

St. Charles School
Annual General Assembly of Parents
September 9, 2020

Chairperson: Chris Pearson

Principal: Lisa Baylis

1. Welcome and Call to Order

- Meeting was called to order by Chris Pearson at 7:00 pm

2. Naming of Secretary of the Annual General Assembly (AGA)

- Rebecca Vann was named as Secretary.

3. Approval of the Agenda

*Motion to approve the agenda
Moteded by Chris Pearson, seconded by Jason Doan
Motion carried*

Resolution #AGM2020-09-09.01

4. Approval of the Minutes of last year's AGA August 28, 2019

- Presented by Chris Pearson.
- Edits to Agenda item 11, paragraph d) and g) were mentioned. The minutes were updated accordingly.

*Motion to approve the edited minutes of August 28, 2020
Moteded by Kendra Mack, seconded by Steve Orenbach
Motion carried*

Resolution #AGM2020-09-09.02

5. Word from the Principal

- Lisa Baylis introduced herself and discussed the current situation in the school and the contingency measures in place during the COVID-19 pandemic. She reassured parents that, even though masks, visors and other measures are in place, the classrooms are functioning much as before and students are responding well.
- Lisa Baylis presented the 2020-2021 staff. **(Attached slides A-6 to A-14)**

6. Governing Board

- Presented by Chris Pearson.

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- Parent Representatives in attendance from the Governing Board were as follows:

Jason Doan
Steve Orenbach
Chris Pearson
Julianne Read
Anna Tataris
Rebecca Vann

6.1 Roles and Functions of the Governing Board

- The Governing Board roles and functions were discussed including information regarding how it is comprised, its functions and powers, mandate, responsibilities, topics addressed by the GB and approvals. **(Attached slides A-16 to A-22)**
- Differences for the Governing Board should Bill 40 be passed were discussed. **(Attached slides A-23 to A-25).**

6.2 Presentation of the Annual Report 2019-2020

- Please **see attached slides A-26 to A-31** to these minutes for the Governing Board Annual Report 2019-2020 and details regarding the 2019-2020 Governing Board activities.

6.3 Introduction of the Current Members on Governing Board

Parent members:

Chris Pearson (Chairperson),
Jason Doan
Audrey Haligua
Steve Orenbach
Julianne Read
Anna Tataris
Rebecca Vann

Substitute member:

Ravi Gill

Staff members:

Laura Bennett (Daycare Staff)
Julie Dominique (Teacher)
France An Dumais (Teacher)
Shannon Leithman (Support Staff)
Yves Méthot (Teacher)
Phyllis Orofino (Resource)
Renée Pilon (Teacher)
Sylvain Proulx (Teacher)

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Commissioner:
Laura Derry

6.4 Precisions Regarding Available Seats

- **Attached slide A-24** provides information regarding School Board and School Service Centre seats.

6.4.1 Nominations Received Ahead of Time

- None.

6.4.2 Additional Nominations, if any

- The following nominations were received at the AGA.

Shawn Jackson (parent representative)
Vanessa Parasuco (parent representative)
Julianne Read (parent representative)
Steve Orenbach (parent representative)

6.4.3 Closing of Nominations

- All nominations were accepted.

6.4.4 Candidates Present Themselves

6.5 Election of Parent Representatives on the Governing Board

- No vote was necessary.

6.6 Election of Substitute Parent Representatives on the Governing Board

- Following volunteered and were elected as Substitute Parent Representatives:

Ross Mclean
Allyson Shore
Alexandra Angelopoulos

7. Parents' Committee

- Jason Doan discussed the Parents' Committee. (**Attached slide A-32**)

7.1 Parent's Committee Representative Report

Parent Representative Report 2019-2020 was presented by Jason Doan.

7.2 Roles and Functions of the Parents' Committee

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7.3 Election of the Parent Delegate

Jason Doan was elected as the Parent Delegate.

7.4 Election of the Alternate Parent Delegate

Steve Orenbach was elected as the Alternate Parent Delegate.

8. Formation of a Parent Participation Organization (PPO), if applicable

8.1 Roles and Functions of the Parent Participation Organization (PPO)

- The PPO was discussed.

8.2 Decision Regarding the Formation of a PPO

*Motion to not form a PPO at St-Charles School for 2020-2021
Motioned by Chris Pearson, seconded by Kendra Mack
Motion carried*

Resolution #AGM2020-09-09.03

9. Home & School

Invitation to welcome H&S into St. Charles 2019-2020

*Motion to invite Home & School into St-Charles School for the 2019-2020 school year.
Motioned by Chris Pearson, seconded by Anna Tataris
Motion carried*

Resolution #AGM2020-09-09.04

9.1 Presentation of Executive committee

Co-Presidents	Donna Coelho-Weekes, Julianne Read and Kendra Mack
Vice President	Anna Tataris
Secretary	Darine Abdallah
Co - Membership	Elena Iftime and Debbi Marsellos
Allocation Coordinator	Caroline Veillette and Alexandra Angelopoulos
Newsletter Editor	Allyson Shore
Co - Treasurer	Debbi Marsellos, Anna Tartaris and Julianne Read
Volunteer Coordinator	Stefanie Kulisz-McLean

9.2 Presentation of Annual report

- Kendra Mack presented.
- Please **see attached slide A-33** for a breakdown all funds raised by H&S and how the money was allocated.

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9.3 Membership Process

- The membership process was discussed.

10. Varia

- Lisa Baylis discussed school hours, daycare hours, communication with parents regarding COVID-19, drop off and end of day procedures. (**Attached slides A-38 to A-42**)

11. Adjournment

- The meeting ended at 8:31pm.

Motion to close the meeting at 8:31pm
Motioned by Steve Orenbach, seconded by Anna Tataris
Motion carried

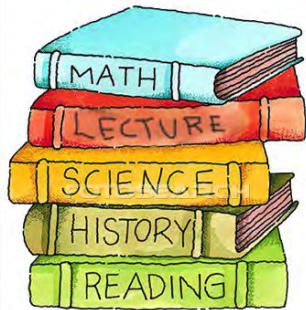
Resolution #AGM2020-09-09.05

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FRANÇAIS PLUS

École St Charles School 2020



Annual General Assembly





ATTACHMENT



Welcome to the 2020 Annual General Assembly of St Charles School

Presenting today:

Principal: Lisa Baylis

GB Chair: Chris Pearson

H&S President: Kendra Mack

Parent Representative: Jason Doan



- Review and adoption of the Agenda
- Review and adoption of the Minutes of August 28th 2019

**ST. CHARLES ELEMENTARY SCHOOL AGENDA
ANNUAL GENERAL ASSEMBLY OF PARENTS
Sept 9, 202 @ 7:00 PM via Zoom**



- Welcome and call to order
- Naming of Secretary of the AGA
- Approval of the Agenda
- Approval of Minutes of last year's AGA Aug 28, 2019
- Word from the Principal
- Governing Board
 - 1.Roles and Functions of the Governing Board
 - 2.Presentation of the Annual Report 2019-2020
 - 3.Introduction of the Current Members on Governing Board
 - 4.Precisions Regarding Available Seats
 - 1.Nominations Received Ahead of Time
 - 2.Additional Nominations, if any
 - 3.Closing of Nominations
 - 4.Candidates Present Themselves
 - 5.Election of Parent Representatives on the Governing Board
 - 6.Election of Substitute Parent Representatives on the Governing Board
- Parents' Committee
 - 1.Parent's Committee Representative Report
 - 2.Roles and Functions of the Parents' Committee
 - 3.Election of the Parent Delegate
 - 4.Election of the Alternate Parent Delegate
- Formation of a Parent Participation Organization (PPO), if applicable
 - 1.Roles and Functions of the Parent Participation Organization (PPO)
 - 2.Decision Regarding the Formation of a PPO
- Home & School
 - 1.Presentation of Executive committee
 - 2.Presentation of Annual report
 - 3.Membership Process
- Varia
- Adjournment



ATTACHMENT

St. Charles School
Annual General Assembly of Parents
August 28, 2019

Chairperson: Chris Pearson

Principal: Lisa Baylis

1. Welcome and Call to Order

- Meeting was called to order by Chris Pearson at 7:05pm

2. Naming of Secretary of the Annual General Assembly (AGA)

*Motion to name Rebecca Vann as Secretary
Motioned by Chris Pearson, seconded by Jason Doan
Motion carried*

Resolution #AGM2019-08-28.01

- Rebecca Vann was named as Secretary
- The AGM attendees were invited to sign the attendance sheet

3. Introduction of and Presentation by Principal

- Lisa Baylis introduced herself, as the new principal, to the AGM and welcomed the attendees.

4. Review and Adoption of Agenda

*Motion to approve the agenda
Motioned by Steve Orenbach, seconded by Jason Doan
Motion carried*

Resolution #AGM2019-08-28.02

5. Review and Adoption of Minutes of August 27, 2018

- Presented by Chris Pearson

*Motion to approve the minutes of August 27, 2018
Motioned by Steve Orenbach, seconded by Julianne Read
Motion carried*

Resolution #AGM2019-08-28.03



Administration

ATTACHMENT



Ms. Baylis
Principal



Ms. Brown
Administrative Assistant



Ms. Laura
Daycare Technician





Kindergarten

ATTACHMENT



Ms. T
K4 Teacher



Ms. Caroline
K4 Tech



Ms. Lise
K5 Team



Mme. Valerie
K5 Team





ATTACHMENT Cycle 1



Mme Christine



Mme. Dumais



Mme. Pricilla



Mme. Renée





ATTACHMENT Cycle 2



Mme. Julie



Mme. Kelly



Mme. Mackenzie



Ms. Westlake





ATTACHMENT Cycle 3



Ms. Clark



Ms. Guzman



Mme. Keren



Mr. Yves





Specialists

ATTACHMENT



Mr. Joey
Physical Education



Mr. P
Physical Education

Yeah!



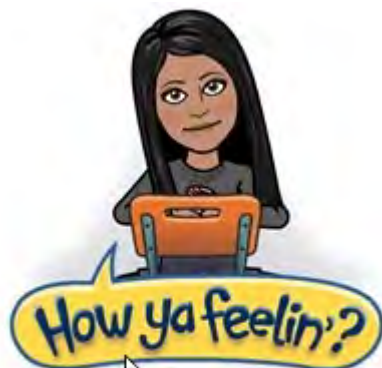
Mme. O
Music & Resource



Ms. Katlynne
English Language Arts



Mme. Stephanie
Resource



Ms. Alicia
Special Ed Tech



Ms. Lisa
Speech Therapist



Mme. Rebecca
Resource





Integration Aides

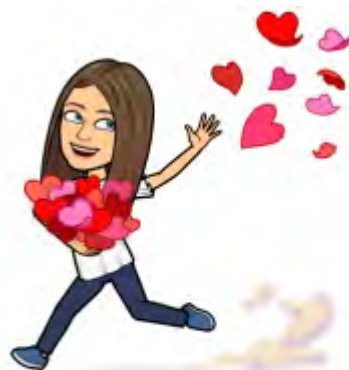
ATTACHMENT



Ms. Cathy
Integration Aide



Ms. Denise
Integration Aide



Ms. Elena
Integration Aide



Ms. Sonia
Integration Aide





Caretakers

ATTACHMENT



salut



M. Benoit
Caretaker



Mr. Alex
Caretaker





Support Staff

ATTACHMENT



Librarian (Monday)	Wendy Andrews
Spiritual Animator (Wednesday)	Patricia Aldred
Psychologist (Tuesday)	Eliza Ecrement
Occupational Therapist	Atiya Nurse
ASD Consultant	Patty Cloran
Nurse (on call) CLSC Pierrefonds x 4445	Maria Felix
Social Worker CLSC Pierrefonds x 4386	Johanna Koppes
Dental Hygienist CLSC Pierrefonds x 3866	Nathalie Belec



Governing Board

- Presentation of Members in Attendance
- Presentation of Annual GB Report
- Responsibilities of the GB



What is a Governing Board?

- A decision-making body within each school that assists in defining policy guidelines and operating procedures to meet the educational needs of all students
- Every decision of the Governing Board must be made in the best interests of all the students of the school.



GB Composition



VOTING

- **At least 4 parents**
2 year mandate
(# parents = # school staff)
- **At least 4 school staff,**
including at least 2 teachers
1 year mandate
- **1 day care staff assigned to**
childcare

NON-VOTING

- **Principal**
- **2 community reps**
(members)



Maximum number is 20 (excluding Principal who is not a member)

**The board determines the # of seats for parents & staff after consulting
each group**



GB Functions and Powers

Approves

Subject Time Allocation
 Approach for
 implementing the Basic
 School Regulation
 School Fees
 Use of Premises
 Field Trips

Adopts

Criteria for Selection of
 Principal
 Educational Project
 School Success Plan
 School Budget
 Annual Activity Report
 Rules of conduct & safety
 measures

Analyzes the school's
 situation
 Provides Reports
 (public accountability)
 Reports on the evaluation
 of the implementation of
 the success plan

Consulted

New policies proposed
 By School Board

ATTACHMENT *Mandate*

- Agreeing on the school's needs and on how to meet them
- Agreeing on the order in which actions are to be taken
- Adopting the school's budget in light of established priorities for action
- Arriving at a common assessment of the results achieved and reporting on them
- Doing all of the above while striving for a consensus in order to achieve a common goal:

STUDENT SUCCESS



Topics Addressed

ATTACHMENT

- **The following topics are addressed by the St. Charles Governing Board on a monthly basis**
 - School Business Arising
 - Reports - Home & School
 - Reports - Commissioner
 - Reports - Regional Parents
 - Reports - Administration
 - Reports - Daycare
 - Reports - Grad Committee
 - Field Trip Approvals
 - School Correspondence
 - Questions From The Public
 - New School Business





Approvals

- **Daycare and Lunch Program Rules and Regulations**
- **Daycare outings:**
 - **Various as requested by the Daycare Administrator to suite the needs of the children. (Laser Tag, Movies, Arts and Crafts, Etc)**

GB Approved School Outings

- Sporting events
- School field trips
- Cultural events
- In-school activities



Mandate Current vs Bill 40

ATTACHMENT

	SCHOOL BOARD	SCHOOL SERVICE CENTRE
LEGAL STATUS	<ul style="list-style-type: none"> – Schools and Centres established by the School Board 	<ul style="list-style-type: none"> – Schools and Centres established by the Service Centre
	<ul style="list-style-type: none"> – Governing Boards instituted in every School and Centre 	<ul style="list-style-type: none"> – Governing Boards instituted in every School and Centre
COMPOSITION (Schools)	<ul style="list-style-type: none"> – No more than 20 members – At least 4 parents of attending students – At least 4 staff members (min. 2 teachers) – A member of the daycare service – Two students (Cycle 2 secondary) – Two (non-voting) community members – Compulsory Chair (parent member) <p>Substitutes:</p> <ul style="list-style-type: none"> – Parents: possible election of surrogates, but not prescribed – Other members: possible 	<ul style="list-style-type: none"> – No more than 20 members – At least 4 parents of attending students – At least 4 staff members (min. 2 teachers) – A member of the daycare service – Two students (Cycle 2 secondary) – Two (non-voting) community members – Compulsory Chair, Vice-Chair (parent members) – Elected parents added to pool for election to Service Centres <p>Substitutes:</p> <ul style="list-style-type: none"> – Parents: obligatory (min. 2 - max. 6) – Other members: possible

	SCHOOL BOARD	SCHOOL SERVICE CENTRE
Mandate, Presidency and Role on Governing Boards	Schools: <ul style="list-style-type: none"> – 2-year term for parents – 1-year term for other members – 1-year term for Chair Centres: <ul style="list-style-type: none"> – 2-year term (all members) <ul style="list-style-type: none"> – Role of Chair (Schools and Centres): Leads Governing Board meeting	Schools: <ul style="list-style-type: none"> – 2-year term for parents – 1-year term for other members – 1-year term for Chair Centres: <ul style="list-style-type: none"> – 2-year term (all members) Role of Chair(Schools and Centres): <ul style="list-style-type: none"> – Ensure proper functioning of GB, direct meetings, and prepare them in conjunction with school principal – Chair keeps parents informed of the Board's activities
Role of Administration	<ul style="list-style-type: none"> – School principal participates and assists GB in the performance of its duties, but is not a member and does not have right to vote 	Identical with 2 new responsibilities: <ul style="list-style-type: none"> – Pass on to parents any documents sent to them by Governing Board – Follow-up on continuing education obligation for teachers
Training of Board Members	<ul style="list-style-type: none"> – None prescribed in Quebec Education Act 	<ul style="list-style-type: none"> – Mandatory – Training established by the Minister

Principal Responsibilities and Functioning of the Governing Board

SCHOOL BOARD

ATTACHMENT

Principal responsibilities (powers):

- Determine broad directions of institution, including adoption of Educational Project
- Ensure that particularities of educational plan are implemented (Youth, Adult and Vocational)
- Adopt the annual school budget, operating budget and annual GB report
- Approve fees charged to parents, educational activities and outings, list of school supplies
- Approve subject grid (time allocated), specific educational projects, rules of conduct and safety measures, etc.
- Organize or enable organization of extracurricular services (e.g., activities for social, cultural or sporting purposes)

General operation:

- Adopt internal rules of governance

SCHOOL SERVICE CENTRE

Principal responsibilities (powers):

- Responsibilities retained, **with new powers added:**
 - Adopt (rather than approve) Anti-Bullying and Violence Plan, and rules of operation of daycare (schools)
 - Initiative to make recommendations to administration or Service Centre Board of Directors for the good operation of the school
 - Consult students or groups of students annually on topics related to them (social climate, extracurricular activities, etc.)
 - Set up committees to support GB in the performance of its duties
 - The Educational Project comes into force as soon as adopted/published by Governing Board

General operation:

- Identical, **but with new features:**
 - Role of Chair specified; obligation to have Vice-Chair; transmission of documents to members at least two days before meeting

St Charles Governing Board 2019-2020

ATTACHMENT

Governing Board comprised:

Seven (7) Parents

Chris Pearson – Chairperson ([end of elected term](#))

Jason Doan - Parent Representative to the Parents Committee(PC

Steve Orenbach - Parent Representative Alternate ([end of elected term](#))

Julianne Read ([end of elected term](#))

Audrey Haligua ([end of elected term](#))

Rebecca Vann

Anna Tataris

Ravi Gill Alternate GB Parent Rep.

Seven (7) Staff

Yves Méthot Teacher

Renée Pilon Teacher

Shannon Leithman Support Staff

Sylvain Proulx Teacher

Julie Dominique Teacher

France An Dumais Teacher

Phyllis Orofino Teacher

Laura Bennett Daycare Staff

ADMINISTRATION:

Principal : Lisa Baylis

RECORDING SECRETARY:

Rebecca Vann

VISITOR:

Commissioner Laura Derry

COMMUNITY REPRESENTATIVE:

None



Governing Board Meetings

This year there were seven (7) regular Governing Board meetings that were held between September 2019 and June 2020, generally on the last Tuesday or Wednesday of each month alternating. Five of the meetings were conducted in person and two were conducted as virtual meetings based on the temporary measure to allow for remote meetings and sessions issued April 27, 2020 by the Quebec Government during the Covid 19 public health emergency. Again this year, we used email votes as an expedient and necessary tool when the GB members were unable to physically meet prior to the Covid 19 public health emergency.

September 24, 2019

October 29, 2019

November 27, 2019

January 29, 2020

February 26, 2020

June 2, 2020

June 30, 2020

Governing Board Communication Channels

ATTACHMENT

The Governing Board took the following measures in order to communicate with the community:

- Notices through kiddy mail
- School Website
- St. Charles Web Emails

Governing Board Topics Addressed

The following were some of the topics addressed and/or approved by the Governing Board:

- Français Plus
- STEAM Program
- Reviewed the Rules and Regulations for Daycare
- Reviewed the School Budget
- Reviewed Daycare Budget
- Reviewed the GB Internal Rules of Management
- GB Financial Report
- Field Trip and Fundraising Approvals
- Code of Conduct
- Tell Them from Me Survey
- Anti-Bullying Plan

Consultations

ATTACHMENT

Aside from the many procedural items addressed at each Governing Board meeting, every year the GB is consulted on numerous issues. These were reviewed and the school's Governing Board replied and commented on the following consultations from the LBPSB:

Policy for the Rental of Facilities

Budget Consultation

Capital Projects

Principal Selection Criteria 2020-2021

2020-2023 Three-year Plan of Allocation and Destination of Immovables

Governing Boards composition

By-law 1 and 1E (dates of meetings of Council and the Executive Committee)

School Fee Public Consultation

Approve Subject Time Allocation

Governing Board Sub-Committees

ATTACHMENT

The Governing Board established or participated in the following committees during the school year: Due to the shortened year, these committees were established but did not meet.

Marketing Committee

(continues to develop strategies to “market” St- Charles)

School Success

(continues to develop strategies and implement educational goals for St- Charles)

Anti Bullying

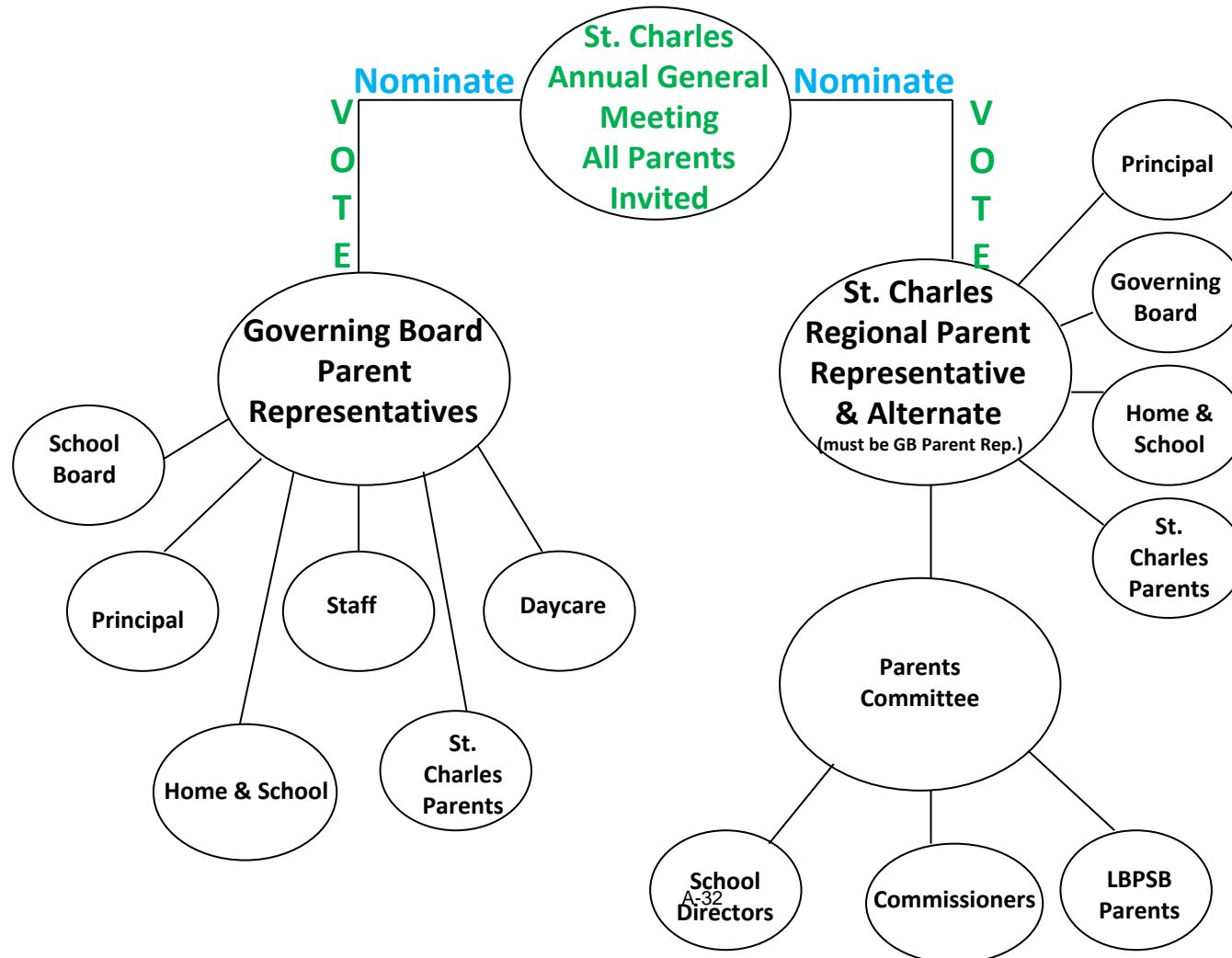
(Review the Anti Bullying Policy to present to the Governing Board and Staff Council for approval)

RECOMMENDATIONS FOR 2020-2021

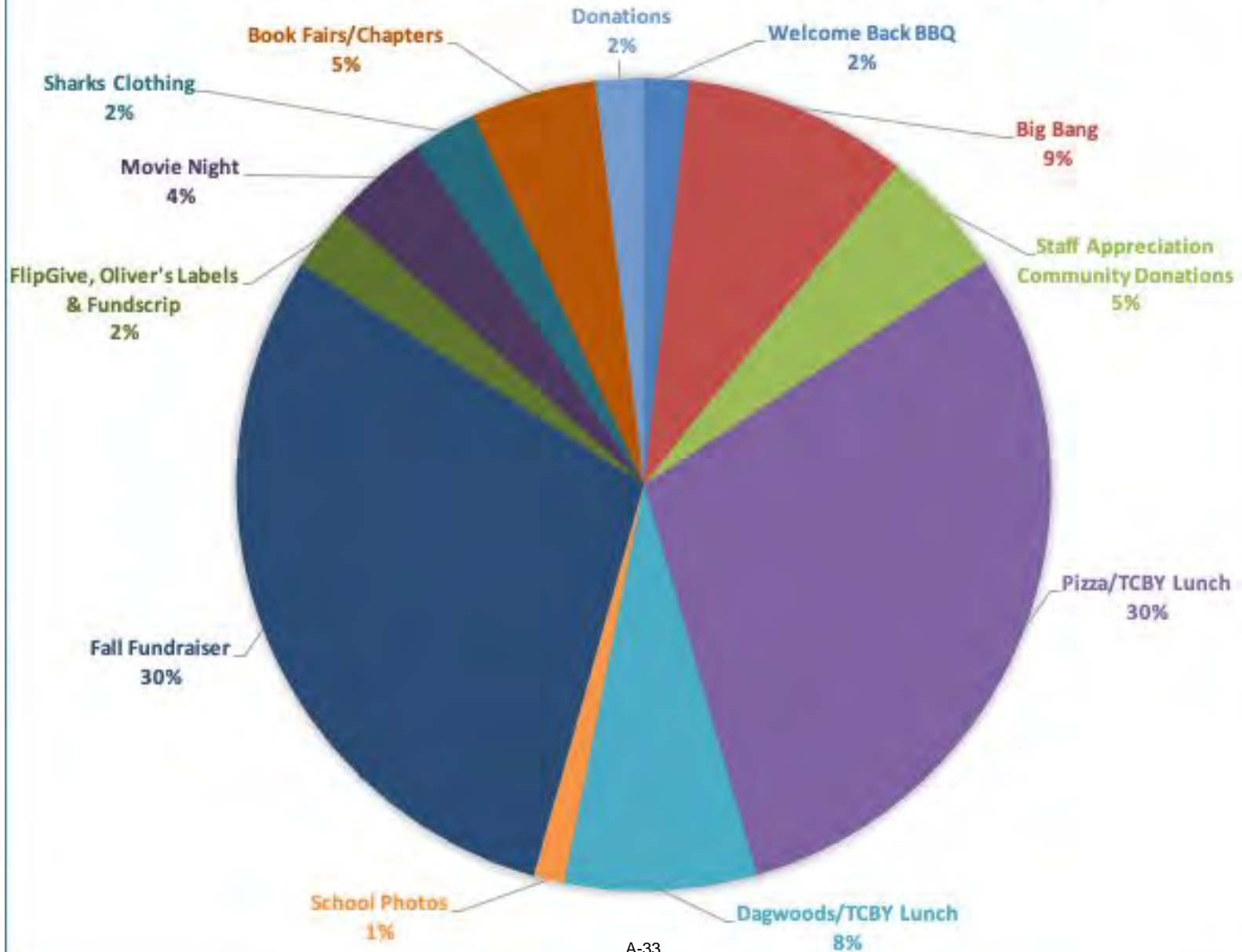
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- Establish and meet with the sub committees
- Establish a list of priorities early in the school year
- Encourage all Governing Board members to participate actively in meetings, and on consultations
- Set up sub-committees to work on consultations should same be required
- Review all school policies to ensure that they are serving the needs of the school community
- Continue to work on developing the school's SuccessPlan
- Continue to reach out to the school community at large
- Review and monitor the implementation of Français Plus / STEAM
- Review Music Program

Who are your Parent Representatives and With Whom They Communicate

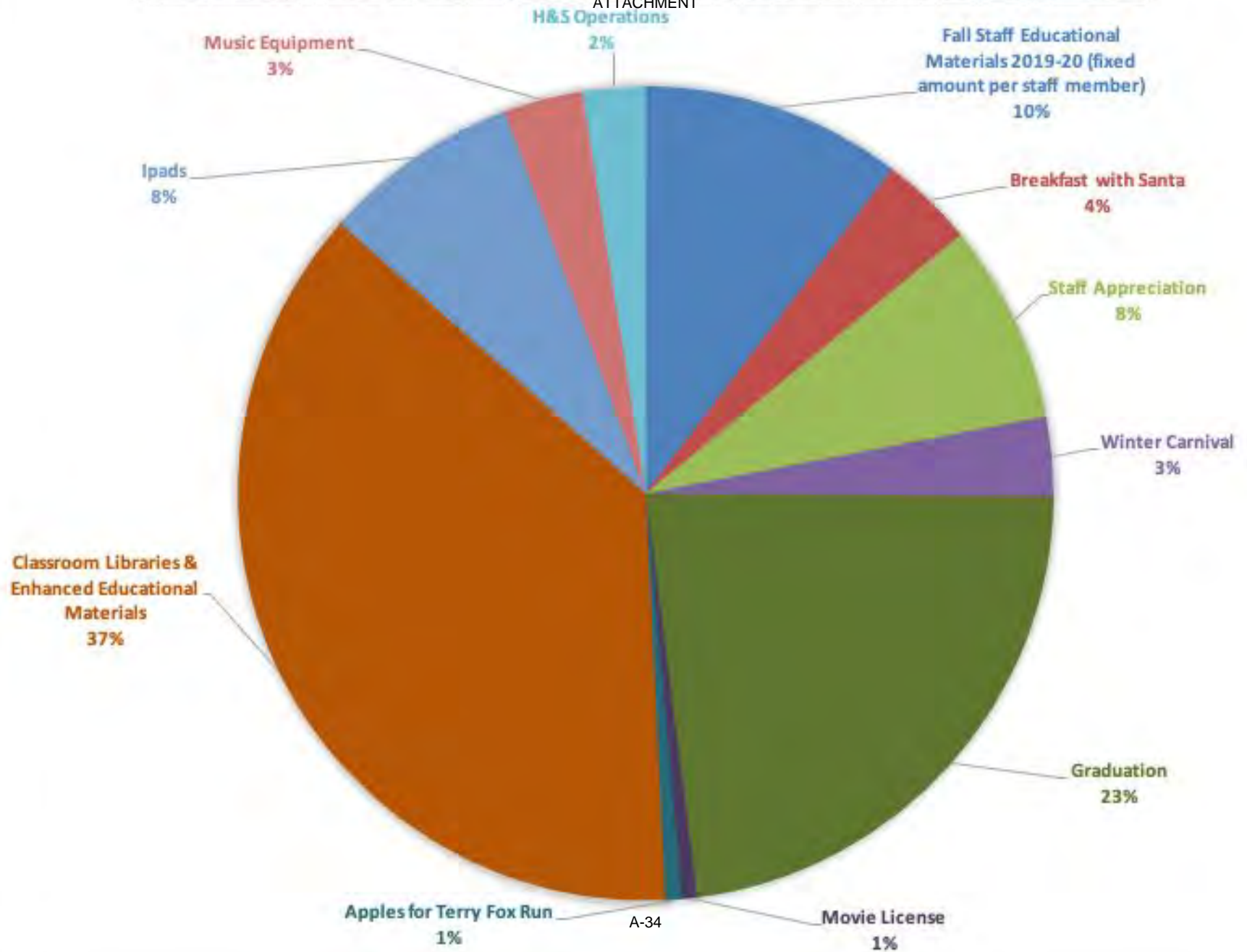


ST-CHARLES HOME & SCHOOL FUNDRAISING 2019-2020



ST-CHARLES HOME & SCHOOL ALLOCATION SUMMARY 2019-2020

ATTACHMENT



PPO / Home & School

ATTACHMENT



1. Motion to invite the Home & School into St Charles School for the 2020-2021 school year
2. Motion to not form a PPO at St Charles School for the 2020-2021 school year



Parent Representative Report 2019-2020

ATTACHMENT

- 8 regular meetings (3 in person, 5 virtual)
- Comprised of all 48 schools
- Includes an Advisory committee, subcommittees and ad-hoc committees

Discussions	Consultations	Recommendations for 2019-2020
Bill 40 (An Act to replace School Boards with Service Centers)	2020-2021 Budget Consultation	Reach out to Parent Representatives and their schools to encourage more consistent participation
External Associations: EPCA & APPELE	Appropriate Use of Digital Communications & Technologies	Implement mentoring program for new members
Back to School (Covid-19)	Consultation on Co-opted Commissioners	Further develop website and improve presentation of archived information
Marketing Schools to the Public	Policy Concerning Tobacco Drugs and Alcohol	Improve two-way communications with Commissioners Representing the Parents' Committee.
20 Minute Recess	Environmental and Sustainability Policy*	Support our parents in any way possible as we deal with the Coronavirus pandemic

Election of GB Members and Regional Rep's

- **ELIGIBILITY**

- Any parent of a student enrolled in the school is eligible to be elected as a parent representative to the Governing Board.
- A parent who is a member of the staff of that school or a parent who is an elected commissioner of the School Board is not eligible to be elected as a parent representative to the Governing Board.

- **ELECTION PROCEDURE**

There are various ways to proceed. It is important to establish the procedure before beginning the election process. The following procedure is suggested:

1. Elect a **Chair to preside over the elections. This is often the Chair of the GB** unless he/she is a candidate.
2. Designate two **scrutineers. They should be nominated by parents in attendance** and should not be candidates for positions.
3. Nominations take place. Every participant who is eligible to vote may nominate someone.
4. An eligible person may nominate him/herself. It is usually accepted practice to allow for proxy nomination in the case of an eligible parent who cannot attend the meeting. The eligible parent should signify, in writing, his/her intention to be nominated for a position.
5. Once nominations cease, nominees are asked, in reverse order, if they accept the nomination. **If the number of nominees is equal to the number of positions to be filled then no vote will be necessary.**
6. When there are more nominees than positions available, a vote must take place.
7. A secret ballot vote is recommended. This is always best to avoid any awkwardness.
8. Before proceeding to the vote, each nominee should be given a few moments to speak.
9. Following this, the scrutineers hand out a ballot to each **eligible parent-voter only.**
10. Ballots are collected and counted. If there is a tie, another vote will be held between the tied individuals until the available positions on the GB are filled.
11. Motion to destroy the ballots

School Hours

Junior Schedule

8:50 - Supervision begins

9:00 - Classes start

11:00 - 11:20 - Morning recess

12:20 - 1:10 - Lunch

1:10 - 1:30 - Afternoon recess

3:30 - Dismissal

Senior Schedule

8:50 - Supervision begins

9:00-9:20 - Morning recess

9:20 Classes Start

11:20 - 12:10 - Lunch

1:10 - 1:30 - Afternoon recess

3:30 - Dismissal



Daycare Hours

Opens as of 7AM

- Before 8:20AM - Parents should park in the staff lot and bring to the daycare door.
- After 8:20AM - Parents should park at the church (they are no longer allowed in staff lot) cross and bring their child to the gate on St. Anne's

Closes at 6PM

- You can park in the staff lot and come in to get your child. You must sign them out



Drop Off

Students who are dropped off by parents:

Parents should park across the street at the church, and use the crosswalk to get to the school yard.

Parents can NOT drop off before 8:50AM



End of the day Procedures

Daycare:

K stay in class

Grade 1-6 go to gym for attendance



Parents who are picking up should park at the church and walk over. Please let the yard with your child as soon as you have them.

Please remember to social distance while in the yard.

Communication

Let us know what is going on at home

It's our job to let you know what is going on at school

Find out what the best way is to communicate with your child's teacher

