



**St. Charles Elementary School**  
**Governing Board Annual Report 2020-2021**

## Membership

The St. Charles Governing Board is made up of a group of parents, teachers, non-teaching professional staff, support staff, volunteers, as well as our school board commissioner.

The members of the 2020-2021 Governing Board were:

Name	Position
Katlyne Pharand	Teacher English
Phyllis Orofino	Teacher Music/Resource
Reneé Pilon	Teacher Grade 2
Valérie Béland	Teacher Kindergarten
Yves Méthot	Teacher Grade 5
Lisa Baylis	Principal
Alexandra Angelopoulos	Parent Rep. Anti-Bullying Sub-Committee
Anna Tataris	Parent Rep. Secretary
Julianne Read	Parent Rep. H&S Co-President
Rebecca Vann	Parent Rep. Chairperson
Steve Orenbach	Parent Rep. Parent Committee Chair Marketing Sub-Committee
Vanessa Parasuco	Parent Rep. Marketing Sub-Committee Anti-Bullying Sub-Committee
Shawn Jackson	Parent Rep. Alternate Representative for Parent Committee Chair Anti-Bullying Sub-Committee
Laura Bennett	Daycare
Shannon Leithman	Daycare Support Staff Rep.
Allyson Shore	Substitute Member
Ross McLean	Substitute Member Marketing Sub-Committee
Darine Abdallah	Substitute Member
Elizabeth Forgues	Volunteer Anti-Bullying Sub-Committee



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#### Meetings

There were nine (9) regular Governing Board meetings held between September 2020 and June 2021, generally on the last Wednesday of each month. All of the meetings were conducted virtually, on the St. Charles School licenced Zoom platform, based on the temporary measure to allow for remote meetings and sessions issued April 27, 2020 by the Quebec Government ([COVID-19 Pandemic – New Temporary Measure to Allow for Remote Meetings and Sessions - Ministère de la justice \(gouv.qc.ca\)](https://www.gouv.qc.ca/fr/actualites/actualites-2020/2020-04-27-01)) as a Covid-19 public health measure.

The 2020-2021 Governing Board meetings took place on the following dates:

- September 30, 2020
- 28 October 2020
- November 25, 2020
- January 27, 2021
- February 24, 2021
- March 31, 2021
- April 28, 2021
- May 26, 2021
- June 16, 2021

#### Communication Channels

The Governing Board utilized St. Charles Web E-Mails and the school web site in order to communicate with the community.

#### Topics Addressed

The following were some of the items addressed, approved or adopted by the Governing Board:

- Approved Subject time allocation changes
- Adopted the Annual Report
- Français Plus
- Reviewed STEAM Program
- Reviewed the Rules and Regulations for Daycare
- Reviewed the School Budget
- Reviewed Daycare Budget
- Adopted Updated GB Internal Rules of Management
- Approved GB Financial Report
- Approved GB Operating Funds
- Daycare Advisory Committee
- Field Trip and Fundraising Approvals
- Approved use of Land Acknowledgement Statement
- Approved updated Code of Conduct
- Tell Them from Me Survey



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- Adopted the 2021-2022 Daycare Rules and Regulations
- Approved the updated Anti-Bullying and Anti-Violence Plan
- Approved the 2021-2024 Three-year Plan of Allocation and Destination of Immovables

### **Consultations**

Aside from the many procedural items addressed at each Governing Board meeting, every year the Governing Board 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 2021-2022
- Governing Boards composition 2020-2021
- By-law 1 and 1E (dates of meetings of Council and the Executive Committee)
- School Fee Public Consultation
- Approve Subject Time Allocation (add to high level)

### **Sub-Committees**

The Governing Board established and participated in both the **Marketing** and **Anti-Bullying and Anti-Violence Sub-Committee**. Information concerning the meetings are shown below.

<b>Meeting Dates</b>	
<b>Marketing Sub-Committee</b>	<b>Anti-Bullying and Anti-Violence Sub-Committee</b>
November 12, 2020	November 12, 2020 December 11, 2020

#### **Marketing Sub-Committee**

Met to develop both passive and active marketing strategies for St. Charles school. In particular, the sub-committee focused on content development for the school's Virtual Open House video.

#### **School Success Sub-Committee**

Was not formed due to pandemic related delays resulting in a lack of available content to review.

#### **Anti-Bullying and Anti-Violence (ABAV) Sub-Committee**

The sub-committee updated the Anti-Bullying/Anti-Violence (ABAV) Document, amending and including items to reflect the extensive anti-bullying processes and procedures in place under our current principal.



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Use of the school grant regarding anti-bullying was discussed and centered around the Dare to Care programme and its current virtual platform.

The Committee developed a web page, relating to our school's anti-bullying commitment, on the new school website at <https://stcharles.lbpsb.qc.ca/Parents/Governing-Board/Anti-Bullying-Anti-Violence-Resources>. This website includes the updated ABAV Document, information for parents, as well as resources and other useful information for the St. Charles community.

### Recommendations for 2021-2022

- Establish School Success sub committee to review data from TTFM survey completed during the 2020-2021 school year
- Establish a list of priorities early in the school year
- Encourage all Governing Board members to participate actively in meetings, and on consultations
- If required, set up sub-committees to work on consultations
- Establish School-Success sub-Committee to review all school policies to ensure that they are serving the needs of the school community, develop school Success Plan and other related items
- Re-establish Anti-Bullying/Anti-Violence sub-committee to review and update ABAV website content
- Continue to reach out to the school community at large to improve governing board awareness, interest and for feedback
- Continue to review and monitor the implementation of Français Plus / STEAM

Respectfully submitted by Rebecca Vann, Chairperson 2020-2021