



École St. Charles School

Governing Board Minutes	
May 6 th , 2025	
Present	Status
Guy, Stephanie*	Teacher Representative
Hersh, Kelly*	Teacher Representative
Hunting, Brittany*	Teacher Representative
Jackson, Shawn*	Chairperson, Parent Rep.
Larocque, Mathieu*	Principal
Leithman, Shannon*	Support Staff
McLean, Ross*	Parent Rep / Parent Committee Rep
Orenbach, Steve*	Parent Representative
Parasuco, Vanessa*	Parent Representative
Read, Julianne*	Parent Representative
Shore, Allyson*	Substitute Member
Soles, Justine*	Teacher Representative
Tataris, Anna *	Secretary / Parent rep.
D' Costa, Talia*	Member of the Public
Jones, Kayla*	Member of the Public
Layla Barroca*	

Absent: Genevieve Roberge (Parent rep)
 Marc Montmarquette (Substitute member)
 Madison Bellas (Teacher Representative)
 Laura Bennett (Daycare Technician)
 Jason Doan (Commissioner)

1. Welcome and call to order

Meeting was called to order at 7:02pm

2. Land Acknowledgement

“In order to show our deep respect for the land on which our event takes place today” we would like to acknowledge that Lester B Pearson School Board is located on the unceded territory of the Kanien'keha:ka People. Lester B. Pearson School Board honours, recognizes and respects the Kanien'keha:ka People as the traditional stewards of the lands and waters on which we meet today and recognizes that this land has long served as a site of meeting and exchange amongst nations.

We also acknowledge the harms and mistakes of the past and commit to informing ourselves about this truth in order to move forward in partnership with Indigenous communities in a spirit of collaboration and reconciliation”

3. Review and adoption of Agenda

- Reviewed

MOTION to adopt the agenda of May 6th, 2025

RESOLUTION #: 2024-66-GB-1

MOVED BY: Steve Orenbach

SECONDED BY: Stephanie Guy

ADOPTED UNANIMOUSLY

4. Review and adoption of minutes from meeting on March 26th, 2025

- Reviewed

MOTION to adopt the minutes from meeting on March 26th, 2025

RESOLUTION #: 2024-66-GB-2

MOVED BY: Steve Orenbach

SECONDED BY: Brittany Hunting

ADOPTED UNANIMOUSLY

5. Questions from the Public

- None at this time.

6. New Business Arising

a) School Calendar 2025-2026 school year

- Reviewed

MOTION to adopt the school calendar for the 2025-2026 school year

RESOLUTION #: 2024-66-GB-3

MOVED BY: Brittany Hunting

SECONDED BY: Vanessa Parasuco

ADOPTED UNANIMOUSLY

b) Code of Conduct

- Reviewed

MOTION to approve the Code of Conduct

RESOLUTION #: 2024-66-GB-4

MOVED BY: Justine Soles

SECONDED BY: Shannon Leithman

ADOPTED UNANIMOUSLY

c) Field Trips & Fundraiser

- Select Grade 6 students (10) will be visiting PCHS on May 21st from 9am to 12pm for an experience to facilitate the transition from elementary to high school. They will be travelling by car so there is no cost to the parents and it will be a ratio of 1:5.
- Fun Hat Day Fundraiser to be held on May 23rd. Students are encouraged to bring \$1, \$2, or any other amount to benefit the Transitional Care Program in the Child Psychiatry Department through the Jewish General Hospital Foundation.

MOTION to approve the Field trip & Fundraiser

RESOLUTION #: 2024-66-GB-5

MOVED BY: Shannon Leithman

SECONDED BY: Steve Orenbach

ADOPTED UNANIMOUSLY

d) Home & School Requests

- **Fall Fundraising Campaign (Oct. 2025)**

Request to hold a fall fundraising campaign which will consist of a choice between the following:

a cash option of \$50 per student up to a maximum of \$90 per family OR
 Laura Secord Chocolates (milk chocolate, mint, crisp rice and dark chocolate) for a total of 30 bars at \$5 each. If the full box is sold the net return to the school would be approximately \$45 per box sold. Like this year, there is a “no-open box” return policy and moving forward, if we have more than 10 unopened boxes to return, we will be charged a restock fee.

- **Oliver’s Labels Fundraising Campaign**

Request for approval for Home and School to offer “Oliver’s Labels” to the community via the school website. A link on the school website would be set up which will take you to the Oliver’s Labels website. All orders are automatically added to the St. Charles Home and School account and Home and school will receive a 20% commission. Oliver’s Labels will handle all the orders; payment and deliveries.

- **Flip Give Fundraiser**

Request for approval to be able to continue to offer Flipgive to the community as a fundraiser for the (25-26) school year. Similar to Oliver’s labels, we would like to include a link on our website. We would like to remind the community about the program via email and or kiddy mail and then send the monthly promotions via email to the community. The community can directly buy items from merchants or get e-certificates making it easy to use and convenient

- **School Photos**

Request for approval for school photos to be held on Monday, September 15th, 2025 and Grad photos to be held on Wednesday, January 21, 2026, both with Green Apple Photography. The schedule for that day will be coordinated between the Home and School President or its representative and M. Larocque

MOTION to approve the Home & School Requests

RESOLUTION #: 2024-66-GB-6

MOVED BY: Anna Tataris

SECONDED BY: Brittany Hunting

ADOPTED UNANIMOUSLY

7. Reports

a) Daycare Report

- Nothing to report at this time

b) Principal Report

- On Thursday, March 27th some very talented St. Charles students performed in the school's variety show. What a treat it was for all the spectators who were present! Congratulations to all the participants and thank you to all the staff and parent volunteers who made it possible! Special shout out to Mme Kelly and Ms. Rebecca for organizing the event!
- On Wednesday, April 2nd, special guest Sarah Kourkejian came by St. Charles as part of Neurodiversity Acceptance Day. She spoke about the graphic novel she has written and how it relates to the themes of empathy and diversity.
- On Thursday, April 3rd and Friday, April 4th, there were two new principals in charge at St. Charles: Delia in grade 2 and Evangeline in grade 6. They were both excellent down in the office, helping out in any way they could. As part of this unique day, they got to enjoy a special lunch and come up with a new "rule": a schoolwide pyjama day and special sweet treat coming soon!
- On Tuesday, April 8th, St. Charles put on its senior concert. With Ms. Pan at the helm, students in grades 3-6 got to showcase what they have been working on in their Music class. Thank you to all those who helped make this event a possibility.
- On Monday (April 14), students in K4 and K5 had a vision screening done by École de la Vue, in partnership with the Government of Quebec. Results collected from this session have been sent home to parents.
- The week of April 14th, the Home & School Association put on an absolutely amazing Staff Appreciation Week! From the luncheon and breakfast cart, to the raffles, games, and prizes, without forgetting the beautiful staffroom makeover, the St. Charles staff really felt the love from the community. We greatly appreciate every single person who played a part in making it such a success!

- On April 23rd and 25th, all St.Charles students had the opportunity to experience an in-house planetarium that was set up in the gymnasium. This was the perfect complement to our STEAM theme of Space, as everyone was able to experience the stars and constellations in the comfort of their own school.
- On April 29th, the grade 6 students had a visit from a group of grade 11 students from Beaconsfield High School, who came by to give some insight on neurodiversity, and share some information about high school life. It was a great way to ease some concerns about the transition to high school.
- Also on April 29th, our grade 5 and 6 dance crew performed for the entire school as they prepared for the LBPSB dance competition that took place the evening of Friday, May 2nd, at PCHS. The competition went off without a hitch and we are all very proud of the St. Charles team's performances!
- The evening of May 1st brought the highly anticipated STEAM evening at St. Charles. All students were extremely proud to show what they had been working on regarding the theme of Space. The evening went extremely well - I would like to thank all parents, family members, and community members who came by to support our students. Also, a big thank you to the Home & School Association for the bake sale and display of lost and found items in the gym.
- On Tuesday, May 6th, students from K4 to grade 3 participated in the LBPSB Annual Junior Cross Country Run event at Dorset Elementary School. Their many weeks of practice during their Physical Education classes paid off, as they gave it their all while parents, staff members, and community members cheered them on!
- The student enrollment for 2025-2026 currently stands at 281 students (compared to the current number of 286 students).

c) Commissioner Report

- Nothing to report at this time.

d) Home & School Report

- The last H&S meeting took place virtually on April 9th, 2025.
- Donations Committee:
We received a generous donation from parent, John Daoud, for various golf experiences that we will be using for family night and potentially other events.
- Lunch:
All is going well with Pizza, Dagwoods and Amir Lunches.
Looking forward -next year we will keep to the same amount of lunches as this year (i.e. 17 Pizza dates, 5 Dagwood dates and 5 Amir dates). We are waiting to confirm pricing. We are also looking into how we might distribute pizza from full size boxes rather than individually boxes. This would increase profits without increasing cost to the community. We are looking into the logistics and impact of this distribution.
- Fundraising:
Working on getting a jam fundraiser organized.
Profit for chocolates was a little less than last year
Still lots of spots available for Family Photo day coming up on May 3rd (rain date May 4th)

- Grad Committee:
Thank you to M. Larocque for taking on two principals for a day.
The Dairy Queen Summer Treats fundraiser has begun. Coupons are valid all summer.
- Family Game Night:
The family game night was Friday, April 25th in the gym. The theme was “Superhero Bingo”. It was a success.
- Newsletter:
We have nominated our newsletter for a QFHSA Award.
- Staff Appreciation:
Staff appreciation week was a success. We were excited to show our appreciation to the staff. We hope the staff feels the love.
- Footloose
The following Inflatables booked for June. 13th 2025 /rain date: June 17th, 2025/: Vertical Rush, Spider Man Obstacle Course, Bootcamp and new this year the Ferris Wheel Combo. Set up will begin at 6:00am and take down will be at 2:30 PM
- Welcome Back BBQ
Planning has begun. It will likely be held on, Friday, September 12th
- Super Recycleurs
Booked for June 13th (the same day as Footloose)
- STEAM Night
Bake sale will be held that night in the gym
Lost & Found was organized and laid out in the gym for families to look through. Anything not picked up that night will be photographed and posted on H&S’s facebook page. Finally, all leftovers will be donated to “Super Recycleurs” on June 13th.
- Athletic Awards
Volunteers will help with decorations and food service at the banquet being held by Mr. Cairns on June
- QFHSA
We need to make some amendments to our constitution and by-Laws as suggested by the QFHSA. We reviewed the amendments that need to be made against our current bylaws and constitution and they will vote on it at our AGA on May 14th.
- VARIA
The Golden Torch award was presented to Julianne in honor of her years of service to St. Charles’ H&S
The Unsung Heroes award was presented to Darine & Reebeca also honoring their hard work behind the scenes.
Next H&S meeting: May 13th, 2025 @ 7:15 p.m. in the school’s library following the AGA

e) Regional Parent Report

- There was discussion regarding library volunteers. The board is working with the unions to try and fix the problem of having one library technician for are large number of schools, thus leaving library prep days far and few between. They are working on allowing governing boards to vote to allow volunteers back in the school libraries to help.
- There was a discussion regarding Bill 94 and the effect it will have on culture and the community. A letter is being put together to send to the government by the board. Other school boards have done the same.

8. Correspondence

- None at this time.

9. Varia

- Congratulations to Ms. Alicia and Ms. Guzman for being awarded the Lewis Peace Prize from the Quebec Federation of Home & School. Along with attending the QFHSA gala to receive their award, a monetary prize was received as well that they so graciously donated to the upcoming fundraiser to support the Transitional Care Program in the Child Psychiatry Department through the Jewish General Hospital Foundation.

10. Questions from the Public

- None at this time.

11. Next meeting date and time

- June 10th, 2025 at 6:30pm in person

12. Closure

MOTION to adjourn meeting at 7:51pm

RESOLUTION #: 2024-66-GB-7

MOVED BY: Shannon Leithman

SECONDED BY: Steve Orenbach

ADOPTED UNANIMOUSLY

Chairperson Signature

Principal Signature