

**St. John Fisher Senior Elementary**  
**Governing Board Minutes 12/14/2022**  
**7:00 p.m. – 9:00 p.m.**  
**Zoom Meeting (COVID 19)**

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**Type of Meeting: Governing Board – Regular 2022-2023 #3**

**Parent Members:** Nadia Lawand, Tiffani Wheeler, Christine Archambault, Erica Follon

**Parent Substitutes:** Andrea Borrelli, Krystel Mabel

**Staff:** Laura Sulano, David Arless, Rachel Éthier, Marie-Helene Mondor, Carolyn Schrider

**Ex-Officio:** Stephanie Héroult

**Community Representatives:**

**3.1 AGENDA TOPICS**

**3.1.1 CALL TO ORDER AND WELCOME**

Christine Archambault welcomed everyone and called the meeting to order at 7:05pm.

**3.1.2 TERRITORIAL ACKNOWLEDGEMENT**

Erica Follon read the Territorial Acknowledgment

**3.1.3 ADOPTION OF THE AGENDA DECEMBER 14, 2022**

A motion to adopt the agenda was duly proposed by Tiffani Wheeler, seconded by Rachel Éthier. The agenda was approved unanimously. **Resolution: 22-23-24**

**3.1.4 ADOPTION OF THE NOVEMBER 9, 2022 MINUTES**

A motion to adopt the November 9, 2022 Governing Board meeting minutes duly proposed by Tiffani Wheeler, seconded by Erica Follon. The minutes were approved unanimously. **Resolution: 22-23-25**

**3.2 BUSINESS ARISING**

**3.2.1 EMERGENCY PREPAREDNESS PLAN**

Stephanie Héroult presented the Emergency Preparedness Plan. Included in this binder are: emergency phone numbers, staff list, phone chain, student information list, list of all students who have medication, list of daycare students, homeroom classes, bus listings, evacuation locations, maps of where to go in case of an emergency. A copy of this binder is in Stephanie Héroult's office, Aimee Henein's office and Laura Sulano's office. This information is also online. The main details of the plan remain the same however; the more precise details are annually updated. The plan includes problem areas such as weather, land, and ground. In the event that a fire or other incident occurs, the Emergency Preparedness binder would go with Stephanie Héroult, Aimee Henein and Justin Lonardo (Daytime Caretaker). A motion was put forth to approve the updated 2022-2023 Emergency Preparedness Plan by Nadia Lawand, seconded by Erica Follon and approved unanimously. **Resolution: 22-23-26.**

### **3.2.2 GOVERNING BOARD INCOME STATEMENT**

Stephanie Héroult presented the Governing Board Income Statement.

Nadia Lawand commented that during the Governing Board training session Governing Board members were reminded that this money can not be used to give back to the school. Some examples of how it can be used are refreshments, snacks, babysitters, and compensation to the Secretary.

Stephanie Héroult commented that in-person gatherings are allowed now and we could consider it for February. In addition, in the past money has gone towards an end-of year get together and advertising for new Governing Board members.

Nadia Lawand commented that in the past the Junior and Senior Governing Boards have had in-person gatherings together. A motion was put forth to accept the 2022-2023 Governing Board income statement by Nadia Lawand, seconded by Tiffani Wheeler and approved unanimously.

**Resolution: 22-23-27.**

### **3.2.3 DAYCARE PARENT USER COMMITTEE**

Christine Archambault updated Governing Board about a request received from a few parents about being on a Daycare Parent User Committee. Governing Board reviewed documents because there was concern as to whether lunch users were considered daycare users.

Governing Board consulted with Geneviève Dugré and it was determined that a daycare user was a person who uses two periods and a lunch user only used one period.

Stephanie Héroult read from the Education Act, which stated that if a person is on the Daytime User Committee it is an advisory role. **Appendix 1**

Laura Sulano commented that the committee can be formed and as long as there is proper representation and going forward those parents need to be in contact with her and from there she will put together an agenda for a meeting.

Stephanie Héroult informed Governing Board that according to the Daycare Rules and Regulations document in order for a meeting to take place all the members of the committee must be present; also, it states that they must write a year-end report. Therefore, the parents on this committee must understand the level of commitment required to be part of the Daycare Parent User Committee.

## **3.3 NEW BUSINESS**

### **3.3.1 SCHOOL BUDGET 2022-2023 (NOVEMBER REVISED)**

This topic is tabled until the February 8, 2023 meeting.

### **3.3.2 DAYCARE BUDGET 2022-2023 (NOVEMBER REVISED)**

This topic is tabled until the February 8, 2023 meeting.

### **3.3.3 FIELD TRIPS**

Stephanie Héroult presented the end of year Grade Six graduation field trip. A motion to approve the field trip was put forth by Tiffani Wheeler, seconded by Nadia Lawand and approved unanimously. **Resolution: 22-23-28. Appendix 2**

### **3.3.4 PEARSON FUNDRAISER**

Stephanie Héroult discussed the Pearson Foundation, which holds several annual fundraisers. These fundraisers provide winter clothing for students, meals and help out children in our school board. In light of COVID, the foundation is short on funding and they have asked each of the schools to do something to help raise funds for the Pearson Foundation. Stephanie Héroult has consulted with School Council and the Junior Campus and have decided to have a day where students wear navy blue, yellow and white (these are the colours of the Pearson Foundation) and bring in a loonie or toonie for the fundraiser. A motion to approve the Pearson Fundraiser in 2023, date TBD, for a Loonie or a Toonie was put forth by Nadia Lawand, seconded by David Arless and approved unanimously. **Resolution: 22-23-29.**

## **3.4 REPORTS**

### **3.4.1 HANDS REPORT**

There was no Home and School Report this month.

### **3.4.2 COUNCIL OF COMMISSIONERS' REPORT**

A summary of the items passed at Council can be found in **Appendix 3**

### **3.4.3 DAYCARE REPORT**

Laura Sulano presented the Daycare Report. **Appendix 4**

Laura Sulano presented the Holiday Gift Shop for approval. This is an event where children can bring money to shop for Christmas for their family members. All items are priced under \$12.00. A motion to approve the Holiday Gift Shop was put forth by Tiffani Wheeler, seconded by Nadia Lawand and approved unanimously. **Resolution: 22-23-30.**

Laura Sulano presented the next PED activity on January 20, 2023. Oasis Immersion transformé is an indoor walk-through gallery with laser projectors. A motion to approve this activity was put forth by Rachel Éthier, seconded by Carolyn Schrider and approved unanimously.

**Resolution: 22-23-31.**

### **3.4.4 PRINCIPAL'S REPORT**

Stephanie Héroult presented the Principal's Report. **Appendix 5**

### **3.4.5 PARENTS' COMMITTEE REPORT**

A summary of the meeting will be posted when it is available to Governing Board.

### **3.4.6 S.N.A.C.**

Erica Follon reported on the latest S.N.A.C. meeting. The minutes of this meeting will be posted when available to Governing Board.

## **3.5 QUESTIONS FROM THE PUBLIC**

No questions from the public.

## **3.6 CORRESPONDENCE**

## **3.7 VARIA**

**ADJOURNMENT**

The next Governing Board Meeting is February 08, 2023 at 7:00pm via Zoom

Motioned at 8:14 pm by Christine Archambault to adjourn the meeting. **Resolution: 22-23-32.**

Respectfully submitted

Tiffani Wheeler

# Appendix 1

## Excerpt from Quebec Education Act



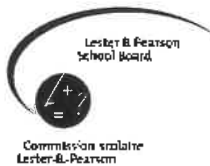
[256](#). At the request of the governing board of a school, a school service centre must provide childcare for preschool and elementary school students, in the manner agreed with the governing board, on the school premises or, if the school does not have suitable premises, on other premises.

If childcare is so provided, the governing board shall, at the request of parents, form a childcare parents' committee that is composed of the childcare provider, the principal or his representative and three to five parents elected by and from among the parents of students attending childcare. The committee may make recommendations to the principal, governing board and school service centre regarding childcare services, including the financial contributions required for those services.

1988, c. 84, s. 256; 1989, c. 59, s. 28; 1996, c. 16, s. 66; 1997, c. 58, s. 49; 1997, c. 96, s. 91; 2019, c. 9, s. 10; 2020, c. 1, s. 312.



# Appendix 2



## ADDENDUM C

### Extracurricular Activities and Field Trip Cover Page

SCHOOL: St John Fisher Sr.

EDUCATIONAL OBJECTIVE:  
Team building graduation activities

THEME OF ACTIVITY:  
Grade 6 Graduation Trip

DESTINATION:  
1. Amusement Action Directe 2. Laurentian Lanes Bowling

DATE(s): Thursday April 13th 2023 TIME PERIOD: 9 AM to 5:00 PM

METHOD OF TRANSPORTATION: Bus GRADE LEVEL: 6

SUPERVISION:

82	12	1/7	5	3
Students	Adults	Ratio	Students requiring additional supervision	Additional adults

EXPENSES:

\$ 50	\$ 4016
COST PER STUDENT	ANTICIPATED TOTAL COST

PERSON(S) RESPONSIBLE: Raffaella Marchese  
Aida Lukosevicius  
Nicole Montcalm  
Joanna McDonell

OTHER ADULTS:  
3 Intergration Aides  
8 Parent volunteers  
(2 per class)

INFORMATION INCLUDED WITH THIS APPLICATION:  
(PLEASE CHECK BELOW)

- PROGRAM OF ACTIVITIES
- INFORMATION LETTER TO PARENTS
- BUDGET
- ADDITIONAL RULES OF CONDUCT & SAFETY (IF APPLICABLE)
- PARTICIPANTS
- NAME/ASSOCIATION OF QUALIFIED LIFEGUARDS (SWIMMING)
- SYNOPSIS OF A TRIP OUTSIDE CANADA FORM (IF APPLICABLE)
- AUTHORIZATION FOR SCHOOL ACTIVITY FORM

PROGRAM APPROVED BY GOVERNING BOARD: _____	DATE: _____
SIGNATURE OF ADMINISTRATOR: _____	DATE: _____
SIGNATURE OF REGIONAL DIRECTOR (IF APPLICABLE): _____	DATE: _____
SIGNATURE OF STAFF COUNCIL CHAIR : _____	DATE: _____

*This form must be completed and kept at the school for day trips. For water activities and overnight trips, the form is to be sent to the Regional Director as per section 5.4 of the Policy.*



Monday, March 20<sup>th</sup> 2023.

Dear Parents,

On Thursday April 13th, the Grade 6 students will be going on their graduation trip. We will leave St John Fisher Senior at around 9:20 A.M. to arrive at our first destination at 10:00.

We will be going to **Amusement Action Directe** (Boisbriand) where the students will be partaking in different rock climbing activities. We will have qualified monitors with us throughout the whole day. They will eat lunch at the Amusement Action Directe. After this activity, the buses will take us to **Laurentian Lanes** (Ville St-Laurent) where we will play a few games of bowling. Shoe rental is included in the price. Finally, after bowling, the buses will take us back to school.

Students will need to wear comfortable sporty clothes, running shoes and socks. Students will need to bring a lunch, two - three snacks and a **water bottle** for this special day. **No electronic games, cell phones or money permitted on this trip.**

We will need **two parent volunteers** per homeroom class to accompany us for this field trip. If you are interested, please complete **the section 2 below**. Volunteers will be contacted to confirm their presence.

We are planning to return to school by **5:00 PM**. Please complete Section 3 below as to how your child will be getting home after returning to school.

Also, please fill-in the **Field Trip Permission and Medical Forms (attached)** and return with a cheque payable to **St John Fisher Senior** in the amount of **50\$** by **Tuesday, March 28<sup>th</sup>, 2023**.

Thank you,

The Grade 6 Teachers

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**Grade 6 Field Trip – Thursday, April 13<sup>th</sup>, 2023**

**Section 1:**

Student's Name (please print) \_\_\_\_\_ Homeroom \_\_\_\_\_

**Section 2:**

I wish to volunteer for my child's homeroom class on Thursday, April 13<sup>th</sup>, 2023. You will be contacted to confirm your presence.

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Section 3:**

- I will be picking my child up at 5:00 PM
- My child will be going home with \_\_\_\_\_  
*(Student's name – please print)*

\_\_\_\_\_  
*(Adult's name – please print)*

\_\_\_\_\_  
*(Adult's telephone number)*

\_\_\_\_\_  
*Parent's Name (please print)*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Signature*

# Appendix 3



December 13th 2022

To ensure members of the Lester B. Pearson School Board community remains 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 below highlights of some of the decisions that were taken during the December 12th regular meeting. Different Committee reports that were presented as well as the minutes can be found at the following link: <https://www.lbpsb.qc.ca/council-of-commissioners/information-from-council>.

1. The Council of Commissioners approved that the consultation document entitled Budget Consultation Plan 2023-2024 be distributed to the consultative partners of the Lester B. Pearson School Board during the week of January 9, 2023, for the community to provide input on the allocation of subsidies, school tax proceeds and other revenues of the School Board. Responses are to be returned to the Secretary General no later than March 31, 2023.
2. The Council of Commissioners approved that the document entitled Policy on Extracurricular Activities and Field Trips be adopted, effective December 12, 2022. A copy of the document will be available at the following link in the coming days: <https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws/>
3. The Council of Commissioners approved the consent of the Lester B. Pearson School Board to the proposed transaction defined in the attachment entitled "Modification to Transportation Service Contract number LBP 222803" and dated December 12, 2022, be given to Lucien Bissonnette Inc.
4. The Council of Commissioners approved that the 2021-2022 Lester B. Pearson School Board Annual Report be approved and be transmitted to the Minister of Education Bernard Drainville, Premier François Legault, Éric Girard, Minister responsible for Relations with English-Speaking Quebecers and to all Members of the National Assembly as well as to the municipalities on the territory of the Lester B. Pearson School Board.

A copy of the 2021-2022 Annual Report is available at the following link:  
<https://www.lbpsb.qc.ca/wp-content/uploads/Annual-Report-2021-2022.pdf>

5. The Council of Commissioners approved that the document entitled School/Centre Name and External Property Name Policy be adopted, effective December 12, 2022.
6. The Council of Commissioners approved that the transportation service contract with Transport École-Bec Montréal (EBM) Inc. be approved for the 2022-2028 school years.
7. The Council of Commissioners approved that Commissioners Marilyne Boyer and Alaina Charszan represent the Lester B. Pearson School Board at the virtual annual conference of the Learning Disabilities Institute from March 22nd to March 24, 2023.
8. The Council of Commissioners of the Lester B. Pearson School Board approved that Commissioner Alaina Charszan represent the LBPSB at the Conference of The Centre of Excellence For Mental Health on January 19th while Commissioner Allison Saunders will represent the LBPSB at the Conference on January 20th 2023.

# Appendix 4

## December Governing Board Report

1. On the November 11<sup>th</sup>, ped day the students had lots of fun at he Ninja Factory caught up in trying to get past the numerous obstacles throughout the courses. November 18<sup>th</sup>, we went to Cinema Guzzo on boul. Sources. The students enjoyed a kiddie combo while watching the movie Academy of Music.
2. The students in daycare have been working on their Holiday crafts to showcase at our Art Gala tomorrow Thursday December 15, 2022 in the gymnasium. Parents can view their child's artwork when they pick up their kids between 3:45-5:45 p.m.
3. The Holiday Gift Shop would like to make a come back this year. This is a shop where students can dig into their piggy banks and buy gifts for their parents, grandparents & siblings. All items are priced under \$12 and includes gift wrap. It's a great opportunity for the students to experience the excitement of choosing a gift, while also teaching them how to budget their money. The shop will be held on Wednesday December 21<sup>st</sup>, 2022 during school hours.
4. On Friday January 20, 2022 we will be taking the students to Oasis Immersion, It's an indoor walk-through gallery of light exhibits with laser projector, offering architectural installations. It's located at the Palais de Congres.

# Appendix 5

# Principals' Report for Governing Board



**December 14, 2022**

**Thrilled to be back! Returning to a smiling team and polite and welcoming students! Great SJFS Community!**

**Thank you to all staff for holding down the fort while I was away, as well as thank you to Staff Assistants Mr. DeVincentis and Mrs. Mikromastoris.**

**Thank you to Mrs. Turner and Mrs. Glave for taking care of all in my absence. You were in very good hands.**

**Thank you to Mrs. Laura & Mrs. Aimee for always going above and beyond.**

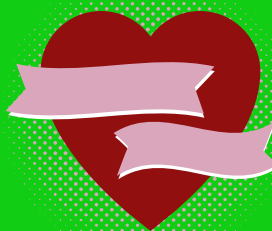
**Thank you to the Resource Team for supporting the numerous needs that have arisen these past 2 months.**

**Thank you and farewell to our student teachers.**

**Thank you to the Literacy Week Team.**

**Thank you to Mrs. Brittany and cie for the Literacy Initiative in grade 3 - your efforts see students reaping the rewards.**

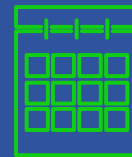
**Thank you to all who are running activities and groups for the students.**



IASS PD Events from the Global Health initiative in January for Aides, Spec Ed Techs, and FSSTT.

# Principals' Report for Governing Board

## Upcoming Dates



**December 14, 2022**



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



Thank you for the numerous fundraisers past and ongoing.

Next meeting: Jan 18 (7pm) (every 3rd Wednesday)

## Governing Board

Next meeting: February 8

Congratulations to our Choir and Band for participating in the CBC Music Challenge. Congratulations to Mr. Victor and Mr. Arless for placing in the top 10 with the Band!

Congratulations to Miss Aimee - check her out on our FB page!

Congratulations to Miss Cindy who has received a large grant for ski equipment.

After school tutoring by HS students starting up in January pending volunteers.

DCP Team Meeting coming up

Francisation to begin in January

Dec 14  
Cycle 3 at St-Thomas for Music Concert

Dec 19-23  
Holiday Spirit Week

Dec 21  
Holiday Gift Shop - Miss Laura

Dec 22  
Holiday Breakfast Daycare Staff

Dec 22  
Volleyball staff vs gr.6

Dec 23  
Shortened day: Bell:12:35 Buses  
Leave:12:44  
Sing-along  
Daycare open to 4pm

Jan 9  
Return to school

Jan 27  
Talent Show - grade 6