



École St. Charles School

Governing Board Minutes	
October 1st, 2024	
Present	Status
Bellas, Madison	Teacher Representative
Bennett, Laura	Daycare Technician
Guy, Stephanie	Teacher Representative
Hersh, Kelly	Teacher Representative
Hunting, Brittany	Teacher Representative
Jackson, Shawn	Chairman / Parent Rep
Larocque, Mathieu	Principal
Liethman, Shannon	Support Staff
McLean, Ross	Parent Rep / Alt Parent Comm. Rep
Parasuco, Vanessa	Parent Representative
Soles, Justine	Teacher Representative
Tataris, Anna	Secretary / Parent rep.
Coelho, Donna	Member of the public

Absent: Jason Doan (Commissioner)
 Allyson Shore (Substitute member)
 Steve Orenbach (Parent Representative)
 Marc Montmarquette (Substitute member)
 Genevieve Roberge (parent Representative)
 Julianne Read (Parent Representative)

1. Welcome and call to order

Meeting was called to order at 7:04pm

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, add school calendar under new business

MOTION to adopt the agenda of October 1st, 2024

RESOLUTION #: 2024-60-GB-1

MOVED BY: Vanessa Parasuco

SECONDED BY: Kelly Hersh

ADOPTED UNANIMOUSLY

4. Review and adoption of minutes from meeting on May 29th, 2024

- Reviewed

MOTION to adopt the minutes from meeting on May 29th, 2024

RESOLUTION #: 2024-60-GB-2

MOVED BY: Vanessa Parasuco

SECONDED BY: Ross McLean

ADOPTED UNANIMOUSLY

5. Questions from the Public

- None at this time.

6. New Business Arising

a) Governing Board Roles to appoint

- Chairperson
 - Shawn Jackson was nominated

MOTION to appoint Shawn Jackson as returning Governing Board Chairperson

RESOLUTION #: 2024-60-GB-3

MOVED BY: Vanessa Parasuco

SECONDED BY: Ross McLean

ADOPTED UNANIMOUSLY

- Secretary
 - Anna Tataris was nominated

MOTION to appoint Anna Tataris as returning Governing Board Secretary

RESOLUTION #: 2024-60-GB-4

MOVED BY: Vanessa Parasuco

SECONDED BY: Ross McLean

ADOPTED UNANIMOUSLY

- Parent Committee Rep. & Alternate
 - Position remains currently unfilled. No nominations accepted at this time.
 - Tabled to next meeting

b) Field Trips

- Some of the grade 5's will be going to PCHS for a team building Robotics Challenge on Dec. 2nd from 9am to 2:30pm. They will be driven by their parents. It will be a ratio of 1:6. There is no cost for this trip.
- Grade 3 will be going to Site Droulers Tsiionhiakwatha (St. Anicet) to explore an Iroquois Village from the 1500's on Tuesday, Oct. 22nd from 9am to 3:15pm. They will go by school bus with a ratio of 1:8. No cost to the students, as it is covered by culture & school grants.
- Grade 5 will be visiting Ottawa on May 14th, 2025 for some fun art and science activities. They will be taking a coach bus at a ratio of 1:10. It will be at a cost of \$140 per student.

MOTION to approve the field trips.

RESOLUTION #: 2024-60-GB-5

MOVED BY: Anna Tataris

SECONDED BY: Shannon Leithman

ADOPTED UNANIMOUSLY

c) Home & School Requests

- **GRADE 6 HALLOWEEN PARTY**
The Grad Committee requests to hold a Grade 6 Halloween Party at the end of October 2024; date and time to be agreed upon by M. Larocque and grade 6 teachers. This will be at no cost to the parents.
- **RED CROSS BABYSITTING COURSE**
The Grad Committee requests to offer the updated Red Red Cross Babysitting certification course to the grade 6 students through Formation Etincelle de Vie Inc. in school on a ped day for 7 to 8 hours. This course has been offered in the past, and has been organized by volunteers from the grad committee. Pending M. Larocque's final approval, the date will be Friday, January 24th 2025. The cost would be \$80 per student and is paid directly to the company by signing up through them via a customized link for us on their website. Students must attend the entire course day in order to be certified. There is a maximum number that will be accepted on a first come, first served basis. There will be parent volunteers present on that day, to facilitate and supervise the day's event. Lunch and snacks are to be brought by the students themselves. At the end of the day, the students will be dismissed to their parents by a volunteer, and students who attend daycare will return to their supervisors.

MOTION to approve the Home & School requests

RESOLUTION #: 2024-60-GB-6

MOVED BY: Anna Tataris

SECONDED BY: Kelly Hersh

ADOPTED UNANIMOUSLY

d) Daycare Handbook

- Tabled to the next meeting.

e) School Calendar 2024-2025 update

- Changed local ped day to May 2nd as May 16th was the previous local ped day which has become a board wide ped day.
- May 2nd was chosen as they hope to hold STEAM night on May 1st 2025

MOTION to adopt the update to the school calendar

RESOLUTION #: 2024-60-GB-7

MOVED BY: Justine Soles

SECONDED BY: Vanessa Parasuco

ADOPTED UNANIMOUSLY

7. Reports

a) Daycare Report

- Nothing to report this month

b) Principal Report

- The first day of school was August 29th. All went well and students have quickly adjusted to their new classrooms and teachers.
- Student attestation Day was September 30th. Student enrollment currently stands at 284. There are 14 homerooms from K4 to grade 6 and 20 teachers including specialists.
- St. Charles is still in the process of collecting school fees for 2024-2025. Thank you to all those who have already taken care of this.
- We are still encouraging parents to complete the media release form on Mozaik. This lets the school know whether a student's picture can appear on social media. It is difficult to post pictures of events to promote St. Charles without completed consent forms.
- St. Charles completed four fire drills and one lockdown drill in September, as per the safety and regulations requirements. All went very well. There will be two more fire drills in the spring.
- Thank you to Home & School for putting on the Welcome Back BBQ on September 13th. What a nice event for the community to kick off the school year.

- Thank you to Home & School for once again organizing the school photos. This was extremely helpful and so appreciated.

- Students completed the Terry Fox Run the afternoon of September 26th. The weather ended up cooperating and the event was a success. Thank you to Home & School for taking care of the apples students received after the run. Fundraising efforts have exceeded expectations - congratulations to the St. Charles community for raising \$5,340.00!

- On Monday, September 30th, St. Charles observed the National Day for Truth and Reconciliation - Orange Shirt Day. Students were invited to wear an orange shirt as an act of remembrance for the victims of residential schools and to honour the life and experiences of First Nations, Inuit, and Métis communities. On this day, students took part in the planting of a medicine wheel garden on the land in the bus circle.

- Thank you to everyone who has volunteered to be a member of the St. Charles Governing Board for 2024-2025. Your time and effort is greatly appreciated.

c) Commissioner Report

- No report

d) Home & School Report

- Home and School had their first Home and School meeting on September 11th where we discussed the role of Home and School and who to communicate with. We also discussed the procedures when volunteering, where to park and our code of conduct.
- QFHSA has established a new membership committee and held different workshops for their members to help them in their executive roles. School Board elections will be held on November 3rd, advanced poll being October 27th.
- Welcome Back BBQ was held on September 13th. We had the BBQ, magician, Cotton Candy, a grad bake sale and our beat the bucket splash game. Thank you to all staff and volunteers who volunteered that evening.
- The Craft Fair will be held on November 9th. We had a meeting on September 10th where we discussed vendors. We also discussed the need for raffle prizes. At the time of the meeting, there were 22 tables sold.
- At the time of the meeting, there were 24 home and School Members- 8 new ones
- Pizza forms have gone out. At the time of the meeting, we had 23 responses. Pizza can be ordered at any time but we do need some time to process it. It is \$6 for a slice and it comes with a juice.
- The forms for Fall Fundraising went out. We have 37 boxes of chocolate so far. The boxes sell for \$5 and they are bigger than last year.
- School photos were taken on September 16th
- The grad committee had their first meeting and had a bake sale at the welcome back bbq. A discussion was had about all the activities that are going to be planned this year. A form for the pasta lunches has gone out.
- An email has gone out to form sub committees for the year.
- Next meeting will be held on October 9th in person

e) Regional Parent Report

- Nothing to report at this time.

8. Correspondence

- None at this time

9. Varia

- None at this time.

10. Questions from the Public

- None at this time

11. Next meeting dates and times

- Last Wednesday of each month at 7pm
- Next meeting October 30th at 7pm
- Nov 27th
- Jan 29th
- Feb 26th
- March 26th
- April 30th
- May 28th
- June 11th (if needed)

12. Closure

MOTION to adjourn meeting at 7:45pm

RESOLUTION #: 2024-60-GB-8

MOVED BY: Laura Bennett

SECONDED BY: Brittany Hunting

ADOPTED UNANIMOUSLY

Chairperson Signature

Principal Signature