah Campeau nominated Christina Forest for the position of Governing Board Chair. Nadia Lawand seconded this nomination. Christina Forest declined the nomination. Sarah Campeau nominated Nadia Lawand. Nadia Lawand declined the nomination. Christina Forest reconsiders the nomination and graciously accepts the position. A motion to elect Christina Forest was duly proposed by Sarah Campeau, seconded by Nadia Lawand and approved unanimously.

Resolution: 20-21-03

1.5.2 ELECTIONS OF GOVERNING BOARD SECRETARY

Sarah Campeau nominated Tiffani Wheeler for the position of Governing Board Secretary, Nadia Lawand seconded the nomination, and Tiffani Wheeler accepted the position and the motion was approved unanimously. **Resolution: 20-21-04**

1.5.3 ELECTIONS OF GOVERNING BOARD VICE CHAIR

Sarah Campeau put her name forward for the position of Governing Board Vice-Chair. A motion to elect Sarah Campeau for Governing Board Vice-Chair was duly proposed by Nadia Lawand seconded by Christina Forest and was approved unanimously. **Resolution: 20-21-05**

1.5.4 GOVERNING BOARD INTERNAL RULES OF MANAGEMENT

The Internal Rules of Management is a document created for the Governing Board as a guideline for the rules and procedures that need to be followed. A discussion ensued concerning these rules and the lack of guidance regarding virtual meetings. Sarah Campeau commented that the Parent Committee had a long discussion about this at their last meeting. It was also noted that in the rules there is no mention of having a co-chair, which would be useful. It was decided that Christina Forest would write a paragraph to include having the option of electing a Governing Board Co-Chair, Nadia Lawand would write a paragraph regarding guidelines for virtual meetings and Sarah Campeau would e-mail the information she has from her Parent Committees to help with these paragraphs. All of this information would be sent to Deborah Shizgal before the next Governing Board meeting so that she can incorporate them into the document and we can vote on it at the next meeting. [Appendix 1](#)

1.5.5 COMMUNITY REPRESENTATIVES

Nadia Lawand suggested that we invite Tom Fullerton as a Community Representative. He has previously been a member of both the Governing Board and the Home and School Association. Deborah Shizgal suggested we invited Daphne Daifas as a Community Representative. She has also been greatly involved in the St. John Fisher community. Nadia Lawand duly motioned to ask both individuals, seconded by Sarah Campeau and approved unanimously. **Resolution: 20-21-06**

1.5.6 HOME AND SCHOOL LIAISON

Tiffani Wheeler is Co-President of the Home and School Association and she put her name forward to be the Liaison. Christina Forest duly motioned that Tiffani Wheeler be the Liaison, seconded by Mark Sankoff and approved unanimously. **Resolution: 20-21-07**

1.5.7 FIELD TRIPS (WITHIN WALKING DISTANCE)

Nadia Lawand motioned that field trips within walking distance of St. John Fisher be approved, seconded by Mark Sankoff and approved unanimously. **Resolution: 20-21-08**

1.5.8 EMERGENCY PREPAREDNESS PLAN

Deborah Shizgal asked that this discussion be postponed until the next meeting as she is still trying to figure out how to present the plan virtually.

1.5.9 RENTALS

Deborah Shizgal reported that for the foreseeable future rentals would not be allowed.

1.5.10 BASIC SCHOOL REGULATION (REPORTING PERIODS)

On October 8, 2020, the Minister of Education announced a temporary amendment to the Basic School Regulation, for this year only. The new directives are as follows: Interim report cards by November 20, 2020, Term 1 report cards by January 22, 2021 and Term 2 report cards by July 10, 2021. Term 1 will be worth 50% and Term 2 will be worth 50%. Deborah Shizgal reported

that St. John Fisher has already issued the Interim Report Cards ahead of the directive. She also informed the board that the details of the other dates regarding report cards for this year would be discussed/decided at a staff council meeting that will take place on November 5, 2020. Therefore, the Governing Board will be able to vote on these dates at the next meeting. Sarah Campeau posed a question to the teachers about how the teachers and students were feeling about this decision to have only two report cards this year. Rachel Ethier commented that there was a big adjustment time in September because students had not been in school for five months. If the teachers had to do reports at the usual time, the students would not have done as well. She believes this delay in reporting is a positive thing to give the students more time to adjust. Linda Neron also commented that she agrees with Rachel Ethier and further stated that there has been a high number of student absences since school started so it is taking a lot longer for the students to adjust.

1.5.11 BUDGET

Deborah Shizgal presented the 2020-2021 Budget line by line. Sarah Campeau questioned if there is money allocated to teachers in the event that we need to move to online learning again. Deborah Shizgal responded that the School Board is supplying teachers with support for online learning. Mark Sankoff asked if St. John Fisher has a digital platform and Deborah Shizgal responded that there are three platforms: Google, Zoom and Seesaw. Nadia Lawand motioned that the 2020-2021 Budget be approved, seconded by Laura Sulano and approved unanimously. **Resolution: 20-21-09**

1.6 REPORTS

1.6.1 REGIONAL PARENTS COMMITTEE REPORT

Christina Forest congratulated Sarah Campeau for her new elected role on the Regional Parents Committee as Communications Officer. Sarah Campeau read her report and it can be found at the end of the minutes. [Appendix 2](#)

1.6.2 COUNCIL OF COMMISSIONERS' REPORT

Judith Kelly left her post with the intention of running in the November election; however, these elections have been postponed. Sarah Campeau duly motioned that the Governing Board have an open invitation to the Commissioner to attend all Governing Board meetings. This motion was seconded by Nadia Lawand and approved unanimously. **Resolution: 20-21-10**

1.6.3 HANDS REPORT

Tiffani Wheeler read the Hands Report. The report can be found at the end of the minutes. [Appendix 3](#)

1.6.4 DAYCARE REPORT

Laura Sulano presented the Daycare Report. This report can be found at the end of the minutes. Christina Forest asked how the new Hop Hop application was working for Daycare pick up. Laura Sulano responded that the system seems to be working well. The application actually costs \$21.00 however; this fee was waived for the parents this year. Parents are not allowed in the school because of COVID restrictions so it has been a good year to try out the application. [Appendix 4](#)

1.6.5 PRINCIPAL'S REPORT

Deborah Shizgal presented the Principal's Reports. This report can be found at the end of the minutes. [Appendix 5](#)

1.7 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

AJOURNMENT

Motion at 8:13 pm by Nadia Lawand that the meeting be adjourned. Seconded by Rachel Ethier.

Resolution: 20-21-11

Respectfully submitted
Tiffani Wheeler

Appendix 1

St. John Fisher Senior Governing Board Internal Rules of Management

Fall Start up:

Electing GB Chairperson

Five proposals pertaining to the election procedures for the position of Chairperson, as follows:

1. It is proposed that nominations for the position of Chairperson of the Governing Board without a sponsor will be accepted by the Governing Board general members;
2. It is proposed that the nominations for the position of Chairperson can be made by proxy;
3. It is proposed that self-nomination for the position of Chairperson of the Governing Board will be accepted by the Governing Board general members;
4. It is proposed that open nominations be accepted for the position of Chairperson of the Governing Board by the Governing Board general members.
5. It is proposed that a vote by ballot will be held to elect the Chairperson of the Governing Board.

Proposals/resolutions relating to the start-up activities of the Governing Board

Standing invitation to our Commissioner to Attend GB Meetings

A standing invitation to attend St. John Fisher Senior School Governing Board meetings be extended to the Commissioner and further that the "Commissioner's Report" remains a permanent fixture on the Agenda.

Schedule of Governing Board Meetings

That the Governing Board meets on the second Wednesday of each month, subject to confirmation at each Governing Board meeting.

Conflict of Interest (Article 70, Education Act)

Every member of the governing board who has a direct or indirect interest in an enterprise that places the member's personal interest in conflict with the interest of the school must, on pain of forfeiture of office, disclose the interest in writing to the principal, abstain from voting on any matter concerning the enterprise and avoid influencing the decision relating to it. The member must, in addition, withdraw from a meeting while the matter is discussed or voted on.

A disclosure under the first paragraph must be made at the first meeting of the Governing Board:

- (1) After a person having such interest becomes a members of the governing board;
- (2) After a member of the board acquires such interest;
- (3) During which the matter is dealt with.

Mandate for Home and School to Manage Annual Fundraising Campaigns

That the Governing Board designates the SJF Home and School to oversee and manage the annual fundraising campaigns in conjunction with the school.

Rental of Facilities

Article 93 of the Education Act stipulates that the Governing Board is responsible for approving the use of school premises;

- The approval of the Principal is also required;
- The School Board negotiates the terms for the use of the premises with the groups/associations requesting rental of the facilities;
- The Principal fully discloses details of rentals to the Governing Board.

Members of the Governing Board

- Until the election of the Chair, the principal presides over the meeting;
- At the first meeting of the year, the board elects a chair.
- Must be a parent representative
- The term of office is for one year.
- The meeting identifies a person who assumed the role of Secretary for a given meeting.

Meetings

- The board fixes by resolution the date, time place and duration of its meetings;
- A minimum of five (5) meetings per school year must be held;
- The proposed agenda of a meeting and the relevant documents must be sent to the members at least seven (7) working days before the meeting is to be held. These documents serve as notice of the meeting. The chair must see that they are sent;
- A member who expects to be absent from a meeting should notify the chair or the secretary as soon as possible;
- Quorum is a majority of the members of the GB who are in office, including and at least half of the parents' representatives (3).
- The Chair will respectfully request the resignation from members who:
- without having sent their regrets arising from valid reason(s), as determined by the GB, are absent for three consecutive GB meetings; or,
- are absent from four GB meetings

Regular Meetings

Each year, the Governing Board designates by resolution, the day, the time and the location of its regular meetings. The parents, staff and members of the community are advised of these Governing Board meetings. Meetings will be called to order at 7:00pm and adjourned at 9:00pm unless the majority of the members vote to continue.

Agenda

- The chair prepares the proposed agenda with the principal;
- Any member may add an item to the agenda by communicating with the chair or principal at least ten (10) working days before the meeting is to be held. The subject must be adequately precise, and if the item is to be voted on, a draft resolution should be presented with the request.

During the Meeting

After receiving the proposed agenda, the members have the right to request:

- That one or more items be added;
- That the wording of any item be modified;
- That the order of the items on the agenda be modified.

Appendix 2



Lester B Pearson School Board Parents' Committee

LBPSB Parents' Committee – AGA #2

October 1, 2020

Online Zoom Meeting

MEETING SUMMARY REPORT

ATTENDEES: Representatives from 35 of 46 member schools and SNAC were in attendance. Thomas Rhymes, LBPSB Assistant Director General, representing the LBPSB Administration, and the newly elected Commissioner Representing the Parents of Special Needs, Susana Lazaro, were also in attendance.

PARENTS' COMMITTEE ELECTION RESULTS:

- **PC Advisory**
 - Chair – Shane Ross (St-Anthony Rep/John Rennie Alt)
 - Vice-Chair – Linda Dalterio (Riverview)
 - Secretary – Annette Banton (Allion)
 - Treasurer – Alaina Gross (West Park)
 - Communications – Sarah Campeau (St John Fisher Sr)
 - Commissioner Representing the Parents' Committee (on Advisory) – Sharad Bhargava (St Thomas)

- **Commissioners Representing the Parents' Committee** (Two-year terms)
 - SNAC – Susana Lazaro
 - Elementary – Patricia Ottoni (Dorval)
 - High School - Sharad Bhargava (St Thomas)
 - At Large – Kristoffer de Forest (Macdonald)

- **LBPSB Committees**
 - Transportation Advisory – Linda Dalterio (Riverview)
 - Communications – Sarah Campeau (St John Fisher Sr)
 - Facilities & Security – Orley Pinchuk (Beechwood)
 - Intercultural Advisory (**3 Reps**)
Linda Dalterio (Riverview), Annette Banton (Allion), Greg Piggins (PCHS)
 - Programs & Services – Diandra Yoselevitz (Beechwood Alt)
 - Safe & Caring Schools – Alaina Gross (West Park)
 - Green Committee – Ovidu Burlec (Beaconsfield High)



Lester B Pearson School Board Parents' Committee

▪ **External Committees**

- English Parents' Committee Association (EPCA)
 - Greg Piggins (PCHS) (1 year replacement)
 - Doug Bentley (St Patrick) (2-year term)
- Pearson Educational Foundation (PEF) – Greg Piggins (PCHS)

VARIA:

- Three ad hoc subcommittees were approved to be created and follow-up planned to take place on the Committee discussion platform (basecamp):
 - Internal Rules Review
 - Elections Promotion
 - Greens Committee

All Parent Reps **and** Alternates are invited to attend all PC and Regional Subcommittee meetings.

Important Dates (All meetings are currently taking place online):

PC Meeting dates for the upcoming year:

24-Sep-2020	11-Feb-2021
1-Oct-2020	11-Mar-2021
5-Nov-2020 (Next PC meeting)	8-Apr-2021
3-Dec-2020	6-May-2021
14-Jan-2021	3-Jun-2021

Regional Subcommittee Meeting dates for the upcoming year:

15-Oct-2020	18-Mar-2020
19-Nov-2020	20-May-2020
21-Jan-2020	

VERY IMPORTANT: If you are a newly elected Parent Rep or Parent Alternate and are seeing this for the first time, please send an email to pc_secretary@lbpearson.ca introducing yourself. We are looking forward to working with you to engage the LBPSB parent community.

Appendix 3



ST. JOHN FISHER
HOME AND SCHOOL
ASSOCIATION



H&S Report to GB

September 2020

- H&S donation cheques for each campus will be delivered soon (amount based on the number of students at each campus)
 - Jr- \$5620.88
 - Sr- \$8791.64
- First H&S Meeting took place on Wednesday, September 30th
 - Carla Da Silva voted in as vp and Kristen Stanley voted in as fundraising coordinator
- Carla Da Silva has been busy working on our new website and keeping our facebook page active. <https://sjfhands.wordpress.com/>
- Membership drive took place last week and we are still accepting memberships
 - Membership form and payment online at <https://sjfhands.wordpress.com/>
- T-Shirts for new teachers coming soon
- New fundraisers this fall:
 - Clio Bookstore in Pointe-Claire Plaza
 - November 27th to 29th instore
 - November 27th to December 3rd online
 - Coffee and Hot Chocolate
 - This will begin sometime in October and continue during the school year. The orders are taken online with home delivery as the only option
 - Local business <https://cafegourmet.ca>
 - Deilman Fundraising Sales
 - More details to come soon. The orders are taken online with home delivery a the only option
 - <https://dfscanada.com/fundraising-programs/>
- We will not be distributing the Halloween boxes (Bobbie's Boxes) this year. We've been in contact with Fondation Ressources pour les enfants diabétiques and we will be encouraging families to make an online donation this year- more information to come soon on our website. We will also promote the charities that we normally donate to in the spring when we have our community walk. A letter will be created for teachers and staff at the schools to help us reach the SJF families.
- We want to form a yearbook committee sometime this fall. Anyone wanting to join can contact sjfhands@gmail.com. More information on a virtual meeting to come soon.



ST. JOHN FISHER
HOME AND SCHOOL
ASSOCIATION



- **Next Meeting Wednesday, October 21st at 7pm**

Appendix 4

October Governing Board Report

1. We've had a few staff changes in lunch & daycare this year. To our daycare staff we welcomed Ms. Tiffani Wheeler & Jocelyn Munoz. In the lunch program we welcomed Ms. Marisa Colasante in grade 3, Maryam Saramadi & Jocelyn Munoz both in grade 4. Jerome Belanger in grade 5 and Amber Saeed in Grade 6.
Ms. Laurine Graves & Ms. Carole Godin-Wilson retired this year and we wish them both well. We also have Ms. Margie Testa who resigned due to her temporary relocation to Saudi Arabia.
2. This year our daycare family is at 90 regularly registered students mainly due to most parents working from home and a few families that chose either the online academy or homeschooling due to the pandemic. Our classes consist of:
2 grade 3's
2 grade 4's
2 grade 5's
and 2 grade 6's.

To minimize exposure, students have been grouped with 2 homerooms of the same grade such as 301 & 302 and so on...

The educator has the same students at lunch and daycare, and uses the same class both at lunch & daycare.

At lunch as well as daycare, recess is offered at 2 separate times to reduce large groups gathered in the school yard.

All desks & surfaces are disinfected before and at the end of the day.

Each class has their own individual outdoor toys as well as indoor materials such as crayons, scissors & glue. There is no sharing between classes.

3. On our first ped day in September the students made homemade lasagna and tiramisu . In the afternoon the students participated in a variety of craft activities. The grade 3's made beaded jewellery, the grade 4's made picture frames & the grade 6's built electric cars. Grade 5's were not present on this ped day.
4. In September we kept it simple in terms of activities in daycare to avoid movement from one area to another. We limited all our activities to the classroom. The classes participated in

activities such as Perler beading, bingo, game building using the online forum Kahoot, Wii Dance, Crafts & Minute to Win it.

5. The students have been very resilient and seem to be coping well despite all the changes. Our main goal this year is to find ways to bring new & fun activities to the day so the students still have fun despite all the restrictions.

Appendix 5

GB Zoom Meeting

Principal's Report

October 14th, 2020

- Entry went as smoothly as possible. Teachers were prepared to teach our students about all safety protocols such as walking on the right, bathroom rules, handwashing and sanitizing and wearing face coverings.
- 333 students in school
- 4 Online learners
- 4 homeschoolers
- Returning staff:
 - Marie Helene Mondor-Resource
 - Nadia D'Agostino-grade 4, Resource 20% and Jr School
 - Sophie Perreault - grade 3
 - Larysa Yulcheniuk - grade 4
 - Kelly Smith - resource 20%
 - Stephanie Cardin - IA 50% and Francisation
- New Teachers
 - Andrea Glover in Grade 3
 - Hanane Boulassel also in Grade 3
 - Scott Kelly in Media and a 20% resource
 - David Seguin in PE shared with the Junior School
 - Wendy Knechtel in 17% Music shared with the Junior School
 - Shauna Tremblay-Swiednicki in resource
 - Sabrina Di Nardo - Grade 4
- School Professionals
 - Special Needs Consultant - Lise Lecompte
 - Psychologist - Irum Sheikh
 - Speech and Language - Morgan Burke
 - OT - Olivia Di Marino
 - Creative Art Therapist - Zuzana Sevcikova
 - Autism Consultant - Patty Cloran
 - Spiritual animator - Sandra King (Thursday)
 - Nurse - Jill Socket
- Homerooms have changed to 01, 02, 03, 04
- Recess
 - 9:30 and 10:00 in AM
 - 1:10 and 2:10 in PM
 - Each day two classes in each grade go out together

- The bubbles are separated into pavement and field
- When each class goes out depends on the specialist schedule of the day
- Lunch
 - Half the school eats first and then goes out, the other half goes out and then eats.
- Dismissal
 - Half the school will already be outside due to afternoon recess. This will help stagger our dismissal time.
- Safety Protocols include:
 - Sanitizer
 - Vanguard Cleaning products
 - Air filtration - air circulation 65%
 - Windows and doors remain open
 - Students in grades 5 and 6 must wear masks in common areas. It is optional for grades 3 and 4.
 - Masks and visors/glasses are mandatory when under 2m.
 - Plastic robes are available as needed.
- Sick children
 - The Den for suspected cases of COVID is what was called the Nurse's Office
 - PPEs and staff ready to handle sick students
- Student teachers
 - We have 3 student teachers this fall with Mr D, Ms Haselden and Ms McCulloch.
 - Ms Cindy will be starting with a student in October
- Construction
 - Construction delayed our entry by a day
 - Is still underway during evenings and weekends.
 - Many parts of the project had to be stopped, undone and tabled until next year
 - Repairs are still incomplete and are being worked on intermittently throughout each week
 - Floors and ceilings have been completed
 - Part of the fire corridors have been done but left unfinished for the year
 - 4 more summers of construction ahead

The calendar of events is very different this year with few special activities.

- September 1st was the first day for Cycle 3
- September 2nd was the first day for Cycle 2
- September 9th was our virtual Curriculum Night that went very well with good attendance in all classes.
- September 16th was the AGA

- September 25th was IEP Day as well as an opportunity for teachers to plan for the possible need to move towards online learning.
- **Wednesday September 30th, 2020 was our attestation day.**
- The week of September 30th was the daycare attestation week.
- **September 30th was also Orange Shirt Day.** This is a day when we honour the Indigenous children who were sent away to residential schools in Canada and learn more about the history of those schools. Your children have learned about this and showed their support of those who lived through this time in our recent history by wearing an orange shirt.
- September 30th - the school was tested for lead in the pipes. This testing is province wide. Unlikely there will be any lead.
- **Photo Day was October 5th.** This day looked different than previous photo days. No class picture was taken.
- **Terry Fox Week** took place during Phys. Ed. periods last week. We asked that you help us honour Terry Fox with a toonie or donation of your choice.
- Fridays will be **Spirit Fridays** where students are encouraged to dress in their school apparel, house shirts or in green (school colour).
- Interim Reports went out today, Wednesday Oct 14th. They went out hard copy as there are still kinks in the Mosaic/Fusion transition.
- September is a stay at home **PED Day** for staff.