

**St. John Fisher Senior Elementary**  
**Governing Board Minutes 05/12/2021**  
**7:00 p.m. – 9:00 p.m.**  
**Zoom Meeting (COVID 19)**

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**Type of Meeting: Governing Board – Regular 2020-2021 #6**

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

**Parent Substitutes:** Tiffani Wheeler

**Staff:** Linda Neron, Laura Sulano, David Arless, Marie-Helene Mondor (arrived 7:55p.m.), Rachel Ethier (arrived 7:55p.m.)

**Community Representatives:** Daphne Daifas, Tom Fullerton

**Ex-Officio:** Deborah Shizgal

**Invited:** Judith Kelley

**6.1 AGENDA TOPICS**

**6.1.1 TERRITORIAL ACKNOWLEDGEMENT**

Christina Forest read the Territorial Acknowledgement.

**6.1.2 CALL TO ORDER AND WELCOME**

Christina Forest welcomed everyone and called the meeting to order at 7:04pm.

**6.1.3 ADOPTION OF THE AGENDA**

A motion to adopt the agenda was duly proposed by Nadia Lawand, seconded by Sarah Campeau. The agenda was approved unanimously. **Resolution: 20-21-44**

**6.1.4 ADOPTION OF THE MINUTES OF APRIL 14, 2021**

Tom Fullerton pointed out a typo in the acronym in the minutes. A motion to adopt the amended minutes of the April 14, 2021 meeting was duly proposed by Sarah Campeau, seconded by Laura Sulano. The minutes were approved unanimously. **Resolution: 20-21-45**

**6.2 QUESTIONS FROM THE PUBLIC**

**6.3 NEW BUSINESS**

**6.3.1 LUNCH/DAYCARE PARENT HANDBOOK**

Laura Sulano announced two changes to the Daycare Handbook. First, on page 8 dealing with sporadic fees. Presently the sporadic fees for daycare are \$10.00 per day and that will increase to \$12.50 per day starting in the 2021-2022 school year. Second, on page 18, the sporadic lunch fees are currently \$2.00 and they will increase to \$3.00 starting in the 2021-2022 school year. Daycare operating hours will also be updated in the handbook. Laura Sulano commented that she is not increasing lunch/daycare fees for the 2021-2022 school year; however, a change will be coming in the future. A motion to accept the document was duly proposed by Mark Sankoff seconded by Marie-Claire Caillard. The Lunch/Daycare Parent Handbook was approved unanimously. **Resolution: 20-21-46. Appendix 1**

### **6.3.2 ANTI-BULLYING ANTI-VIOLENCE**

Deborah Shizgal presented the 2021-2022 Anti-Bullying, Anti-Violence Handbook. There have been a few edits made since last year's version.

Christina Forest had edited the document with her comments/suggestions. These edits were discussed at length.

ISM – an internal platform used to report an incident and to obtain information

Change the date on the first page to 2021-2022

Is it possible to give examples of Community Initiatives?

Dare to Care program – was completed online this year – can we include a link to the Dare to Care website?

The Safe and Caring Schools Policy document listed is from November 2008, but there is a more current document listed on the LBPSB website from November 28, 2016.

Recommend follow-up be done with those who engage in bullying behaviours and their parents too. Ongoing improvements are more likely if all parties involved are engaged. In addition, in the same way that bullying behaviours should be dealt, positive behaviours should be recognized and celebrated.

Be consistent and use same words throughout – do not use the word perpetrator use aggressor instead – Deborah Shizgal commented that these are the terms they have been instructed to use when these documents were created.

Suggested that when using the term parents also use guardians

Section 9 the word 'be' is missing

Sarah Campeau commented that she also agrees with Christina – she does not like the words perpetrators or aggressors. A lot of emphasis is placed on the victim. There is a missed opportunity to teach the bully how they are affecting their lives with their actions and also how it impacts the victim. Maybe the reasoning behind their actions should be explored. It feels a little heavy handed.

Deborah Shizgal commented that most of the time it is not bullying, but teasing. Teachers do follow up with both the individuals. It is being done, but maybe it is not clear enough in this document. These sections can be reworked to make it clearer.

Daphne Daifas – meaning of bullying is clearly defined

Deborah Shizgal commented that this is a guide for the adults and these are the terms used. This is not how it is being discussed with the children.

Marie Claire-Caillard commented that this document can serve as a reference when we reach a certain degree of violence – include an introduction to help explain what this document does.

Christina Forest commented that she agrees. The goal or an anchoring statement at the beginning of the document could help to frame the purpose of this document.

Nadia Lawand commented that it would be nice to see anti- racism as part of the document too.

Sarah Campeau – agreed with the parents – put in at the beginning the context – when it gets to this stage this is what will happen – this is the goal when we haven’t reached the goal or it has progressed to a certain level then these next steps will be taken.

This document will be edited and put on the agenda for the next meeting. **Appendix 2**

### **6.3.3 DAILY SCHEDULE**

Deborah Shizgal announced that the school staff council has decided to maintain the daily class schedule it will just be pushed back an hour. Therefore, we will have two hours of schooling in the morning, then a recess period, then an hour of schooling, then lunch, then an hour of schooling, then a recess, then another hour of schooling then dismissal.

### **6.3.4 TELL THEM FROM ME**

Deborah Shizgal presented the School Outcome and School Climate Survey – portrait is somewhat bleak which was a common comment at the meeting with the elementary principals. Topics surrounding COVID and returning to school. COVID has had a huge impact on what our school looks like. Sense of belonging was low. There are no clubs, no activities, no social action, no choir, no assemblies, these create a feeling of belonging, but we do not have them because of COVID. There were many emotional answers. For this year, a second document was created to show the affects of COVID on the students. COVID has had a huge impact on what our school looks like this year. **Appendix 3 & 4**

Marie-Claire Caillard asked if the anxiety is more fear from not performing well after losing half a year last year or is it more from something else directly related to school?

Deborah Shizgal responded that it is probably both. We did have anxiety in the school prior to COVID, but it has also been heightened this year because of COVID.

Linda Néron commented that her grade six class had a discussion on anxiety and the kids said they are suffering from social anxiety. They said it is coming from everywhere, not just the school. They cannot have their own activities as they used to have. They feel that they have support from the teachers and the principal. The anxiety has more to do with the fact that they do not have their leadership opportunities like in the past.

David Arless commented that he sees more of a difference across the grades. The younger kids are more resilient when it comes to COVID. They are so positive. I do see some of the anxiety, but I do see a lot of positive energy.

Tom Fullerton asked why there was a question on race in the survey.

Deborah Shizgal responded that she was unsure why that question was included. The survey is a national survey so she does not have the means to change the question, but she will bring it up as a discussion question when they next look at the survey.

Mark Sankoff asked if the 'I feel that I am part of my school' question was asked in previous years. He felt that the strongly agree portion of that question was low.

Deborah Shizgal responded that it is a question that is asked every year; however, it might be worded a bit differently each year. COVID definitely has had an impact on the children's experiences this year.

Christina Forest commented that the survey shows that 85% of students agree or strongly agree that the school keeps them safe from COVID. This is an amazing testament to the teachers, staff and principal.

Deborah Shizgal responded that their top priority this year was to make the children feel physically and emotionally safe.

#### **6.3.5 LINDSAY THE EAGLE**

Deborah Shizgal announced that seeing as LPHS will be closing they are giving their mascot to SJF. Therefore, we will have the Eagle as our mascot and it will be named Lindsay.

Nadia Lawand commented that the Junior Governing Board discussed the Eagle and how it might be scary for the K4 and K5 children. They discussed making sure the Eagle was kid friendly.

Linda Néron suggested that we use a baby eagle (an eaglet) for the Junior School.

#### **6.3.6 LOOPING CLASSES**

Deborah Shizgal announced that as it stands right now there would be 14 classes at the Senior Campus. Three grade three classes, four grade four classes, four grade five classes and three grade six classes. Therefore staffing has to change. Two of the grade three teachers will move up to grade 4 and we are looking at the option to loop the classes into grade four from grade three. Sophie and Andrea will have the same kids mixed up between the two classes.

#### **6.3.7 SCHOOL CALENDAR**

Deborah Shizgal announced that the school calendar was set and voted on over a month ago, but the Quebec Government announced this week that they are keeping the two terms again for next year and that there will be different reporting periods and different types of communication. Therefore, our calendar has to change. The revised calendar will be presented at the next Governing Board meeting.

#### **6.3.8 JOINT JUNE MEETING**

Christina Forest announced that we need to approve the minutes of our last joint meeting therefore in June we will have our regular meeting first then a joint meeting afterwards.

#### **6.3.9 THREE YEAR PLAN OF ALLOCATION AND DESTINATION OF IMMOVABLES 2021-2024 CONSULTATION**

Christina Forest presented the 3-year plan. She voiced her concern that the school was just over 50% capacity.

Deborah Shizgal responded not to worry about the fact that it is only filled to 50 % capacity

because it goes by square footage of the building, which can be a bit misleading. It includes the library, gym, the staff rooms and resource rooms and those are spaces that we would not always have children.

Sarah Campeau asked if we had lost any students because of the change in start time.

Deborah Shizgal responded no

Christina Forest commented that we have an opportunity to respond to these documents if we have any questions or comments.

Rachel Ethier commented that it would be interesting to know if there were parents who de-registered for Kindergarten at the Junior Campus because of the start time change. **Appendix 5, 6, 7 & 8**

## **6.4 REPORTS**

### **6.4.1 PRINCIPALS' REPORT**

Deborah Shizgal presented the Principals' Report. A copy of this report is at the end of the minutes. **Appendix 9**

### **6.4.2 PARENTS' COMMITTEE REPORT**

Sarah Campeau presented the Parents' Committee Report. A copy of this report is at the end of the minutes. **Appendix 10**

### **6.4.3 HANDS REPORT**

Tiffani Wheeler presented the Hands Report. A copy of this report is at the end of the minutes. **Appendix 11**

### **6.4.4 COUNCIL OF COMMISSIONERS' REPORT**

Judith Kelley presented the Council of Commissioners' Report. She added that the task force on Diversity Inclusion and Equity Inclusivity would be tabled and brought to Council in June. A copy of this report is at the end of the minutes. **Appendix 12**

### **6.4.5 DAYCARE REPORT**

Laura Sulano presented the Daycare Report. A copy of this report is at the end of the minutes. **Appendix 13**

## **6.5 QUESTIONS FROM THE PUBLIC**

No members of the public were present at the meeting.

## **6.6 CORRESPONDENCE**

### **6.6.1 NEW LBPSB HOMEPAGE**

**Appendix 14**

### **6.6.2 COUNCIL OF COMMISSIONERS MEETING HIGHLIGHTS**

**Appendix 15, 16, 17 & 18**

## **ADJOURNMENT**

Motioned at 8:24pm by Christina Forest that the meeting be adjourned. **Resolution: 20-21-47**

Respectfully submitted  
Tiffani Wheeler

DRAFT

# Appendix 1



Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson



**Rules and Regulations  
2021-2022**

School: St. John Fisher Sr. Daycare	
Address: 121 av. Summerhill	
Telephone: (514) 695-9275	Fax: (514)695-2374
Email: lsulano@lbpsb.qc.ca	Website: stjohfisher.lbpsb.qc.ca
Principal: Deborah Shizgal	Technician: Laura Sulano

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*The Lester B. Pearson School Board operates government subsidized Daycares. The following guide has been designed to inform parents of the policies and procedures for Daycare and Lunch Programs. For Grades 3-6 elementary students, registration can be completed online in the Mozaik parent portal (once you have re-registered for school). Completion of the registration form indicates your agreement with the rules in this document. In order to use the Daycare Program, your account must be in good standing.*

# CHAPTER 1

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## DAYCARE PROGRAM: MISSION AND OPERATION



### 1. MISSION

Welcome to the St. John Fisher Sr. School Daycare Program. Our goal in the afterschool program is to provide a safe, enjoyable time for the students after their day in school, to unwind and enjoy time with their friends.

Our mission is to ensure the well-being of each student through a safe and healthy environment and encourage all aspects of their global development (social, emotional, physical, cognitive, and moral) through an activity program that meets both the general and specific needs of each age group.

The Lester B. Pearson School Board offers quality Daycare Programs with qualified professional staff; that collaborates in the development of the daycare philosophy, within the scope of the school's educational project. As a Daycare team, we value each student's uniqueness and recognize that they develop at their own pace, according to their interest, personality, culture, and origin; we focus on children succeeding in a pleasant and respectful environment

### 2. OPERATING HOURS

The Daycare Program is available Monday through Friday according to the school calendar. Services are offered on Pedagogical Days.



7h00–Opening  
9h05–Classes begin  
12h25–Lunch period  
1h15–Back in class  
3h35–Classes end  
18h00–Daycare Services End

### **3. PROGRAM ACTIVITIES**

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

Please be aware, if you register for Daycare Services after September 30th, we cannot guarantee your child will be placed within their age-appropriate group.

Daycare educators implement planned programs based on individual school’s philosophy and educational project.

These programs include arts and craft, culture, science and technology, physical activity, relaxation & wellness and homework support.

Programs are planned before and after school as well as on pedagogical days.

A monthly calendar with a variety of activities planned for the month is posted every month on the website.



## CHAPTER 2

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### DAYCARE PROGRAM: ADMINISTRATION

#### 1. USERS

All pre-k and elementary students registered in the Lester B. Pearson School Board are eligible to attend school daycare programs according to the school calendar.

#### 2. REGISTRATION

*For Grades 3-6 elementary students, registration can be completed online in the Mozaïk parent portal (once you have re-registered for school).* The form must include accurate addresses, telephone numbers, e-mail addresses, for each student attending the Daycare and Lunch Program. It must also include the name and contact information of an alternate emergency contact, as well as an alternate authorized pick-up person in addition to both parents.

In order for your registration to be valid, ***your account must be in good standing.*** Families with outstanding balances from the previous school year/ Lester B. Pearson schools will not be admitted to the Daycare Program until the balances owing have been paid in full. Failure to make payment will be dealt with by the procedures set out by the Lester B. Pearson School Board's legal department

##### a) Attendance Change

Two weeks' notice is required for any change in your child's attendance schedule. This would include both Daycare and Lunch programs. *After September 30th, a maximum of 1 change per month and 3 changes per year will be accepted (A change in reservation request form must be completed, for more information, please ask the Daycare Technician at your school).* For safety reasons and to adhere to

government ratios the Daycare has a **NO drop-in Daycare Service.**

### **b) Pedagogical Day Registration**

Daycare services are offered on Pedagogical Days. Parents must register their children for each Pedagogical Day. Registration forms for pedagogical days must be completed and the registration deadline date respected.

### **c) Pedagogical Days Registration**

A Pedagogical Day registration form will be sent 2 weeks prior to the pedagogical day and must be signed by a parent/guardian and returned by the due date.

**In order to attend a pedagogical day, your account must be in good standing.**

The cost for pedagogical day is:

- \$10.00 /day supervision fee PLUS
- Activity fee

All pedagogical day registration changes must be sent to the Technician as soon as possible.

Our daycare hours on pedagogical days are: 7:00am to 6:00pm



Daycare is OPEN:

First day of school, Tuesday, August 31st, 2021

Daycare is available according to the school calendar including pedagogical days.

Daycare is CLOSED:

Labor Day–September 6th, 2021

Thanksgiving Day–October 11th, 2021

Support Staff/Teacher convention–October 15th, 2021

Christmas Break– December 22nd, 2021 to January 4th, 2022 inclusive

Spring Break– February 28th, 2022 to March 4th, 2022 inclusive

Daycare Professional Development–Monday March 28, 2022

Easter Break–April 15<sup>th</sup> to 19th, 2022(Good Friday, Monday & Tuesday)

National Patriot’s Day- May 23rd, 2022

Unforeseen closure (snow day etc.)

During the summer

<b><u>Class Days</u></b>	<b><u>Elementary</u></b>
Morning (before class)	7h to 9h05
Lunch	12h35 to 1h15
PM (after-school)	3h35 to 18h00
<b>Pedagogical Days</b>	7h00 to 18h00



**4. FEES**

**a) Daycare Fees**

The contract (registration form) is effective for the 2021-2022 school year.

- A user can terminate the contract at any time by sending two weeks’ notice. Please use **change is reservation request form** (as per information in Chapter 2a - Attendance Change).
- The School Board may terminate the contract in case of non-payment of the Daycare fees or in case of failure to comply with the Rules & Regulations.
- **Daycare fees will be billed as per student’s registration form, regardless of attendance.**
- A detailed statement of account will be available monthly in the Mozaïk parent portal.
- Daycare fees differ per month, as they are based on the school calendar.
- A fee schedule outline will be given at the beginning of the year.
- No refunds for shortened days.

Regular: \$8.50 per day<sup>1</sup>/per regular student. A regular student must attend daycare for a minimum of 2 periods per day, 3 days per week.

**Fees are subject to change during the school year, depending on the MEES decisions.**

A period is:            1 Morning

2 Lunch  
3 After school

**You will be required to include a calendar if the child(dren) is/are in joint custody or your days change during the week .**

**\*\*Please check your school's website for all their fees (Daycare & Lunch)**

Morning (before class):	\$ 2.00
Lunch	\$ 2.00
PM:	\$ 6.50
<b>Maximum cost per day:</b>	<b>\$ 8.50</b>

**Sporadic Attendance:** A student attending the daycare program on a consistent schedule, less than 3 days per week. Fee per day \$12.50, includes lunch supervision.

**b) Pedagogical Day Fees**

The cost is \$10.00 per day PLUS an activity fee, special materials and/or busing (if applicable).

**c) Bank Fees**

An amount of \$10.00 will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

**d) Late Pick-Up Fees**

Parents must make alternate arrangements to ensure that their child is picked up on time, (family member, neighbor, friend) and must call the daycare to indicate who will be picking up the child should it differ from the official registration form. More than 3 lates during the school year, may result in your child's withdrawal from the program. Late fees will be applied upon the time the parent and child leave the building (not entry)



**5. PAYMENTS**

**a) Payment Methods**

Daycare services fees can be paid by Internet, cheque, and by cash exceptionally. You must pay upon receipt of the statement of account by the date indicated on your invoice.

A statement of account will be available to all users in the Mozaik parent portal at the beginning of each month, and a reminder will be sent around the 15th of each month. Paper copy of statement of account is issued upon request.

## ONLINE PAYMENT

**Online payment is a safe and preferred method.** A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number consists of **19** numeric and alphanumeric characters and starts with **SG**.

**The reference number is specific to one daycare/school.** If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending daycare, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of the same family.

When making your first online payment, you will have to perform the “add payee” operation. In the **search box**, enter “**Lester B or Pearson**” & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE**: Below is the list of financial institutions that will access Internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

## CHEQUES

The cheques must be made payable to the school. Please indicate the student’s name and file number on the cheque. Only one cheque per family is required, unless your children attend both a JR and SR school, then one cheque per school is required.

## CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.



### (b) Late Payments

Unpaid balances will not be tolerated. If the payment schedule is not respected, the service may be suspended until payment or arrangements are made. Please note that unpaid amounts represent a debt owing to the Lester B. Pearson School Board that remains unpaid even if there is a school change.

**(c) Tax Receipts**

Tax receipts will be issued at the end of February (provincial and federal according to the laws governing school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless the box indicating; “I wish to withhold my social insurance number” is checked on the registration form.

The current year tax receipts are available in the Mozaik parent portal. Please note, the payer must be the person with the Mozaik parent portal.

DAYCARE SERVICE	FEDERAL	PROVINCIAL
Regular daycare fees-calendar days	Eligible	Non-eligible
Sporadic fees - calendar days	Eligible	Eligible
Pedagogical days - as per school calendar	Eligible	Non-eligible
Pedagogical days (difference between the \$8.50 and pedagogical fee)	Eligible	Eligible
Pedagogical days - Activity fees	Non-eligible	Non-eligible
Late pickup fees	Eligible	Eligible
NSF fees	Non-eligible	Non-eligible

**6. SECURITY**

**a) Ratio**

As per government regulations and standards, the ratio is 1 educator per 20 students.

**b) Absent Students**

If your child is absent from school, you must notify the secretary. If your child is absent from the lunch or daycare program you must notify the daycare technician.

**c) Last-Minute Changes**

For safety and security reasons, **parent’s must inform the daycare technician before 3:00 p.m. of any changes.**

#### **d) Drop-Off – Pick-Up**

For safety and security reasons, students must be accompanied into the daycare each morning by a parent or guardian.

For safety and security reasons, the alternate authorized pickup person will be required to show ID.

Written or email authorization is necessary in order for students to be released to persons other than the parents or legal guardians identified on the registration form.

Written or email authorization is required for a student to leave the school premises by themselves or it must be identified when registering for Daycare in the Mozaik parent portal.



#### **e) Emergency Measures**

If emergency measures are implemented, it might be necessary to relocate daycare program students.

The relocation center is:

- |   |
|---|
| <p><b>1. St. John Fisher Church</b><br/>120 av. Summerhill<br/>Pointe-Claire</p> <p><b>2. St. John Fisher Jr. Campus</b><br/>87 av. Belmont<br/>Pointe-Claire</p> <p><b>3. St. Thomas High School</b><br/>111 av. Broadview<br/>Pointe-Claire</p> |
|---|

### **7. HEALTH**

#### **a) Nutrition**

The Lester B. Pearson School Board has a Food & Nutrition Policy, please review our website:

[Food Policy](#)

#### **b) Allergies & Medication**

Please refer to our Policy on Safe & Caring Schools for more details, please review our website:

[Safe and Caring Schools Policy](#)



### c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked up ASAP.

### d) Emergency

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.

## 8. COMMUNICATION



The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact *Laura Sulano* at 514-695-9275 or by email at [lsulano@lbpsb.qc.ca](mailto:lsulano@lbpsb.qc.ca) for any inquiries.

## 9. DAYCARE PROGRAM ORGANIZATION

### a) Arrivals & Departures

**Arrival** (7h00 to 9h05): parents go to the Daycare entrance. An educator greets the children; quiet games are planned until the bell rings. Students are dismissed into the school yard at 8:45 a.m. weather permitting.

**Departure** (3h35 to 18h00): parents go to the Daycare entrance. The child is called on a walkie-talkie. He/she meets the parent with all his/her personal belongings.

Please note that the person in charge at the entrance will call children only after buses are gone at 3h45.

The daycare entrance is located down Summerhill Ave. right before the turnabout, at the end of the road. There is a path that leads to the entrance. The first door is unlocked. A staff member will be present to call for your child to leave.

### b) Personal Belongings

Personal belongings must be identified, including the lunch bag. The daycare program is not liable for lost items.

### c) Dress Code

## 10. RULES OF CONDUCT

The Daycare program adheres to the school rules of conduct. These rules are in your child's agenda and also on our school website.

Running shoes are mandatory for all gym activities. Please refer to your child's agenda or the school website for dress code regulations.

## 11. LEGAL BASIS

The Quebec Government established standards by regulation, according to section 454.1 of the *Education Act*, for the provision of childcare in Quebec schools.

The Governing Board, according to section 256 of the *Education Act*, agrees with the school director on the organization arrangements for daycare service.

The Governing Board is mandatory. Its role is defined in the *Education Act* (approve conduct and security rules; approve the use of premises, etc.).

Regulation respecting childcare services provided at school, 1-13.3, r.11, a.14 (Regulation adopted under the *Education Act* (L.R.Q., c.1-13.3, a. 454.1))

## 12. INFORMATION ON DAYCARE PARENT USER COMMITTEE

As per School Daycare Services information Document by the MEES under article 6.6. The Daycare parent committee: Section 18 of the regulation respecting childcare services provided at school, specifies that the governing board MAY form a daycare parent user committee. Please read information below:

### **Daycare Parent User Committee:**

- Is formed by the governing board upon the request of at least three parents who use this service.
- Is chaired by the Daycare Technician.
- Has an advisory role.
- Provides a forum for consultation and feedback.
- Transmits suggestions and recommendations to the Principal or the Governing Board. Is a liaison for all parents who use the service.
- Focuses on the quality of the Daycare program and may make recommendations with respect to the rules of operation, special projects, needed changes or any other aspect of the Daycare.
- May contribute to the development of innovative projects.
- Will write a yearend report, and after being reviewed by the Principal and the Governing Board, the report will be sent to all parent users.



## CHAPTER 3

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### LUNCH PROGRAM: ADMINISTRATION

#### 1. ADMINISTRATION

The school has a Daycare Technician who is responsible for the day-to-day operations of both the Daycare and Lunch Program.

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact Laura Sulano at 514-695-9275 for any inquiries or by email: @lsulano@lbpsb.qc.ca

#### 2. USERS

Lunch programs are offered to all elementary students registered in school. Qualified personnel are hired to support this program. As per the School Daycare and Lunch Service policy, the program must be self-financed.

#### 3. REGISTRATION

*For Grades 3-6 elementary students, registration can be completed online in the Mozaik parent portal (once you have re-registered for school).*

##### a) Attendance Change

Two weeks' notice is required for any change in your child's attendance schedule. This would include both Daycare and Lunch programs. *After September 30th, a maximum of 1 change per month and 3 changes per year will be accepted (A change in reservation request form must be completed, for more information, please ask the Daycare Technician at your school)*

Should there be a change in your child's personal information such as parent's work number, e-mail, child's address, custody arrangements, please inform the Technician as well as the school secretary as soon as possible

#### 4. LUNCH PROGRAM SCHEDULE



**OPEN:**

First day of school, Tuesday, August 31st, 2021  
Lunch program is available according to the school calendar, **excluding** pedagogical days.

**CLOSED:**

- Labor Day – September 6th, 2021
- Thanksgiving Day – October 11th, 2021
- Support Staff/Teacher convention - October 15th, 2021
- Christmas Break – December 22nd, 2021 to January 4th, 2022 inclusive
- Spring Break – February 28th, 2022 to March 4th, 2022 inclusive
- Daycare Professional Development- Monday March 28, 2022
- Easter Break – April 15th, 2022– April 19th, 2022(Good Friday, Monday & Tuesday)
- National Patriot’s Day- May 23rd, 2022
- Unforeseen closure (snow day etc.)
- During the summer

**Class Days:**

**Elementary:**

Lunch	12h25-1h25
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**5. FEES**

The contract (registration form) is effective for the 2021-2022 school year.

- A user can terminate the contract at any time by sending two weeks’ notice. Please use **change is reservation request form** (as per information in Chapter 2a - Attendance Change).
- Lunch fees differ per month, as they are based on the school calendar.
- A detailed statement of account will be available monthly in the Mozaik parent portal.
- **Lunch fees will be billed as per student’s registration form, regardless of attendance.**
- No refunds for shortened days.



**a) Supervision Fees:**

The daily rate is \$2/per day-maximum \$360 per year. **Sporadic Fees are \$3 per day and will be invoiced to users that use the lunch program on an occasional basis.**

**b) Bank Fees**

An amount of **\$ 10.00** will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

**6. PAYMENTS**

## a) Payment Methods

Lunch Program fees can be paid by Internet, cheque and by cash exceptionally. You must pay upon receipt of your statement of account at the beginning of the month.

A statement of account will be available to all users in the Mozaik parent portal at the beginning of each month, and a reminder will be sent around the 15th of each month. Paper copy of statement of account is issued upon request.

### CHEQUES

The cheques should be made payable to the school. Please indicate the student's name on the cheque. Only one cheque per family is required, unless your children attend both a JR and SR school, then one cheque per school is required.

### CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.



### ONLINE PAYMENT

**Online payment is a safe and preferred method.** A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number consists of 19 numeric and alphanumeric characters and starts with **SG**.

**The reference number is specific to one school.** If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending the lunch program, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of the same family.

When making your first online payment, you will have to perform the “add payee” operation. In the **search box**, enter “**Lester B or Pearson**” & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE**: Below is the list of financial institutions that will access Internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

**b) Late Payment**

Unpaid balances will not be tolerated. Please note that unpaid amounts represent a debt owing to the Lester B. Pearson School Board that remains unpaid even if there is a school change.

**c) Tax Receipts**

Tax receipts will be issued at the end of February (provincial and federal according to the laws governing school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless the box indicating; “I wish to withhold my social insurance number” is checked on the online registration form.

The current year tax receipts are available in the Mozaïk parent portal. Please note, the payer must be the person with the Mozaïk parent portal.

LUNCH PROGRAM	FEDERAL	PROVINCIAL
Lunch program fees	Eligible	Eligible
NSF cheques fees	Non-eligible	Non-eligible
Meal/snack fees (if applicable)	Non-eligible	Non-eligible

**7. SECURITY**

**a) Ratio**

The Lester B. Pearson School Board maintains a lower student/supervisor ratio and is well below the Government standards.

**b) Absent Students**

**Parents are required to inform the daycare technician when their child will be**

**absent from the lunch program.**

**c) Last-Minute Changes**

For safety and security reasons, **Parent's must inform the daycare technician before 12:00 p.m. of any changes.**

**d) Lunchtime Dismissal**

Written or email notification **to the school office or the Daycare office** is required for all lunchtime dismissals. Parents or legal guardians must present ID and sign the student out.

Students registered in the Lunch or Daycare Program must have written or email notification in advance in order to leave the premise alone during Lunchtime.

**e) Emergency Measures**

If emergency measures are implemented, it might be necessary to relocate lunch program students.

The relocation center is:

**1. St. John Fisher Church**

120 av. Summerhill

Pointe-Claire

**2. St. John Fisher Jr. Campus**

87 av. Belmont

Pointe-Claire

**3. St. Thomas High School**

111 av. Broadview

Pointe-Claire

**8. HEALTH**

**a) Nutrition**

The Lester B. Pearson School Board promotes nutritious and healthy habits for our students. Please consider this when packing your child's lunch.

We have numerous students with severe peanut/nut allergies in our school. We ask that you are diligent regarding this matter.

Please review the Food and Nutrition Policy:

[Food Policy:](#)

## b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, website:

[Safe & Caring Schools Policy](#)

## c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked-up ASAP.

## d) Emergency

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.



## 9. COMMUNICATION

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact Laura Sulano at 514-695-9275 for any inquiries or email: @  
lsulano@lbpsb.qc.ca

## 10. LUNCH PROGRAM ORGANIZATION

### a) Attendance

Children are expected to attend the Lunch Program as scheduled. If your child will not be attending, an e-mail (lsulano@lbpsb.qc.ca) or a telephone call must be made, to the technician. If the technician has not been notified, the child will not be allowed to leave the premises. **This does**



**not apply to children who are absent from school.** If you are taking your child out of Lunch Program for the day, please return 10 minutes prior to the entrance bell. On rainy or very cold days, we stay in the classroom and all outside doors are locked. Children cannot therefore gain entry until a teacher comes on duty to open the doors. The program offers an emergency drop-in service. Parents must leave a message on the answering machine at 695-9275 or [lsulano@lbpsb.qc.ca](mailto:lsulano@lbpsb.qc.ca). Please state your child's name and grade. The fee is \$3.00 per day for this service.

#### **b) Personal Belongings**

Personal belongings must be identified, including the lunch bag. The lunch program is not liable for lost items.

#### **c) Dress Code**

Running shoes are mandatory for all gym activities. Please refer to your child's agenda or the school website for dress code regulations.

### **11. RULES OF CONDUCT**

The Daycare/Lunch program adheres to the school rules of conduct. These rules are in your child's agenda and on our school website.

### **12. HOT LUNCHESES**

Sandwich & Pizza lunches will be offered as an extra service from October to June at an additional cost. This is a non-profit service offered to parents. **This service is offered and organized by the coordinator at St. John Fisher Sr. Daycare.** This fee is non-refundable if your child is absent on the day of the meal. However, if you cancel the complete order the remaining fees will be refunded. More information to be distributed in October. Please notify the coordinator if your child will be absent on the day of a scheduled meal, to avoid waste.

### **13. EXTRA CURRICULAR ACTIVITIES**

A winter session of extracurricular activities may be offered during the lunch program at an additional cost. Activities such as ceramics, first-aid babysitting, mad science, art, cooking and more are some of the choices that will be available

#### **14. WEBSITE**

All information pertaining to the lunch and daycare program is posted on the website including any forms distributed to the students.

# Appendix 2



# Anti-Bullying and Anti-Violence Plan 2020-2021

School : **St. John Fisher Sr. Elementary**

**Goal:** To prevent and stop all forms of bullying and violence targeting a student or any staff member.

## **Definitions:**

**Bullying:** refers to any repeated (direct or indirect) behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injuries, hurts, oppresses, intimidates or ostracizes.

**Violence:** refers to any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

Members of the anti-bullying & anti-violence team:

Angelee Haselden  
Carolyn Schrider  
John DeVincentis  
Raffaella Marchese  
Cindy Mikromastoris  
Tracylee McCulloch  
Sophie Perrault  
Marie Helene Mondor  
Debbie Shizgal

**Governing Board approval: April 14th, 2020**

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*Christina Forest, Governing Board Chair*

*Deborah Shizgal*

*Deborah Shizgal, Principal*

## 1. **Analysis of the School's Situation:**

The St. John Fisher Sr. Elementary Community pledges its support for the position of the Lester B. Pearson School Board Safe School Policy with respect to school safety and security. To that end, St. John Fisher Sr. Elementary is committed to working towards eliminating all forms of bullying and violence in its community and to taking a regular measure of its school climate as it relates to these particular issues.

Proposed Actions:

- St. John Fisher Sr. Elementary will poll the student population through its “Tell Them from Me” survey to identify the student perception of bullying.
- St. John Fisher Sr. Elementary commits to having standard written reports on ISM to report incidents of violence or bullying.
- St. John Fisher Sr. Elementary will include Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the school’s situation.
- In-school and out-of-school suspensions and expulsions related to bullying and violent behaviour will be recorded and included in the snapshot.
- St. John Fisher Sr. Elementary will keep a general tally of referrals for bullying or violent behaviours for reporting purposes.

## 2. **Prevention Measures:**

The St. John Fisher Sr. Elementary Community holds firm in the conviction that education and dialogue are the keys to changing attitudes towards issues of bullying and violence in schools. As educators, we are committed to providing opportunities for all members of our community to explore these issues, share experiences, move towards a greater understanding of their underlying causes and build the capacity to rise above them. We acknowledge that changing attitudes and culture is a long-term process. To that end, established measures such as those listed below should be considered as part of a general plan to promote a safe and caring school environment.

Proposed Actions:

- The St. John Fisher Sr. Elementary Code of Conduct will be distributed to all school members and parents annually. The Code will be discussed and referenced in communications with the school community throughout the year so it remains an active document within the context of this plan.

- St. John Fisher Sr. Elementary is committed to the goals and objectives of the LBPSB Strategic Plan.
- St. John Fisher Sr. Elementary will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
  - Student activities throughout the year
  - Phys Ed Intramurals (lunch & recess)
  - Student Social Action Committee Initiatives (not in 2020-21 due to COVID)
  - Collaboration with the Pointe Claire Police Station 5 Community Officers
  - Community Initiatives
  - Pink T-Shirt Day (anti-bullying month)
  - Staff professional development using Board and community consultants
  - Lunch time activities with our Special Ed Tech
  - Dare to Care Program for students, staff and parents
  - Media tech teaching cyber safety across the grades
- St. John Fisher Sr. Elementary will survey students and staff regularly to determine where the ‘hot spots’ are for bullying and violence are located, resulting in increased adult supervision in these areas.
- St. John Fisher Sr. Elementary will commit to a minimum of one presentation annually by an outside organization. (team building activity, community partnership, play, concert, etc.) which focuses on the theme of anti-violence or anti-bullying.
- St. John Fisher Sr. Elementary will engage in ongoing student/teacher/staff information sessions on bullying and prevention.
- St. John Fisher Sr. Elementary commits itself to including messages regarding anti-violence and anti-bullying during student assemblies or rotating class visits over the course of the academic year.

### 3. **Measures to Encourage Parental Collaboration:**

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. The St. John Fisher Sr. Elementary Community understands that parents are committed to the goals and objectives of this plan. It is critical that parents work with the school and engage in constructive dialogue on issues as they arise.

"The Lester B. Pearson School Board (also) believes that the school board's administrators, staff, parents, students and all those present in the school's environment have a responsibility to ensure that the right to be safe and secure is upheld."

Introduction, LBPSB Policy on Safe and Caring Schools, November 2008, p.4

Proposed Actions:

- St. John Fisher Sr. Elementary shall review and distribute the LBPSB Anti-bullying, Anti-Violence Plan on an annual basis. A permanent link to this document will be maintained on the St. John Fisher Sr. Elementary website.
- St. John Fisher Sr. Elementary will commit itself to including references and share anti-bullying/anti-violence themes at the AGM and Curriculum Evenings.
- St. John Fisher Sr. Elementary will share anti-violence/anti-bullying strategies at parent meetings with classroom teachers and discuss current classroom practices with respect to this plan.
- The St. John Fisher Sr. Elementary Code of Conduct will be distributed annually to members of the school community (i.e. Google Classroom and website). This distribution will include a mechanism for students to read, review, and acknowledge the code of conduct (i.e. student assembly, class discussion, signature in agenda).
- St. John Fisher Sr. Elementary will post information or links on its school website with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyber-bullying, etc.
- St. John Fisher Sr. Elementary commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours, until complete resolution of the problem. Additionally, St. John Fisher Sr. Elementary commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- Possible interventions to establish partnerships with parents: identify students with behavioural difficulties – school Principal/teacher makes initial contact at the beginning of the year to discuss what success will look like for that student. For students with behavioural challenges, contact (email, note, telephone call) home when positive behaviours are seen.

#### 4. **Procedures for Reporting:**

All members of the St. John Fisher Sr. Elementary Community are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behavior regardless of whether they are victims, witnesses or a reporting party. It is understood that our process is designed to facilitate and encourage, not impede, the reporting of incidents.

Proposed Actions (Students):

- St. John Fisher Sr. Elementary guarantees confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is fully apprised of the details of the report made against him/her.
- Any St. John Fisher Sr. Elementary student who witnesses an act of bullying or violence is responsible to tell a staff member at school, and an adult at home so as to allow those adults to follow-up with reporting as they see fit and necessary.
- St. John Fisher Sr. Elementary confirms that any verbal report given to a staff member from a student may be documented and followed-up as needed.

Proposed Actions (Parents):

- Members of the St. John Fisher Sr. Elementary parent community who are made aware of a bullying situation or act of violence involving either their own child or another student of the school are obliged to contact the school Principal, their designate or classroom teacher. This contact and subsequent follow-up will be documented by St. John Fisher Sr. Elementary personnel.
- The reporting parent will be contacted by the school, to be assured that the situation is being investigated and that appropriate action(s) is being taken. Further details will be limited in order to insure confidentiality of parties involved.
- St. John Fisher Sr. Elementary invites the following forms of contact from parents:
  - Direct phone call to school administrator
  - Letter detailing issue or incident addressed to school administrator or classroom teacher
  - Email

5. **Actions to Be Taken When Observing a Bullying or Violent Act:**

No member of the St. John Fisher Sr. Elementary Community will be indifferent towards reported or witnessed acts of violence and bullying. We are committed to responding to and investigating any report we receive which suggests that an incident of violence and/or bullying has taken place amongst our population. Furthermore, we are committed to considering all available facts in a timely and efficient manner.

#### Actions Steps:

- All St. John Fisher Sr. Elementary staff will be committed to a zero indifference policy with respect to acts of violence or bullying or reports of said acts. All acts or reports will be investigated.
- A St. John Fisher Sr. Elementary staff member who observes or is made aware of a possible act of bullying or violence must intervene to assess the situation and take action if deemed necessary.
  - If the situation does not threaten the staff member who is a witness or who has been told of an incident, he/she must intervene immediately.
  - If the staff member considers his/her intervention in the situation successful, the student is not referred to administration. However, an intervention report must be filed and submitted to the principal if the staff member considers the incident to be one of violence or bullying.
  - The staff member may determine that the student involved in the bullying and/or violent behaviour should be sent directly to administration, depending on the severity of the incident.
  - At the discretion of the school principal or his/her delegate, police intervention may be requested in the form of a call for support from the school's Socio-Community Officer.
- A St. John Fisher Sr. Elementary student may intervene if the situation does not threaten his /her well-being and/or may choose to seek the assistance of a staff member.
- Any St. John Fisher Sr. Elementary student who witnesses an incident of violence or bullying must report the incident to the appropriate staff member in the school using the established protocols..
- Any member of the St. John Fisher Sr. Elementary Parent Community who is witness to an act of bullying or violence is obliged to report that incident directly to the school administration. The steps that are undertaken include investigation of the report, appropriate measures taken and appropriate follow-up as per Section 4 of this plan.

*Note: All St. John Fisher Sr. Elementary reports regarding incidents of violence and/or bullying must be forwarded to the appropriate Regional Director in cases where students are excluded from their regular course of studies as a consequence of their actions.*

#### 6. **Measures to Protect Confidentiality:**

As part of the investigative and follow-up processes, St. John Fisher Sr. Elementary is committed to maintaining fair, accurate and confidential records of each reported incident of bullying or violence, regardless of the investigative outcome. These records will include specific details on the incidents in question, the steps taken by the school as a consequence of its investigation and

indication of intended follow-up. St. John Fisher Sr. Elementary is committed to keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

Proposed Actions:

- The St. John Fisher Sr. Elementary anti-violence/anti-bullying plan will be reviewed annually and all staff members are reminded that every incident and the follow-up must be kept confidential.
- All reports of bullying and/or violence will be kept in a secure location under the supervision of the school principal or his/her delegate.
- The above named reports will be kept in a distinct file from the Cumulative File or Confidential File of an individual student.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the St. John Fisher Sr. Elementary Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that St. John Fisher Sr. Elementary personnel are not obliged to share information about another student with anyone but other staff and parents of that student.
- all incidents of bullying will be recorded on ISM

#### **7. Supervisory or Support Measure for Victims, Witness, and Perpetrator:**

All members of the St. John Fisher Sr. Elementary Community will be thorough in their treatment of reported cases of bullying or violence. They pledge to intervene in an appropriate manner, request the intervention of school administration if necessary and report the incident as per the process described in Section 6 of the plan.

Proposed Actions (Victim):

- A staff member will determine the severity and frequency of the incident(s) through a discussion with the student. The adult may be the classroom teacher, administrator or another staff member with whom the student is comfortable talking.
- A St. John Fisher Sr. Elementary staff member will conduct scheduled follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student. The degree of support offered at these meetings and their frequency shall depend upon the feedback from the victim regarding the current circumstance.

- In all cases, a determination will be made as to which members of the school staff must be made aware of the incident to ensure that the student is safe.
- Parents will be informed immediately following the incident and regularly updated until the situation is resolved. Referral for counselling through the LBPSB Student Services Department or through outside referral will be requested when deemed appropriate.
- The victim will be engaged in discussion or follow-up meetings with their support contact to ensure establishment of a sense of security.
- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.
- The St. John Fisher Sr. Elementary team may suggest the involvement of the victim in a social skills group.
- The St. John Fisher Sr. Elementary team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The St. John Fisher Sr. Elementary team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.
- In all cases, victims of bullying or violence should have a reasonable expectation of feedback from intervening staff member in a timely manner so as to guarantee a sense of safety and security in the school.

#### Proposed Actions (Bystander):

- Following the incident, an intervention may be held with any bystanders to determine their role in the incident. If the incident witnessed is severe, bystanders are met, in a group or individually, to debrief the event, discuss their role and to determine more appropriate actions in the future.
- Consequences are applied, if appropriate, for students that are actively involved in encouraging the incident.
- St. John Fisher Sr. Elementary reserves the right to contact the parents of bystanders when it feels such contact is appropriate.
- As with victims, witnesses to acts of bullying or violence should have a reasonable expectation of feedback from intervening staff member in a timely manner so as to guarantee a sense of safety and security in the school.

#### Proposed Actions (Aggressor):

- The initial intervention with the perpetrator is managed by the St. John Fisher Sr. Elementary staff member who intervened and the incident is reported to the office.
- The adult who intervenes or an adult who is told of an incident makes a report to the office (or the person designated to receive reports) with a request for follow-up investigation. Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the St. John Fisher Sr. Elementary Principal or delegate meets with the aggressor. The aggressor is told of the report, discusses the incident and is given a consequence.
- The aggressor's parents are called and informed of the incident and the consequences. The parents may be asked to come to school for a follow-up meeting.
- In cases where it is deemed necessary and appropriate, St. John Fisher Sr. Elementary may refer the aggressor and his/her parents to support services available to the school.
- St. John Fisher Sr. Elementary is responsible to inform parents of their right to request assistance from the person designated by the School Board for referral to support services.
- It is expected that following any intervention, the aggressor must report to principal or designate for follow-up discussion concerning the incident in question.
- Parents are requested to collaborate and be part of the plan which includes sanctions but also support as per Section 3 of this plan.

- In any circumstance, intervention with an aggressor of an act of violence or bullying at St. John Fisher Sr. Elementary may include a therapeutic intervention as a means of support. Such interventions may include:
  - Referral to an outside organization for support (CSSS, hospital programs)
  - Social Skills groups
  - Temporary or permanent placement in alternate class in school
  - Support in the Resource room
  - Support from the Special Ed tech
  - FSSTT Type II Consultation
  - Intervention of CSSS Social Worker

#### **8. Disciplinary Sanctions:**

The St. John Fisher Sr. Elementary Community is committed to applying fair, consistent and appropriate sanctions in all cases where it has determined that acts of bullying or violence have taken place. These sanctions will always be applied with the understanding the long-term objective is for rehabilitation and reintegration and that the safety of the whole will never be subordinate to that objective.

"Any disciplinary action must be fair, equitable and consistent with the general aims and goals of education. Whenever possible, the disciplinary action should allow for effective learning."  
LBPSB Policy on Safe and Caring Schools, Section 3, November 2008, p.9.

#### **Proposed Actions:**

- The aggressor will engage in a discussion with the adult who witnesses or is told of the incident. Adults may decide that no further follow-up is required. A report goes to the Principal.
- Parent informed and possible meeting set up.
- St. John Fisher Sr. Elementary may request the supervision of the aggressor during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.
- Detention of the aggressor may be requested. During this time there is a discussion with the supervising staff member about the incident and how to better deal with similar situations should they occur.

- St. John Fisher Sr. Elementary staff members may request that the aggressor is sent to the office or other designated area while the initial investigation of the incident is being carried out.
- Students may lose basic school privileges (lunch hour, recess, extra-curricular activities, attendance at outside events, etc.) for a designated length of time.
- St. John Fisher Sr. Elementary may implement a structured supervision plan of the aggressor during free time where he/she is shadowed and monitored in his/her actions. This supervision plan will include a gradual release back of free time (e.g. 5 minutes each day) depending upon the perpetrator's conduct during the supervised periods.
- In-school suspension supervised by St. John Fisher Sr. Elementary personnel
- Reflection Time
- Resource Support
- Reflection with Spec ed Tech
- Resource room periods with stated objectives with respect to reflection and discussion of offending conduct
- Restorative Justice
- Community Service either inside or outside of the school setting
- Out-of-school suspension
- Out of school suspension with progressive re-entry
- Out-of-school suspension with re-entry meetings with parents and students. A plan is developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan
- Involvement of the Police
- Cours à domicile / Home Study
- Recommendation to move the student to another school or to expel from the Board
- Referral for outside services (i.e. anger management program)
- **Clearly articulated possible progression of consequences:**
  - 1<sup>st</sup> Offense: Reflection and mediation takes place (students & staff member/principal) and parents are involved. The community officers may be involved.

- 2<sup>nd</sup> Offense: The student aggressor given an in-school suspension with the loss of basic school privileges. Parents are contacted and community officers involved.
- 3<sup>rd</sup> Offense: The student is suspended from school and the victim's parents are encouraged to press charges.
- 4<sup>th</sup> Offense: The student is suspended and the police become more heavily involved (i.e. a police report is made) and the student is sent to a planning room in another school with a progressive re-entry plan implemented.
- 5<sup>th</sup> Offense: The student is transferred to another school and the police are more heavily involved because charges have been pressed.

*Note #1: In all instances these measures are applied at the discretion of the principal or his/her delegate taking into account the circumstances and severity and number of offenses.*

*Note #2: Any and all disciplinary measures included in the school's Code of Conduct must in alignment with the LBPSB Safe and Caring Schools Policy.*

## **9. Required Follow-Ups:**

The St. John Fisher Sr. Elementary Community recognizes that once the initial investigation and response process has been completed, supervisory or support measures may need to be put in place for the perpetrator, the victim and, when deemed necessary, the witnesses to an act of bullying or violence. The extent of these follow-up measures will depend upon the nature of the incident and the degree to which it is believed that long-term intervention is necessary.

Proposed Actions:

- St. John Fisher Sr. Elementary commits to ongoing discussion with the victim and, if necessary, his/her parent regarding the school's intervention and any actions required subsequent to the initial investigation and intervention.
- Should it be considered necessary, St. John Fisher Sr. Elementary commits to a follow-up discussion with any witness supporting the action taken by witness if a report was made.
- St. John Fisher Sr. Elementary will not be indifferent to instances where witnesses to acts of violence or bullying fail to intervene or report such incidents to an adult in the building. In such cases, St. John Fisher Sr. Elementary commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- St. John Fisher Sr. Elementary will meet with the perpetrator and his/her parent(s) to discuss possible further sanctions and further consequences if another act occurs. The

contents of this meeting will be documented and recorded for future reference if necessary.

- A summary report of the incident and follow-up measures taken are sent to the appropriate officials.

# Appendix 3



## Report on Student Outcomes and School Climate OurSCHOOL Elementary School Survey (8373)

### OurSCHOOL St. John Fisher Sr. Highlights

Your version of the **OurSCHOOL** student survey measures 10 indicators based on the most recent research on school and classroom effectiveness. This report provides highlights based on data from 232 students in this school that participated in the survey between 22 Mar. 2021 and 12 Apr. 2021. The number of students by grade level is:

grade 4: 71  
grade 5: 66  
grade 6: 95

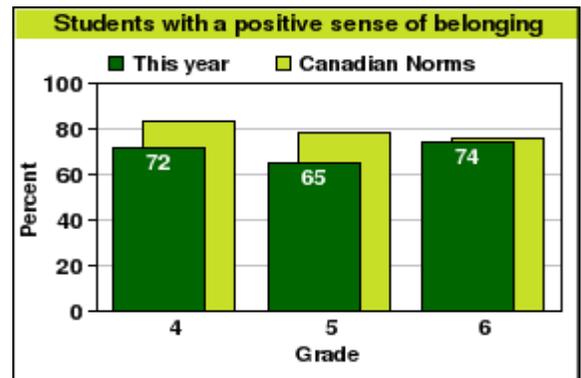
The bar charts show the results by grade for grades with at least 5 students. These are compared with Canadian norms, which are based on last year's results for all students using the OurSCHOOL survey at the grade levels found in this school. For details on the survey see [www.thelearningbar.com](http://www.thelearningbar.com).

## Social-Emotional Outcomes

### Students with a positive sense of belonging

Students who feel accepted and valued by their peers and by others at their school.

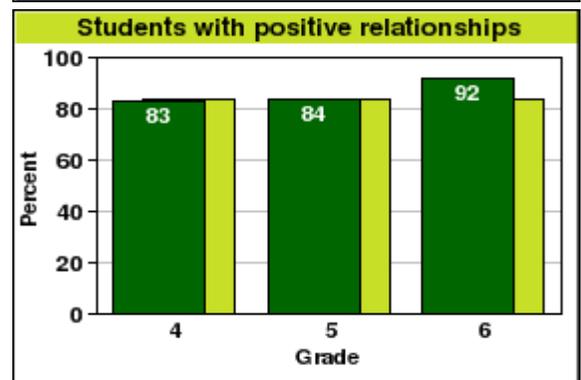
- 71% of students in this school had a high sense of belonging; the Canadian norm for these grades is 79%.
- 69% of the girls and 76% of the boys in this school had a high sense of belonging. The Canadian norm for girls is 78% and for boys is 80%.



### Students with positive relationships

Students who have friends at school they can trust and who encourage them to make positive choices.

- In this school, 87% of students had positive relationships; the Canadian norm for these grades is 84%.
- 88% of the girls and 87% of the boys in this school had positive relationships. The Canadian norm for girls is 87% and for boys is 81%.



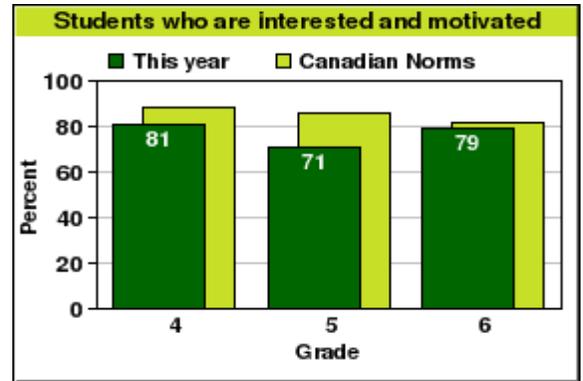


## Social-Emotional Outcomes

### Students who are interested and motivated

Students who are interested and motivated in their learning.

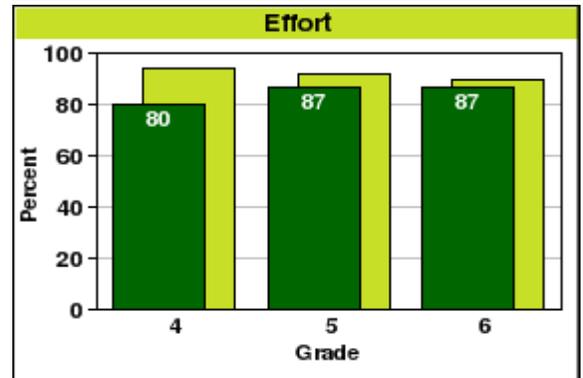
- 78% of students in this school were interested and motivated; the Canadian norm for these grades is 86%.
- 79% of the girls and 78% of the boys in this school were interested and motivated. The Canadian norm for girls is 88% and for boys is 83%.



### Effort

Students who try hard to succeed in their learning.

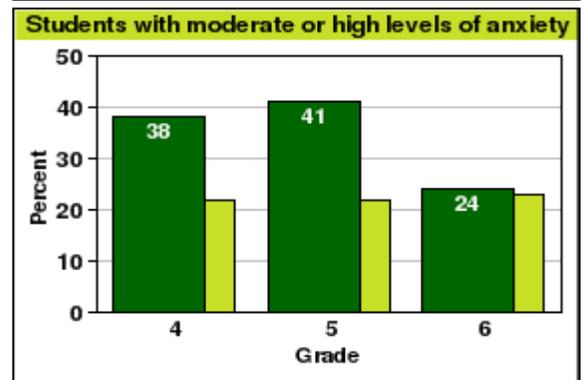
- 85% of students in this school tried hard to succeed; the Canadian norm for these grades is 92%.
- 86% of the girls and 86% of the boys in this school tried hard to succeed. The Canadian norm for girls is 94% and for boys is 91%.



### Students with moderate or high levels of anxiety

Students who have intense feelings of fear, intense anxiety, or worry about particular events or social situations.

- 33% of students in this school had moderate to high levels of anxiety; the Canadian norm for these grades is 22%.
- 43% of the girls and 22% of the boys in this school had moderate to high levels of anxiety. The Canadian norm for girls is 26% and for boys is 18%.



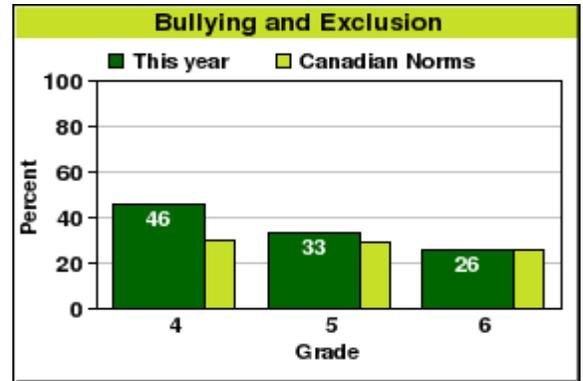


## DRIVERS of Student Outcomes

### Bullying and Exclusion

Students who are subjected to physical, social, or verbal bullying, or are bullied over the internet.

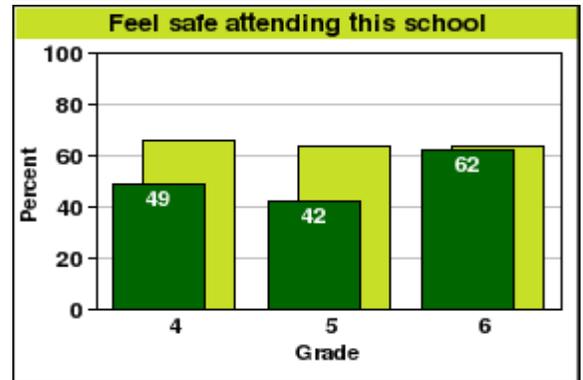
- 34% of students in this school were victims of moderate to severe bullying in the previous month; the Canadian norm for these grades is 28%.
- 34% of the girls and 37% of the boys in this school were victims of moderate to severe bullying in the previous month. The Canadian norm for girls is 26% and for boys is 31%.



### Feel safe attending this school

Students who feel safe at school as well as going to and from school.

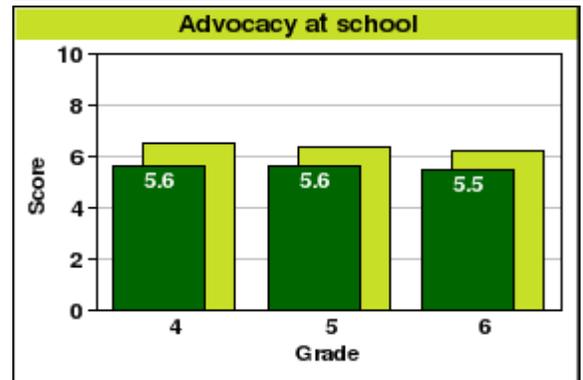
- 52% of students felt safe attending the school; the Canadian norm for these grades is 65%.
- 50% of the girls and 58% of the boys felt safe attending the school. The Canadian norm for girls is 66% and for boys is 64%.



### Advocacy at school

Students who feel they have someone at school who consistently provides encouragement and can be turned to for advice.

- In this school, students rated advocacy at school 5.6 out of 10; the Canadian norm for these grades is 6.4.
- In this school, advocacy at school was rated 5.8 out of 10 by girls and 5.4 out of 10 by boys. The Canadian norm for girls is 6.4 and for boys is 6.3.



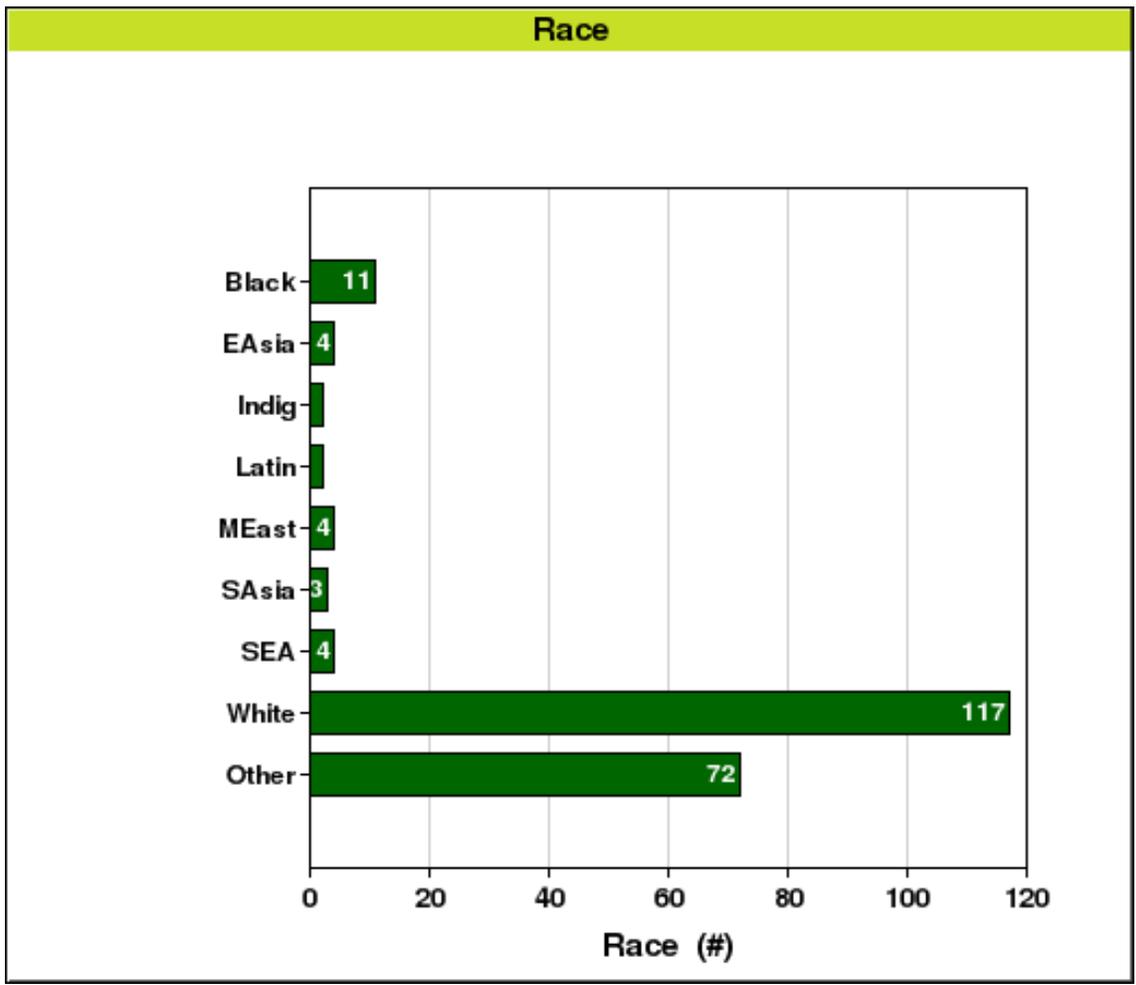


**Report on Student Outcomes and School Climate**  
**OurSCHOOL Elementary School Survey (8373)**  
**St. John Fisher Sr. Highlights**

**Multiple Choice Question**

Students were asked: "Which race category best describes you? Select all that apply."

- Black (e.g., African, Afro-Caribbean, African-Canadian descent) (Black)
- East Asian (e.g., Chinese, Korean, Japanese, Taiwanese descent) (EAsia)
- Indigenous (e.g., First Nations, Métis, Inuk/Inuit descent) (Indig)
- Latino (e.g., Latin American, Hispanic descent) (Latin)
- Middle Eastern (e.g., Arab, Persian, West Asian descent) (MEast)
- South Asian (e.g., East Indian, Pakistani, Bangladeshi, Sri Lankan, Indo-Caribbean descent) (SAsia)
- Southeast Asian (e.g., Filipino, Vietnamese, Cambodian, Thai, Indonesian descent) (SEA)
- White (e.g., European descent) (White)
- Another race category (Other)

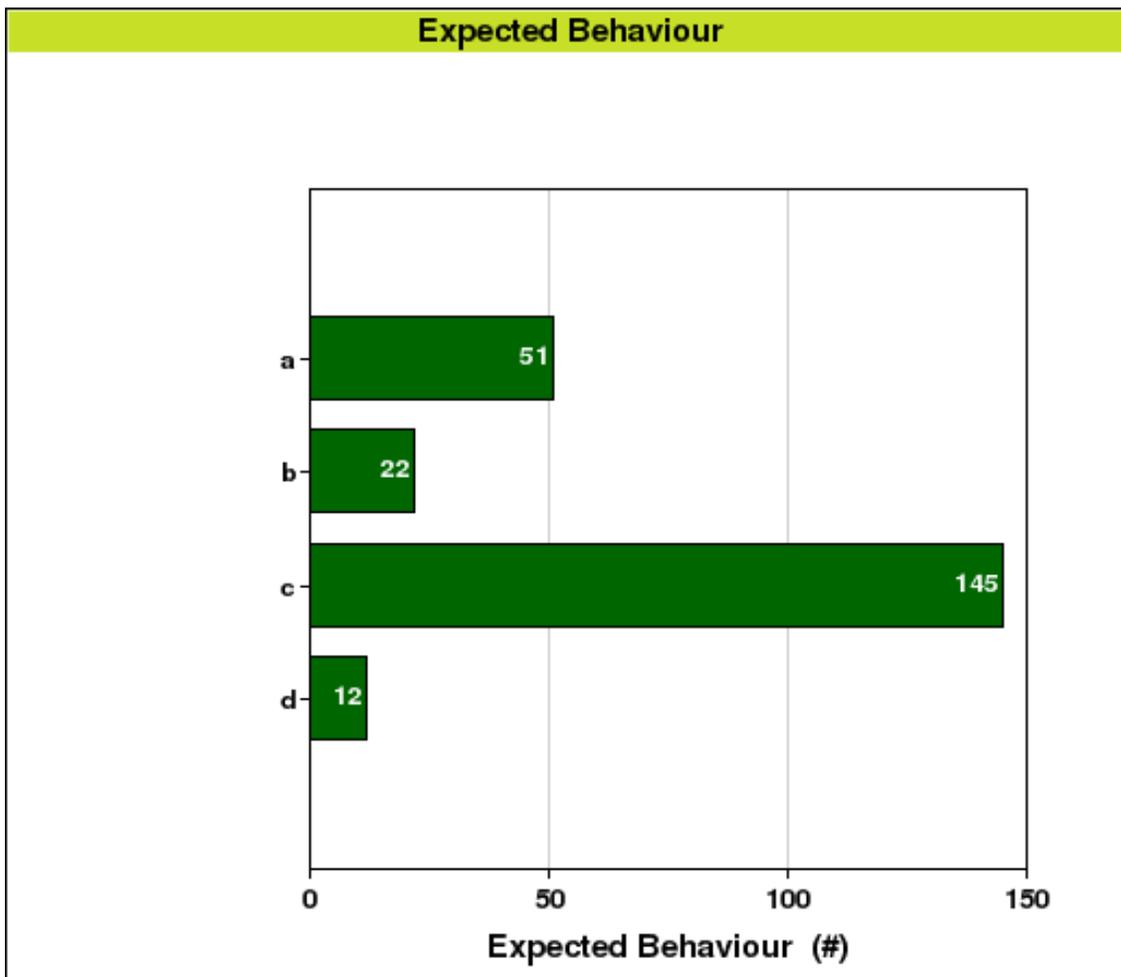




## Multiple Choice Question

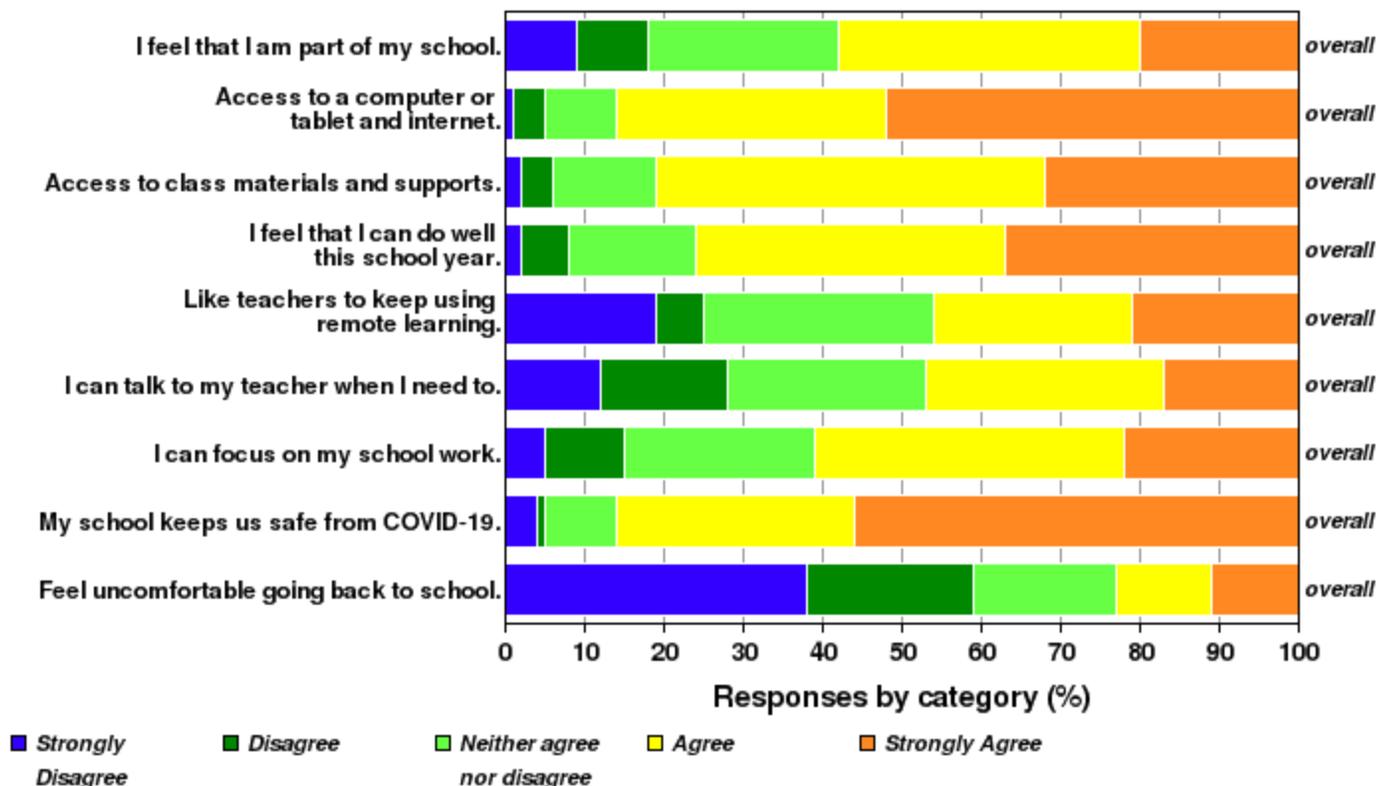
Students were asked: "Are the expected behaviours in school clear to you?"

- Yes, my teachers have made the expected behaviours clear to me. (a)
- Yes, my principal has made the expected behaviours clear to me. (b)
- Yes, my parents have made the expected behaviours clear to me. (c)
- No, I am not sure how I am expected to behave in school. (d)



# Appendix 4

# St. John Fisher Sr.: Transition Back to School



# Appendix 5

## Plan triennal de répartition et de destination des immeubles 2021-2024

École	Adresse	Cité, ville, arrond.	Code postal	Locaux à la disposition de l'école		Effectif 2020-2021	Prévision d'effectif 2021-2022	Prévision d'effectif 2022-2023	Prévision d'effectif 2023-2024	Niveau / Cycle	Capacité d'accueil
				Tous les locaux sont à la disposition de l'école ou du centre du 15 août au 26 juin à l'exception des gymnases, des auditoriums et des terrains extérieurs après 18 h et les fins de semaine. Les locaux additionnels non disponibles sont							
Allion	140, 9 <sup>e</sup> avenue	LaSalle, arrondissement de Montréal, QC	H8P 2N9	Local S109, aire des bureaux en bas, entente avec Lasalle pour les Cadets de l'air			Primaire M-6	Primaire M-6	Primaire M-6	P	348
					329	335	325	317	M-6		
Beacon Hill	170 Alton Drive	Beaconsfield, QC	H9W 2Z3				Primaire M-6	Primaire M-6	Primaire M-6	P	348
					294	271	266	261	M-6		
Beaconsfield High	250 promenade Beurepaire	Beaconsfield, QC	H9W 5G7				Secondaire 1-5	Secondaire 1-5	Secondaire 1-5	S	1200
					792	851	869	902	1-5		
Beechwood	13155 Shelborne	Pierrefonds, arrondissement de Montréal QC	H9A 1L4				Primaire M-6	Primaire M-6	Primaire M-6	P	288
					257	270	265	270	M-6		
Beurling Academy	6100 boul. Champlain	Verdun, arrondissement de Montréal, QC	H4H 1A5	Salle du YMCA C-261A			Secondaire 1-5	Secondaire 1-5	Secondaire 1-5	S	725
				Installation partagée avec le Centre d'éducation des adultes Verdun (voir l'annexe)	222	226	223	226	1-5		
Birchwood	1325 rue Jolicoeur	Saint-Lazare, QC	J7T 1Z4				Primaire M-6	Primaire M-6	Primaire M-6	P	393
					408	408	401	402	M-6		
Children's World Academy	2241 Ménard	LaSalle, arrondissement de Montréal, QC	H8N 1J4				Primaire M-6	Primaire M-6	Primaire M-6	P	530
					498	510	517	523	M-6		
Christmas Park	422 boulevard Beaconsfield	Beaconsfield, QC	H9W 4B7	Programme REACH, centre audiovisuel et bibliothèque centrale de la CSLBP			Primaire M-6	Primaire M-6	Primaire M-6	P	429
					193	187	187	184	M-6		
Clearpoint	17 Cedar	Pointe-Claire, QC	H9S 4X9				Primaire M-6	Primaire M-6	Primaire M-6	P	441
					445	440	441	431	M-6		
Dorset	106 Dorset	Baie d'Urfé, QC	H9X 2Z6				Primaire M-6	Primaire M-6	Primaire M-6	P	286
					323	329	321	306	M-6		
Dorval	1750 Carson	Dorval, QC	H9S 1N3				Primaire M-6	Primaire M-6	Primaire M-6	P	441
					355	364	375	376	M-6		
Edgewater	220 Cardinal-Léger	Pincourt, QC	J7W 3Y5				Primaire M-6	Primaire M-6	Primaire M-6	P	428
					392	419	415	414	M-6		

Evergreen	2625 du Bordelais	St-Lazare, QC	J7T 2Z9			Primaire M-6	Primaire M-6	Primaire M-6	P	<b>348</b>
					<b>319</b>	311	313	310	M-6	
Forest Hill Junior	1950 Chanterel	St-Lazare, QC	J7T 3C2			Primaire M-2	Primaire M-2	Primaire M-2	P	<b>312</b>
					<b>315</b>	308	300	292	M-2	
Forest Hill Senior	1449 Bédard	St-Lazare, QC	J7T 3B4			Primaire 3-6	Primaire 3-6	Primaire 3-6	P	<b>432</b>
					<b>380</b>	401	409	397	3-6	
École secondaire Horizon	90 Jubilee Square	Pointe-Claire, Qc	H9R 1M3	Locaux ESTEF, locaux OT; bail pour appartement du concierge	Secondaire 2 - 5	Secondaire 2-5	Secondaire 2-5	Secondaire 2-5	S	<b>220</b>
					<b>112</b>	109	109	109	2-5	
École secondaire John-Rennie	501 boul. Saint-Jean	Pointe-Claire, QC	H9R 3J5	Locaux de la FTQ Section locale 800 Local de l'association de hockey Pro Action, locaux des archives		Secondaire 1-5	Secondaire 1-5	Secondaire 1-5	S	<b>1650</b>
					<b>1283</b>	1291	1330	1331	1-5	
Kingsdale Academy	4381 King	Pierrefonds, arrondissement de Montréal, QC	H9H 2E8	Bail pour appartement du concierge		Primaire M-6	Primaire M-6	Primaire M-6	P	<b>417</b>
					<b>315</b>	291	277	278	M-6	
Lakeside Academy	5050 Sherbrooke	Lachine, arrondissement de Montréal, QC	H8T 1H8	Club Zone de Lachine salles 113 et 115 Salle des cadets de Lachine 335 Deux classes de maternelle 4 ans Maple Grove # 114 & 116		Secondaire 1-5	Secondaire 1-5	Secondaire 1-5	S	<b>1150</b>
					<b>474</b>	516	525	532	1-5	
Polyvalente communautaire LaSalle	240, 9e avenue	LaSalle, arrondissement de Montréal, QC	H8P 2N9	Locaux des services de garde des Services communautaires catholiques; bail renouvelé annuellement ou annulé à la fin de la période avec préavis de 6 mois notice Locaux du CFER		Secondaire 1-5	Secondaire 1-5	Secondaire 1-5	S	<b>1325</b>
					<b>740</b>	771	832	839	1-5	
École primaire Lasalle Junior	8340 David-Boyer	LaSalle, arrondissement de Montréal, QC	H8N 2A1	Salle du programme REACH		Primaire M-2	Primaire M-2	Primaire M-2	P	<b>300</b>
					<b>283</b>	273	262	269	M-2	
École primaire Lasalle Senior	1555 Rancourt	LaSalle, arrondissement de Montréal, QC	H8N 1R7	Entente avec LaSalle – espace de rangement		Primaire 3-6	Primaire 3-6	Primaire 3-6	P	<b>504</b>
					<b>351</b>	349	336	344	3-6	
École secondaire Macdonald	17 Maple	Sainte-Anne-de-Bellevue QC	H9X 2E5			Secondaire 1-5	Secondaire 1-5	Secondaire 1-5	S	<b>975</b>
					<b>908</b>	961	950	941	1-5	
Maple Grove	740-52 <sup>e</sup> avenue	Lachine, arrondissement de Montréal, QC	H8T 2X6	Deux classes de maternelle 4 ans à Lakeside # 114 & 116		Primaire M-6	Primaire M-6	Primaire M-6	P	<b>405</b>
					<b>355</b>	376	384	376	M-6	
Margaret Manson	18750 Elkas	Kirkland, QC	H9J 4C1			Primaire M-6	Primaire M-6	Primaire M-6	P	<b>393</b>
					<b>234</b>	224	235	222	M-6	
Mount Pleasant	97 Mount Pleasant	Hudson, QC	J0P 1H0			Primaire M-6	Primaire M-6	Primaire M-6	P	<b>324</b>
					<b>276</b>	287	289	287	M-6	
Pierre-Elliott-Trudeau	490 Bourget	Vaudreuil-Dorion, QC	J7V 6N2			Primaire M-6	Primaire M-6	Primaire M-6	P	<b>372</b>
					<b>321</b>	330	318	330	M-6	

Polyvalente Pierrefonds	13800, boul. Pierrefonds	Pierrefonds, arrondissement de Montréal, QC	H9A 1A7	Locaux partagés avec le Centre de formation professionnelle West-Island (voir l'annexe)		Secondaire 1-5	Secondaire 1-5	Secondaire 1-5	S	1100
				Point de service situé au 5060 des Sources, Pierrefonds.	959	921	929	897	1-5	
Riverview	971 Riverview	Verdun, arrondissement de Montréal, QC	H4H 2C3	Locaux CLC, locaux CPE Riverview jusqu'au 30 juin 2023		Primaire M-6	Primaire M-6	Primaire M-6	P	381
					219	229	228	228	M-6	
Saint-Anthony	17750 Meloche	Pierrefonds, arrondissement de Montréal, QC	H9J 3P9			Primaire M-6	Primaire M-6	Primaire M-6	P	393
					311	297	291	285	M-6	
Saint-Charles	4331 Sainte-Anne	Pierrefonds, arrondissement de Montréal, QC	H9H 4G7			Primaire M-6	Primaire M-6	Primaire M-6	P	372
					277	280	278	266	M-6	
Saint-Edmund	115 boul. Beaconsfield	Beaconsfield, QC	H9W 3Z8			Primaire M-6	Primaire M-6	Primaire M-6	P	393
					369	379	366	374	M-6	
Saint John Fisher Junior	87 Belmont	Pointe-Claire, QC	H9R 2N7			Primaire M-2	Primaire M-2	Primaire M-2	P	392
					239	227	232	220	M-2	
Saint-John-Fisher Senior	121 Summerhill	Pointe-Claire, QC	H9R 2L8	Bureau de l'IASS		Primaire 3-6	Primaire 3-6	Primaire 3-6	P	528
					333	292	282	283	3-6	
Saint-Patrick	261 Shamrock	Pincourt, QC	J7W 3W5			Primaire M-6	Primaire M-6	Primaire M-6	P	620
					487	512	530	520	M-6	
École secondaire Saint-Thomas	111 Broadview	Pointe-Claire, QC	H9R 3Z3			Secondaire 1-5	Secondaire 1-5	Secondaire 1-5	S	1375
					1127	1391	1315	1244	1-5	
École primaire Sherbrooke Academy Junior	230 Sherbrooke	Beaconsfield, QC	H9W 1P5			Primaire M-2	Primaire M-2	Primaire M-2	P	312
					194	197	189	195	M-6	
École primaire Sherbrooke Academy Senior	313 Windermere	Beaconsfield, QC	H9W 1W1	Salle numéro 134 Magic Circle Nursery School louée jusqu'au 6 juin 2022. Nouvelle demande tous les ans.		Primaire 3-6	Primaire 3-6	Primaire 3-6	P	426
					194	187	204	217	M-6	
Soulanges	1135 Saint-Georges	Saint-Télesphore, QC	J0P 1Y0			Primaire M-6	Primaire M-6	Primaire M-6	P	35
					21	25	25	26	M-6	
Springdale	150 Hyman	Dollard-des-Ormeaux, QC	H9B 1L6			Primaire M-6	Primaire M-6	Primaire M-6	P	455
					215	226	216	218	M-6	
Sunshine Academy	65 Sunshine	Dollard-des-Ormeaux, QC	H9B 1G9			Primaire M-6	Primaire M-6	Primaire M-6	P	393
					281	273	274	271	M-6	
Terry Fox	13350 Purcell	Pierrefonds, arrondissement de Montréal, QC	H8Z 1P7			Primaire M-6	Primaire M-6	Primaire M-6	P	Primaire M-6
					263	285	301	311	M-6	
École primaire Verdun	610 Desmarchais	Verdun, arrondissement de Montréal, QC	H4H 1S6	Projet sociocommunautaire salles 11 et 12		Primaire M-6	Primaire M-6	Primaire M-6	P	821
				Salles du service de garde Rising Sun (bail de 20 ans jusqu'en 2028)	233	227	224	214	PM-6	
Westpark	6 Howard	Dollard-des-Ormeaux, QC	H9A 2L2			Primaire M-6	Primaire M-6	Primaire M-6	P	634
					579	572	561	563	M-6	
Westwood Junior	2800 du Bordelais	Saint-Lazare, QC	J7T 3E3	Point de service pour Place Cartier et Gordon Robertson		Secondaire 1-2	Secondaire 1-2	Secondaire 1-2	S	750
					460	486	506	516	1-2	
Westwood Senior	69 Côte Saint-Charles	Hudson, QC	J0P 1H0	Point de service pour Place Cartier et Gordon Robertson		Secondaire 3-5	Secondaire 3-5	Secondaire 3-5	S	1020

					647	644	707	732	3-5	
Wilder Penfield	551 Westminster	Dollard-des-Ormeaux, QC	H9G 1E8			Primaire M-6	Primaire M-6	Primaire M-6	P	393
					313	340	330	336	M-6	

### Plan triennal de répartition et de destination des immeubles 2021-2024

Centre	Adresse	Cité, ville, arrond.	Code postal	Locaux qui ne sont pas à la disposition du centre/commentaires	Effectif 2020-2021	Usage 2021-2022	Usage 2022-2023	Usage 2023-2024	Niveau
Académie de beauté Gordon-Robertson	240 promenade Beaurepaire	Beaconsfield, QC	H9W 6G4	Locaux disponibles pour les cours de l'éducation aux adultes s'ils ne sont pas occupés comme point de service de place Cartier. Points de service à Westwood Junior et Senior	178	Centre de formation professionnelle	Centre de formation professionnelle	Centre de formation professionnelle	P
Centre de formation des adultes et de formation professionnelle Pearson - Éducation des adultes	8300 George	LaSalle arrondissement de Montréal, QC	H8P 1E5	Locaux de la formation professionnelle du centre PACC Point de service au Centre d'électrotechnologie Pearson, 5000 René-Huguet, Lachine Qc H8T 1M7	711	Centre d'éducation des adultes	Centre d'éducation des adultes	Centre d'éducation des adultes	A
Centre de formation des adultes et de formation professionnelle Pearson - Formation professionnelle	8310 George	LaSalle arrondissement de Montréal, QC	H8P 1E5	Locaux de la formation professionnelle du centre PACC Annexe au Centre linguistique international/pavillon John Killingbeck Pavillon, 150 Seignory, Pointe-Claire, QC H9R 4R5 Point de service au 1925 avenue Brookdale, QC H9P 2Y7	770	Centre de formation professionnelle	Centre de formation professionnelle	Centre de formation professionnelle	P
Centre d'électrotechnologie Pearson	5000 René-Huguet	Lachine, arrondissement de Montréal, QC	H8T 1M7	A207, A209, A211, A212, locaux utilisés par les SÉ, local E 112.1 utilisé par la Fondation Pearson pour l'éducation Locaux disponibles pour les cours d'éducation des adultes s'ils ne sont pas occupés comme point de service du centre PACC d'éducation des adultes et de formation professionnelle	425	Centre de formation professionnelle	Centre de formation professionnelle	Centre de formation professionnelle	P
Déménagement du Centre de formation générale des adultes Place Cartier de Beaconsfield à Pointe-Claire, début en 2022 jusqu'en 2024	257 boul. Beaconsfield et 120 Ambassador	Beaconsfield Qc et Pointe-Claire, Qc	H9W 4A5 et H9R 1S8	Point de service à Allancroft, 265 Allancroft Road, Beaconsfield, QC H9W 2R8 Point de service après 16 h à Westwood Jr, 2800 du Bordelais, Saint-Lazare, QC J7T 3E3 et Westwood Sr 69 côte Saint-Charles, Hudson, QC J0P 1H0 Point de service à Gordon Robertson, 240 promenade Beaurepaire, Beaconsfield, Qc H9W 6G4 Point de service au 1925 avenue Brookdale. Dorval, QC H9P 2Y7 Point de service pour le CLI John Killingbeck 150 Seignory, Pointe-Claire, Qc H9R 4R5 Point de service 93 Hymus, Pointe-Claire, Qc H9R 1E2 Point de service 21275 boul. Lakeshore, Sainte-Anne-de-Bellevue, Qc H9X 3L9 Point de service 14400 boul. Gouin Ouest, Pierrefonds, Qc H9H 1B1	777	Centre d'éducation des adultes	Centre d'éducation des adultes	Centre d'éducation des adultes	A
Centre des Sources – éducation des adultes	5080 des Sources	Pierrefonds, arrondissement de Montréal, QC	H8Y 3E4	Local loué par la CSMB et situé au 5080 des Sources, Pierrefonds. Point de service au Centre de formation professionnelle West-Island, 13700, boul. Pierrefonds, Pierrefonds, Qc H9A1A7	138	Centre d'éducation des adultes	Relocalisé au 120 Ambassador, Pointe-Claire	Relocalisé au 120 Ambassador, Pointe-Claire	A
Centre des Sources – formation professionnelle	5080 des Sources	Pierrefonds, arrondissement de Montréal, QC	H8Y 3E4	Local loué par la CSMB et situé au 5080 des Sources, Pierrefonds. Locaux disponibles pour les cours d'éducation des adultes si non occupés.	179	Centre de formation professionnelle	Relocalisé au 120 Ambassador, Pointe-Claire	Relocalisé au 120 Ambassador, Pointe-Claire	P
Centre d'éducation des adultes Verdun -	6050 boul. Champlain	Verdun, arrondissement de Montréal, Qc	H4H 1A5	Installations partagées avec Beurling Academy (voir l'annexe). Locaux disponibles pour les cours de formation professionnelle si non occupés.	10	Centre d'édu-	Centre d'éducation des adultes	Centre d'éducation des adultes	A

éducation des adultes						cation des adultes			
Centre de formation des métiers de Verdun	6050 boul. Champlain	Verdun, arrondissement de Montréal, Qc	H4H 1A5	Installations partagées avec Beurling Academy (voir l'annexe). Locaux disponibles pour les cours d'éducation des adultes si non occupés.	<b>523</b>	Centre de formation professionnelle	Centre de formation professionnelle	Centre de formation professionnelle	P
Centre de formation professionnelle West-Island	13700 boul. Pierrefonds	Pierrefonds, arrondissement de Montréal, QC	H9A 1A7	Locaux disponibles pour les cours d'éducation des adultes si non occupés. Point de service pour le Centre d'éducation des adultes et de formation professionnelle des Sources. Locaux partagés avec la Polyvalente Pierrefonds (voir l'annexe)	<b>670</b>	Centre de formation professionnelle	Centre de formation professionnelle	Centre de formation professionnelle	P

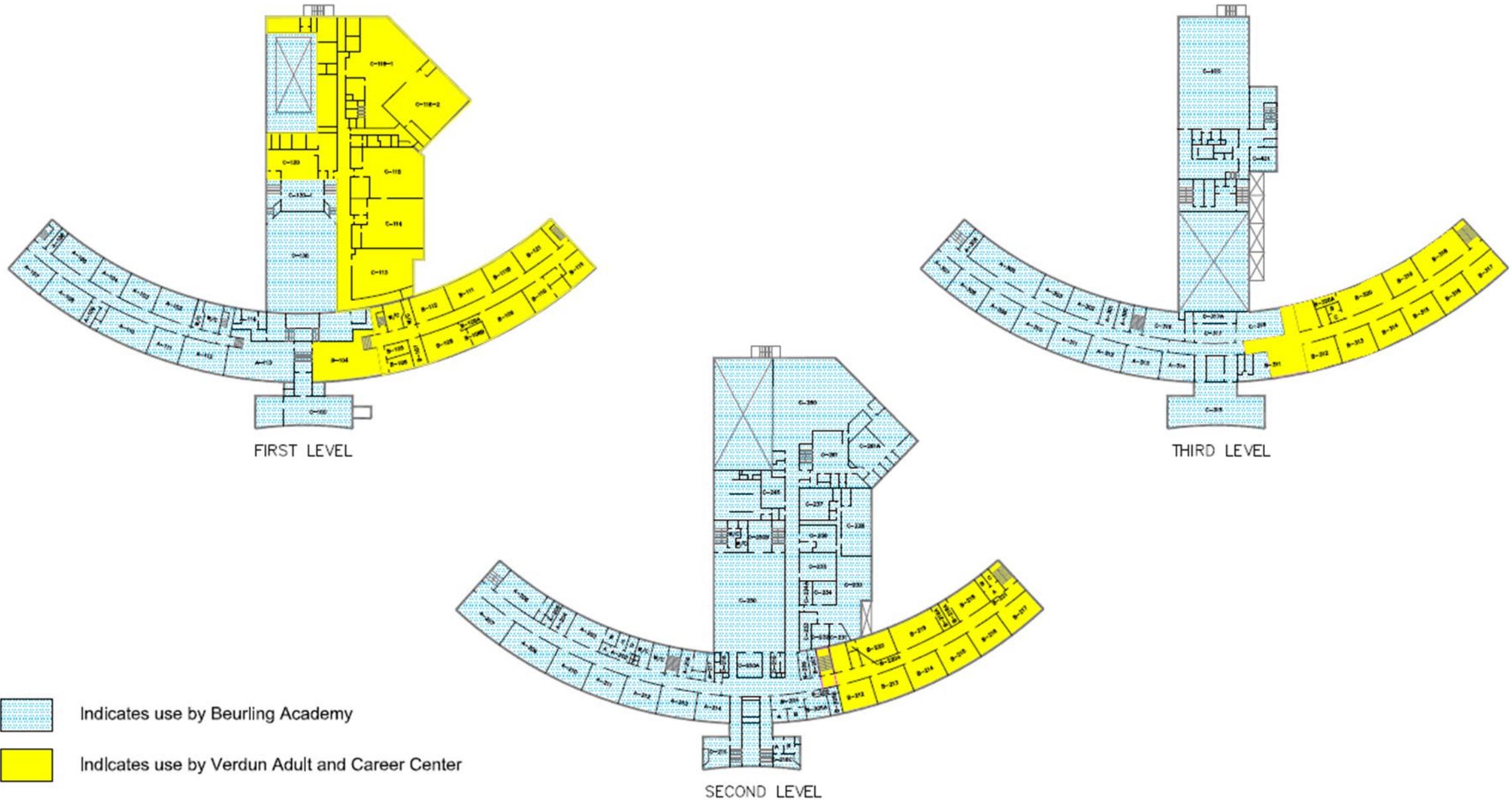
**Plan triennal de répartition et de destination des immeubles 2021-2024**

<b>Autres immeubles</b>	<b>Adresse</b>	<b>Cité, ville, arrond.</b>	<b>Code postal</b>	<b>Locaux qui ne sont pas à la disposition des autres immeubles/Commentaires</b>	<b>Effectif 2020-2021</b>	<b>Usage 2021-2022</b>	<b>Usage 2022-2023</b>	<b>Usage 2023-2024</b>	<b>Niveau/ Cycle</b>	<b>Capacité d'accueil</b>
Centre administratif de la CSLBP	1925 Brookdale	Dorval, arrondissement de Montréal, QC	H9P 2Y7	Point de service de Place Cartier et du Centre PACC de formation professionnelle Locaux du CPE Les Enfants de Lester B.	S.O.	Centre administratif	Centre administratif	Centre administratif	S.O.	S.O.
Centre linguistique international/pavillon John-Killingbeck	150 Seigniory	Pointe-Claire, QC	H9R 4R5	Annexe du Centre PACC de formation professionnelle et locaux disponibles pour les cours d'éducation des adultes si non occupés comme point de service de Place-Cartier	S.O.	Centre linguistique international	Centre linguistique international	Centre linguistique international	P	P
Allancroft	265 Allancroft Road	Beaconsfield, QC	H9W 2R8	Point de service pour Place Cartier	S.O.	Centre de formation des adultes, relocalisé au 120 Ambassador Pointe-Claire pendant l'année scolaire 2021-2022, puis vacant	Immeuble vacant	Immeuble vacant	A	A
Immeuble vacant	55-5e avenue	LaSalle, arrondissement de Montréal, QC	H8P 2K1	<u>N.B.</u> Logeait autrefois l'école primaire Allion	S.O.	Vacant ou autre usage de la cs au besoin	Vacant ou autre usage de la cs au besoin	Vacant ou autre usage de la cs au besoin	S.O.	S.O.

# Three-year Plan of Allocation and Destination of Immovables 2021-2024

## APPENDIX

## Beurling Academy - Verdun Adult and Career Center



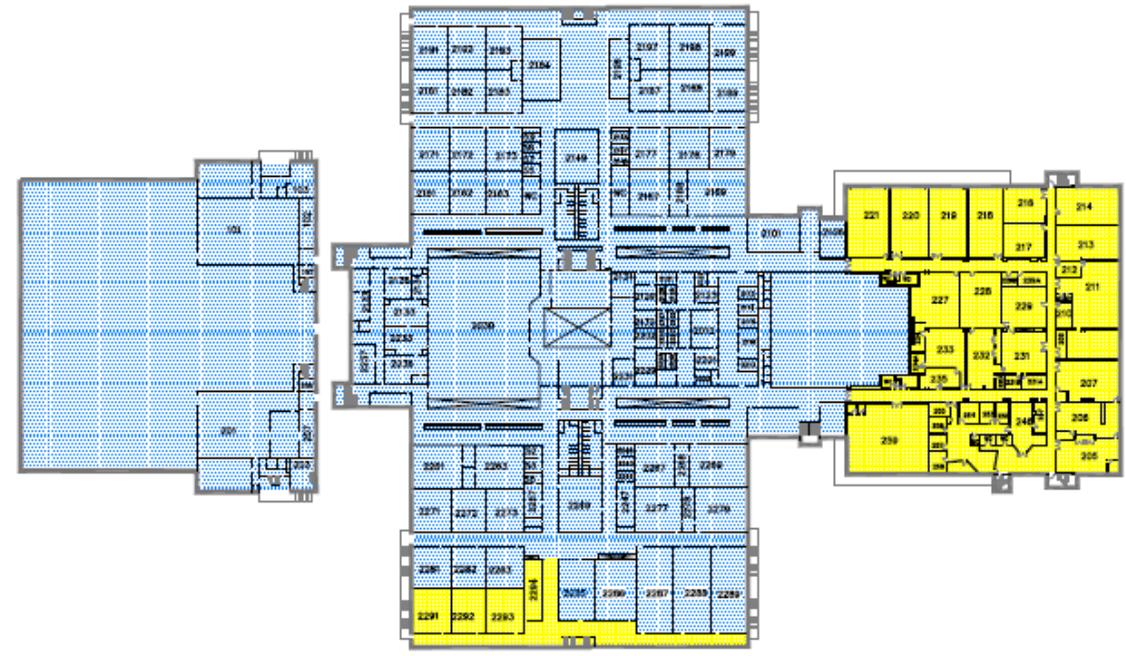
# Three-year Plan of Allocation and Destination of Immovables 2021-2024

## APPENDIX

### Pierrefonds Community High School - West Island Career Centre



FIRST LEVEL



SECOND LEVEL



Indicates use by West Island Career Centre



Indicates use by Pierrefonds Community High School

# Appendix 6

## Three-year Plan of Allocation and Destination of Immovables 2021-2024

School	Street Address	City, Town, Borough	Postal Code	Premises at the Disposal of the School	Enrollment 2020-2021	2021-2022 Enrollment Forecast	2022-2023 Enrollment Forecast	2023-2024 Enrollment Forecast	Level/Cycle	Capacity
				The entirety of the premises is at the disposal of the school/centre from August 15 to June 26 with the exception of gymnasiums, auditoriums and outdoor fields after 6 pm and on weekends. Additional rooms not available are						
Allion	140-9th Avenue	LaSalle, borough of Montreal, QC	H8P 2N9	Downstairs office areas of S109 entente with LaSalle for Air Cadet	329	335	325	317	E	348
									K-6	
Beacon Hill	170 Alton Drive	Beaconsfield, QC	H9W 2Z3		294	271	266	261	E	348
									K-6	
Beaconsfield High	250 Beaurepaire Drive	Beaconsfield, QC	H9W 5G7		792	851	869	902	S	1200
									1-5	
Beechwood	13155 Shelborne	Pierrefonds, borough of Montreal QC	H9A 1L4		257	270	265	270	E	288
									K-6	
Beurling Academy	6100 Champlain Boulevard	Verdun, borough of Montreal, QC	H4H 1A5	YMCA Room C-261A	222	226	223	226	S	725
				Facility with Verdun Adult and Career Centre (see appendix)					1-5	
Birchwood	1325 rue Jolicoeur	Saint-Lazare, QC	J7T 1Z4		408	408	401	402	E	393
									K-6	
Children's World Academy	2241 Ménard	LaSalle, borough of Montreal, QC	H8N 1J4		498	510	517	523	E	530
									K-6	
Christmas Park	422 Beaconsfield Boulevard	Beaconsfield, QC	H9W 4B7	REACH Program, LBPSB Media Centre and Central Library	193	187	187	184	E	429
									K-6	
Clearpoint	17 Cedar	Pointe-Claire, QC	H9S 4X9		445	440	441	431	E	441
									K-6	
Dorset	106 Dorset	Baie d'Urfé, QC	H9X 2Z6		323	329	321	306	E	286
									K-6	
Dorval	1750 Carson	Dorval, QC	H9S 1N3		355	364	375	376	E	441
									K-6	
Edgewater	220 Cardinal-Léger	Pincourt, QC	J7W 3Y5		392	419	415	414	E	428
									K-6	

Evergreen	2625 du Bordelais	St-Lazare, QC	J7T 2Z9			Elementary K-6	Elementary K-6	Elementary K-6	E	<b>348</b>
					<b>319</b>	311	313	310	K-6	
Forest Hill Junior	1950 Chanterel	St-Lazare, QC	J7T 3C2			Elementary K-2	Elementary K-2	Elementary K-2	E	<b>312</b>
					<b>315</b>	308	300	292	K-2	
Forest Hill Senior	1449 Bédard	St-Lazare, QC	J7T 3B4			Elementary 3-6	Elementary 3-6	Elementary 3-6	E	<b>432</b>
					<b>380</b>	401	409	397	3-6	
Horizon High	90 Jubilee Square	Pointe Claire, Qc	H9R 1M3	FSSTT Rooms, OT Rooms, lease for caretaker apartment	Secondary 2 - 5	Secondary 2-5	Secondary 2-5	Secondary 2-5	S	<b>220</b>
					<b>112</b>	109	109	109	2-5	
John Rennie High	501 Saint Jean Boulevard	Pointe-Claire, QC	H9R 3J5	FTQ Local 800 Rooms, Pro Action Hockey Association Room, Archive Rooms		Secondary 1-5	Secondary 1-5	Secondary 1-5	S	<b>1650</b>
					<b>1283</b>	1291	1330	1331	1-5	
Kingsdale Academy	4381 King	Pierrefonds, borough of Montreal, QC	H9H 2E8	Lease for caretaker apartment		Elementary K-6	Elementary K-6	Elementary K-6	E	<b>417</b>
					<b>315</b>	291	277	278	K-6	
Lakeside Academy	5050 Sherbrooke	Lachine, borough of Montreal, QC	H8T 1H8	Club Zone de Lachine rooms 113 and 115 Lachine Cadets room 335 Two 4 year old Maple Grove kindergarten classes # 114 & 116		Secondary 1-5	Secondary 1-5	Secondary 1-5	S	<b>1150</b>
					<b>474</b>	516	525	532	1-5	
LaSalle Community Comp. HS	240, 9th Avenue	LaSalle, borough of Montreal, QC	H8P 2N9	Catholic Community Services Daycare Rooms lease renewed annually or cancelled at end of term with 6 months' notice CFER Rooms		Secondary 1-5	Secondary 1-5	Secondary 1-5	S	<b>1325</b>
					<b>740</b>	771	832	839	1-5	
Lasalle Elementary Junior	8340 David-Boyer	LaSalle, borough of Montreal, QC	H8N 2A1	REACH Program Room		Elementary K-2	Elementary K-2	Elementary K-2	E	<b>300</b>
					<b>283</b>	273	262	269	K-2	
Lasalle Elementary Senior	1555 Rancourt	LaSalle, borough of Montreal, QC	H8N 1R7	Entente with LaSalle - storage space		Elementary 3-6	Elementary 3-6	Elementary 3-6	E	<b>504</b>
					<b>351</b>	349	336	344	3-6	
Macdonald High	17 Maple	Ste-Anne-de-Bellevue, QC	H9X 2E5			Secondary 1-5	Secondary 1-5	Secondary 1-5	S	<b>975</b>
					<b>908</b>	961	950	941	1-5	
Maple Grove	740-52 <sup>nd</sup> Avenue	Lachine, borough of Montreal, QC	H8T 2X6	Two 4-year-old kindergarten classes in Lakeside class # 114 & 116		Elementary K-6	Elementary K-6	Elementary K-6	E	<b>405</b>
					<b>355</b>	376	384	376	K-6	
Margaret Manson	18750 Elkas	Kirkland, QC	H9J 4C1			Elementary K-6	Elementary K-6	Elementary K-6	E	<b>393</b>
					<b>234</b>	224	235	222	K-6	
Mount Pleasant	97 Mount Pleasant	Hudson, QC	J0P 1H0			Elementary K-6	Elementary K-6	Elementary K-6	E	<b>324</b>
					<b>276</b>	287	289	287	K-6	
Pierre Elliott Trudeau	490 Bourget	Vaudreuil-Dorion, QC	J7V 6N2			Elementary K-6	Elementary K-6	Elementary K-6	E	<b>372</b>
					<b>321</b>	330	318	330	K-6	

Pierrefonds Community High	13800 Pierrefonds Boulevard	Pierrefonds, borough of Montreal, QC	H9A 1A7	Shared facility with West Island Career Center (see appendix)		Secondary 1-5	Secondary 1-5	Secondary 1-5	S	1100
				Point of service located at 5060 des Sources, Pierrefonds.	959	921	929	897	1-5	
Riverview	971 Riverview	Verdun, borough of Montreal, QC	H4H 2C3	CLC Rooms, CPE Riverview Rooms until June 30, 2023		Elementary K-6	Elementary K-6	Elementary K-6	E	381
					219	229	228	228	K-6	
Saint Anthony	17750 Meloche	Pierrefonds, borough of Montreal, QC	H9J 3P9			Elementary K-6	Elementary K-6	Elementary K-6	E	393
					311	297	291	285	K-6	
Saint Charles	4331 Saint Anne	Pierrefonds, borough of Montreal, QC	H9H 4G7			Elementary K-6	Elementary K-6	Elementary K-6	E	372
					277	280	278	266	K-6	
Saint Edmund	115 Beaconsfield Boulevard	Beaconsfield, QC	H9W 3Z8			Elementary K-6	Elementary K-6	Elementary K-6	E	393
					369	379	366	374	K-6	
Saint John Fisher Junior	87 Belmont	Pointe-Claire, QC	H9R 2N7			Elementary K-2	Elementary K-2	Elementary K-2	E	392
					239	227	232	220	K-2	
Saint John Fisher Senior	121 Summerhill	Pointe-Claire, QC	H9R 2L8	IASS Room		Elementary 3-6	Elementary 3-6	Elementary 3-6	E	528
					333	292	282	283	3-6	
Saint Patrick	261 Shamrock	Pincourt, QC	J7W 3W5			Elementary K-6	Elementary K-6	Elementary K-6	E	620
					487	512	530	520	K-6	
Saint Thomas High	111 Broadview	Pointe-Claire, QC	H9R 3Z3			Secondary 1-5	Secondary 1-5	Secondary 1-5	S	1375
					1127	1391	1315	1244	1-5	
Sherbrooke Academy Junior	230 Sherbrooke	Beaconsfield, QC	H9W 1P5			Elementary K-2	Elementary K-2	Elementary K-2	E	312
					194	197	189	195	K-6	
Sherbrooke Academy Senior	313 Windermere	Beaconsfield, QC	H9W 1W1	Room #134 Magic Circle Nursery School rented until June 6, 2022. Reapply annually.		Elementary 3-6	Elementary 3-6	Elementary 3-6	E	426
					194	187	204	217	K-6	
Soulanges	1135 Saint Georges	Saint-Télesphore, QC	J0P 1Y0			Elementary K-6	Elementary K-6	Elementary K-6	E	35
					21	25	25	26	K-6	
Springdale	150 Hyman	Dollard-des-Ormeaux, QC	H9B 1L6			Elementary K-6	Elementary K-6	Elementary K-6	E	455
					215	226	216	218	K-6	
Sunshine Academy	65 Sunshine	Dollard-des-Ormeaux, QC	H9B 1G9			Elementary K-6	Elementary K-6	Elementary K-6	E	393
					281	273	274	271	K-6	
Terry Fox	13350 Purcell	Pierrefonds, borough of Montreal, QC	H8Z 1P7			Elementary K-6	Elementary K-6	Elementary K-6	E	455
					263	285	301	311	K-6	
Verdun Elementary	610 Desmarchais	Verdun, borough of Montreal, QC	H4H 1S6	Room 11 and 12 Socio Community project		Elementary K-6	Elementary K-6	Elementary K-6	E	821
				Rising Sun Daycare rooms (20-year lease to 2028)	233	227	224	214	PK-6	
Westpark	6 Howard	Dollard-des-Ormeaux, QC	H9A 2L2			Elementary K-6	Elementary K-6	Elementary K-6	E	634
					579	572	561	563	K-6	
Westwood Junior	2800 du Bordelais	Saint-Lazare, QC	J7T 3E3	Point of service for Place Cartier and Gordon Robertson		Secondary 1-2	Secondary 1-2	Secondary 1-2	S	750
					460	486	506	516	1-2	
Westwood Senior	69 Cote Saint Charles	Hudson, QC	J0P 1H0	Point of Service for Place Cartier and Gordon Robertson		Secondary 3-5	Secondary 3-5	Secondary 3-5	S	1020
					647	644	707	732	3-5	
Wilder Penfield	551 Westminster	Dollard-des-Ormeaux, QC	H9G 1E8			Elementary K-6	Elementary K-6	Elementary K-6	E	393
					313	340	330	336	K-6	

## Three-year Plan of Allocation and Destination of Immovables 2021-2024

Centre	Street Address	City, Town, Borough	Postal Code	Premises Not at the Disposal of the Centre/Comments	Enrollment 2020-2021	Usage 2021-2022	Usage 2022-2023	Usage 2023-2024	Level
Gordon Robertson Beauty Academy	240 Beaurepaire Drive	Beaconsfield, QC	H9W 6G4	Rooms available for use for Adult Education classes when not otherwise occupied as a point of service for Place Cartier, Points of Service at Westwood Junior and Senior	178	Vocational Ed. Centre	Vocational Ed. Centre	Vocational Ed. Centre	V
Pearson Adult & Career Centre – Adult Education	8300 George	LaSalle, borough of Montreal, QC	H8P 1E5	PACC Vocational Education Rooms Point of service at Pearson Electrotechnology Center, 5000 Rene-Huguet, Lachine Qc H8T 1M7	711	Adult Ed. Centre	Adult Ed. Centre	Adult Ed. Centre	A
Pearson Adult & Career Centre – Vocational	8310 George	LaSalle, borough of Montreal, QC	H8P 1E5	PACC Adult Education Rooms Annex at International Language Centre/John Killingbeck Pavilion, 150 Seigniory, Pointe-Claire, QC H9R 4R5 Point of Service at 1925 Brookdale Ave.Dorval, QC H9P 2Y7	770	Vocational Ed. Centre	Vocational Ed. Centre	Vocational Ed. Centre	V
Pearson Electrotechnology Centre	5000 René-Huguet	Lachine, borough of Montreal, QC	H8T 1M7	A207, A209, A211, A212, Rooms used by ESD, Room E 112.1 used by Pearson Education Foundation Rooms available for use for Adult Education classes when not otherwise occupied as a point of service to Pearson Adult and Career Centre	425	Vocational Ed. Centre	Vocational Ed. Centre	Vocational Ed. Centre	V
Place Cartier Adult Education Centre Move from Beaconsfield to Pointe Claire beginning in 2022 through 2024	257 Beaconsfield Blvd. and 120 Ambassador	Beaconsfield Qc And Pointe Claire, Qc	H9W 4A5 And H9R 1S8	Point of service at Allancroft, 265 Allancroft Road, Beaconsfield, QC H9W 2R8 Point of service after 4 p.m. at Westwood Jr, 2800 du Bordelais, St. Lazare, QC J7T 3E3 and Westwood Sr 69 Cote Saint Charles, Hudson, QC J0P 1H0 Point of service at Gordon Robertson, 240 Beaurepaire Drive, Beaconsfield, Qc H9W 6G4 Point of Service at 1925 Brookdale Ave.Dorval, QC H9P 2Y7 Point of Service for ILC John Killingbeck 150 Seigniory, Pointe- Claire, Qc H9R 4R5 Point of Service 93 Hymus, Pointe Claire, Qc H9R 1E2 Point of Service 21275 Lakeshore blvd, Ste Anne de Bellevue, Qc H9X 3L9 Pointe of Service 14400 Gouin Ouest, Pierrefonds, Qc H9H 1B1	777	Adult Ed. Centre	Adult Ed Centre	Adult Ed Centre	A
Sources Adult & Career Centre - Adult Education	5080 des Sources	Pierrefonds, borough of Montreal, QC	H8Y 3E4	Rented facility from CSMB located at 5080 des Sources, Pierrefonds. Point of service at West Island Career Centre, 13700 Pierrefonds Boulevard, Pierrefonds, Qc H9A1A7	138	Adult Ed. Centre	Relocated to 120 Ambassador, Pointe Claire	Relocated to 120 Ambassador, Pointe Claire	A
Sources Adult and Career Centre Vocational	5080 des Sources	Pierrefonds, borough of Montreal, QC	H8Y 3E4	Rented facility from CSMB located at 5080 des Sources, Pierrefonds. Rooms available for use for Adult Education classes when not otherwise occupied.	179	Vocational Ed. Centre	Relocated to 120 Ambassador, Pointe Claire	Relocated to 120 Ambassador, Pointe Claire	V
Verdun Adult & Career Centre - Adult	6050 Champlain Boulevard	Verdun, borough of Montreal, Qc	H4H 1A5	Shared facility with Beurling Academy (see appendix) Rooms available for use by Vocational education classes when not otherwise occupied.	10	Adult Ed Centre	Adult Ed Centre	Adult Ed Centre	A
Verdun Adult and Career Centre- Vocational	6050 Champlain Boulevard	Verdun, borough of Montreal, Qc	H4H 1A5	Shared facility with Beurling Academy (see appendix). Rooms available for use for Adult Education classes when not otherwise occupied.	523	Vocational Ed. Centre	Vocational Ed. Centre	Vocational Ed. Centre	V
West Island Career Centre	13700 Pierrefonds Boulevard	Pierrefonds, borough of Montreal, QC	H9A 1A7	Rooms available for use for Adult Education classes when not otherwise occupied. Point of service for Sources Adult & Career Centre. Shared facility with Pierrefonds Comprehensive High School (see appendix)	670	Vocational Ed. Centre	Vocational Ed. Centre	Vocational Ed. Centre	V

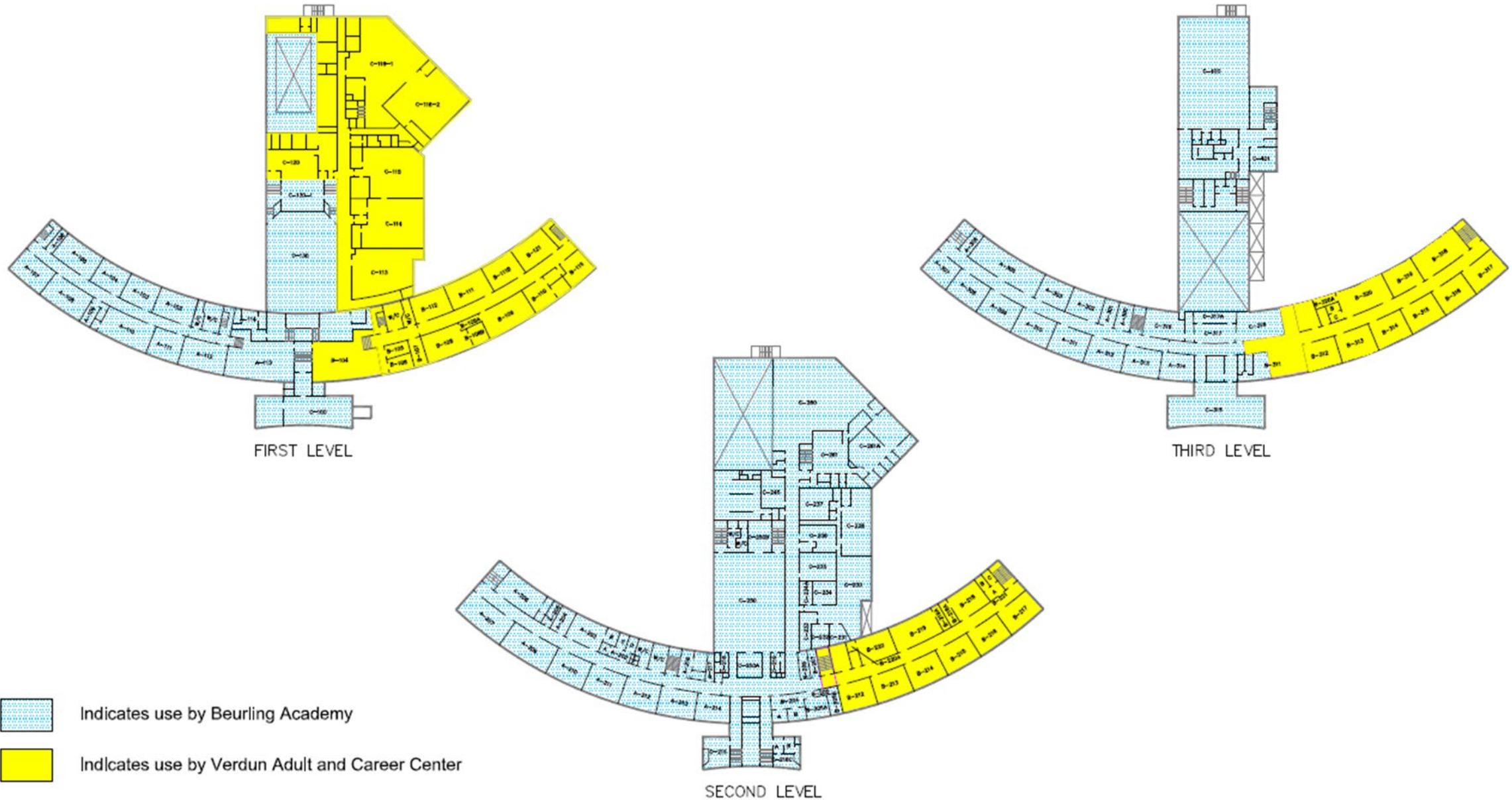
### Three-year Plan of Allocation and Destination of Immovables 2021-2024

Other Immovable	Street Address	City, Town, Borough	Postal Code	Premises Not at the Disposal of the Other Immovable/Comments	Enrollment 2020-2021	Usage 2021-2022	Usage 2022-2023	Usage 2023-2024	Level/Cycle	Capacity
LBPSB Head Office	1925 Brookdale	Dorval, borough of Montreal, QC	H9P 2Y7	Point of Service for Place Cartier and PACC Vocational CPE Les Enfants de Lester B.	n/a	Administrative Centre	Administrative Centre	Administrative Centre	n/a	n/a
International Language Centre/John Killingbeck Pavilion	150 Seigniory	Pointe-Claire, QC	H9R 4R5	Annex to PACC Vocational and Rooms available for use for Adult Education classes when not otherwise occupied as a point of service for Place Cartier	n/a	International Language Centre	International Language Centre	International Language Centre	V	V
Allancroft	265 Allancroft Road	Beaconsfield, QC	H9W 2R8	Point of service for Place Cartier	n/a	Adult Ed. Centre, relocated to 120 Ambassador Pointe Claire during the 2021-2022 school year then vacant	Vacant Building	Vacant Building	A	A
Vacant Building	55-5th Avenue	LaSalle, borough of Montreal, QC	H8P 2K1	<u>N.B.</u> Previously Housed Allion Elementary School	n/a	Vacant, or other Board use as required	Vacant, or other Board use as required	Vacant, or other Board use as required	n/a	n/a

# Three-year Plan of Allocation and Destination of Immovables 2021-2024

## APPENDIX

## Beurling Academy - Verdun Adult and Career Center



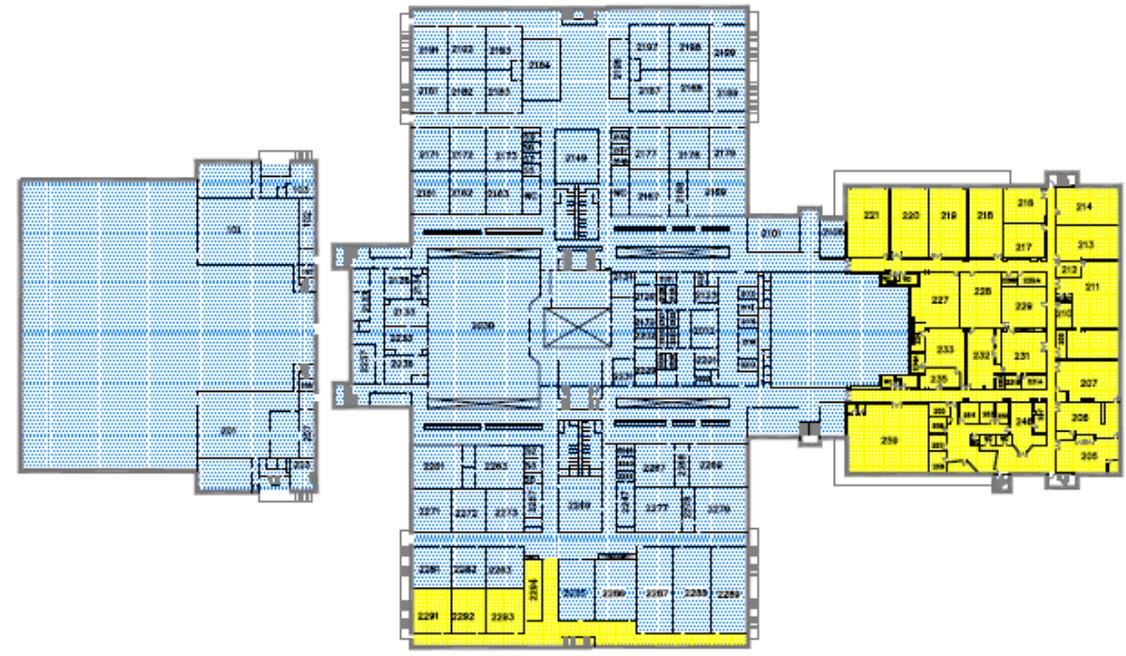
# Three-year Plan of Allocation and Destination of Immovables 2021-2024

## APPENDIX

### Pierrefonds Community High School - West Island Career Centre



FIRST LEVEL



SECOND LEVEL



Indicates use by West Island Career Centre



Indicates use by Pierrefonds Community High School

# Appendix 7



## Background information on the Three-Year Plan of the Allocation and Destination of Immovables.

Article 211 of the Education Act requires school boards to consult annually on the Three-Year Plan of the Allocation and Destination of its Immovables. The plan must indicate school and centre address, the premises of the building at the disposal of the school/centre, the level of instruction provided, any purpose of the building which may be other than its educational purpose (i.e., rental), the capacity of the school and school enrollment forecast for the duration of the plan.

School enrollment is based upon historical trends and the Quebec government demographic forecasts. School enrollment forecasts are estimates which are revised annually according to the best available information. The capacity of a school is determined through a government formula as per the link below.

[http://www3.education.gouv.qc.ca/dgfe/Parametre\\_asp/Application/Formulaires/AjE/Doc/Capacite\\_accueil\\_primaire-secondaire\\_reference.pdf](http://www3.education.gouv.qc.ca/dgfe/Parametre_asp/Application/Formulaires/AjE/Doc/Capacite_accueil_primaire-secondaire_reference.pdf)

The Three-Year Plan is the basis for issuing a deed of establishment to each school and center. Deeds of establishment are required to officially create each school and centre at the Ministry of Education level. It is imperative to ensure the information contained in the Three-Year Plan (school address, level of instruction) is correct because it will be reflected on the deed of establishment.

Governing Boards are consulted more specifically to review the premises placed at their disposal. This will determine if their approval is required for the use of the premises (for example, a rental to an outside organization) during the school year.

Please find an extract of the Education Act below:

### **Education Act**

**93.** *The governing board is responsible for approving the use of the premises or immovables placed at the disposal of the school, proposed by the principal, subject to the obligations imposed by law for the use of the school premises for election purposes and to agreements for the use of school premises entered into by the school board before the issue of the deed of establishment of the school.*

*Any agreement entered into by the governing board for the use of the premises or immovables placed at the disposal of the school requires prior authorization from the school board if the term of the agreement exceeds one year.*

*The governing board is responsible for approving the organization by the school board, on the school premises, of cultural, social, sports, scientific or community services.*

**110.4.** *Sections 80 to 82 and 93 to 95, adapted as required, apply to the governing board of a centre.*

**211.** *Each year, after consulting any municipality or metropolitan community whose territory is situated entirely or partially within its own, the school board shall establish a three-year plan for the allocation and destination of its immovables. The plan must specify, for each school and each vocational training and adult education centre, the name and address of the school or centre, the*



## Background information on the Three-Year Plan of the Allocation and Destination of Immovables.

*premises at its disposal, the level of instruction provided, any purpose it may have other than its educational purpose, its capacity and the school enrolment forecast for the duration of the plan.*

*The school board shall transmit the plan to every municipality or metropolitan community consulted.*

*The school board shall then draw up, in accordance with the plan, a list of its schools, and of its vocational training and adult education centres, if any, and shall issue a deed of establishment to them.*

*Where two or more educational institutions are established in the same premises or immovables, the school board shall determine the allocation of the premises or immovables, or the allocation of the use of such premises or immovables among such educational institutions.*

*In the case described in the fourth paragraph, the school board may, at the request of the governing boards concerned, establish a coordinating committee composed of representatives of the governing boards and determine the distribution of powers and functions between the governing boards and the coordinating committee, as well as the administrative and operating rules applicable to the coordinating committee.*

*The school board may also appoint a single principal for all the institutions and one or more vice principals for each institution. In such a case, the school board, after consulting with the governing boards concerned, shall determine the distribution of powers and functions between the principal and the vice principals.*

*1988, c. 84, s. 211; 1990, c. 8, s. 22; 1997, c. 96, s. 50; 2000, c. 56, s. 159; 2002, c. 68, s. 52; 2003, c. 19, s. 203; 2006, c. 51, s. 98.*

# Appendix 8



Lester B. Pearson School Board  
Commission scolaire Lester-B.-Pearson  
1925 Brookdale Ave., Dorval, QC, Canada H9P 2Y7  
514-422-3000 www.lbpsb.qc.ca

The following is a resolution adopted by the Executive Committee of the Lester B. Pearson School Board at its virtual regular meeting held on April 19, 2021.

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**Resolution number E-2021-04-#06**

***Three-Year Plan of Allocation and Destination of Immovables 2021-2024 – Consultation Launch***

WHEREAS the school board shall establish a three-year plan for the allocation and destination of its immovables in accordance with section 211 of the Education Act; and

WHEREAS, a draft of said Plan has been developed by the Administration of the School Board; and

WHEREAS in accordance with sections 193 (2) and 211 of the Education Act, the proposed Plan must be submitted for consultation to the municipalities and boroughs whose territory is situated entirely or partially within its own, to the Parents' Committee, to the Central Students' Committee, and may be submitted to other consultative partners of the School Board; and

WHEREAS the Executive Committee has been delegated the power to launch the consultation on said Plan in By-law 6:

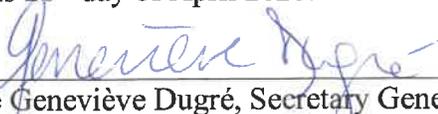
IT WAS MOVED BY Commissioner C. Berryman AND UNANIMOUSLY RESOLVED:

THAT the proposed Three-Year Plan of Allocation and Destination of Immovables of the Lester B. Pearson School Board 2021-2024 be distributed for consultation to the municipalities or boroughs in its territory, to the Parents' Committee, the Central Students' Committee and to the other consultative partners of the School Board during the week of April 26, 2021, with responses to be returned to the Secretariat no later than June 11, 2021; and

THAT the final draft of said Plan be submitted for adoption at the regular meeting of the Council of Commissioners to be held on June 28, 2021.

*I certify that this document is an extract from the Minutes of the Lester B. Pearson School Board Executive Committee's meeting held on April 19, 2021; this text is subject to ratification by approval of the Minutes of said meeting at the next meeting of the Executive Committee to be held on May 25, 2021.*

This 20<sup>th</sup> day of April 2021.

  
Me Geneviève Dugré, Secretary General

# Appendix 9

## Governing Board Principal's Report

### May 12th, 2021

- Our Socio-Comm officers presented grade 6 with a short presentation on drugs and handed out the police goodie bags they had been storing since last year. The Toxicology Day was cancelled for the second year in a row.
- We hired a new IA, Mathieu Deegan, to work with a new student(ASD).
- Articulation Meetings are happening with the high schools.
- Our IAs had the Non-Violent Crisis Intervention Program on the 23rd.
- April 22/23 was a P/T Interviews. They were a success once again. Feedback on zoom P/T is very positive.
- Construction investigations are ongoing on the school's bricks.
- This month 401, 302 and 403 have closed due to cases of COVID
- Epique's Breath Program started this week. It will take place in all grades 4s and 5s and will last 6 weeks. BREATHE provides students with practical strategies to manage and reduce general and academic related stress and anxiety. Each session is interactive and activity based using experiential learning, small and large group work, music, art and movement. Students will have better control of their mindset, ability to prevent stress through appropriate preparation, and a greater awareness and sense of self. There is a parent workshop on the 27th.

### Coming Up

- ArtInspire will start next week. The classes will be working on window art.
- May 14th PED Day- we will be working on class groupings for next year.

# Appendix 10



Lester B Pearson School Board Parents' Committee

LBPSB Parents' Committee  
May 6, 2021 @ 6:30 PM  
Online Zoom Meeting

## **MEETING SUMMARY REPORT**

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**ATTENDEES:** Representatives from 29 of 47 member schools and SNAC attended. Other attendees included: Thomas Rhymes, LBPSB Assistant Director-General, and the Commissioner Representing the Parents of Special Needs, Susana Lazaro, and public attendees: Chris Eustace, Denise Pereira (public listed when possible).

### **Communications:**

- The 2021 Spring newsletter was posted on Facebook

### **Key Topics & Updates:**

- **Covid Update**
  - Covid cases are becoming steady again
  - Written report provided
- **E-Votes**
  - Two e-votes that need to be ratified
    - E-vote process reviewed/discussed
    - Budget Consultation: e-vote ratified unanimously
    - The "P" Word Presentation: e-vote ratified unanimously
- **Teacher Strike Discussion**
  - Motion: support of teachers when the demands support and are in the benefit of our children
  - Motion tabled until next PC meeting and discussion to continue on basecamp
- **Presentation**
  - Meeting dismissed early to attend presentation by Tiffany Callendar, on "Privilege and Unconscious Bias"

**DATE OF NEXT MEETING:** June 3, 2021

Please note this document contains live hyperlinks. To access to electronic version, please visit: [parents.lbpsb.qc.ca/reports](https://parents.lbpsb.qc.ca/reports)



Lester B Pearson School Board Parents' Committee

Attendance Report		
Member School	Parent Rep Present	Alternate Rep Present
Allion	Annette Banton	
Beacon Hill		Celena Scheede-Bergdahl
Beaconsfield	Ovidiu Burlec	
Beechwood	Orley Pinchuck	
Beurling Academy	Jay Taube	
Birchwood		
Children's World	Susan Mintzberg	
Christmas Park		
Clearpoint		Karina Leonard
Dorset		
Dorval	Patricia Ottoni	
Edgewater	Sherry-Lee Dawson	
Evergreen		
Forest Hill Jr	Richard Allen	
Forest Hill Sr	Tanja Minisini	
John Rennie	Namta Gupta	Shane Ross
Kingsdale		
Lakeside Academy	Jennifer Millen	Helene Charbonneau
Lasalle Community Comprehensive		
Lasalle Jr		
LasalleSr	Franca Henry	
Lindsay Place		
MacDonald	Kristoffer de Forest	
Maple Grove	Ashley McLellan	
Margaret Manson		
Mount Pleasant		
Pierre Elliott Trudeau	Wendy Eeet	
Pierrefonds Comprehensive		
Riverview		
Sherbrooke Academy Jr.		
Sherbrooke Academy Sr.	Miki Zarwanitze	
*Soulange		
Springdale		
St. Anthony	Shane Ross	
St. Charles		Steven Orenbach
St. Edmund		
St. John Fisher Jr	Christina Cory	Nadia Lawand
St. John Fisher Sr	Sarah Campeau	
St. Patrick		
St. Thomas	Sharad Bhargava	Adam Davies
Sunshine Academy		
Terry Fox	Lillian Jasinski	Brenda Tremellen
Verdun	Alicia Mancini	
Westpark	Alaina Charzan	
Westwood Jr	Tanja Minisini	
Westwood Sr	Tanja Minisini	
Wilder Penfield	Onnig Kouyoumdjian	
SNAC	Lisa Mancini	
CRP SNAC	Suzanna Lazaro	

**Other distinguished attendees:**  
 Barbara Schnider (Minute R)  
 Thomas Rhymes (Administration)

Blue shaded field indicates member schools presence @ meeting

29/47 Member Schools + SNAC Represented

# Appendix 11



**ST. JOHN FISHER**  
HOME AND SCHOOL  
ASSOCIATION



## H&S Report to GB

May 2021

- H&S meeting took place on April 21
- Spring H&S Newsletter was sent out on
- Daycare appreciation week begins May 10th. H&S will show our appreciation at SJF on Thursday, May 13th
- Bus Drivers will also be appreciated (Tuesday, May 11th)
- Home and School AGM is Wednesday, May 19 at 6:15 with the regular meeting to follow.

# Appendix 12

Judy Kelley – Vice Chair of the LBPSB – Commissioner: Ward 4 - St. John Fisher Jr. & Sr.,  
John Rennie, Lindsay Place, St. Thomas and Horizon High School [jkelly@lbpsb.qc.ca](mailto:jkelly@lbpsb.qc.ca)



In April two Council meetings took place. On April 19<sup>th</sup>, at a special meeting, the commissioners met to pass a resolution on a facilities project so that the work could start immediately, and the regular Council meeting was held on April 26<sup>th</sup>.

### **Report from Council April 2021**

May the sunshine and longer spring days, and Covid-19 vaccinations, feed us with energy and hope for all things positive in the weeks and final school year months ahead.

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### **Pearson Bubble Fun Run/Walk**

Raising funds for Pearson Educational Foundation

The annual Pearson 5 KM Fun Run/Walk (a virtual affair in 2021) to raise funds for the Pearson Foundation is from April 26- May 2. Please join in! Information can be found on the LBPSB website, main page.

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1. An updated LBPSB website has been launched. Have a look!
2. Consultation Launch: Three-Year Plan of Allocation and Destination of Immovables 2021-2024  
In accordance with the Education Act, a resolution was adopted approving the launch of the annual consultation on the proposed Three-Year Plan of Allocation and Destination of Immovables of the Lester B. Pearson School Board (2021-2024) to be distributed for consultation to the consultative partners of the School Board during the week of April 26, 2021, with responses to be returned to the Secretariat no later than June 11, 2021. The final draft of the Plan is to be submitted for adoption at the regular meeting of the Council of Commissioners on June 28, 2021.

3. Highlights from the Educational Services report:

- Summer school will be offered to students from grade 7 to 11. The duration will be 3 weeks per course including exams.
- Diversity, equity, and inclusivity: ESD staff has taken part in the first unconscious bias workshop by Delia Noel. A second workshop is being scheduled for this spring.
- Many of our Doc techs (school librarians) are taking part in Project READY: Reimagining Equity & Access for Diverse Youth. ESD has hired Patricia Blackette, an ELA teacher from PCHS, to support schools in selecting materials that are reflective of diversity equity and inclusivity.
- Professional development: Our last system wide PD days were on March 29th and 30th. ESD offered workshops for all subject matters at all grade levels. The focus was on evaluation

4. Two resolutions of particular interest to Ward 4 were passed this month:

WHEREFORE BE IT RESOLVED:

*THAT the contract for John Rennie High School: Project #2005, paving works be awarded to the lowest compliant bidder Pavages d'Amour Inc. in accordance with the tender documents for the amount of \$ 1 510 430.00\$ (before taxes); and*

*THAT the Director General of the School Board be authorized to sign said contract for, and on behalf of, the Lester B. Pearson School Board.*

(This contract includes more details than just paving.)

WHEREFORE BE IT RESOLVED:

*THAT the contract for Lindsay Place High School Project 2006 (Bat) for science labs and locker rooms renovations and classroom optimization works be awarded to the lowest compliant bidder 3 Axes Construction Inc. in accordance with the tender documents for the amount of \$6 484 525.00 (before taxes); and*

*THAT the Director General of the School Board be authorized to sign said contract for, and on behalf of, the Lester B. Pearson School Board.*

Respectfully submitted,  
Have a great month ahead.  
Respectfully,  
Judy Kelley (Commissioner)

# Appendix 13

## May Governing Board Report

1. This year since our pedagogical days have all been in house, we have been working harder to find fun activities to keep the kids busy.

On our March 29<sup>th</sup> ped day we worked with a company called Enviroartworxs that uses all natural products. The students made hand cream to take home. Everyone's hands were appreciative of the extra moisturizing with all the handwashing we've been doing this year.

On March 30<sup>th</sup> we had a catered Cabane a Sucre lunch with taffy on snow as a final treat. You'd be happy to know that the pea soup was well received. In the afternoon the students participated in different science activities such as slime-making & building solar cars.

April 23<sup>rd</sup> we played a virtual escape room and the students made chicken quesadillas for their lunch.

2. In March we concluded that we wouldn't be able to offer pizza and subway lunches this year and so parents of students that attended the Sr. campus that had money in trust from last year received refund cheques.
3. New this year, the daycare is going on Mosaik. Everyone's tax receipts were made available on Mosaik and now our registration will be on Mosaik too. Please register your kids before the May 31st deadline so we can ensure adequate staffing for next year. Registration will be closed after that date and will only re-open sometime in August.
4. In May, all mom's were treated to special gifts made by our students in daycare this past weekend.
5. This week is daycare week. A week where we honour all daycare staff for their work, and plan fun activities for the students afterschool.
6. On Friday June 4<sup>th</sup> & Saturday June 5<sup>th</sup> we have rented the Super Recycleurs storage truck for anyone interested in cleaning out their homes of any unused clothing, linens & toys. A flyer will be going out to all families.

# Appendix 14

LESTER B. PEARSON  
SCHOOL BOARD



International Programs

EDUCATION *b* BEYOND BORDERS



Our new Website  
is now live!

# Appendix 15



To ensure members of the Lester B. Pearson School Board community remain up to date regarding what transpires at regular Council of Commissioners meetings, the Department of Communications and Community Development will be sending out summaries of the different decisions that are taken following each meeting.

Please find some of the highlights below that were taken during the February 22<sup>nd</sup> regular meeting. Different Committee reports that were presented as well as the minutes will be **available here** by the end of the week.

1. The Council of Commissioners unanimously adopted a resolution whereby the Lester B. Pearson School Board acknowledges February 2021 as Black History Month as observed in its different schools and centres. The resolution states that Black History Month provides an opportunity to reflect on, commemorate and recognize the contributions of Black Canadians and Quebecers from all walks of life throughout history.
2. The Council of Commissioners approved the 2019-2020 Annual Report in accordance with Section 220 of the Education Act. The Annual report will be sent to Quebec Premier François Legault, the Quebec Minister of Education as well as other board partners. A copy of the report is **available here**.
3. The Council of Commissioners approved the administrative appointment of Jason Ferris to the position of Principal at Beurling Academy effective March 8<sup>th</sup> 2021. Jason had been working as Vice-Principal at Beaconsfield High School.
4. The Council of Commissioners approved the Food Service Contract Renewal with Groupe Compass (Quebec) for the provision of food services throughout the network of schools, centres and offices of the Lester B. Pearson School Board under the same terms and conditions for a period of 1 year running from July 1<sup>st</sup> 2021 to June 30<sup>th</sup> 2022.
5. The Council of Commissioners approved that the following three Commissioners will attend the annual conference of *L'institut des troubles d'apprentissage* taking place in Montreal from March 24<sup>th</sup> to March 26<sup>th</sup> 2021 and that expenses be reimbursed in accordance with the School Board's Policy governing Commissioners' Local Travel, Conference and other Expenses.

- 1) Susana Lazaro
- 2) Angela Berryman
- 3) Allison Saunders

# Appendix 16



March 23<sup>rd</sup> 2021

To ensure members of the Lester B. Pearson School Board community remain up to date regarding what transpires at regular Council of Commissioners meetings, the Department of Communications and Community Development sends out summaries of the different decisions that are taken following each meeting.

Please find some of the highlights below that were taken during the March 22<sup>nd</sup> regular meeting. Different Committee reports that were presented as well as the minutes will be available at the following link by the end of the week: <http://www.lbpsb.qc.ca/eng/council/CommitteeReports.asp>

1. The Council of Commissioners of the Lester B. Pearson School Board unanimously adopted a resolution proclaiming that the “n” word must never be uttered within the confines of the LBPSB schools and centres considering that it is derogatory, denigrating and harmful to the safety and well-being of the school board community. The resolution also states that the LBPSB denounces racism and discrimination in all forms, that the board has always been committed to equity, inclusion and respect for all and that the devastating impact of discrimination can no longer be ignored.
2. The Council of Commissioners of the Lester B. Pearson School Board unanimously adopted a resolution calling on the Quebec government to reimburse all funds that the board is already forced to spend on school elections, which were postponed on two separate occasions last year, and is expected to finance when they are rescheduled. The resolution states that while the government postponed the elections the board incurred many additional costs to prepare for the elections and shouldn't have to foot the bill out of operating expenses.
3. The Council of Commissioners adopted the Lester B. Pearson School Board's 2021-2022 Student Transportation Organizational Plan following a recommendation by the Transportation Advisory Committee.
4. The Council of Commissioners approved the purchase of two new Ford Transit service trucks for a maximum budgetary price of \$135,000 before taxes, including all required modifications. The purchase is required in order to replace two aging service trucks with funding from the 2020-2021 Capital Budget. The two vehicles are suitable for the different needs of the School Board.
5. The Council of Commissioners awarded a contract for Lindsay Place High School Project #2006 Civil, for the West parking asphalt renovation and drainage and St-John Fisher Jr./Church joined land portion renovation to the lowest compliant bidder, Excavation D.D.L., in accordance with the tender documents for the amount of 466 305.00\$ (before taxes). The Facilities and Security Committee recommended the awarding of this contract.
6. The Council of Commissioners approved a decision that will see the current rental of facilities rates increased by 1% for the 2021-2022 school year. This decision follows a recommendation by the Facilities and Security Committee.

# Appendix 17



Lester B. Pearson School Board

Commission scolaire Lester-B.-Pearson  
1925 Brookdale Ave., Dorval, QC, H9P 2Y7  
[www.lbpsb.qc.ca](http://www.lbpsb.qc.ca)

April 20<sup>th</sup> 2021

To ensure members of the Lester B. Pearson School Board community remain up to date regarding what transpires at regular Council of Commissioners meetings, the Department of Communications and Community Development sends out summaries of the different decisions that are taken following each meeting.

Please find a summary of the item that was approved during the April 19th special meeting:

- The Council of Commissioners of the Lester B. Pearson School Board unanimously approved a contract of \$6 484 525 (before taxes) to 3 Axes Construction Inc. for the Lindsay Place High School Project for science labs and locker room renovations as well as classroom optimization work. The awarding of the contract follows a favorable recommendation made on April 14th 2021 by the Facilities and Security Committee.

# Appendix 18



April 27<sup>th</sup> 2021

To ensure members of the Lester B. Pearson School Board community remain up to date regarding what transpires at regular Council of Commissioners meetings, the Department of Communications and Community Development sends out summaries of the different decisions that are taken following each meeting.

Please find some of the highlights below that were taken during the April 26th regular meeting. Different Committee reports that were presented as well as the minutes will be available at the following link by the end of the week: <http://www.lbpsb.qc.ca/eng/council/CommitteeReports.asp>.

- 1) The Council of Commissioners of the Lester B. Pearson School Board unanimously adopted a resolution calling on the Quebec government to allow voting by mail in upcoming school board elections. The resolution states that offering citizens the right to vote in school board elections by mail should be allowed considering that Bill 85, which was adopted by the Quebec government, already offers different segments of the population this right, This includes caregivers, individuals residing in hospital centres and individuals who are unable to move around for health reasons.
- 2) The Council of Commissioners awarded a contract for the Wilder Penfield Elementary School Project #2016 to Arthur Murphy Contracting Ltd. for the amount of \$1 216 330,00 (before taxes). The project includes bathroom and gym floor renovations and various interior and electrical renovation work. The Facilities and Security Committee recommended the awarding of this contract.
- 3) The Council of Commissioners approved a decision to start the sales process for the Lester B. Pearson School Board immovable located at 265 Allancroft Road in Beaconsfield. This following a decision by the board to transfer the Place Cartier Adult Centre (including its Allancroft annex) to another of its buildings during the 2021-2022 school year.
- 4) The Council of Commissioners approved the awarding of a contract to Les entreprises Verrecchia Inc. for \$1 201 640,00 (before taxes) for the Christmas Park Elementary School Project, which involves bathroom and gym floor renovations. The Facilities and Security Committee recommended the awarding of the contract.
- 5) The Council of Commissioners approved the awarding of a contract for the John Rennie High School Project #2005 to Pavages d'Amour Inc. for the amount of \$ 1 510 430.00 (before taxes) to carry out various paving works. The Facilities and Security Committee recommended the awarding of the contract.
- 6) The Council of Commissioners approved the awarding of a contract for the Pearson Adult and Career Centre Project #2019 to Construction Vinca Inc. for the amount of \$2 520 000,00 (before taxes). The project involves the renovation of kitchens, sanitary plumbing and replacement of four fridges/freezers as well as building a main hot water tank. The Facilities and Security Committee recommended the awarding of the contract.

- 7) The Council of Commissioners approved the awarding of a contract for St Charles Elementary School Project #2011 to 9368-6616 Québec Inc. (doing business as IBE Group) for the amount of \$1 424 340 (before taxes). The project involves bathroom and gym renovations, hallway ceiling and lighting replacement and heating system controls. The Facilities and Security Committee recommended the awarding of the contract.
- 8) The Council of Commissioners approved the awarding of a contract for Sunshine Academy Elementary School Project #2014 to Gastier M.P for the amount of \$955 612.61 (before taxes). The project involves bathroom and gym floor renovations and various interior renovation work. The Facilities and Security Committee recommended the awarding of the contract.
- 9) The Council of Commissioners adopted a resolution authorizing the Director General of the Lester B. Pearson School Board to sign all documents required to obtain the division of lot number 4 090 181 in the manner provided for in the plan entitled "Place Cartier and BHS Lot Division Plan April 2021".
- 10) The Council of Commissioners approved a resolution whereby the Lester B. Pearson School Board called upon the Comité de gestion de la taxe scolaire de l'Île de Montréal to allocate the maximum amount for financing the board's local needs.