

**St. John Fisher Senior Elementary**  
**Governing Board Minutes 04/13/2022**  
**7:00 p.m. – 9:00 p.m.**  
**Zoom Meeting (COVID 19)**

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**Type of Meeting: Governing Board – Regular 2021-2022 #5**

**Parent Members:** Nadia Lawand, Marie-Claire Caillard, Christine Archambault, Tiffani Wheeler

**Parent Substitutes:** Tom Fullerton, Andrea Borrelli, Jaiseema Kaur Seyan

**Staff:** Rachel Éthier, David Arless, Laura Sulano

**Ex-Officio:** Deborah Shizgal,

**Community Representatives:** Daphne Phillips

**Regrets:** Mark Sankoff, Andrew Gunther, Marie- Hélène Mondor, Allison Saunders

## **5.1 AGENDA TOPICS**

### **5.1.1 TERRITORIAL ACKNOWLEDGEMENT**

Nadia Lawand read the Territorial Acknowledgement.

### **5.1.2 CALL TO ORDER AND WELCOME**

Nadia Lawand welcomed everyone to the meeting and announced that she would be leading the meeting instead of Christine Archambault. The meeting was called to order at 7:08pm.

### **5.1.3 ADOPTION OF THE AGENDA**

Nadia Lawand asked to add a topic under New Business regarding the meeting dates set forth by the Council of Commissioners. A motion to adopt the amended agenda duly proposed by Christine Archambault, seconded by David Arless. The agenda was approved unanimously.

**Resolution: 21-22-30**

### **5.1.4 ADOPTION OF THE MINUTES OF FEBRUARY 9, 2022**

A motion to adopt the minutes of the February 9, 2022 meeting duly proposed by Rachel Éthier, seconded by Marie-Claire Caillard. The minutes were approved unanimously.

**Resolution: 21-22-31**

## **5.2 QUESTIONS FROM THE PUBLIC**

## **5.3 BUSINESS ARISING**

### **5.3.1 SCHOOL START/SUB COMMITTEE UPDATES/NEWS**

Nadia Lawand informed the Governing Board that the sub-committee has met and they created a survey for parents. The principals have sent out the survey and the sub-committee will inform us of the results once they analyse them. A report detailing the sub-committees discussions to date is at the end of the minutes. **Appendix 1**

## **5.4 NEW BUSINESS**

#### **5.4.1 GOVERNING BOARD COMPOSITION 2022-2023 – CONSULTATION LAUNCH**

Nadia Lawand informed the Governing Board that it is the same as last year. Twelve total members comprised of five parents, minimum of two teachers, maximum of one non-teaching staff and maximum of one support staff, one Daycare Staff and two community representatives. A motion to accept this Governing Board composition was put forth by Tiffani Wheeler, seconded by Laura Sulano and approved unanimously. **Resolution: 21-22-32**

#### **5.4.2 DAYTIME PLACE OF THE COUNCIL OF COMMISSIONERS AND EXECUTIVE COMMITTEE MEETINGS**

Nadia Lawand presented the dates for the 2022-2023 meetings. The Governing Board reviewed the dates to make sure that they do not fall on a holiday. A motion to accept the meeting dates was put forward by Christine Archambault, seconded by Tiffani Wheeler and approved unanimously. **Resolution: 21-22-33. Appendix 2**

#### **5.4.3 FIELD TRIPS**

Deborah Shizgal informed the Governing Board of two upcoming field trips:

- On May 12, 2022 from 9:45 am to 2:00 pm grade three is going to the Planetarium, Botanical Gardens and Biodome. There will be six adults and seventy children, which is a 1:12 ratio. The cost per student is \$31.00 and it will be covered by St. John Fisher Senior School.
- On June 9, 10, 13 & 14 from 9:30 am to 3:00 pm grades five and six are going to the Pointe-Claire Canoe Club. The students will walk to the Canoe Club.
- There are no costs for these outings as they are covered by grants

A motion to approve the field trips was put forth by Marie-Claire Caillard, seconded by Rachel Éthier and approved unanimously. **Resolution: 21-22-34**

#### **5.4.4 CAPITAL PROJECTS**

Deborah Shizgal discussed the document sent to the Governing Board outlining different Capital Projects over the next five years. **Appendix 3**. This summer contractors will be extending a stairwell out from the second floor at both ends of the school as a fire escape. By doing this, they are demolishing the vestibule areas at the grade 3 and grade 6 entrances and rebuilding it two floors high. This plan is always subject to change if a high priority item occurs.

Tom Fullerton commented: during year three when they are working on the crawl space they will also be removing asbestos, will this be done during the summer when there are no students in the building?

Deborah Shizgal responded that it is all summer work.

#### **5.4.5 SCHOOL CALENDAR**

Deborah Shizgal shared the 2022-2023 school calendar. She noted that we are going back to three terms per school year and there will be three report cards. A motion was put forth to accept the 2022-2023 School Calendar by Laura Sulano, seconded by Marie-Claire Caillard and approved unanimously. **Resolution: 21-22-35. Appendix 4**

#### **5.4.6 ANTI-VIOLENCE ANTI-BULLING PLAN FOR 2022-2023**

Deborah Shizgal informed the Governing Board that the AVAB Plan had been updated last year and this year's version is very similar. A copy of the updated version can be found at the end of the minutes. **Appendix 5**. A motion to accept this revised document was put forth by Tiffani Wheeler, seconded by Marie-Claire Caillard and approved unanimously. **Resolution: 21-22-36**

### **5.5 REPORTS**

#### **5.5.1 DAYCARE REPORT**

Laura Sulano presented the Daycare Report. A copy of this report is at the end of the minutes. **Appendix 6**

#### **5.5.2 PRINCIPAL'S REPORT**

Deborah Shizgal presented the Principals' Report. A copy of this report is at the end of the minutes. **Appendix 7**

#### **5.5.3 PARENTS' COMMITTEE REPORT**

Christine Archambault announced that the next meeting would take place April 14, 2022. A report will be forthcoming.

#### **5.5.4 HANDS REPORT**

Tiffani Wheeler presented the HandS Report. A copy of this report is at the end of the minutes. **Appendix 8**

#### **5.5.5 COUNCIL OF COMMISSIONERS' REPORT**

A copy of this report is at the end of the minutes. **Appendix 9**

### **5.6 QUESTIONS FROM THE PUBLIC**

No members of the public were present at the meeting.

### **5.7 CORRESPONDENCE**

### **ADJOURNMENT**

The next Governing Board Meeting is May 11, 2022, at 7:00pm via Zoom

Motioned at 7:41 pm that the meeting be adjourned. **Resolution: 21-22-37**

Respectfully submitted  
Tiffani Wheeler

# Appendix 1

**St. John Fisher Jr & Sr. Elementary Schools**  
**Governing Board Late Start Sub Committee Meeting REPORT**

**LATE START DISCUSSION:**

- Mixed reviews from parents some are happy and some still want it to go back
- Parents of new students starting kindergarten STFJ are happy that it's a late start and are choosing the school based on the start time. • Afternoons are hard with no time for homework, family time or sports/activities
- We would like to hear from teachers and how it has affected classroom. What do they see and what do they want?

**BRAINSTORMING SESSION:**

- Would like to start 15-20 or 30 mins earlier. 9:15 start is very late for the JR School.
- Finishing 15-20 minutes earlier would help with after-school activities. • Homework: Can the schools adopt a school wide policy? IE: given on a specific day and due once per week

**SURVEY:**

- We came up with questions to survey parents.
- Survey has been sent to principals to review and send out to parent population.
- We will look over results in order to decide if we should continue to fight for time change.
- Link to the Survey: <https://forms.gle/M9iP27vqPuHBSgXM8>

## **Appendix 2**



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](http://www.lbpsb.qc.ca)

## **BY-LAW 1 (2022): TO FIX THE DAY/TIME/PLACE OF REGULAR MEETINGS OF THE COUNCIL OF COMMISSIONERS OF THE LESTER B. PEARSON SCHOOL BOARD**

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, MEETINGS MAY BE HELD BY VIRTUAL MEANS IN ACCORDANCE WITH THE APPLICABLE HEALTH MEASURES. IN SUCH INSTANCE, A PUBLIC NOTICE WILL BE POSTED ON THE WEBSITE PROVIDING THE LINK TO THE VIRTUAL MEETING.

Article 2 – The necessity of holding a meeting during the month of July, by special meeting, will be at the discretion of the Council of Commissioners. At any point during the school year, the Council of Commissioners may call special meetings in accordance with s. 163 EA.

Article 3 – For the 2022-2023 school year, the dates of regular meetings of the Council of Commissioners shall be:

| <b>2022</b>                             | <b>2023</b>                |
|---|----------------------------|
|   |                            |
| <b>Monday, August 29</b>                | <b>Monday, January 30</b>  |
| <b>Monday, September 19 (exception)</b> | <b>Monday, February 27</b> |
| <b>TUESDAY, November 1 (exception)</b>  | <b>Monday, March 27</b>    |
| <b>Monday, November 28</b>              | <b>Monday, April 24</b>    |
| <b>Monday, December 12 (exception)</b>  | <b>Monday, May 29</b>      |
|   | <b>Monday, June 26</b>     |



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## **BY-LAW 1E (2022): TO FIX THE DAY/TIME/PLACE OF REGULAR MEETINGS OF THE EXECUTIVE COMMITTEE OF THE LESTER B. PEARSON SCHOOL BOARD**

Article 1 – Meetings of the Executive Committee of the Lester B. Pearson School Board are publicly held normally 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, MEETINGS MAY BE HELD BY VIRTUAL MEANS IN ACCORDANCE WITH THE APPLICABLE HEALTH MEASURES. IN SUCH INSTANCE, A PUBLIC NOTICE WILL BE POSTED ON THE WEBSITE PROVIDING THE LINK TO THE VIRTUAL MEETING.

Article 2 – For the 2022-2023 school year, the dates of regular meeting of the Executive Committee shall be:

| <b>2022</b>                             | <b>2023</b>                        |
|---|------------------------------------|
|   |                                    |
| <b>Monday, August 22</b>                | <b>Monday, January 23</b>          |
| <b>Monday, September 12 (exception)</b> | <b>Monday, February 20</b>         |
| <b>Monday, October 24</b>               | <b>Monday, March 20</b>            |
| <b>Monday, November 21</b>              | <b>Monday, April 17</b>            |
| <b>Monday, December 5 (exception)</b>   | <b>TUESDAY, May 23 (exception)</b> |
|   | <b>Monday, June 19</b>             |



## **Appendix 3**



| Reg | BICS   | School           | DIV   | Asset                    | CON | IMP | PRIO | SCR | Year | Work Req'd   |
|-----|--------|------------------|-------|--------------------------|-----|-----|------|-----|------|--|
| 3   | 888040 | St. J. Fisher Sr | Orig  | G2050 Site Landscaping   | Y   | 1   | 1    | 1   | 3    | Add grass in the backyard and soccer field/playground                  |
| 3   | 888040 | St. J. Fisher Sr | Orig  | G3000 Utilities          | Y   | 3   | 1    | 3   | 3    | Add site drainage on east/west side of school                          |
| 3   | 888040 | St. J. Fisher Sr | Orig  | F2020 Asbestos           | Y   | 5   | 2    | 10  | 3    | Change ACM pipe insulation in crawlspace & change pipe condicion       |
| 3   | 888040 | St. J. Fisher Sr | Orig  | E2019 Lockers & Cubbies  | Y   | 5   | 2    | 10  | 5    | Change cubbies in basement to metal lockers                            |
| 3   | 888040 | St. J. Fisher Sr | Orig  | B2029 Window Sealant     | Y   | 4   | 2    | 8   | 3    | Change damaged brick to concrete joints                                |
| 3   | 888040 | St. J. Fisher Sr | Orig  | A1013 Perimeter drainage | Y   | 4   | 2    | 8   | 3    | Change french drain around the school                                  |
| 3   | 888040 | St. J. Fisher Sr | Orig  | D2020 Domestic Water     | Y   | 4   | 2    | 8   | 1    | Change HWT in boiler room end of theo service life (2009)              |
| 3   | 888040 | St. J. Fisher Sr | Orig  | D2020 Domestic Water     | Y   | 4   | 2    | 8   | 1    | Change HWT in boiler room end of theo service life (2010)              |
| 3   | 888040 | St. J. Fisher Sr | Orig  | C3010 Wall Finishes      | Y   | 1   | 1    | 1   | 5    | Change orig coark boards to magnetic/white boards                      |
| 3   | 888040 | St. J. Fisher Sr | Ex-66 | D5019 Other Elect Equip  | Y   | 4   | 2    | 8   | 5    | Change original electrical switches                                    |
| 3   | 888040 | St. J. Fisher Sr | Ex-66 | D5012 Panels/Other Lo-V  | Y   | 4   | 2    | 8   | 5    | Change original eletrical panels                                       |
| 3   | 888040 | St. J. Fisher Sr | Orig  | D5012 Panels/Other Lo-V  | Y   | 4   | 2    | 8   | 5    | Change original eletrical panels                                       |
| 3   | 888040 | St. J. Fisher Sr | Orig  | D5019 Other Elect Equip  | Y   | 4   | 2    | 8   | 5    | Change original eletrical switches                                     |
| 3   | 888040 | St. J. Fisher Sr | Orig  | D3042 Exhaust units      | Y   | 2   | 1    | 2   | 3    | Change original exhaust units  |
| 3   | 888040 | St. J. Fisher Sr | Orig  | E2099 Other F&E          | Y   | 1   | 1    | 1   | 5    | Change original fixed furniture in classrooms                          |
| 3   | 888040 | St. J. Fisher Sr | Orig  | B2021 Windows            | Y   | 4   | 2    | 8   | 3    | Change original window blocks in the gym                               |
| 3   | 888040 | St. J. Fisher Sr | Orig  | B2021 Windows            | Y   | 4   | 1    | 4   | 4    | Change windows (done1990) w/conjunction w/ brick replacement per VBGA  |
| 3   | 888040 | St. J. Fisher Sr | Ex-66 | C2010 Stairs             | Y   | 3   | 2    | 6   | 3    | Change wooden ramp ##502   |
| 3   | 888040 | St. J. Fisher Sr | Orig  | A2019 Crawl Spaces       | Y   | 4   | 2    | 8   | 3    | Crawlspace rehabillitation (install liner, seal all floor holes, etc.) |
| 3   | 888040 | St. J. Fisher Sr | Ex-66 | A1013 Perimeter drainage | Y   | 4   | 2    | 8   | 3    | Create positive slope around grass sections                            |
| 3   | 888040 | St. J. Fisher Sr | Orig  | A1013 Perimeter drainage | Y   |     |      |     |      |  |

## **Appendix 4**

# Lester B. Pearson School Board







## Commission scolaire Lester-B.-Pearson

### St John Fisher Senior

#### CALENDAR

## 2022-2023

2  
0  
2  
2  
2  
-  
2  
0  
2  
3

-  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 |
| 1           | 2   | 3   | 4    | 5   |
| 8           | 9   | 10  | 11   | 12  |
| 15          | 16  | 17  | 18   | 19  |
| 22          | 23  | 24  | 25   | 26  |
| 29          | 30  |     |      |     |

| Septembre/September |     |     |      |     |
|---------------------|-----|-----|------|-----|
| L/M                 | M/T | M/W | J/TH | V/F |
|                     |     |     | 1    | 2   |
| 5                   | 6   | 7   | 8    | 9   |
| 12                  | 13  | 14  | 15   | 16  |
| 19                  | 20  | 21  | 22   | 23  |
| 26                  | 27  | 28  | 29   | 30  |

| Octobre/October |     |     |      |     |
|-----------------|-----|-----|------|-----|
| 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              |     |     |      |     |

| Novembre/November |     |     |      |     |
|-------------------|-----|-----|------|-----|
| 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  |      |     |

| Décembre/December |     |     |      |     |
|-------------------|-----|-----|------|-----|
| L/M               | M/T | M/W | J/TH | V/F |
|                   |     |     | 1    | 2   |
| 5                 | 6   | 7   | 8    | 9   |
| 12                | 13  | 14  | 15   | 16  |
| 19                | 20  | 21  | 22   | 23  |
| 26                | 27  | 28  | 29   | 30  |

| Janvier/January |     |     |      |     |
|-----------------|-----|-----|------|-----|
| 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  |     |      |     |

| Février/February |     |     |      |     |
|------------------|-----|-----|------|-----|
| 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  |     |      |     |

| Mars/March |     |     |      |     |
|------------|-----|-----|------|-----|
| 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  |

| Avril/April |     |     |      |     |
|-------------|-----|-----|------|-----|
| 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  |

| Mai/May |     |     |      |     |
|---------|-----|-----|------|-----|
| 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  | 31  |      |     |

| Juin/June |     |     |      |     |
|-----------|-----|-----|------|-----|
| L/M       | M/T | M/W | J/TH | V/F |
|           |     |     | 1    | 2   |
| 5         | 6   | 7   | 8    | 9   |
| 12        | 13  | 14  | 15   | 16  |
| 19        | 20  | 21  | 22   | 23  |
| 26        | 27  | 28  | 29   | 30  |

Students start Date: Aug 30, 2022

Students finish Date: June 22, 2023

Open House: Jan 19, 2023

Daycare Closed:

Oct. 14<sup>th</sup>, 2022

April 11<sup>th</sup>, 2023

Curriculum Night: Sept 7, 2022

Elementary Interviews:

Nov. 17<sup>th</sup> (eve) & Nov 18<sup>th</sup> (day)

March 23, 2023 (eve)

Portfolio Night: May 4<sup>th</sup>, 2023

End of term: Term 1 Nov 4<sup>th</sup>

Term 2 Feb 24<sup>th</sup>

Term 3 June 22<sup>nd</sup>

Interim Report Card: Oct. 13<sup>th</sup>

Term 1 Report Card: Nov 15<sup>th</sup>

Term 2 Report Card: March 17<sup>th</sup>

Term 3 Report Card: June 22<sup>nd</sup>

## **Appendix 5**



# Anti-Bullying and Anti-Violence Plan 2022-2023

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

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

## Definitions:

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

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

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

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

Governing Board approval: **April 13th, 2022**

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Christina Forest, Governing Board Chair

*Deborah Shizgal*

Deborah Shizgal, Principal

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

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

Proposed Actions:

- St. John Fisher Sr. Elementary will poll the student population through its “Our School Survey” survey to identify the student perception of bullying.
- St. John Fisher Sr. Elementary will include Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the school’s situation.
- In-school and out-of-school suspensions and expulsions related to bullying and violent behaviour will be recorded and included in the snapshot.
- St. John Fisher Sr. Elementary will keep a general tally of referrals for bullying or violent behaviours for reporting purposes.

## **2. Prevention Measures:**

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

Proposed Actions:

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



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

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

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

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

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

Proposed Actions:

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

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

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

Proposed Actions (Students):

- St. John Fisher Sr. Elementary guarantees confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is fully apprised of the details of the report made against him/her.

- Any St. John Fisher Sr. Elementary student who witnesses an act of bullying or violence is responsible to tell a staff member at school, and an adult at home so as to allow those adults to follow-up with reporting as they see fit and necessary.
- St. John Fisher Sr. Elementary confirms that any verbal report given to a staff member from a student may be documented and followed-up as needed.

Proposed Actions (Parents):

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

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

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

Actions Steps:

- All St. John Fisher Sr. Elementary staff will be committed to a zero indifference policy with respect to acts of violence or bullying or reports of said acts. All acts or reports will be investigated.
- A St. John Fisher Sr. Elementary staff member who observes or is made aware of a possible act of bullying or violence must intervene to assess the situation and take action if deemed necessary.
  - If the situation does not threaten the staff member who is a witness or who has been told of an incident, he/she must intervene immediately.

- If the staff member considers his/her intervention in the situation successful, the student is not referred to administration. However, an intervention report must be filed and submitted to the principal if the staff member considers the incident to be one of violence or bullying.
  - The staff member may determine that the student involved in the bullying and/or violent behaviour should be sent directly to administration, depending on the severity of the incident.
  - At the discretion of the school principal or his/her delegate, police intervention may be requested in the form of a call for support from the school's Socio-Community Officer.
- A St. John Fisher Sr. Elementary student may intervene if the situation does not threaten his /her well-being and/or may choose to seek the assistance of a staff member.
  - Any St. John Fisher Sr. Elementary student who witnesses an incident of violence or bullying must report the incident to the appropriate staff member in the school using the established protocols..
  - Any member of the St. John Fisher Sr. Elementary Parent Community who is witness to an act of bullying or violence is obliged to report that incident directly to the school administration. The steps that are undertaken include investigation of the report, appropriate measures taken and appropriate follow-up as per Section 4 of this plan.

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

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

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

### **Proposed Actions:**

- The St. John Fisher Sr. Elementary anti-violence/anti-bullying plan will be reviewed annually and all staff members are reminded that every incident and the follow-up must be kept confidential.
- All reports of bullying and/or violence will be kept in a secure location under the supervision of the school principal or his/her delegate.

- The above named reports will be kept in a distinct file from the Cumulative File or Confidential File of an individual student.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the St. John Fisher Sr. Elementary Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that St. John Fisher Sr. Elementary personnel are not obliged to share information about another student with anyone but other staff and parents of that student.

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

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

##### **Proposed Actions (Victim):**

- A staff member will determine the severity and frequency of the incident(s) through a discussion with the student. The adult may be the classroom teacher, administrator or another staff member with whom the student is comfortable talking.
- A St. John Fisher Sr. Elementary staff member will conduct scheduled follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student. The degree of support offered at these meetings and their frequency shall depend upon the feedback from the victim regarding the current circumstance.
- In all cases, a determination will be made as to which members of the school staff must be made aware of the incident to ensure that the student is safe.
- Parents will be informed immediately following the incident and regularly updated until the situation is resolved. Referral for counselling through the LBPSB Student Services Department or through outside referral will be requested when deemed appropriate.
- The victim will be engaged in discussion or follow-up meetings with their support contact to ensure establishment of a sense of security.
- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.
- The St. John Fisher Sr. Elementary team may suggest the involvement of the victim in a social skills group.

- The St. John Fisher Sr. Elementary team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The St. John Fisher Sr. Elementary team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.
- In all cases, victims of bullying or violence should have a reasonable expectation of feedback from intervening staff members in a timely manner so as to guarantee a sense of safety and security in the school.

#### Proposed Actions (Bystander):

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

#### Proposed Actions (Aggressor):

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

- Referral to an outside organization for support (CSSS, hospital programs)
- Social Skills groups
- Temporary or permanent placement in alternate class in school
- Support in the Resource room
- Support from the Special Ed tech
- FSSTT Type II Consultation
- Intervention of CSSS Social Worker

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

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

"Any disciplinary action must be fair, equitable and consistent with the general aims and goals of education. Whenever possible, the disciplinary action should allow for effective learning."

LBPSB Policy on Safe and Caring Schools, Section 3, November 2008, p.9.

#### **Proposed Actions:**

- The aggressor will engage in a discussion with the adult who witnesses or is told of the incident. Adults may decide that no further follow-up is required. A report goes to the Principal.
- Parent informed and possible meeting set up.
- St. John Fisher Sr. Elementary may request the supervision of the aggressor during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.
- Detention of the aggressor may be requested. During this time there is a discussion with the supervising staff member about the incident and how to better deal with similar situations should they occur.
- St. John Fisher Sr. Elementary staff members may request that the aggressor be sent to the office or other designated area while the initial investigation of the incident is being carried out.
- Students may lose basic school privileges (lunch hour, recess, extra-curricular activities, attendance at outside events, etc.) for a designated length of time.



- St. John Fisher Sr. Elementary may implement a structured supervision plan of the aggressor during free time where he/she is shadowed and monitored in his/her actions. This supervision plan will include a gradual release back of free time (e.g. 5 minutes each day) depending upon the perpetrator's conduct during the supervised periods.
- In-school suspension supervised by St. John Fisher Sr. Elementary personnel
- Reflection Time
- Resource Support
- Reflection with Spec ed Tech
- Resource room periods with stated objectives with respect to reflection and discussion of offending conduct
- Restorative Justice
- Community Service either inside or outside of the school setting
- Out-of-school suspension
- Out-of-school suspension with progressive re-entry
- Out-of-school suspension with re-entry meetings with parents and students. A plan is developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan
- Involvement of the Police
- Cours à domicile / Home Study
- Recommendation to move the student to another school or to expel from the Board
- Referral for outside services (i.e. anger management program)
- **Clearly articulated *possible* progression of consequences:**
  - 1<sup>st</sup> Offense: Reflection and mediation takes place (students & staff member/principal) and parents are involved. The community officers may be involved.
  - 2<sup>nd</sup> Offense: The student aggressor given an in-school suspension with the loss of basic school privileges. Parents are contacted and community officers involved.
  - 3<sup>rd</sup> Offense: The student is suspended from school and the victim's parents are encouraged to press charges.
  - 4<sup>th</sup> Offense: The student is suspended, the police become more heavily involved (i.e. a police report is made) and the student is sent to a planning room in another school with a progressive re-entry plan implemented.

- 5<sup>th</sup> Offense: The student is transferred to another school and the police are more heavily involved because charges have been pressed.

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

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

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

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

Proposed Actions:

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

## **Appendix 6**

## April Governing Board Report

1. On our February 14<sup>th</sup> ped day, the students enjoyed a carnival themed day. We did a snowman melting science activity, created art with colored spray bottle outside in the snow, played winter minute to win it games like dressing up your partner like a snowman with toilet paper and accessories. We made winter vanilla pudding, competed in a winter trial-a-thon then went sledding at the park. We ended our afternoon with warm hot chocolate with marshmallows upon our arrival.
2. In March we celebrated Spring by filling our bulletin boards filled with Spring themed decorations and included Saint Patrick's Day art too.
3. In March, we also incorporated Nutrition Month in our cooking class with a colorful rainbow of multicolored peppers and cauliflower for clouds.
4. March 28<sup>th</sup> was a professional day and our staff attended a Professional Development titled Unpacking Change Towards a Collaborating Collective Community.
5. Our March 29<sup>th</sup> ped day was our 2<sup>nd</sup> outing this year. The students enjoyed the day at WooHoo. The crawled through tunnels, slid down slides, wall climbed, rode in bumper cars, attempted a lazer maze room & played in the arcade room. The students had so much fun and for most it was their first time there.
6. In grade 3 students are attempting to grow grass. They are taking their seeds home during easter but we may ask for it back to plant in the grade 5 school yard section!
7. Lastly stay tuned a special treat is going home with the students on tomorrow in celebration of our Easter holiday. I hope you get to see it before they eat it.

## **Appendix 7**

**GB April 13th, 2022**

## **Principal's Report**

- February 10th and 11th- The Ecomuseum came to grade 6 to look at birds and examine owl poo
- February 14th was a PED Day. The staff was entertained by Shelley Moore who will be speaking on the Future of Inclusion.
- Vaccination day for second doses was Wednesday the 25th. We had just over 50 students being vaccinated. Thanks to the HandS volunteers.
- Our grade 6s completed the DELF Standardized French test that will provide information to the high school.
- Biscuit has become a valued member of our community. It is making a really nice addition to 303.
- Staff Appreciation was the week of February 14th. There were mailbox treats and a lunch that was scheduled for Friday but was enjoyed on Monday February 21st.
- Pink Shirt day was celebrated on February 22nd. We had a presentation for Pink Shirt Day where we met Travis Price, one of the founding members of this movement who spoke of the importance of this day and what we can do about incidents of bullying
- March Break February 28th-March 4th
- We have done a lot of sliding at Sunnyside Hill before and after March Break.
- Concordia University students have been running brain workshops in Mme Sophie's class.
- A student teacher, Julia Falvo has started a stage in Angelee's class. She will be here until the end of April (tomorrow).
- The Yearbook Committee is working hard on the Yearbook.
- March 10th we were treated to an excellent lunch by our home and school. Thanks goes to the Home and School organizers.
- March 15 was Blue and Yellow Day. We collected money for the Red Cross Ukrainian fund. We raised just over \$3000.

- Cycle 2 Ski day which was cancelled in February took place on March 16th
- We have completed the Our School Survey
- March 28th and 29 were PED Days. We worked on class groupings
- April 1st was the first meeting of our Book Club. The meeting was enjoyed by all participants. We will meet every 2 weeks.
- On April 6th our School Success Team met to discuss ways to increase a sense of belonging, our marketing, a global discipline approach, a yearly calendar and more.
- Also on April 6th we had all our old electronics picked up so the 'nurse's room' or 'den' is much less cluttered.
- Blue Majjjiik presented their French play On voit rouge for the students. We were able to see the play in person by cycle. It touches on the anti-bullying theme and was paid for by a Culture in the School Grant with the Jr school.

### Coming Up

- Interim Reports go out on the 14th
- Easter Holidays are around the corner
- Public Speaking is underway with the finals being on April 21st and 22nd.

### COVID Update

- There has been a rise in cases in the staff and students over the past few days. We have hit a high of 10-11 students with COVID and 15 with symptoms.

## **Appendix 8**





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



## H&S Report to GB

April 2022

- H&S meetings took place on February 16 and March 16, 2022 at 7pm over zoom
- We had many new parents at the meeting in March.
- Felix and Norton Fundraiser taking place until Tuesday, April 5th
- Virtual Scholastic Book Fair
  - May 1 to 14
  - The orders will be individually packaged, grouped by teacher and shipped to the school. There will be no shipping charges which should increase sales this year
- Pizza and TCBY days are going well. Thank you to all staff for allowing us to come in and prepare and to daycare for distributing. Please remind staff that we are asking families to bring in their own spoons for TCBY
- H&S AGM is Wednesday, May 18 with a regular H&S meeting afterwards.
  - H&S Executive recruiting for new executives; we have confirmed 5 executive members stepping down this year.
- **Next Meeting Wednesday, May 16 (AGM with regular meeting afterwards)**

## **Appendix 9**



March 29<sup>th</sup> 2022

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

Please find some of the highlights below that were taken during the March 28th regular meeting. Different Committee reports that were presented as well as the minutes are available at the following link:  
<http://www.lbpsb.qc.ca/eng/council/CommitteeReports.asp>

1. The Council of Commissioners of the Lester B. Pearson School Board unanimously adopted a resolution reaffirming its commitment to an approach to safe and caring schools that is grounded in best and promising practices around violence and bullying prevention. The resolution also states the LBPSB will continue to work in partnership with students, staff and stakeholders, including but not restricted to, parents, community organizations, law enforcement and health and social services, to further promote and support anti-bullying anti-violence preventative measures and programs throughout our school communities across the Board.
2. The Council of Commissioners unanimously adopted a resolution indicating to the Minister of Immigration, Francisation and Integration and to the Minister of Education of Quebec its willingness to accept Ukrainian refugees into LBPSB schools effective immediately on humanitarian grounds.
3. The Council of Commissioners approved that Michael Rabinovitch be temporarily assigned to the position of Assistant Director of Human Resources, effective July 1, 2022.
4. The Council of Commissioners approved that Kathleen O'Reilly be temporarily assigned to the position of Regional Director, Region 1, effective April 1, 2022 and that Deborah Dixon continue her temporary assignment as Regional Director in Region 3, effective April 1, 2022.
5. The Council of Commissioners approved the contract for Edgewater Elementary School for paving works of its parking lot, drop off and courtyard and a new water main be awarded to the lowest compliant bidder G. Giuliani Inc. in accordance with the tender documents.
6. The Council of Commissioners approved the contract for St. John Fisher Elementary School Senior for the layout and transformation of exits and various renovation works be awarded to the lowest compliant bidder Construction Telva Inc. in accordance with the tender documents.
7. The Council of Commissioners approved that the contract for Pierre Elliott Trudeau Elementary School for system upgrades and various renovations be awarded to the lowest compliant bidder 2630-3818 Québec Inc. doing business as Progest Construction in accordance with the tender documents.

8. The Council of Commissioners approved that the current rental of facilities rates be increased by 3% for the 2022-2023 school year, effective July 1, 2022.
9. The Council of Commissioners approved the Lester B. Pearson School Board's participation in the Purchasing Group (Grocery Products) effective July 1, 2022, to June 20, 2025, with the possibility of renewal for 2 subsequent terms of 1 year.
10. The Council of Commissioners approved that a renewal for the specific project offered at Children's World Academy be requested to the Ministère de l'Éducation du Québec.
11. The Council of Commissioners mandated that the Governance and Ethics Committee follow the progress of Bill 9 on the National Student Ombudsman and if applicable, review the school board's Complaint Examination Procedure.
12. The Council of Commissioners approved that the contract for LaSalle Elementary School Senior for renovation work be awarded to the sole bidder Construction Vinca Inc. in accordance with the tender documents.