

**St. John Fisher Senior Elementary**  
**Governing Board Minutes 10/13/2021**  
**7:00 p.m. – 9:00 p.m.**  
**Zoom Meeting (COVID 19)**

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**Type of Meeting: Governing Board – Regular 2021-2022 #1**

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

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

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

**Ex-Officio:** Deborah Shizgal, Allison Saunders

**1.1 AGENDA TOPICS**

**1.1.1 CALL TO ORDER AND WELCOME**

Deborah Shizgal welcomed everyone and called the meeting to order at 7:06pm.

**1.1.2 TERRITORIAL ACKNOWLEDGEMENT**

Deborah Shizgal read the Territorial Acknowledgment.

**1.1.3 INTRODUCTIONS OF GOVERNING BOARD MEMBERS**

Deborah Shizgal introduced the three returning Governing Board Members Nadia Lawand, Marie-Claire Caillard and Mark Sankoff and introduced the two new members Tiffani Wheeler (last years Alternate Parent Representative) and Christine Archambault (Governing Board Member from SJFJ). Deborah Shizgal also introduced the four Parent Substitutes Andrea Borrelli, Tom Fullerton, Andrew Gunther and Jaiseema Kaur Seyan.

**1.1.4 ADOPTION OF THE AGENDA**

A motion to adopt the agenda was duly proposed by Nadia Lawand, seconded by David Arless. The agenda was approved unanimously. **Resolution: 21-22-01**

**1.1.5 ADOPTION OF THE MINUTES OF JUNE 9, 2021**

An error was pointed out in the draft minutes. The name Marie-Claire Mondor will be changed to Marie-Helene Mondor. A motion to adopt the amended minutes of the June 9, 2021 meeting was duly proposed by Marie-Helene Mondor, seconded by Marie-Claire Caillard. The minutes were approved unanimously. **Resolution: 21-22-02**

**1.2 QUESTIONS FROM THE PUBLIC**

**1.3 NEW BUSINESS**

**1.3.1 ELECTIONS OF GOVERNING BOARD CHAIR**

Deborah Shizgal began the discussion to elect a Chair for the Governing Board. She explained that we need one person elected, however we can also have a Vice Chair to assist with the position. Deborah Shizgal asked if there was anyone willing to put his or her name forward. Nadia Lawand announced that Christine Archambault has been doing the work on the Junior

Governing Board and she believes she is ready to take on the task at Senior. Christine Archambault agreed that she is willing to put her name forward with guidance from Nadia Lawand. A motion was duly proposed by Nadia Lawand to nominate Christine Archambault as Governing Board Chair for 2021-2022. This was seconded by Tiffani Wheeler and approved unanimously. **Resolution: 21-22-03.**

### **1.3.2 GOVERNING BOARD SECRETARY**

Christine Archambault asked if anyone would be willing to take on the roll of Governing Board Secretary. Nadia Lawand nominated Tiffani Wheeler. Tiffani Wheeler accepted the nomination. A motion was duly proposed by Nadia Lawand to accept Tiffani Wheeler as Governing Board Secretary for 2021-2022. This was seconded by Marie-Claire Caillard and approved unanimously. **Resolution: 21-22-04.**

### **1.3.3 GOVERNING BOARD VICE CHAIR**

Christine Archambault nominated Nadia Lawand as Governing Board Vice Chair. Nadia Lawand accepted the nomination. A motion was duly proposed by Christine Archambault to accept Nadia Lawand for Governing Board Vice Chair for 2021-2022. This was seconded by Tiffani Wheeler and approved unanimously. **Resolution: 21-22-05.**

### **1.3.4 GOVERNING BOARD INTERNAL RULES OF MANAGEMENT (INFO)**

Deborah Shizgal asked to table this discussion to the November meeting because the Internal Rules of Management were not attached to the meeting materials. **Appendix 1**

### **1.3.5 COMMUNITY REPS**

Deborah Shizgal explained that our Community Representatives are people who do not have a student at the school who give us a more community minded perspective. Last year the Community Representatives were Tom Fullerton, who is now a Parent Substitute and Daphne Daifas. The Board discussed asking Daphne Daifas again and asking Sarah Campeau (last year's Governing Board Vice Chair) to become Community Representatives for 2021-2022.

### **1.3.6 HOME AND SCHOOL LIAISON**

Christine Archambault asked who the Home & School Liaison was last year and Tiffani Wheeler announced that she is still Home & School Co-President and would be happy to be the Liaison again for 2021-2022.

### **1.3.7 FIELD TRIPS (WITHIN WALKING DISTANCE)**

Deborah Shizgal announced that usually the school has blanket approval for all trips that are a short walking distance from the school. A motion was proposed by Nadia Lawand to approve field trips as far as Terra Cotta Park. This motion was seconded by Rachel Ethier and approved unanimously. **Resolution: 21-22-06.**

### **1.3.8 DAYCARE PED DAY APPROVAL**

Laura Sulano requested blanket approval for all PED activities for 2021-2022. For many years, the Daycare Program has been able to run PED Days at a \$25.00 per day flat rate. Daycare will be starting to do outdoor field trips post COVID. A motion was proposed by Mark Sankoff to approve all Senior PED Day Activities at a flat rate of \$25.00 regardless of indoor or outdoor

activities. This was seconded by Nadia Lawand and approved unanimously.

**Resolution: 21-22-07.**

### **1.3.9 EMERGENCY PREPAREDNESS PLAN**

Deborah Shizgal asked that this be tabled until the November meeting, as the Emergency Preparedness Plan is not ready to present.

### **1.3.10 RENTALS**

Deborah Shizgal announced that rentals have been reinstated at the school board level. To date SJFS does not have any rentals booked.

### **1.3.11 BASIC SCHOOL REGULATION (REPORTING PERIODS)**

Deborah Shizgal presented the 2021-2022 reporting periods. There will be an Interim Report Card in November as well as parent teacher interviews. Term One will finish the third week of January. There will be an Interim Report Card in April as well as parent teacher interviews and Term Two will finish at the end of the school year.

## **1.4 REPORTS**

### **1.4.1 REGIONAL PARENTS' COMMITTEE REPORT**

Christine Archambault presented the Regional Parents' Committee Report. A copy of this report is at the end of the minutes. **Appendix 2**

### **1.4.2 COMMISSIONERS' REPORT**

Allison Saunders had not yet arrived to the meeting; Deborah Shizgal summarized the Commissioners' Report. A copy of this report is at the end of the minutes. **Appendix 3**

### **1.4.3 DAYCARE REPORT**

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

#### **Appendix 4**

Mark Sankoff: How do you find the extra two hours in the morning and less children in the afternoon?

Laura Sulano: It is going okay. Having lived through both scenarios (early and late start school), I would prefer the early start because a longer afternoon allows us to do a lot more with the children. The program is fuller with an earlier start.

Mark Sankoff: Do you find your numbers are significantly lower this year?

Laura Sulano: The numbers are still lower because of COVID. There are still parents who are working from home. I do not necessarily feel that the numbers are lower because of the time change. We have 101 children; some come in the morning and some in the afternoon and some for both.

Mark Sankoff commented that his children really did not want to miss morning daycare because they enjoy it so much 😊

Christine Archambault: Did you get more children enrolled in the morning timeslot than in previous years because of the late start?

Laura Sulano: Yes, there are definitely more kids.

Christine Archambault commented that her children thought the pizza from Emma's Pizzeria

was the best pizza they had ever eaten. I love that we are supporting a local restaurant and that the kids loved it. Great job 😊

#### **1.4.4 HANDS REPORT**

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

**Appendix 5**

#### **1.4.5 PRINCIPALS' REPORT**

Deborah Shizgal presented the Principals' Report. A copy of this report is at the end of the minutes. **Appendix 6**

Commissioner Allison Saunders briefly spoke at the end of the meeting. She thanked everyone in Ward 4 who voted and encouraged anyone with questions or concerns to come and speak with her. She also commended the schools in Ward 4 for marking September 30th in such a fantastic way. It is great that the children in our community have a good understanding of what is going on.

#### **1.5 QUESTIONS FROM THE PUBLIC**

No members of the public were present at the meeting.

#### **1.6 CORRESPONDENCE**

### **ADJOURNMENT**

The next Governing Board Meeting is November 10, 2021 at 7:00pm via Zoom

Motioned at 7:55 pm by Tiffani Wheeler that the meeting be adjourned. **Resolution: 21-22-08.**

Respectfully submitted

Tiffani Wheeler

# Appendix 1

# St. John Fisher Senior Governing Board

## Internal Rules of Management

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### Proposals/Resolutions Relating to the Start-up Activities of the Governing Board

#### Governing Board Composition

- The St. John Fisher Governing Board (GB) shall have 12 members, include the following persons:
  - Five parents of students attending the school who are not members of the school staff, elected by their peers.
  - Four members of the school staff, including at least two teachers and, if the persons concerned so decide, at least one non-teaching staff member and at least one support staff member, elected by their peers.
  - A member of the staff assigned to childcare, elected by his or her peers.
  - Two representatives of the community who are not members of the school staff, appointed by the members elected under the bullets above.
    - The community representatives on the governing board are not entitled to vote.

#### Members of the Governing Board

- Until the election of the chairperson, the principal presides over the meeting.
- At the first meeting of the year, the board elects a chairperson.
  - The chairperson must be a parent representative.
  - The term of office of the chairperson is one year.
- If the chairperson is absent or unable to act, the GB shall designate a person from among the members who are eligible for the office of chairperson to exercise the functions and powers of the chairperson.
- The role of vice-chairperson may be assumed on an as needed/rotating basis by one or more parent members of the GB
- The meeting identifies a person who assumes the role of Secretary for a given meeting.

#### Electing the Governing Board Chairperson

There are five proposals pertaining to the election procedures for the position of Chairperson, as follows:

1. The position of chairperson of the GB without a sponsor will be accepted by the GB general members.
2. The position of chairperson can be made by proxy.
3. The position of chairperson of the GB will be accepted by the GB general members.
4. The open nominations be accepted for the position of chairperson of the GB by the GB general members.
5. A vote by ballot will be held to elect the chairperson of the GB.

#### Standing Invitation to the Ward Commissioner to Attend GB Meetings

- A motion to extend a standing invitation to the Commissioner to attend the St. John Fisher Senior School GB meetings and further that the "Commissioner's Report" remains a permanent fixture on the Agenda shall be proposed at the first meeting of each year.

#### Invitations to the Parent Commissioner(s) and co-opted commissioners

# St. John Fisher Senior Governing Board

## Internal Rules of Management

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- The GB may invite the parent commissioner(s) and/or co-opted commissioners to its meetings on an as needed basis for consultative purposes.

### **Mandate for Home and School to Manage Annual Fundraising Campaigns**

- A motion that the GB designates the SJF Home and School to oversee and manage the annual fundraising campaigns in conjunction with the school shall be proposed at the first meeting of each year.

## **Proposals/Resolutions Relating to Regular Meetings of the Governing Board**

### **Schedule of Governing Board Meetings**

- The GB meets on the second Wednesday of each month, subject to confirmation at each GB meeting.

### **Regular Meetings**

- The GB fixes by resolution the date, time place and duration of its meetings.
- A minimum of five (5) meetings per school year must be held.
- The parents, staff and members of the community are advised of these GB meetings via the school website.
- A member who expects to be absent from a meeting should notify the chairperson or the secretary as soon as possible.
- Quorum is a majority of the members of the GB who are in office, including and at least half of the parents' representatives (3).
- The chairperson will respectfully request the resignation from members who:
  - without having sent their regrets arising from valid reason(s), as determined by the GB, are absent for three consecutive GB meetings: or,
  - are absent from four GB meetings
- Meetings will be called to order at 7:00pm and adjourned at 9:00pm unless the majority of the members vote to continue.

### **Agenda**

- The chairperson prepares the proposed agenda with the principal.
- Any member may add an item to the agenda by communicating with the chairperson or principal at least ten (10) working days before the meeting is to be held.
- The subject must be adequately precise, and if the item is to be voted on, a draft resolution should be presented with the request.
- The proposed agenda of a meeting and the relevant documents must be sent to the members at least seven (7) working days before the meeting is to be held. These documents serve as notice of the meeting. The chairperson must see that they are sent.

### **Before the Meeting**

- After receiving the proposed agenda, the members have the right to request:
  - That one or more items be added.
  - That the wording of any item be modified.
  - That the order of the items on the agenda be modified.

# St. John Fisher Senior Governing Board

## Internal Rules of Management

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### **Territorial Acknowledgement**

- The following territorial acknowledgment will remain a permanent fixture as the first item on the GB Agenda for all regular and special meetings:

We would like to begin by acknowledging that St. John Fisher Senior is located on unceded Indigenous lands of the traditional territory of both the Kanien'kehá:ka (Gun-yuhn-geh-ha-gah) "Mohawk" and the Anishinabeg (Aw-nish-eeen-aw-beg) "Algonquin" peoples. We are grateful for the opportunity to gather here and we thank the many generations of people who have taken care of this land and these waters.

Tiohtiá:ke, (Joe-jah-geh) « Montréal », est historiquement connue comme un lieu de rassemblement des diverses Premières Nations; en conséquence, nous reconnaissons et apprécions profondément les liens historiques et continus des Autochtones avec ces terres et ces eaux ainsi que leur présence à cet endroit.

Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within our community.

### **At the beginning of the Meeting**

- Adjustments may be made to the agenda by members of the GB prior to its approval and the agenda may be approved with or without additions

### **Conflict of Interest (Article 70, Education Act)**

- Every member of the GB who has a direct or indirect interest in an enterprise that places the member's personal interest in conflict with the interest of the school must, on pain of forfeiture of office, disclose the interest in writing to the principal, abstain from voting on any matter concerning the enterprise and avoid influencing the decision relating to it. The member must, in addition, withdraw from a meeting while the matter is discussed or voted on.
- A disclosure under the first paragraph must be made at the first meeting of the GB:
  - After a person having such interest becomes a member of the GB.
  - After a member of the board acquires such interest.
  - During which the matter is dealt with.

### **Rental of Facilities**

- Article 93 of the Education Act stipulates that the GB is responsible for approving the use of school premises.
  - The approval of the Principal is also required;
  - The School Board negotiates the terms for the use of the premises with the groups/associations requesting rental of the facilities.
  - The Principal fully discloses details of rentals to the GB.



# Appendix 2

## **LBPSB Parents' Committee Summary**

### C AGA Part 1

LBPSB Parents' Committee 2021 Annual General Assembly meeting took place on September 30. (Part 2 was Held on October 7<sup>th</sup>.)

The primary objective of Part 1 of the AGA was to explain the various roles and positions of the PC, Part 2 focused on the election of members to the various positions.

We did have time to meet with the sector subcommittees to ask questions and meet the other members.

C AGA - Part 2- below are the positions that were being voted on.

### **Internal Advisory Elections**

Chair  
Vice-Chair  
Secretary  
Treasurer  
Communications Officer  
Commissioner Representing the PC

### **LBPSB Committee Representatives**

Transportation Advisory  
Communications  
Facilities & Security  
Intercultural Advisory (3 Reps)  
Programs & Services  
Safe & Caring Schools  
GREEN Committee

### **External Representation**

EPCA Delegate (2-year term)  
Foundation (PEF)

I will follow up with the list of members who were elected for the positions.  
The next meeting is November 4<sup>th</sup>, 2021 at 7 pm.

# Appendix 3

## **Ward 4 Commissioner's Report – October 2021**

### **School Board Elections**

I would like to thank the electors of Ward 4 for selecting me with overwhelming confidence to be the commissioner representing Ward 4. It will be my honour to serve the community I grew up in and where I chose to raise my family.

When appointed as a co-opted commissioner to the LBPSB council in 2020, my voice was added to the council as part of a larger effort to identify and fight racism within the board. As an elected commissioner I am now a voting member and look forward to continuing that mandate along with fulfilling my other responsibilities as a commissioner of the LBPSB.

I would also like to extend my congratulations outgoing Ward 4 commissioner Judy Kelley who is now Chair of the LBPSB Council of Commissioners. Her opening remarks and reading of a renewed Territorial Acknowledgement at the meeting of October 4 set the tone for a great start of the new Council of Commissioners of the Lester B Pearson School Board.

In 2020, the LBPSB Council of Commissioners stated that they:

- denounce[] racism and discrimination in all forms.
- [have] always been committed to equity, inclusion, and respect for all.
- are actively re-examining the ways in which we live these values, the ways we do not, and the work we must do to honour them
- pledge to work together with [the] community to lead positive change.
- Commit to undertake actions that will improve the learning and social experiences for the students and communities we serve [[source](#)]

I am looking forward to the conversations and actions that are to come.

### **Report from Council October 4, 2021**

Swearing in of:

- Former Ward 4 commissioner Judy Kelley – LBPSB Chair
- Former co-opted Commissioner Allison Saunders – Ward 4
- Frank Di Bello – Ward 5
- Patrick Whitham – Ward 3
- Annika Heron (JRHS) and Emily Raynor (BHS) – Student commissioners
- Membership of the LBPSB Executive committee – [Learn more about the executive committee](#) (what it is, what does it do)

The full list and contact information of the LBPSB Council of Commissioners can be found [here](#)

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LBPSB Director, Dr. Cindy Finn presented her report that outlined the board's response to the latest COVID-19 protocols as outlined by Quebec Public Health. This includes rapid testing that is now available in LBPSB elementary schools.

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The Council of Commissioners approved that remuneration remitted to members of the Lester B. Pearson School Board's Council of Commissioners. Information can be found [here](#)

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The Council of Commissioners approved that the Chair of Council, Judy Kelley, will represent the LBPSB on the Board of Directors of the Quebec English School Board Association and that Commissioners Frank di Bello and Eric Bender should also be designated as representatives of the Lester B. Pearson School Board on the QESBA Board of Directors. As well, Council approved that the Chair of Council should be designated to the Executive Committee of QESBA.

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The full council summary report can be found [here](#)  
Task Force on Equity and Inclusivity's final report can be found [here](#)

Respectfully submitted by Allison Saunders (Commissioner – Ward 4)  
Facebook.com/ASaundersatLBPSB

# Appendix 4

## October Governing Board Report

1. We've had a few staff changes in lunch & daycare this year. Ms. Marina & Ms. Elissa were transferred to new schools as our numbers in daycare decreased this year. In the lunch program we welcomed Ms. Carol Packwood formerly from the Jr. campus as a student supervisor replacing Ms. Amber Saeed in grade six till the end of February.
2. This year our daycare family is at 101 regularly registered slightly elevated from last years numbers. Our classes consist of:
  - 2 grade 3's
  - 2 grade 4's
  - 1 grade 5
  - and 1 grade 6.

This year the daycare students have been grouped in grade level bubbles which has shown to be a lot more beneficial to the students socializing practices.

Like last year we are continuing to wash our hands and our desks as well as changing our masks at lunch time every day.

3. On our first ped day in September the students enjoyed an outdoor obstacle course similar to a mud run but with much better weather. Since it was outdoors we invited our grade 1's & 2's from the jr. school to enjoy the race as well.
4. Pizza & Sandwich lunches are back this year. The St. John Fisher Jr. & Sr. campus are proud to support a local restaurant on Donegani, Emma's Pizzeria for lunches this year. They will be providing us with both pizza & sandwiches at a very affordable price.
5. Upcoming events include a week of Halloween festivities, a special Remembrance Day project & our 2 ped days in November. As always, stay on track with our school's events by following us on Facebook for pictures of our ongoing happenings in daycare and in school.

# Appendix 5





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



## H&S Report to GB

October 2021

- Éditions Vaudreuil pick up took place at the junior campus on Thursday, August 26th from 4pm to 7pm.
- H&S set up outside the Junior Campus on the first day of school for the new kindergarten students. We welcomed parents and handed out approximately 55 t-shirts.
- First H&S Meeting took place on Wednesday, September 22nd
- We are still accepting memberships
  - Membership form and payment can be found online at <https://sifhands.wordpress.com/>
- New fundraisers this fall:
  - Pizza Fridays are back at SJFJ. This year we will be supporting a local restaurant (Emma's Pizzeria) and we will be having pizza two Fridays every month. Our first one was last week and it was very successful.
  - Bosapin: This year, SJF is offering you the opportunity to have your Christmas tree and accessories delivered to your home by wooden soldiers.
    - Order online supplies are limited
    - [Shop - Buy your Christmas tree delivered to your home. Great option for fundraising \(merryeasychristmas.com\)](#)
  - Coffee and Hot Chocolate
    - This fundraiser will continue throughout the year
    - Local business <https://cafegourmet.ca>
  - Felix & Norton Cookies
    - More details to come soon. We are finalizing dates for this fundraiser.
- **Next Meeting Wednesday, October 20th at 7pm on Zoom**

# Appendix 6

## GB Principal's Report

October 13th, 2021

- 300 students
- Returning Teachers
  - Marie Helene Mondor
  - Nadia D'Agostino
  - Melissa Briere (50%)
- New Teachers
  - Brittany Reisler (Resource 100%)
  - Meghan Fabbro (Media 67%)
  - George Karkavilas (Phys Ed 36%)
  - Cheryl Villeneuve (Grs 3 & 6)
- New IAs
  - Catherine Dalton
  - Maryna Krejcarova
  - Chandroutie Besasar
- School Professionals
  - Lise Lecompte - CIE
  - Fallon Tajfel - Speech and Language
  - Olivia Di Maino - OT
  - Zuzana Sevcikova - Creative Arts Therapist
  - Datevig Etyemezian - Autism Consultant
  - Sandra King - Spiritual Animator (Thursdays)
  - Jill Socket - nurse
- Covid protocols have changed a bit.
  - Everyone wears masks and that is considered protection. If there is one case of COVID in the class then the class continues. Only when a second case happens does the class close.
  - The den for sick kids will still be implemented if they are displaying symptoms - a runny nose is no longer a symptom
  - Hand sanitizing, desk washing continue
  - Grades are kept separate from each other
  - Rapid Tests are possible when warranted provided we have parental permission.
- Student teachers- we had one student teacher with Tracylee. Her time with us is done this week.

- Spirit Fridays are getting a lot of attention. Prizes awarded to classes is a fun way to get everyone involved.
- Construction - is still underway. The railings arrived but were not the correct size. Painting and sanding will be completed sometime before I retire.
- We have completed 5 fire drills and one lockdown. One more lockdown to go next week.
- The students have competed in two tournaments- Ultimate frisbee, and handball. We were well represented.
- September 20th we had our first PED Day. we are now ready with schedules in the event that the class/school must go to online learning
- September 30 was Attestation Day
- September 30<sup>th</sup> was also Orange Shirt Day. This is a day when we honour the Indigenous children who were sent away to residential schools in Canada and learn more about the history of those schools. There was so much orange in the school that day. Well done to the teachers for preparing our students so well.
- Photo Day was October 4<sup>th</sup>. The pictures went smoothly and we were able to make the changes necessary to finish the day early.
- The new sound system is now installed in the gym. We are waiting for a training session to learn how it works.
- Terry Fox Run is taking place during a Phys. Ed. period this week.

### **Coming up**

- IEPs go home on October 14th
- October 15th is the Teacher's Convention
- October 18th - We will be having a speaker, Elaine Wolfear, who will speak to the students about being a residential school survivor.
- October 19th is the Cross Country Run for grades 4-6