

St. John Fisher Senior Elementary
Governing Board Minutes 06/09/2021
7:00 p.m. – 8:30 p.m.
Zoom Meeting (COVID 19)

Type of Meeting: Governing Board – Regular 2020-2021 #7

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

Parent Substitutes: Tiffani Wheeler, Carla DaSilva, Andrea Borrelli

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

Community Representatives: Daphne Daifas, Tom Fullerton

Ex-Officio: Deborah Shizgal

Regrets: Judith Kelley

7.1 AGENDA TOPICS

7.1.1 TERRITORIAL ACKNOWLEDGEMENT

Christina Forest read the Territorial Acknowledgement.

7.1.2 CALL TO ORDER AND WELCOME

Christina Forest welcomed everyone and called the meeting to order at 7:07pm.

7.1.3 ADOPTION OF THE AGENDA

One change was made to the agenda. Lunch/Daycare Parent Handbook was changed to Lunch/Daycare Fees. A motion to adopt the amended agenda was duly proposed by Rachel Ethier, seconded by Marie-Claire Caillard. The agenda was approved unanimously.

Resolution: 20-21-48

7.1.4 ADOPTION OF THE MINUTES OF MAY 12, 2021

A motion to adopt the minutes of the May 12, 2021 meeting was duly proposed by Sarah Campeau, seconded by Marie-Claire Caillard. The minutes were approved unanimously.

Resolution: 20-21-49

7.2 QUESTIONS FROM THE PUBLIC

7.3 BUSINESS ARISING

7.3.1 ANTI-BULLYING ANTI-VIOLENCE

Deborah Shizgal presented the revised Anti-Bullying Anti-Violence Policy. She used a new template for the document found on the LBPSB website. Deborah Shizgal commented that the policy should have representation from all areas of the staff and right now, the document is teacher based. This will be one area worked on for next year.

Christina Forest commented: I do like this format and I like the definitions at the beginning. They are very clear and address what we discussed at our last meeting.

Sarah Campeau commented: Thank you for taking the time to revise the document for us.

A motion to accept the revised document was duly proposed by Laura Sulano, seconded by

Mark Sankoff. The Anti-Bullying Anti-Violence Policy was approved unanimously.

Resolution: 20-21-50. Appendix 1

7.3.2 SCHOOL CALENDAR

Deborah Shizgal presented a revised version of the 2021-2022 School Calendar. The government decided that we would have two terms again next year. Therefore, some of the dates have changed and we needed to include a parent communication in April. There will be an interim report card, similar to the one in October, on April 14, 2022. There will also be a second parent/teacher interview, but these will be on demand or teacher requested.

Christina Forest Asked: Do we know how the school year will look next year concerning COVID19 restrictions?

Deborah Shizgal Responded: Rules change on a daily basis. It is not clear if elementary will change because our age bracket includes children who cannot be vaccinated. We are preparing for it to be the same as this year and if regulations change then we will change too. Our fingers are crossed that it will be a bit more normal year.

Mark Sankoff Asked: Is attending school on December 20 & 21 a LBPSB initiative or a province wide initiative?

Deborah Shizgal Responded: LBPSB

Mark Sankoff Asked: Is the back to school plan brought forward at Governing Board? Is it staggered entry like last year?

Deborah Shizgal Responded: Our intent is to start school the way we normally do. This year it is August 31, 2021. We would all be starting school on the same day. The staggered entry last year was to allow students to get used to the new rules of the school i.e. wearing masks, walking on the right side of the hallway, taking turns in the washrooms, staying in their bubbles.

A motion was duly proposed by Sarah Campeau, seconded by Mark Sankoff. The 2021-2022 School Calendar was approved unanimously. **Resolution: 20-21-51. Appendix 2**

7.3.3 LUNCH/DAYCARE FEES

Laura Sulano presented the updated Lunch/Daycare Fees. We will be changing our fees to reflect those being implemented at the Junior School. Sporadic Daycare Fees (3 days or less) will be \$13.50 and Lunch Fees will change to \$2.50. In addition, we have been informed that the Quebec Government is changing the daily Daycare fee on July 1, 2021 from \$8.50 to \$8.55.

Tom Fullerton Asked: What is the need to increase the fees?

Laura Sulano Replied: The increase is used to cover salaries. Lunch is not supposed to run at a deficit so the money we receive from the parents is used to cover the Lunch Monitor salaries. Our lunch fees have been at \$2.00 for the last ten years and the LBPSB has wanted us to raise them but we have not raised them. There are schools that are charging \$2.50 and \$2.75 so it was time to raise ours to \$2.50.

Tom Fullerton Asked: Across the Board what are schools charging?

Laura Sulano Replied: Around 80% are already at \$2.50, around three schools are at \$2.25 and we are the last in the Board to be at \$2.00.

Tom Fullerton Responded: Are there subsidiaries in lower income areas.

Laura Sulano Replied: In our area, it has not been done very often, but it is available.

Marie-Claire Caillard Asked: Have we been given any money from the Quebec Government to help with the deficit related to COVID19?

Laura Sulano Replied: To date, we have not received any money.

Christina Forest Commented: It is awesome that we managed to keep the fee as they were for such a long time. I understand the desire for the Board for all schools to be the same, but I am curious as to how you were able to control costs? I would rather see everyone lower their fees rather than for us to raise ours to match everyone else. We have been able to run a very successful Daycare and keep it at \$2.00 for so long.

Laura Sulano Responded: Currently we are without a contract, so with the current talks the salaries will be increasing. We have been at the same salaries for about four years. The increase in lunch fees will go directly towards the raise in salaries once we have a new contract. A motion was duly proposed by Marie-Claire Caillard and seconded by Sarah Campeau. The 2021-2022 Lunch/Daycare Fees were approved unanimously. **Resolution 20-21-52. Appendix 3**

7.4 NEW BUSINESS

7.4.1 SCHOOL SUPPLY LISTS

Deborah Shizgal presented the 2021-2022 School Supply Lists.

Tom Fullerton Commented: I have raised this concern before, concerning why a child in grade three needs to bring 36 pencils to school on the first day. It can get expensive purchasing all these supplies especially if you have more than one child. All the supplies go to school on the first day and sometimes the leftovers come home at the end of the year. I can tell you they did not use the amount of supplies that I have sent.

Deborah Shizgal Responded: If you want to send your children with only five pencils, for example, and your child will tell you when they need more no one will object to that, but we do have some children who go through all their supplies very quickly. Most teachers will take all the supplies and store them for each student so that when they need them they will be accessible. We do it this way for convenience. It is time consuming for teachers to have to monitor school supplies for all the children.

Tom Fullerton Responded: I am more concerned to what extent those school supplies are subsidizing students who may not be able to afford school supplies and the teachers are redistributing them to other students.

Deborah Shizgal Responded: No, I do not believe that is the case. If there are cases where cost is an issue, we can provide the supplies that are missing.

Christina Forest Commented: School supply shopping can be a stressful event, especially if we have to get exactly what is on the supply list. Can we clearly mark the items that teachers absolutely need?

Rachel Ethier Responded: Would you be kind enough to give an example.

Christina Forest Responded: For example, the scrapbook lists specific dimensions and if that particular one is out of stock would it be ok to get a slightly different one?

Sarah Campeau Commented: It has also been my experience where some teachers are very particular about school supplies, stipulating specific brands and code numbers. I do agree that making a statement on the supply list could really help a parent be less stressed about which school supplies to purchase.

Deborah Shizgal Commented: There are areas where the teachers are specific about what they require, for example: two blue, two green and two yellow duo tangs. We do not want the list to become more complicated for parents. I will speak to the teachers to make sure they are clear

with what supplies they absolutely want the children to have.

Christina Forest Commented: Maybe add a general statement that tells parents to try their best to match the supply list as closely as possible within reason. In addition, I would love to have a statement on these lists encouraging parents to reuse what they already have at home. With our push to be environmentally conscious we should encourage parents to reuse as much as possible. My final suggestion was to gather all the school supplies at the end of the year that have not been used and donate them rather than give them back to the parents.

Deborah Shizgal Responded: We have had that happen when we collected all the markers in the school and they were recycled through a local recycling project. Unfortunately, this year because of COVID, we cannot do it, but it is something we can do again in the future. In addition, I can add to the supply lists that parents can reuse their supplies if they are still in good condition.

A motion was duly proposed by Sarah Campeau, and seconded by Laura Sulano. The 2021-2022 School Supply Lists were approved unanimously. **Resolution 20-21-53. Appendix 4, 5, 6 & 7**

7.4.2 2021-2022 SCHOOL FEES

Deborah Shizgal presented the 2021-2022 School Fees. It is very similar to this year's fees. The teachers decide what books they will use each year. There is a change in the grade five fees because the teachers decided not to use one of the workbooks next year. A motion was duly proposed by Mark Sankoff, and seconded by Rachel Ethier. The 2021-2022 School Fees were unanimously approved. **Resolution 20-21-54. Appendix 8**

7.4.3 JUNE PROPOSED BUDGET

Deborah Shizgal presented the proposed June Budget. The School Board sends this document to us. It is the information that we have thus far in terms of budgeting.

Sarah Campeau Asked: Can you tell us more about the \$111,000.00 grant and where that money is spent.

Deborah Shizgal Responded: That grant pays for staffing. It is for a Special Needs Technician, some of our resource teachers and some of the time that we have allocated to our Integration Aids.

Christina Forest Asked: How was our Governing Board allocation used this year.

Deborah Shizgal Responded: It was not used. I had asked if we could donate it, but I have not heard a response yet.

Christina Forest Commented: When do these funds expire?

Deborah Shizgal Responded: July 1, 2021

Deborah Shizgal read the resolution. A motion was duly proposed by Laura Sulano and seconded by Sarah Campeau. The June Budget was approved unanimously.

Resolution 20-21-55. Appendix 9

Christina Forest Commented: I would love to propose that we take some of that money and offer it as a stipend to Tiffani Wheeler for her exceptional work taking our minutes, particularly in light of the extra meetings we had this year.

Debbie Shizgal Responded: I would be happy to find out if that is a possibility. We should vote on that tonight in the event that it can happen.

Christina Forest proposed a motion to, if possible, provide a stipend to Tiffani Wheeler for her

minute taking, seconded by Marie-Helene Mondor and approved unanimously. **Resolution 20-21-56.**

7.4.4 CONSULTATION-BY-LAW 1 &1E – DAY, TIME AND PLACE OF COUNCIL OF COMMISSIONERS AND EXECUTIVE COMMITTEE MEETINGS 2021-2022

Christina Forest presented the consultation.

Tom Fullerton Commented: Monday, November 29, 2021 is Hanukkah.

Deborah Shizgal Responded: It is not a religious holiday.

Tom Fullerton Commented: If we are giving feedback on the document that would be one of my comments. Seeing as we have not been able to celebrate with loved ones during COVID, and in light of recent events, it might be a time when people would like to be together.

Christina Forest Replied: Point well made Tom, I will be happy to draft a letter with our feedback. **Appendix 10**

7.5 REPORTS

7.5.1 HANDS REPORT

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

7.5.2 COUNCIL OF COMMISSIONERS REPORT

Judith Kelley was attending the final Governing Board meeting of Lindsay Place High School. She had previously emailed her report. A copy of this report is at the end of the minutes. **Appendix 12**

7.5.3 DAYCARE REPORT

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

7.5.4 PRINCIPALS' REPORT

Deborah Shizgal presented the Principals' Report. A copy of this report is at the end of the minutes. **Appendix 14**

7.5.5 PARENTS' COMMITTEE REPORT

Sarah Campeau presented the Parents' Committee Report from May and discussed the June report. A copy of these reports are at the end of the minutes. **Appendix 15 & 16**

7.6 QUESTIONS FROM THE PUBLIC

No members of the public were present at the meeting.

7.7 CORRESPONDENCE

7.7.1 POLICY CONCERNING TOBACCO, DRUGS AND ALCOHOL - ADOPTION

Appendix 17

7.7.2 JUNE 1 2021 COUNCIL SUMMARIES

Appendix 18

7.7.3 RESOLUTION E-2021-05-1 GOVERNING BOARD COMPOSITION 2021-2022

Appendix 19

ADJOURNMENT

Motioned at 8:20pm by Christina Forest that the meeting be adjourned. **Resolution: 20-21-57**

Respectfully submitted

Tiffani Wheeler

Appendix 1

Anti-Bullying and Anti-Violence Plan 2021 – 2022



St John Fisher Senior

MAY 13TH, 2021	June 9 th , 2021
REVISION DATE OF PLAN	DATE OF GOVERNING BOARD APPROVAL

Signature Governing Board Chair

Signature Principal

A healthy and safe environment is conducive to learning and promotes student engagement. The implementation of an integrated, concerted, and motivating approach will facilitate the achievement of the objectives of the school's Educational Project.

GOALS OF THE ABAV PLAN

- In compliance with s. 75.1 of the Education Act, this plan specifies the duties and responsibilities of the relevant school stakeholders and their partners. It also stipulates that school boards must see to it that each of their schools provides a healthy and secure learning environment that allows every student to develop his or her full potential, free from any form of bullying or violence.
- The plan is designed to support the optimal conditions required to guarantee the fundamental right to dignity, equality, and integrity, while respecting the unique character of each individual.
 - Every student is entitled to a high-quality educational experience, affirming and free from discrimination, bullying, or violence based on perceived race, color, ethnicity, religion, language, gender identity, sexual orientation, ability, or ancestry.*
 - Every employee is entitled to work in an environment that is affirming and free from discrimination, bullying, or violence based on perceived race, color, religion, gender identity, sexual orientation, ability, or ancestry.*
 - Every visitor is entitled to participate in an environment that is affirming and free from discrimination, bullying, or violence based on perceived race, color, religion, gender identity, sexual orientation, ability, or ancestry.*

(*Extracted from Portland (Oregon) Public Schools *Anti-Racist & Anti-Oppression Learning Communities*, Board Policy 2.10.015-P. p.1.)

St John Fisher Senior's ABAV plan specifically applies to the provision of support to students in this area. Issues related to staff conflict, harassment, discrimination, etc. are addressed in the [Lester B. Pearson School Board Policy on Safe and Caring Schools](#). Addendum I in [that policy](#) articulates the Code of Conduct for Parents/Guardians/Visitors.

DEFINITIONS

Bullying

- Refers to any repeated direct or indirect behaviour, 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 injures, hurts, oppresses, intimidates or ostracizes. (*Article 13, EA*)

Violence

- Refers to any intentional demonstration of force of a verbal, written, physical, psychological or sexual nature 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. (*art. 13, EA*)

Requirements of The Quebec Educational Act (QEA)

- The anti-bullying and anti-violence plan must be reviewed each year, and updated if necessary (art. 75.1).
- The governing board is responsible for approving the anti-bullying and anti-violence plan, and any updated version of the plan, proposed by the principal (art. 75.1)
- The main purpose of the plan must be to prevent and stop all forms of bullying and violence targeting a student, a teacher or any other school staff member (art. 75.1).
- A document explaining the anti-bullying and anti-violence plan must be distributed to the parents. The governing board shall see to it that the wording of the document is clear and accessible (art. 75.1).
- Every school staff member shall collaborate in implementing the anti-bullying and anti-violence plan and shall see to it that no student in the school is a victim of bullying or violence (art.75.3)
- The anti-bullying and anti-violence plan must be reviewed each year, and updated if necessary.(art. 75.1)
- Each year, the governing board shall evaluate the results achieved by the school with respect to preventing and dealing with bullying and violence (art.83.1).

MEMBERS OF THE SCHOOL/CENTRE'S ABAV COMMITTEE

We encourage the participation of multiple stakeholders in the school that represents various functions within the school team (teachers, support staff, daycare, SSD professionals, etc.)

<u>Name</u>	<u>Function</u>
Deborah Shizgal	Principal
John Devincentis	Chair of Staff Council * Coordinator of the elaboration of the Anti- Bullying and Anti-Violence plan
Angelee Haselden	teacher
Sophie Perreault	teacher
Traceylee McCulloch	teacher
Marie Helene Mondor	teacher
Cindy Mikromastoris	teacher
Raffaella Marchese	teacher

* According to art.96.12, EA

Elements of the ABAV Plan (art. 75.1, EA)

Element 1	<u>An analysis of the situation</u> prevailing at the school with respect to bullying and violence;	Page X
Element 2	<u>Prevention measures</u> to put an end to all forms of bullying and violence, in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap, or a physical characteristic. Additionally, LBPSB sanctions its schools and centres to carry out additional preventative measures to promote inclusivity and equity for all stakeholders.	Page X
Element 3	<u>Measures to encourage parents</u> to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure learning environment.	Page X
Element 4	<u>Procedures of reporting, or registering a complaint</u> concerning, an act of bullying or violence and, more particularly, procedures for reporting the use of social media or communication technologies for cyberbullying purposes.	Page X
Element 5	<u>The actions to be taken</u> when a student, teacher or other school staff member or any other person observes an act of bullying or violence.	Page X
Element 6	Measures to protect the <u>confidentiality</u> of any report or complaint concerning an act of bullying or violence.	Page X
Element 7	<u>Supervisory or support measures</u> for any student who is a victim or bullying or violence, for witnesses and for perpetrator, (and bystander).	Page X
Element 8	Specific <u>disciplinary sanctions</u> for acts of bullying or violence, according to their severity or repetitive nature.	Page X
Element 9	The required <u>follow-up</u> on any report or complaint concerning an act of bullying or violence.	Page X

1. ANALYSIS OF THE SITUATION

The ABAV plan must include an analysis of the situation prevailing at the school with respect to bullying and violence (art. 75.1, par. 1, QEA).

Objectives identified in the school's Educational Project

Improving achievement

Ensuring wellness

Strengthening engagement

Tools used to create an analysis of the situation:

	Results from <i>OurSchool Survey</i>
	Review and analysis of data related to bullying and / or violence at the school level
	School's Educational Project
	Analysis of last year's ABAV plan
	School Climate Survey for Staff
	In-house surveys for parents, staff, community partners
	Student Feedback

Brief description of the findings that emerge from the situation analysis

During a school year that was greatly affected by COVID 19 it was found, anecdotally and through the OurSchool Survey that students felt safe and supported allowing for the academic learning to take place. Feedback from the OurSchool Survey suggested a lack of positive sense of belonging which can be explained by the lack of extracurricular activities such as clubs, sports, tournaments etc. Students with high levels of anxiety or worry about particular events or social situations remains higher than anticipated. This is a trend that has been seen over the past few years, both anecdotally and through the OurSchool Survey. This year the addition of the pandemic may be making the high anxiety levels more acute. Our incidents of bullying remained similar to the previous year with approximately 10 situations that would qualify as bullying. School climate for staff remains positive as per anecdotal information. The School Climate Survey for Staff was not completed by staff.

Priorities Identified

Student Engagement in school culture
Student's Sense of Belonging to the school
Reduction of levels of anxiety

2. PREVENTION MEASURES

The ABAV plan must include prevention measures to put an end to all forms of bullying and violence, in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic (art. 75.1, par. 2, EA).

Additionally, LBPSB sanctions its schools to carry out additional preventative measures to promote inclusivity and equity for all stakeholders.

OBJECTIVES (in line with the school's Educational Project)	MEANS
Ensuring a Safe and Caring School Climate	The rules of conduct and the safety measures must be presented to the students during a civics session held each year by the principal in collaboration with the school staff and must be sent to the parents at the beginning of each school year. (art.76, QEA)
	The principal shall see to it that all school staff members are informed of the school's rules of conduct, safety measures and anti-bullying and anti-violence measures, and of the procedure to be followed when an act of bullying or violence is observed. (art. 96.21, QEA)
	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.
Promoting inclusivity and equity	Such topics as inclusivity and equity are included within the ERC and Sexuality Education curriculum. Speakers and presentations are presented when possible throughout the year.
Improving achievement	Feelings of safety in the class and school are essential to learning. Programs such as the mindfulness programs (Epique Inc, BREATH Program) contribute to a positive environment making the students open to learning. Media tech teaches cyber safety across the grades.
Ensuring wellness	Students are encouraged to adopt an emotionally and physically healthy lifestyle. Clubs (Social Action, chess, knitting, rubics cube), sporting tournaments, intermural and choir all add to the healthy environment for the students. Lunch time activities with our Special Ed tech for small groups of students improve wellness and promote inclusivity. A sense of ownership and accountability to the school will result in less incident of bullying, aggression or being mean. Epique's BREATH Program https://www.epiqueinc.com/elementary-school-programs.html
Strengthening Engagement	Students engage in creating positive relationships in the class and during extra-curricular activities. Increase the learning relationships within the school and in the community to contribute to feelings of belonging and engagement. Examples are collaboration with the Pointe-Claire Police Station 5 Community Officers, Pink Shirt Day https://www.pinkshirtday.ca/ , and Dare to Care for students, staff and parents https://www.daretocare.ca/ . SJFS 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

The ABAV plan must include measures to encourage parents to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure learning environment (art. 75.1, par. 3, EA).

LBPSB Policy on Safe and Caring Schools

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. The school's community includes parents; it is therefore necessary that parents be committed to the goals and objectives of this plan. It is critical that parents work with the school and engage in constructive dialogue.

" The Lester B. Pearson School Board 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 2016, p3.

The following measures are aimed at encouraging parents/guardians to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure environment:

- The School's Code of Conduct will be communicated with the parents (agenda, curriculum night, bulletins/memos, and/or on school website).
- The ABAV Plan will be explained and made available to parent(s)/guardian(s); it will be posted on the school website, under the tab ABAV.
- Ongoing communication between principal and / or their designate and parents/guardians of children who are being bullied and those who are engaging in bullying behaviours will take place until the resolution of the situation.
- Periodic communication with students and their parent(s)/guardian(s) will take place to ensure that measures taken have been successful and the bullying has ceased.
- Parental participation is encouraged in the Dare to Care Program which has professional development for parents.
- Parental participation in the BREATHE Program for the grades that are participating.

❖ For more information and additional resources, please refer to [Appendix 1](#)

4. PROCEDURES OF REPORTING OR REGISTERING A COMPLAINT

The ABAV plan must include procedures of reporting, or registering a complaint concerning, an act of bullying or violence and, more particularly, procedures for reporting the use of social media or communication technologies for cyberbullying purposes (art. 75.1, par. 4, EA).

- An incident of bullying and/or violence can be reported verbally (in person or by phone) or in writing (by email or by letter), addressed to the school's administration.
- Students who wish to submit a written report are encouraged to include their name for follow up.
- Parents/guardians are encouraged to communicate with either the school principal, teacher, or any other staff member.
- Staff members who receive a report must notify administration as soon as possible for follow up.
- The report will be documented by the administration.
- Following the investigation, the parent(s) or guardian(s) will be contacted and advised that the situation has been investigated and appropriate action has been taken.
- The school or center will take the necessary measures to ensure confidentiality for all parties.

To report is to denounce bullying or violence in order to stop the situation and ask for help for yourself or for someone else. A report may be made by a student, parent/guardian, school staff member or other person.

The school will take the necessary measures to ensure confidentiality for all parties.

The procedures for reporting are:

For students	<ul style="list-style-type: none"> • Any SJFS 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. • SJFS 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.
For parent(s)/guardian(s)	<ul style="list-style-type: none"> • Members of the SJFS 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 SJFS 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

	<p>taken. Further details will be limited in order to insure confidentiality of parties involved.</p> <ul style="list-style-type: none"> • SJFS invites the following forms of contact from parents: <ul style="list-style-type: none"> • Direct phone call to school administrator • Letter detailing issue or incident addressed to school administrator or classroom teacher • Email
For staff members	<ul style="list-style-type: none"> • Members of the SJFS community who are made aware of a bullying situation or act of violence involving either their own student or another student of the school are obliged to contact the school Principal. This contact and subsequent follow-up will be documented by SJFS personnel.
For partners (bus drivers, volunteers, other)	<ul style="list-style-type: none"> • Members of the SJFS community who are made aware of a bullying situation or act of violence are obliged to contact the school Principal. This contact and subsequent follow-up will be documented by SJFS personnel.

5. ACTIONS TO BE TAKEN

The ABAV must include actions to be taken when a student, teacher or other school staff member or any other person observes an act of bullying or violence (art. 75.1, par. 5, EA).

Our school is committed to providing a safe, caring, and positive climate. School personnel must report and/or investigate all incidents of bullying and take appropriate action whether they personally observe incidents or learn of them by some other means. Reporting, investigation, and action must occur even if the victim does not file a formal complaint or does not express overt disapproval of the incident.

Our *Intervention Protocol* establishes practices and procedures for observed and reported incidents of bullying and/or violence. For purposes of this Protocol, “Conduct” may include:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; and destruction or damage to property of another;
- Written and electronic communication of any type that incorporates language, videos, images, audio recordings, or symbols of hate that would constitute bullying or violence, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant message, text messages and emails);
- Verbal threats made to another with the intent to cause harm, loss, or punishment, including blackmail, extortion or demands for protection money;
- Direct or indirect, relationally aggressive behaviour such as social isolation, rumor spreading, derogatory language, or damaging someone’s reputation;
- Any of the above conduct which occurs off school grounds when such creates, or can reasonably be expected to create, a substantial disruption in the social setting and/or at school-sponsored activities and events.
- Blocking access to school property of facilities;
- Stealing, hiding, or defacing personal possessions (ex: books, backpacks, etc.)
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a person’s race, color, gender, sexual orientation, ancestry, language, religion, ability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

STAFF RESPONSE PROTOCOL

Any staff member(s) who witness an act of bullying or violence must address the issue as quickly as possible. It is recommended they:

Respond immediately, ensuring the security of all stakeholders

Reassure all parties involved

Refer the students to staff member(s) responsible for investigating the report who will:

- Interview student(s) exhibiting bullying behaviour and the target / victim(s) separately to avoid further victimization of the target
- Engage the target / victim first and focus on his/her safety
- Reassure him / her that the bullying behaviour will not be tolerated and that all possible steps will be taken to prevent a reoccurrence
- Offer the victim support (if needed)
- Inform parent(s)/guardian(s) of the incident and subsequent intervention. *(Details of the intervention or disciplinary actions are not to be shared in order to protect confidentiality)*

Review with all stakeholders to ensure the situation has ceased

Report and document all incidents of bullying / violence to the principal, in a timely fashion

People responsible for taking action

<u>Name of Staff Member(s)</u>	<u>Function</u>
Deborah Shizgal	Principal
John Devincentis	Chair of Staff Council * Coordinator of the elaboration of the Anti- Bullying and Anti- Violence plan

STUDENT RESPONSE PROTOCOL

Any student who witnesses an act of bullying or violence has an obligation, as a responsible member of the school community, to intervene if the situation does not threaten their well-being, and to report the incident to school authorities.

The following are the means through which a student may do so:

- ✓ Inform a staff member on duty.
- ✓ Inform administration.
- ✓ Mention it to a teacher or staff member they trust.
- ✓ Tell parent(s)/guardian(s).

PARENT / GUARDIAN RESPONSE PROTOCOL

Report the incident to a school administrator, classroom teacher, or designated staff member.

****At the discretion of the principal or his/her designate, police intervention may be requested***

6. CONFIDENTIALITY

The AVAB plan must include *measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence (art. 75.1, par. 6, QEA).*

School personnel shall ensure that the procedures for making a report (complaint) regarding intimidation or violence (section 75.1, par. 4) respect the rules of confidentiality to ensure the safety and integrity of victims, witnesses, and perpetrators.

Each complaint will be investigated promptly in a way that respects the privacy and confidentiality of all parties concerned, to the extent permitted by the law and to the extent practical and appropriate under the circumstances.

Confidentiality is made available to victims, witnesses, and parents/guardians to report any violent or intimidating conduct. These reports can be made by:
phone, voicemail, email, mail

7. SUPERVISORY OR SUPPORT MEASURES

The AVAB plan must include supervisory or support measures for any student who is a victim or bullying or violence, for witnesses and for perpetrator, and bystander (art. 75.1, par. 7, QEA).

The application of supervisory and support measures will be made following the analysis of the student's profile, as well as the nature, severity, and frequency of the student's behaviour. It is the responsibility of every adult staff member to use difficult / challenging situations as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment, and understand consequences for poor choices and behaviours.

Student Considerations

- Age and developmental maturity of the students involved
- Nature, frequency and severity of the behaviours
- Relationships of the parties involved
- Context in which the alleged incidents occurred
- Patterns of past or continuing behaviours
- Other circumstances that may play a role

School Considerations

- School culture, climate and general staff management of the learning environment
- Social, emotional and behavioural supports
- Student-staff relationships and staff behaviour toward the student
- Family, community and neighborhood situation
- Alignment with policies and procedures

POSSIBLE EXAMPLES OF SUPERVISORY AND SUPPORT MEASURES

Measures for **VICTIMS** of Bullying or Violence

- ❖ Ensure a safe, caring, and trusting climate during interventions.
- ❖ Put in place the necessary measures for the safety of the student victim if necessary.
- ❖ Facilitate a meeting with a designated staff member.
- ❖ Refer as needed for individual or group support (ex: develop self-esteem, conflict resolution, assertiveness, and SEL skills, etc.).
- ❖ Refer to the professional resources of the school.
- ❖ Establish an intervention plan.
- ❖ Refer to an external partner (DYP, CIUSSS, SPVM/SQ, community organization, etc.).
- ❖ Schedule follow up meetings to make sure the situation is not repeated.

Measures for **WITNESSES** of Bullying or Violence

- ❖ Ensure a safe, caring, and trusting climate during interventions.
- ❖ Facilitate a meeting with a designated staff member.
- ❖ Provide strategies for coping or avoiding situations.
- ❖ If applicable, establish an intervention plan.
- ❖ If relevant, conduct a group sensitization session.
- ❖ If necessary, refer for individual or group support or follow-up (ex: develop self-esteem, conflict resolution, assertiveness, and SEL skills).
- ❖ Refer to an external resource or collaborate with partners (DYP, CIUSSS, SPVM/SQ, community organization, etc.).
- ❖ If involved, even passively, apply disciplinary sanctions, depending on the context or situation.
- ❖ Schedule follow up meetings to make sure the situation is not repeat.

Measures for **STUDENTS EXHIBITING** Bullying or Violent Behaviour

- ❖ Facilitate a meeting with a designated staff member.
- ❖ Define strategies to put an end to the situation.
- ❖ Determine with the student and his / her parents the commitments to be made to prevent the repetition of any act of bullying or violence.
- ❖ Suggest ways to resolve conflicts as needed.
- ❖ Refer to professional resources of the school if necessary, for individual or group counseling (ex: develop self-esteem, conflict resolution, and SEL skills, etc.).
- ❖ Establish an intervention plan.
- ❖ Refer to an external resource or collaborate with partners (DYP, CIUSSS, SPVM/SQ, community organization, etc.).
- ❖ Meet with the local socio-community police officer, as needed.
- ❖ Apply appropriate disciplinary sanctions depending on the situation, while taking into consideration the context (see section 8).
- ❖ Schedule follow up meetings to make sure the situation is not repeated.

8. DISCIPLINARY SANCTIONS

The AVAB plan must include specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature (art. 75.1, par. 8, QEA). Disciplinary sanctions are at the discretion of the administration (refer to art. 96.27).

The severity of bullying and violence acts is measured by their intensity, frequency, consistency, persistence, context, and impact on students who are victims.

POSSIBLES EXAMPLES OF DISCIPLINARY SANCTIONS

The following disciplinary and / or corrective actions may include, but are not limited to:

- ❖ Conference with student
- ❖ Parent notification
- ❖ Reflection activity or action
- ❖ Restorative measures or practices
- ❖ Restitution
- ❖ Mediation or conflict resolution (when deemed appropriate)
- ❖ Written warning and deprivation of privilege(s) / service(s)
- ❖ Detention
- ❖ In-school suspension
- ❖ Referral to alternative to suspension program for schools offering such a program
- ❖ Out-of-school suspension
- ❖ Referral to the professional resources of the school
- ❖ Referral to external social / medical agencies, for support
- ❖ Consultation with the Department of Youth Protection (DYP)
- ❖ Meeting with the local socio-community police officer
- ❖ Involvement of law enforcement, if required
- ❖ School transfer or expulsion

9. FOLLOW-UP

The ABAV plan must include the required follow-up on any report or complaint concerning an act of bullying or violence (art. 75.1, par. 9, QEA).

The principal or their designate will ensure that each incident was properly followed up on and documented.

Follow-up measures will include the following:

- ❖ Verification that the incident has been properly documented in accordance with the terms and conditions agreed upon in the school, while respecting confidentiality.
- ❖ Verification that all parties involved have been met with and that intervention protocols have been followed.
- ❖ Inform the students concerned (victim, witnesses, bystanders, perpetrators) of the steps taken to stop the situation.
- ❖ Communicate relevant information to staff members regarding the safety of the student concerned, while respecting confidentiality.
- ❖ Meeting with the victim and perpetrator to assess their well-being, and that the bullying / violence has ceased.
- ❖ Verification that parents of the victims and perpetrators have been contacted.
- ❖ Verification of the completion of all remedial measures for all parties concerned.
- ❖ Referral of parents to complaints procedure, should the parents express dissatisfaction with the course of action from the school administration.

To find out more about the treatment of complaints procedure and the Student Ombudsman, please visit the LBPSB website:

<http://www.lbpsb.qc.ca/>

APPENDIX 1 - RESOURCES

RESOURCES OUTSIDE OF SCHOOL

For Students:

- Kids Help Phone: 1-800-668-6868
[Kids Help Phone](#)
Text HELLO to 686868
- [cybertip!ca](#)

For Parents/Gardians :

- CLSC : name: 514-xxxx
- SPVM : PDQ #x : 514-xxxx
- [Service de police de la ville de Montréal \(SPVM\)](#)
- SQ :
- [Sûreté du Québec](#)
-

INFORMATION ON VIOLENCE AND BULLYING

- [Ministère de la famille - Quebec](#)
- [Ministère de l'éducation et enseignement supérieur \(MEES\) Québec](#)
- [PREVNet](#)
- [Media Smarts](#)
- [Canadian Centre for Child Protection](#)
- [Canadian Red Cross](#)

Appendix 2

Lester B. Pearson School Board







Commission scolaire Lester-B.-Pearson

St John Fisher Senior

CALENDAR

2021-2022

2021-2022

-  Fixed Boardwide Professional
-  Teacher's Convention
-  Holidays
-  School Starting Date
-  School Level Pedagogical
-  Region Ped Day

Août/August				
L/M	M/T	M/W	J/TH	V/F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Septembre/September				
L/M	M/T	M/W	J/TH	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Octobre/October				
L/M	M/T	M/W	J/TH	V/F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Novembre/November				
L/M	M/T	M/W	J/TH	V/F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Décembre/December				
L/M	M/T	M/W	J/TH	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Term:

Janvier/January				
L/M	M/T	M/W	J/TH	V/F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Février/February				
L/M	M/T	M/W	J/TH	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

Mars/March				
L/M	M/T	M/W	J/TH	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Avril/April				
L/M	M/T	M/W	J/TH	V/F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Mai/May				
L/M	M/T	M/W	J/TH	V/F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Juin/June				
L/M	M/T	M/W	J/TH	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

Students start Date: Aug 31, 2021

Students finish Date: June 23, 2022

Open House: Jan 20, 2022

Daycare Closed:

Oct. 15th, 2021

April 19th, 2022

Curriculum Night: Sept 9, 2021

Elementary Interviews:

Nov. 17th (eve) & Nov 18th (day)
April 21, 2022 (eve)

Portfolio Night: May 12th, 2022

End of term: Jan 10th, 2022

June 23rd, 2022

Interim Report Card: Nov 15th

Term 1 Report Card: Jan 24th

Interim Report Card 2: April 14th

Term 2 Report Card: June 23rd

Appendix 3



School: St. John Fisher Sr. Daycare	
Address: 121 av. Summerhill	
Telephone: (514) 695-9275	Fax: (514)695-2374
Email: lsulano@lbpsb.qc.ca	Website: stjohndfisher.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

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

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 15th to 19th, 2022(Good Friday, Monday & Tuesday)
- National Patriot’s Day- May 23rd, 2022
- Unforeseen closure (snow day etc.)
- During the summer

<u>Class Days</u>	<u>Elementary</u>
Morning (before class)	7h to 9h05
Lunch	12h35 to 1h15
PM (after-school)	3h35 to 18h00
Pedagogical Days	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 day¹/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

Maximum cost per day: \$ 8.50

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

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 Mozaïk 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. 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

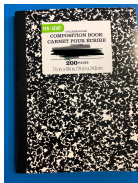
All information pertaining to the lunch and daycare program is posted on the website including any forms distributed to the students.

Appendix 4

St. John Fisher Sr. Elementary
Grade 3 Supply List
2021-2022

- IMPORTANT:** - Please bring all supplies on the first day of school.
- Please divide the materials into a French (Fr.) bag and an English (Eng.) bag.
 - Please sharpen all pencils. **Identify each item** with your child's surname.

- ✓ 1 packages of markers
- ✓ 36 HB pencils (sharpened)
- ✓ 1 packages colouring pencils
- ✓ 2 glue sticks (40g)
- ✓ 4 white erasers
- ✓ 1 ruler (30 cm)
- ✓ 1 red pen
- ✓ 1 small sturdy sharpener with container
- ✓ 1 blunt scissors (metal)
- ✓ 4 highlighters (yellow, orange, pink, and blue)
- ✓ 1 Large Pencil Case
- ✓ 6 exercise books (3 Fr , 3 En)
(**32** pages only) 27.6 x21cm
- ✓ 2 40 pages ½ plain-1/2 ruled (23.1cm by 18 cm)
- ✓ 1 plastic portfolio with 2 pockets
- ✓ 10 plastic duotangs
 - 1 blue, 1 red, 1 green, 1 orange, 1 yellow for Eng
 - 1 blue, 1 red, 1 green, 1 orange, 1 yellow for French
- ✓ 1 deck of cards (Eng.)
- ✓ Pack of dice (Eng.)
- ✓ 2 pack of four thin tip dry erase markers
- ✓ College ruled Composition book (7 ½ inches x 9 ¾ inches) See photo



*****Your child may need replacements throughout the year*****

In September your child's teacher may request a few additional items specific to that class.

Thank you,

~ The Grade 3 Teachers

Appendix 5

St. John Fisher Sr. Elementary
Grade 4 Supply List
2021-2022

Note to parents:

Please bring all supplies on the first day of school.

Please sharpen all pencils. Identify all supplies with your child's surname (including all pencils and markers)

- 1 package of markers (8)
- 24 pencils (sharpened)
- 1 package coloring pencils (12 sharpened)
- 2 glue sticks (36g)
- 4 white erasers
- 1 small sharpener with containers
- 1 pair of scissors (metal)
- 4 highlighters (yellow, pink, orange, blue)
- 1 kit box (pencil case to be used in both classes)
 - 1 large zippered pencil case (for markers and coloured pencils)
- 9 copy books (32 page, 27.6 x 21 cm)
- 10 plastic duo-tangs (2 red, 2 yellow, 2 green, 2 orange, 2 blue)
- 2 pocket folders
- 10 clear plastic page protectors
- 4 black permanent Sharpie markers
- 2 blue pens
- 2 red pens
- 4 dry erase markers (any colours except yellow)
- 1 ruler (30cm)
- 1 spiral graph notebook
- 2 one inch regular binders
- 1 scrapbook (coil binding 12" x 10", 30 Sheets)
- 10 dividers

During the school year, your child's teacher may request a few additional items specific to that class.

Thank you,

The Grade 4 Teachers

Appendix 6

St. John Fisher Sr. Elementary School
Grade 5 Supply List
2021-2022

- 2 pkgs loose-leaf paper (package of 200)
- 1 box of pencils
- 2 black pens
- 2 blue pens
- 2 white erasers
- 1 white-out
- 2 large glue sticks
- 2 hi-liters (different colors)
- 1 pack of dry-erase markers
- Colored pencil crayons (box of 24)
- Washable markers (box of 8 or 12)
- 2 black permanent markers, 1 thick, 1 thin (Sharpie style)
- Protractor
- Pencil sharpener with receptacle
- Pair of good quality scissors
- 2 rulers, 30cm plastic
- Pencil case, big enough to hold pencils, pens, glue, scissors, etc.
- Calculator (should fit in pencil case)
- 1 -1.5" three-ring binder
- 1 pack of 8 dividers
- 2 metric quad books, 80 pages
- 6 exercise books, 40 pages
- 3 packs of 10 plastic sleeves (total of 30)
- 6 duo-tangs
- 2 plastic duo-tangs with pockets
- 1 scrap book 30 pages (30.5cm x 25.4cm)

Please note:

1. Please bring all supplies on the first day of school.
2. Please label all supplies.
3. No zippered binders
4. In September your child's teacher may request a few additional items specific to that class.

Thank you,

The Grade 5 Teachers

Appendix 7

St. John Fisher Sr. Elementary
Grade 6 Supply List
2021-2022

- 1 pkg. of loose-leaf paper (package of 200)
- 2 pkgs. of HB pencils (good quality)
- good quality red, blue, and black pens (2 of each)
- 4 white erasers
- 1 white-out (ribbon)
- 2 large glue sticks
- 4 highlighters (different colors)
- 4 black permanent markers (two regular tip and two thin tip)
- 1 box-colored pencils
- 1 box-colored markers
- 1 protractor
- 1 tape with dispenser
- 1 pencil sharpener (must fit in pencil case)
- 1 pair of good quality scissors
- 2 rulers (30 cm)
- 1 pencil case (big enough to hold pencils, pens, glue, scissors, etc.)
- 1 calculator (**essential** - should fit in pencil case)
- 2x 80-page graph books for math (centimeter grid)
- 8 exercise books (32 pages)
- 1 pocket accordion folder (with 6 pockets)
- 1 pack of 10 plastic sleeves
- 4 pkgs. of dividers (5 per pack for a total of 20)
- 4x 1.5-inch binders with a plastic pocket in front

Please note:

1. All pencil case supplies are for English **and** French class.
2. Please label **all supplies**.
3. In September your child's teachers may request a few additional items specific to that class.

Thank you! ~The Grade 6 Teachers

Appendix 8

Consumable Fees 2021-2022

<u>Grade 3</u>	<u>Description</u>	<u>School Fee</u>	<u>GST</u>	<u>QST</u>	<u>Total</u>
AGENDA	Agenda Book	\$ 6.50	\$ 0.33	\$ 0.68	\$ 7.50
PCOPIES	Photocopies	\$ 24.50	\$ -	\$ -	\$ 26.00
Géographie, histoire-science	Escales 2E edition-Éclair de génie	\$ 19.76	\$ 0.99	\$ -	\$ 20.75
Math	Numbers Gr. 3 (activity book)	\$ 17.06	\$ 0.85	\$ -	\$ 17.91
Math	Workbook	\$ 2.00	\$ -	\$ -	\$ 2.00
School T-shirt	Phys-ed	\$ 8.66	\$ 0.43	\$ 0.90	\$ 10.00
Consumable Paper		\$ 3.00	\$ -		\$ 3.00
		\$ 81.48			\$ 87.16
<u>Grade 4</u>		<u>School Fee</u>	<u>GST</u>	<u>QST</u>	
AGENDA	Agenda Book	\$ 6.50	\$ 0.33	\$ 0.68	\$ 7.50
PCOPIES	Photocopies	\$ 24.50	\$ -	\$ -	\$ 26.00
Géographie, histoire-science	Escales 2E edition-Éclair de génie	\$ 19.76	\$ 0.99	\$ -	\$ 20.75
Math	Numbers Gr. 4 (activity book)	\$ 17.06	\$ 0.85	\$ -	\$ 17.91
Math	Workbook	\$ 2.00	\$ -	\$ -	\$ 2.00
Consumable Paper		\$ 3.00			\$ 3.00
		\$ 72.82			\$ 77.17
<u>Grade 5</u>		<u>School Fee</u>	<u>GST</u>	<u>QST</u>	
AGENDA	Agenda Book	\$ 6.50	\$ 0.33	\$ 0.68	\$ 7.50
PCOPIES	Photocopies	\$ 24.50	\$ -	\$ -	\$ 24.50
Géographie, histoire	Escales 1745-1905	\$ 12.56	\$ 0.63	\$ -	\$ 13.19
Math	Decimal workbooks A&B plus reference	\$ 18.86	\$ 0.94	\$ -	\$ 19.80
Consumable Paper		\$ 3.00			\$ 3.00
		\$ 65.42			\$ 68.00
<u>Grade 6</u>		<u>School Fee</u>	<u>GST</u>	<u>QST</u>	
AGENDA	Agenda Book	\$ 6.50	\$ 0.33	\$ 0.68	\$ 7.50
PCOPIES	Photocopies	\$ 24.50	\$ -	\$ -	\$ 26.00
Géographie, histoire-science	Escales 2E edition-Éclair de génie	\$ 19.73	\$ 0.99	\$ -	\$ 20.72
Math	Decimal workbooks A&B plus reference	\$ 18.86	\$ 0.94	\$ -	\$ 19.80
French	Workbook	\$ 2.00	\$ -	\$ -	\$ 2.00
Consumable Paper		\$ 3.00			\$ 3.00
		\$ 74.59			\$ 79.02

Appendix 9

**LESTER B. PEARSON SCHOOL BOARD
BUDGET 2021-2022**

School or Centre	129- St. John Fisher Sr.
Bâtisse m2	4373
Terrain m2	0

CATEGORY	Region 3 1	INITIAL	Adjustment	G/L
	Enrolment	Initial	293	

OPERATING BASIC ALLOCATION

Basic Allocation	79 \$	23,147 \$	- \$	XXX-1-12000-401
15103 Operating Library (MEQ \$14 + Board \$6)	20.00 \$	5,860 \$	- \$	XXX-1-22100-421
20-21 Surplus/Deficit (per summary below)			- \$	XXX-1-12000-457
20-21 In trust (per summary below)			- \$	XXX-1-12000-458
Revenues - School Fees/ Field Trips				XXX-1-12000-980/23220-981
TOTAL OPERATING		29,007 \$	- \$	

GOVERNING BOARD

Allocation + \$.30/student	225 \$	313 \$	- \$	XXX-5-51301-589
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SUPPORT TO STUDENT SUCCESS

Director's Days	1,172 \$			XXX-5-12001-180
15084 Formation usage technologie numériques	- \$			XXX-5-22201-589
15012 Aide Alimentaire	6,457 \$			XXX-5-24556-589
15023 On bouge au cube	3,483 \$			XXX-5-23023-XXX
15186 Cultural Outings/Sorties Culturelles	10,106 \$			XXX-5-23186-589
15374 IEP Teacher Release	- \$			XXX-5-23400-180
15025 Seuil Minimal - Support to schools	111,266 \$			XXX-5-23426-130/160/200/589
15230 Inspiring Schools /School Initiatives	16,132 \$			XXX-5-24230-589
Special Programs (Pelo)	- \$			XXX-5-24500-589
15220 Sexual Education	- \$			XXX-5-24512-589
15029 Cours d'Ecole Vivante et Securitaire	9,270 \$			XXX-5-27029-589
15182 Culture in Schools	- \$			XXX-5-24535-589
15063 Reussite Education Autochtones	- \$			XXX-5-24568-589
15031 Anti-bullying Program	- \$			XXX-5-24598-589
15111 Entrepreneurship Contest	- \$			XXX-5-24599-589
15142 Split Class Allocation	- \$			XXX-5-24600-589
PD teachers (Carries Over)	- \$			XXX-5-26200-589
30023 Student Teachers (Carries Over)	- \$			XXX-5-73001-589
15021 Additional Support to Schools Success	- \$			XXX-5-24021-589
TOTAL ALLOCATIONS SUPPORT TO STUDENT SUCCESS	158,199 \$		- \$	

CAPITAL ALLOCATION

Fund 2	8 \$	2,344 \$		XXX-2-61000-710
NTIC (Fund 6)		- \$		XXX-6-22210-720
TOTAL CAPITAL ALLOCATION		2,344 \$	- \$	

TOTAL DECENTRALIZED BUDGET	189,550 \$	- \$
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2020-2021 YEAR SUMMARY	
TOTAL FUND 1 AND FUND 2	0
LESS FUND 5 OVEAGES	0
Subtotal	0
LESS IN TRUST	0
TOTAL SURPLUS/DEFICIT	0

Appendix 10



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 May 25, 2021.

Resolution number E-2021-05-#03

By-law 1 and 1E (2021) – Day, Time, and Place of Council of Commissioners and Executive Committee Meetings 2021-2022 (Consultation)

WHEREAS, in accordance with sections 162 and 182 of the Education Act, drafts of By-law 1 and 1 E (2021) to fix the Day, Time, and Place of Council of Commissioners and Executive Committee Meetings for the 2021-2022 school year have been developed; and

WHEREAS, according to section 392 of the Education Act, said draft must be sent to Governing Boards as well as to the Parents' Committee, and a public notice of 30 days must be given; and

WHEREAS the School Board also wishes to receive additional input from its consultative partners, including the Central Students' Committee:

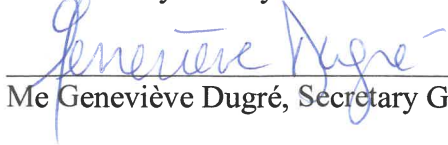
WHEREFORE IT WAS MOVED BY Commissioner N. Burke AND UNANIMOUSLY RESOLVED:

THAT the draft of By-law 1 (2021) – A by-law to fix the Day, Time, and Place of the regular meetings of the Council of Commissioners and the draft of By-law 1E (2021) – A by-law to fix the Day, Time, and Place of the regular meetings of the Executive Committee be distributed to the consultative partners during the week of May 25, 2021, with responses to be returned to the Secretary General by June 25, 2021, and that a public notice of 30 days be given; and

THAT said by-laws 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 May 25, 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 June 21, 2021.

This 26th day of May 2021.



Me Geneviève Dugré, Secretary General

BY-LAW 1 (2021): TO FIX THE DAY/TIME/PLACE OF REGULAR MEETINGS OF THE COUNCIL OF COMMISSIONERS:

Article 1 – Public meetings of the Council of Commissioners of the Lester B. Pearson School Board are normally held on the last Monday of each month (exceptions to this rule are specified in the calendar). These meetings shall be held in the Board Room* (C101) at 1925 Brookdale Avenue, Dorval, and shall commence at 7:30 p.m.

*** EXCEPTION: DUE TO THE COVID-19 PANDEMIC, ALL MEETINGS WILL BE HELD BY VIRTUAL MEANS UNTIL FURTHER NOTICE.**

Article 2 – The necessity of holding a meeting during the month of July will be at the discretion of the Council of Commissioners.

Article 3 – For the 2021-2022 school year, the meeting dates for the Council shall be:

2021	2022
Monday, August 30	Monday, January 31
Monday, September 27	Monday, February 21 (exception)
Monday, October 25	Monday, March 28
Monday, November 29	Monday, April 25
Monday, December 20	Monday, May 30
	Monday, June 27

BY-LAW 1E (2021): TO FIX THE DAY/TIME/PLACE OF REGULAR MEETINGS OF THE EXECUTIVE COMMITTEE:

Article 1 – Public meetings of the Executive Committee of the Lester B. Pearson School Board are normally held on the second to last Monday of each month (exceptions to this rule are specified in the calendar). These meetings shall be held in the Board Room* (C101) at 1925 Brookdale Avenue, Dorval, and shall commence at 5:30 p.m.

*** EXCEPTION: DUE TO THE COVID-19 PANDEMIC, ALL MEETINGS WILL BE HELD BY VIRTUAL MEANS UNTIL FURTHER NOTICE.**

Article 2 – For the 2021-2022 school year, the meeting dates shall be:

2021	2022
Monday, August 23	Monday, January 24
Monday, September 20	Monday, February 14 (exception)
Monday, October 18	Monday, March 21
Monday, November 22	TUESDAY, April 19 (exception)
Monday, December 13	TUESDAY, May 24 (exception)
	Monday, June 20

Appendix 11



H&S Report to GB

June 2021

- H&S AGM took place on May 19th at 6:15 on zoom followed by the regular meeting
- H&S AGM 2021 Election results for the Executive Team Members:

Melissa Manzano, Treasurer
Lisa Bridgeman, Co-Treasurer
Ann Shorrock, Archivist
Kristen Stanley, Fundraising Coordinator
Patricia Onesi, Database/Membership Coordinator
Jaiseema Seyan Kaur, Recording Secretary
Carla DaSilva, Vice President
Tiffani Wheeler, Co-President
Rebecca Cherry, Co-President

- Home and School has not been able to be in the school this year so as an end of year treat we have organized TCBY to be delivered to both the Junior and Senior Campuses on June 4, 11, 18 and one final date that has yet to be determined
 - Thank you to Ms Laura and daycare staff distributing it at senior
 - Thank you to Natasha for distributing it at junior
- QFHSA AGM took place on June 3. Rebecca Cherry represented SJF
- Yearbooks have been completed and will be handed out to the grade 6 graduates at the end of the year.
- Éditions Vaudreuil supply lists are ready and will be shared with each campus and also on Facebook and on the H&S website
 - Approved drafts of the supply list will be shared with Éditions Vaudreuil this week and we will have grade codes and information soon to share with SJF families.
 - Our Éditions Vaudreuil pick up date has been set for Thursday, August 26th from 4pm to 7pm at the junior campus (87 Belmont, Pointe-Claire) **Pick up location to be confirmed with Natasha at GB tonight**
- SJF T-shirts have been ordered for new students arriving in September
- The final Home and School meeting will take place on June 16 at 7:00pm via Zoom

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 jkelley@lbpsb.qc.ca



Report from Council May 2021

Children should not be discriminated against based on their race, religion or abilities; what they think or say; the type of family they come from; where they live, what language they speak, what their parents do, what gender they identify with, what their culture is, whether they have a disability or whether they are rich or poor. (Article 2 - The Convention on the Rights of the Child)

https://www.unicef.ca/sites/default/files/imce_uploads/UTILITY%20NAV/TEACHERS/DOCS/GC/CRCPosterEN_FA.pdf

To Lindsay Place: Thank you. For everything. I will miss you all. You have been amazing.

1. The TASK FORCE on Equity and Inclusion has launched a DRAFT report on its research. The recommendations that will come to Council on June 28th will be based on this report. (more on the LBPSB website)

<https://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/Task%20Force/Reports/Task-Force-Report-Draft.pdf>

2. Administrative Staffing 2021-2022 – effective July 1, 2021

NAME		CURRENTLY		2021-2022		
LAST	FIRST	POSITION	SCHOOL/ CENTRE	POSITION	SCHOOL/ CENTRE	STATUS Effective July 1
ELEMENTARY & HIGH SCHOOLS						
Byrne	Kathryn	Vice Principal	Westpark	Vice Principal	St. Thomas HS	Perman ent
Daoust	Dominique	Principal	St. Patrick	Principal	Dorset	Perman ent
Francis	Joanne	Assistant Centre Director	PACC Vocational	Vice Principal	LaSalle Community Comprehensive HS	Perman ent
Geller	Adrian	Centre Director	SACC	Principal	Children's World Academy	Perman ent
Maurice	Natalie	Principal	Dorset	Principal	Beacon Hill	Perman ent
McKergow	Lori	Vice Principal	Lindsay Place HS	Vice Principal	Westwood Sr. HS	Perman ent
Payette	Kerry-Ann	Principal	Lindsay Place HS	Principal	St. Patrick	Perman ent
Poirier	France	Vice Principal	LaSalle Community Comprehensive HS	Vice Principal	Westpark	Perman ent
Stewart	Michael	Vice Principal	Westwood Sr. HS	Vice Principal	John Rennie HS	Perman ent
CONTINUING EDUCATION						
Czereyski	Andrew	Administrative Assistant	International Department	Assistant Centre Director	WICC	Probatio nary

3. **Centre Deeds of Establishment:** The LBPSB building located at 120 Avenue Ambassador in Pointe-Claire (current St. Thomas building) will be named the *Place Cartier Adult and Career Centre*, effective July 1, 2021.
4. **Programs and Services: Our School/Formally known as Tell Them from Me (TTFM) Survey Results:** Colleen Galley presented some results to the committee. She noted that this survey is done in all elementary and high schools twice a year in April and November. This year, due to the COVID-19 situation, the survey was only done in April. At the elementary level, 4256 students (in grades 4-6) completed the survey, and at the secondary level, 5670 students (all grades) completed the survey. The purpose of the survey is to gather data on socio-emotional learning and a sense of belonging. All results are compared to the National average. C. Galley impressed upon the committee that it is important to not focus on comparisons as we cannot compare this year. Instead, it was noted that the value is in the conversations around the results, reflecting on the outcomes and seeing where work needs to be done.
Summer School Appointment and Structure: M. Canavan reported that Kathleen O'Reilly is the principal again this year. There will be no Ministry standardized exams this year. Summer school will run from July 5th to July 23rd.
5. **Central Students Committee** – The Senior Leadership Conference was a success with sessions and information on such themes as: Indigenous people, unconscious bias/implicit bias, Black history/Black Lives Matter, LGBTQ, autism and neurodiversity. The new co-chairs will be Annika Heron (JRHS) and Emily Raynor (BHS). A warm thank you to Sophia Clarisse Pasia and Finn Poirier for their exemplary CSC leadership in 2020-2021.
6. **SNAC:** Please consult the final report, found on this website:
<http://snac.lbpsb.qc.ca/eng/extra/img/370SNACApril212021MSRFINAL.pdf>
The year-end meeting will be Wednesday, June 2. A heartfelt thank you goes out to Jennifer Di Marco, current chair of SNAC (who is in her final year) for her devotion and commitment to SNAC for many years.
7. **Transportation Advisory:** Transportation Organization Plan: There was further discussion about the approved transportation plan from the March council meeting which specifically revolved around the aspect of the passed resolution requiring the transportation department of the school board to commit to an in-depth review of the board wide transportation network. Given the increasing number of constraints, the school board's network is currently optimized, and any changes that can occur in the near future could only be minor modifications, at best. Short of a Major School Change where every school is consulted for their start time/end time preferences, it will be difficult to significantly modify the current organizational plan. Commissioners are planning to have a workshop (internal) in the fall to better understand the complicated network.

Respectfully, Judy Kelley (Commissioner)

Appendix 13

June Governing Board Report

1. Daycare Week was definitely one of the bigger highlights of this year. Every day the kids enjoyed a different activity. On Move it Monday we had a kangoo activity. Take a Trip Tuesday the students were treated to ice cream at Cremerie Valois. This was my personal favorite activity because we supported a local business who also happens to be a parent of SJFJR. On Water Fun Wednesday the students enjoyed watermelon and water gun fun. Our final day on Tag it Thursday the students played a sword tag game animated by a business called Katag.
2. On our May 14th ped day the students participated in a variety of inflatable games. We had a dart game, a soccer game, volley pong and a human hungry hippo game.
3. On May 31st, we had an Un-Birthday themed ped day. The students each decorated their classes, made their own party hats, enjoyed games such as hot potato & pin the tail. Then we continued the fun with a water balloon fight and blew out our own candle on a cupcake in the afternoon.
4. On June 4th & June 5th we collected used items for Super Recyclers. We collected a total of 879.5 kg (x .25 cent /kg) which gave back \$219.88 to the school. The students will be receiving special treat on the last day of school with these funds.
5. In June the students prepared beautiful gifts for our SJF dads in honour of Father's Day.
6. Our Graduation board created by Ms. Lori and her grade 6 students is up on the bulletin board outside my office. It is posted on our facebook page and the lbpsb facebook page and pays a special tribute to our 215 indigenous students found in Kamloops. We were approached by a writer for the West Island News to publish an article about the graduation board too. If we're interesting enough look out for an article in June or July. I'm not quite sure how frequent the newspaper is published.

Appendix 14

Governing Board Principal's Report

June 9th, 2021

- Grade 3s followed the lifecycle of real butterflies which they released into a local park in May.
- May 10-14th was daycare week and the students who are in daycare were spoiled with a special activity every afternoon.
- May 14th PED Day- we will be working on class groupings for next year.
- Epique's Breath Program started in May. It takes 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.
- May 27th - There is a parent workshop for grades 4 and 5 about the BREATHE Program and what the students have learned through the sessions.
- Through the ArtInspire Grant we worked with The Musee Ambulant to create beautiful window art. Each child created two works of art, one for the school and one for a Senior's Residence. Thanks to Marie Helene Mondor for organizing.
- 404 is participating in «Mon école colorée» through the city of Pointe-Claire. They chalked our front walkway with positive signs of affirmation. You can see pictures on FB
- Yearbook plans have been submitted to the printers and we are awaiting the copies in a few weeks. Yearbook this year is exclusively for the grade 6ers.
- June 2nd our grades 5 and 6 watched an Anti-Racism Assembly with Akilah Newton
- June 3rd our new library shelves have been delivered
- June 4th we had a musical celebration for the school. There were performers from each class whose hard work and talent was on display.
- June 8th was vaccination day for grade 4s
- We've been coping with the heat wave with trips to the library and daycare room, ice cream and freezies, fans, shady spots to learn and lunch and lots of water.
- HandS has treated us to the first of 4 TCBY treats this month. Thank you.

Coming Up

- Plans for the grads are also underway. The last few days of school will be fun ones for our grads including music class videos, a day with dynamix, special lunches and more
- June 11-18th - Olympics at SJFS. We will be having an Opening Ceremony, flags, special events and some friendly competition. Thanks to Marie Helene for organizing.

- Pizza Lunch for the school on the 17th
- June 23rd will be a full school day

Appendix 15



Lester B Pearson School Board Parents' Committee

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

MEETING SUMMARY REPORT

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



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 Eet	
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 16



Lester B Pearson School Board Parents' Committee

LBPSB Parents' Committee
June 3, 2021 @ 7:00 PM
Online Zoom Meeting

MEETING SUMMARY REPORT

ATTENDEES: Representatives from 37 of 47 member schools and SNAC attended. Other attendees included: Thomas Rhymes, LBPSB Assistant Director-General, and Joanne Malowany, Coordinator of Community Services, representing the LBPSB Administration, and the Commissioner Representing the Parents of Special Needs, Susana Lazaro, LBPSB Commissioner, Judy Kelley, SNAC Chair, Jennifer DiMarco, and public attendees: Chris Eustace (public listed when possible). Special guest speaker Tina Oppong-Lefevere, EPCA Director for EMSB.

From the Chair:

- The Joint Regional Subcommittee meeting was moved to June 17, 2021.
- Special thank you to parents and Advisory for hard work/dedication throughout the year.

Key Topics & Updates:

- **Covid Update**
 - Sec 3 – Sec 5 restrictions have been lifted - parents to receive info on this shortly – if not have already
 - Process will not be rushed, and all other safety protocols remain in place
 - Vaccination Campaign being rolled out for those that wish to have their children vaccinated
- **Strike Update**
 - Non-Teaching Professionals strike day planned for June 9th, 2021
 - All schools will be closed (no daycare available)
 - Caretaker strike planned for June 16th-18th mentioned in the news is for EMSB schools only and not LSPSB
- **EXTREMELY Hot Weather**
 - Schools on notice to be prepared (cooling stations, water bottles etc.)
 - Fans are permitted as long as they are within the guidelines (not blown directly onto students)
 - Students allowed to take “mask breaks” at directive of teacher
- **Ile Aux Tourtes Closure**
 - Major issue in transportation – some delays but worked out well
 - Decision to stay online was hard but necessary for some schools



Lester B Pearson School Board Parents' Committee

- **EPCA Consultations**
 - Anti-Racism Initiative
 - Guest speaker; EPCA Director: Tina Oppong-Lefebvre spoke
 - Committee elected to push topic to Basecamp in order to further address gaps between the written initiative and the spoken presentation and to ensure that the initiative did not conflict in any way with LBPSB's own Task Force on Equity and Inclusivity
 - Climate Change Education Initiative had already been passed by LBPSB and the topic was moved to basecamp to flush out further details.
- **Closing of Lindsay Place** – hard but necessary choice (major reconstruction that needs to be done and finished on time)
- **Discrimination Discussion**
 - Parents expressed concerns over latest Anti-Semitism sentiment spilling into our schools and becoming more frequent
 - Reactions and handling needs to be educational and not solely punitive
 - More workshops are needed to educate not only students but broader LBPSB community

DATE OF NEXT MEETING: TBD

Please note this document contains live hyperlinks. To access to electronic version, please visit: 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	Adrian Leggett
Beechwood	Orley Pinchuck	Diandra Yoselevitz
Beurling Academy	Jay Taube	
Birchwood		
Children's World	Susan Mintzberg	
Christmas Park		
Clearpoint	Marc Lucke	Karina Leonard
Dorset		
Dorval	Patricia Ottoni	
Edgewater	Sherry-Lee Dawson	
Evergreen		
Forest Hill Jr		
Forest Hill Sr	Tanja Minisini	
John Rennie	Namta Gupta	Shane Ross
Kingsdale	Adam Feldstain	Greg Piggins
Lakeside Academy	Helene Charbonneau	Jennifer Millen
Lasalle Community Comprehensive	Sonia Fiiocco	
Lasalle Jr		
LasalleSr	Franca Henry	
Lindsay Place	Eric Schultz	
Macdonald	Kris de Forest	
Maple Grove	Ashley McLellan	
Margaret Manson	Anthony Morello	Mark Michel
Mount Pleasant		
Pierre Elliott Trudeau		
Pierrefonds Comprehensive	Greg Piggins	
Riverview	Linda Dalterio	
Sherbrooke Academy Jr.	David Anthony Barbiero	
Sherbrooke Academy Sr.	Miki Zarwanitzer	
*Soulange	N/A	
Springdale	Stephanie Gordon	Silvia Marinelli
St. Anthony	Shane Ross	
St. Charles		Steven Orenbach
St. Edmund		
St. John Fisher Jr	Christina Cory	Nadia Lawand
St. John Fisher Sr	Sara Campeau	
St. Patrick	Doug Bentley	Michael Barron
St. Thomas	N/A	Adam Davies
Sunshine Academy	Leah Lobaton	
Terry Fox	Lillian Jasinski	Brenda Tremellen
Verdun	Alicia Mancini	
Westpark	Alaina Charzan	Mark Kashetsky
Westwood Jr		Tanja Minisini
Westwood Sr	Tanja Minisini	
Wilder Penfield	Onnig Kouyoumdjian	
SNAC		Danya Gampel
CRP SNAC	Suzanna Lazaro	

Other distinguished attendees:

Barbara Schnider (Minute R)
Thomas Rhymes (Administration)

Blue shaded field indicates member schools presence @ meeting

Tina Oppong-Lefever

37/47 Member Schools + SNAC Represented

Appendix 17



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 Council of Commissioners of the Lester B. Pearson School Board at its virtual regular meeting held on May 31, 2021.

Resolution number 2021-05-#07

Policy Concerning Tobacco, Drugs and Alcohol – Adoption

WHEREAS the Commission des normes, de l'équité, de la santé et de la sécurité du travail recommended that a policy concerning tobacco, drugs and alcohol be adopted; and

WHEREAS the Human Resources Committee and the Administration Advisory Committee on Policies reviewed the draft of the Policy concerning Tobacco, Drugs and Alcohol and responses to the consultation were considered; and

WHEREAS at its meeting of May 25, 2021, the Human Resources Committee recommended to the Council of Commissioners that the final draft be adopted:

WHEREFORE IT WAS MOVED BY Commissioner J. Arless AND UNANIMOUSLY RESOLVED:

THAT the final draft of the Policy concerning Tobacco, Drugs and Alcohol of the Lester B. Pearson School Board be adopted, effective May 31, 2021.

I certify that this document is an extract from the Minutes of the Lester B. Pearson School Board Council of Commissioner's meeting held on May 31, 2021; this text is subject to ratification by approval of the Minutes of said meeting at the next meeting of the Council of Commissioner to be held on June 28, 2021.

This 1st day of June 2021.

M^{me} Geneviève Dugré, Secretary General

Appendix 18



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

June 1st 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 May 31st 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 approved a resolution to name a building located at 120 Avenue Ambassador in Pointe-Claire the Place Cartier Adult and Career Centre effective July 1 2021 while the name Place Cartier Adult Centre remains on its deed of establishment and the address of said Centre be modified to indicate 120 Avenue Ambassador in Pointe Claire effective July 1 2021.
- 2) The Council of Commissioners adopted the final draft of the Policy Concerning Tobacco, Drugs and Alcohol of the Lester B. Pearson School Board. The adoption of the policy follows a recommendation made by the Human Resources Committee on May 25th 2021.
- 3) The Council of Commissioners approved a decision whereby Bylaw#4 to confer Authority in respect to the Act respecting the Protection of Non-Smokers be rescinded effective May 31 2021 and that all stakeholders be reminded to respect the Tobacco Control Act on all premises and in buildings of the Lester B. Pearson School Board to ensure the protection against the harmful effects of tobacco, including electronic cigarettes, on everyone's health.
- 4) The Council of Commissioners adopted the Youth Sector School Calendar for the 2022-2023 school year following a recommendation by the Human Resources Committee and the Programs and Services Committee.
- 5) The Council of Commissioners adopted the Continuing Education Calendar for the 2022-2023 school year following a recommendation by the Programs and Services Committee.
- 6) The Council of Commissioners approved a resolution to award a contract for Westwood High School Senior renovations to 9367-8522 Quebec Inc. doing business as Le Groupe Provil in accordance with tender documents for the amount of \$1,620,000,00 (before taxes). The work primarily involves bathroom renovations, crawl space rehabilitation and roof replacement. The contract was awarded following a recommendation by the Facilities and Security Committee.

- 7) The Council of Commissioners approved a resolution to award a contract for paving work at Pierrefonds Community High School to the lowest compliant bidder, Ali Excavation Inc., for the amount of \$1,277,684,00. The contract was awarded following a recommendation by the Facilities and Security Committee.
- 8) The Council of Commissioners approved the Lester B. Pearson School Board's participation in the Comité de gestion de la taxe scolaire de l'Île de Montréal Group Purchasing Plan for the 2022-2023 school year for CGTISM tenders 2022-2023, contracts of December 1 2022 to November 30 2023 and for the contracts of March 1 2022 to February 28 2023.
- 9) The Council of Commissioners approved a resolution where the board-level administrative structure of the Lester B. Pearson School Board represented in the organigram dated May 31 2021 be adopted effective June 1, 2021.
- 10) The Council of Commissioners approved that Resolution 2021-03-#01 on the Use of the N-word, adopted by the Council of Commissioners of the Lester B. Pearson on March 22, 2021, be distributed to the municipalities and boroughs on its territory.
- 11) The Council of Commissioners adopted a resolution acknowledging Jennifer DiMarco's exceptional contribution to the Special Needs Advisory Committee as well as to the Lester B. Pearson School Board community.
- 12) The Council of Commissioners approved several administrative appointments including:
 - Jeff Wood, Assistant Director, Capital Projects and Asset Management Department;
 - Joanne Malowany, Assistant Director, Communications and Community Development Department;
 - Michael Papoulias, Assistant Director, Innovation and Technology Department;
 - Jennifer Neill, Coordinator, Human Resources Department;
 - Stephanie Foisy, Coordinator, Financial Services Department.

The appointments are effective as of June 1, 2021.

- 13) The Council of Commissioners approved the following administrative assignment changes in the schools and centres of the Lester B. Pearson School Board described in the chart below entitled Administrative Staffing Assignments 2021-2022 (Schools and Centers). These assignments take effect on July 1, 2021.

Administrative Staffing Changes – 2021-2022 (Schools and Centres)

WHEREAS administrative staffing changes are required for the 2021-2022 school year:

WHEREFORE BE IT RESOLVED:

THAT the administrative assignment changes in the schools and centres of the Lester B. Pearson School Board described in the chart below entitled Administrative Staffing Assignments 2021-2022 (Schools and Centers) take effect on July 1, 2021.

ADMINISTRATIVE STAFFING ASSIGNMENTS 2021-2022 (SCHOOLS/CENTRES)

NAME		CURRENTLY		2021-2022		
LAST	FIRST	POSITION	SCHOOL/ CENTRE	POSITION	SCHOOL/ CENTRE	STATUS Effective July 1
ELEMENTARY & HIGH SCHOOLS						
Byrne	Kathryn	Vice Principal	Westpark	Vice Principal	St. Thomas HS	Permanent
Daoust	Dominique	Principal	St. Patrick	Principal	Dorset	Permanent
Francis	Joanne	Assistant Centre Director	PACC Vocational	Vice Principal	LaSalle Community Comprehensive HS	Permanent
Geller	Adrian	Centre Director	SACC	Principal	Children's World Academy	Permanent
Maurice	Natalie	Principal	Dorset	Principal	Beacon Hill	Permanent
McKergow	Lori	Vice Principal	Lindsay Place HS	Vice Principal	Westwood Sr. HS	Permanent
Payette	Kerry-Ann	Principal	Lindsay Place HS	Principal	St. Patrick	Permanent
Poirier	France	Vice Principal	LaSalle Community Comprehensive HS	Vice Principal	Westpark	Permanent
Stewart	Michael	Vice Principal	Westwood Sr. HS	Vice Principal	John Rennie HS	Permanent
CONTINUING EDUCATION						
Czereyski	Andrew	Administrative Assistant	International Department	Assistant Centre Director	WICC	Probationary

Appendix 19



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 May 25, 2021.

Resolution number E-2021-05-#01

Governing Board Composition 2021-2022

WHEREAS, in accordance with sections 43 and 103 of the Education Act, the School Board shall determine the number of parents and staff representatives on the Governing Board of each school and centre after consulting with each group concerned; and

WHEREAS such consultation took place and the responses were considered:

WHEREFORE IT WAS MOVED BY Commissioner M. Boyer AND UNANIMOUSLY RESOLVED:

THAT the following number of representatives be set for the Governing Boards of the schools and centres of the Lester B. Pearson School Board, to take effect for the 2021-2022 school year and to remain in effect until modified.

Elementary School	Governing Board Total Members (Max. 20)	Parents Members (Min. 4)	Staff Members (Equal to total number of seats for parents)				Community Members (2)
			Teachers (Min. 2)	Non-Teaching Professionals	Support	Daycare	
Allion	14	6	Total 5			1	2
Beacon Hill	14	6	Total 5			1	2
Beechwood	16	7	Total 6			1	2
Birchwood	12	5	Total 4			1	2
Children's World	18	8	Total 7			1	2
Christmas Park	16	7	Total 6			1	2
Clearpoint	16	7	Total 6			1	2
Dorset	14	6	Total 5			1	2
Dorval	16	7	Total 6			1	2
Edgewater	16	7	Total 6			1	2
Evergreen	14	6	Total 5			1	2
Forest Hill Junior	12	5	Total 4			1	2
Forest Hill Senior	12	5	Total 4			1	2

Kingsdale	18	8	Total 7	1	2
LaSalle Jr	12	5	Total 4	1	2
LaSalle Sr	12	5	Total 4	1	2
Margaret Manson	12	5	Total 4	1	2
Maple Grove	16	7	Total 6	1	2
Mt Pleasant	16	7	Total 6	1	2
Pierre E. Trudeau	14	6	Total 5	1	2
Riverview	12	5	Total 4	1	2
St. Anthony	18	8	Total 7	1	2
St. Charles	16	7	Total 6	1	2
St. Edmund	18	8	Total 7	1	2
St. John Fisher Jr	12	5	Total 4	1	2
St. John Fisher Sr	12	5	Total 4	1	2
St. Patrick	14	6	Total 5	1	2
Sherbrooke Jr	12	5	Total 4	1	2
Sherbrooke Sr	12	5	Total 4	1	2
Soulanges	5*	2	Total 2	1	1
Springdale	12	5	Total 4	1	2
Sunshine	14	6	Total 5	1	2
Terry Fox	18	8	Total 7	1	2
Verdun	12	5	Total 4	1	2
Westpark	20	9	Total 8	1	2
Wilder Penfield	16	7	Total 6	1	2

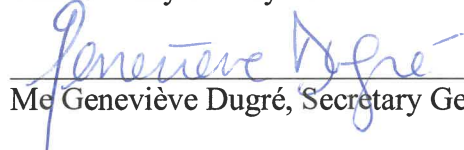
* In accordance with the school population (*section 44 of the Education Act*)

High School	Governing Board Total Members (Max. 20)	Parents Members (Min. 4)	Staff Members (Equal to total number of seats for parents)			Students (2)	Community Members (2)
			Teachers (Min. 2)	Non-Teaching Professionals	Support		
Beaconsfield	20	8	Total 8			2	2
Beurling	16	6	Total 6			2	2
Horizon	12	4	Total 4			2	2
John Rennie	20	8	Total 8			2	2
Lakeside	16	6	Total 6			2	2
LaSalle C.C.	20	8	Total 8			2	2
Macdonald	20	8	Total 8			2	2
Pierrefonds Community	20	8	Total 8			2	2
Saint Thomas	20	8	Total 8			2	2
Westwood Jr	10	4	Total 4			N/A	2
Westwood Sr	14	5	Total 5			2	2

Centre	Governing Board Total Members (Max. 20)	Parents Voc. Only (Min. 2)	Staff Members (Min. 4)			Students (2)	Socio-economic/Community Representatives (2)	Enterprise/Industry Representatives (2)
			Teachers (Min. 2)	Non-Teaching Professionals	Support			
Gordon Robertson	13	2	Total 5			2	2	2
PACC Adult	10	n/a	Total 4			2	2	2
PACC Voc	14	2	Total 6			2	2	2
PEC	16	2	Total 6			4	2	2
Place Cartier	13	n/a	Total 6			2	3	2
SACC Adult	10	n/a	Total 4			2	2	2
SACC Voc	14	2	Total 4			4	2	2
VACC	16	2	Total 6			4	2	2
WICC	14	2	Total 5			3	2	2

I certify that this document is an extract from the Minutes of the Lester B. Pearson School Board Executive Committee's meeting held on May 25, 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 June 21, 2021.

This 26th day of May 2021.


 Me Geneviève Dugré, Secretary General