

## **DRAFT AGA 2021-2022 MINUTES**

**St. John Fisher Senior Elementary**  
**Annual General Assembly 09/21/2021**  
**7:00 p.m.**  
**Online Zoom Meeting**

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### **AGENDA TOPICS**

#### **1. CALL TO ORDER AND WELCOME**

Deborah Shizgall called the meeting to order at 7:05pm and welcomed everyone.

#### **2. NAMING OF AGA SECRETARY**

Christina Forest nominated Marie-Hélène Mondor for Secretary of the AGA. Nadia Lawand seconded the nomination and Marie-Hélène Mondor accepted.

#### **3. APPROVAL OF THE AGENDA**

Carla Da Silva pointed out a typo on the agenda. Nadia Lawand motioned for the approval of the corrected AGA Agenda. Rebecca Cherry seconded the motion. All in favour.

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

Carla Da Silva pointed out a typo in the minutes. Carla Da Silva motioned for the approval of the corrected AGA minutes. Marie-Claire Caillard seconded the motion. All in favour.

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

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

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

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

#### **7. ANNUAL REPORT**

Christina Forest presented the Annual Report. **Appendix 3**

#### **8. GOVERNING BOARD ELECTIONS**

##### **8.1 ELECTION OF NEW BOARD MEMBERS**

Three nominations were received: Tom Fullerton, Christine Archambault, and Tiffani Wheeler. Two positions are available, therefore a vote must be taken.

The three candidates presented themselves.

First round: Tiffani Wheeler won the vote with a 60% margin, Tom Fullerton and Christine Archambault are tied. A second round of vote is taken: Christine Archambault won the vote.

### **8.2 NAMING OF NEW BOARD MEMBERS**

The new Board Members are Tiffany Wheeler and Christine Archambault.

### **8.3 ELECTION OF ALTERNATES**

Andrew Gunther, Jaiseema Kaur Seyan, Andrea Borelli (in absentia), and Tom Fullerton submitted their names for consideration. No vote was needed, all positions filled by acclamation.

### **8.4 NAMING OF ALTERNATES**

The Alternate Parent Representatives on the Governing Board are Andrew Gunther, Jaiseema Kaur Seyan, Andrea Borelli, and Tom Fullerton.

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

Sarah Campeau presented the role of the Parent Committee.

Nadia Lawand nominated Christine Archambault as Parent Representative, seconded by Mark Sankoff, all in favour. Christine Archambault accepted. Mark Sankoff nominated Nadia Lawand as Alternate Parent Representative, seconded by Christine Archambault, all in favour. Nadia Lawand accepted.

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

The Parent Representative on the Regional Parents' Committee will be Christine Archambault for a one-year term. The Alternate Parent Representative on the Regional Parents' Committee will be Nadia Lawand for a one-year term.

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

Christina Forest presented the roles of both a PPO (Parent Participation Organization) and a Home & School Association. One of the main differences between the two is that at the end of each school year a PPO is required to remit surpluses to the government whereas a Home and School Association can give them back to the school. Nadia Lawand motioned that we should not have a PPO. Marie-Claire Caillard seconded the motion. An online vote took place and the majority voted 100% not in favour of a PPO. Therefore, St. John Fisher will have a Home & School Association. **Appendix 4**

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### **10. DATES OF GOVERNING BOARD MEETINGS**

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

October 13, 2021 at 7:00pm Online Zoom Meeting  
November 10, 2021 at 7:00pm Online Zoom Meeting  
December 8, 2021 at 7:00pm Online Zoom Meeting  
February 9, 2022 at 7:00pm Online Zoom Meeting  
April 13, 2022 at 7:00pm Online Zoom Meeting  
May 11, 2022 at 7:00pm Online Zoom Meeting  
June 8, 2022 at 7:00pm Online Zoom Meeting

### **11. ADJOURNMENT**

Jaiseema Kaur Seyan motioned for the meeting to be adjourned at 7:51pm. Carla Da Silva seconded this motion.

### **ATTENDANCE**

Deborah Shizgall	Marie-Claire Caillard
Marie-Hélène Mondor	Carla Da Silva
Christina Forest	Christine Archambault
Tom Fullerton	Jaiseema Kaur Seyan
Nadia Lawand	Andrew Gunther
Rebecca Cherry	Mark Sankoff
	Sarah Campeau

Respectfully submitted on September 21, 2021

Marie-Hélène Mondor

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### Appendix 1

#### Role & Function of the Governing Board

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

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

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

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

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

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

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

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### **Appendix 2**

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

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

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

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

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### **Appendix 3**

#### **2020-2021 Annual Report**

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

Adoption of Internal Rules of Management (IRM);  
Approval of Field trips and Daycare activities;  
Approval of School Rentals  
Approval of Emergency Preparedness Plan  
Approval of the Educational Project;  
Approval of the Daycare Budget;  
Adoption of the GB Operating Budget  
Approval of 2020 2021 School Fees;  
Approval of 2020 2021 Supply Lists  
Review of the Capital Projects  
Approval of Anti Violence and Anti Bullying Plan  
Approval of SJF Annual Report (2018 2019)  
Approval of School Schedule (2020 2021)

##### **Consultations addressed:**

2020-2021 Principal Criteria Consultation  
2020-2021 Budget Consultation  
2020-2021 Governing Board Composition  
2020-2021 Council and Executive Committee  
Consultation  
Major School Change Consultation  
Three Year plan of allocation and  
destination of immovables

##### **Consultation**

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

##### **Minutes:**

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

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### **Appendix 4**

#### **Formation of PPO**

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

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

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

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