



**PIERRE ELLIOTT TRUDEAU ELEMENTARY SCHOOL**  
**ÉCOLE PRIMAIRE PIERRE-ELLIOTT-TRUDEAU**

1455 boul. Jean-Paul-Riopelle, Blainville QC J7C 5V4 Tel : (450) 621-7606 Fax : (450) 434-9937

Minutes of the Governing Board of Pierre Elliott Trudeau Elementary School held at the school Wednesday, September 21, 2016 at 18:45.

Present: Gina Persechino (Principal), Kathleen Humphrey (Parent), Matthew Park (Parent), Danny Walker (Parent), Stephanie Marchitto (Parent), Francis Morrissette (Parent), Bilal Sirhan (Parent), Claudia Golla (Support Staff), Annie Audet (Teacher), Christina Ayers (Teacher), Nadine Vogel (Teacher).

Absent: Anita Burri (Daycare), Nadia Charest (Teacher)

**0.0 Opening of meeting and verification of quorum:** Quorum was confirmed and the meeting started at 18:49 on September, 21, 2016.

Gina Persechino welcomes all members to the meeting.

**1.0 Approval of Agenda:**

**G.B.09-21-2016-01:** Motion to adopt the agenda of the meeting of September 21, 2016 made by Kathleen Humphrey and seconded by Annie Audet.

All in Favour  
**UNANIMOUSLY.**

**Carried**

**2.0 Elections of Governing Board Chair and Vice Chair**

- Kathleen Humphrey nominates Danny Walker as Chairperson. Danny accepts the nomination. By acclamation, Danny Walker is the 2016-2017 Governing Board Chairperson.
- Annie Audet nominates Kathleen Humphrey as Vice-Chairperson. Kathleen accepts the nomination. By acclamation, Kathleen Humphrey is the 2016-2017 Governing Board Vice-Chairperson.

**3.0 Approval of the Minutes from June 7, 2016.** Corrections to be made for June minutes.

**G.B.09-21-2016-02:** Motion to approve minutes as corrected minutes made by Annie Audet and seconded by Christina Ayers.

5 In Favour, 5 Abstentions

**Motion Carried**

#### **4.0 Business Arising:**

- **Anti-Bullying DM Services:** Ms. Persechino reports that we will go ahead with the Anti-Bullying program offered by DM Services at a cost of \$4000.00. This is to be paid from the School Budget.
- **2015-2016 Daycare Budget update:** Due to the fact that the Daycare deficit has increased from \$10000.00 (2014-2015) to \$21000.00 (2015-2016) the daycare staff was adjusted for this school year and will be monitored closely to reflect the real needs. There have been cuts in personnel while still maintaining a ratio of 1 educator to 20 students. In 2015-16, after the increase in daycare price, 15 students left the service, which had an impact on personnel numbers that could not be corrected due to contracts. This year's goal is to balance the Daycare budget.
- **Supervision Costs update:** Last year's Governing Board passed a motion to hire 19 supervisors for this school year (1 supervisor per class + 1 supervisor for Special Needs students). Almost 50% of supervision cost has been collected from parents with a second payment due in November. Ms. Persechino reports that we are having a hard time hiring 19 supervisors, and therefore we might have to reorganize this structure after September 30, 2016 and bring it back to Governing Board at the October meeting.

#### **5.0 Question Period:**

- None

#### **6.0 New Business:**

- GB Members – 2 Community Reps:** It is possible for us to have 2 Community Reps on the Governing Board. Ms. Persechino thinks it might be a good idea to involve the community. Discussion ensued. Do we want to invite somebody? With a show of hands everybody agreed to look into this and to make suggestions at the next meeting.
- Parent Committee Representative and Alternate:** At the General Assembly held on September 14, 2016 Bilal Sirhan and Stephanie Marchitto agreed to be the Parent Committee Representative and Alternate, respectively.

**G.B.09-21-2016-03:** Motion to approve Bilal Sirhan as Parent Committee Representative and Stephanie Marchitto as Parent Committee Alternate made by Kathleen Humphrey and seconded by Annie Audet.

All in Favour  
**UNANIMOUSLY**

**Carried**

- c) **Governing Board Budget:** This year's Governing Board has a budget of \$621.00 for the year.
- d) **Hiring of Secretary:** Ms. Persechino explains that the Governing Board requires to have written minutes and part of the Governing Board budget is used to compensate the secretary. Claudia Golla has offered to be secretary for this year.

**G.B.09-21-2016-04:** Motion to hire Claudia Golla as the Governing Board secretary for the 2016-2017 school year made by Annie Audet and seconded by Christina Ayers.

All in Favour  
**UNANIMOUSLY**

**Carried**

**G.B.09-21-2016-05:** Motion to compensate Claudia Golla for the 2016-2017 school year at a cost of \$50.00 per Governing Board meeting made by Christina Ayers and seconded by Stephanie Marchitto.

All in Favour  
**UNANIMOUSLY**

**Carried**

- e) **GB Internal Rules:** Ms. Persechino explains the role of a Governing Board. She encourages all members to read up on rules of a Governing Board and to stay informed of developments within the School Board. Personal concerns do not belong on the table at a Governing Board meeting and should be brought to person/s concerned. Danny Walker went through the Internal Rules at the table. One question asked was: 'Do we need to refer to Robert's Rules of Order'? Discussion ensued. We all agreed to keep Internal Rules as is.

**G.B.09-21-2016-06:** Motion to approve the Governing Board Internal Rules (see attached copy), as presented tonight, made by Annie Audet and seconded by Francis Morrissette.

All in Favour  
**UNANIMOUSLY**

**Carried**

- f) **Conflict of Interest Forms:** Governing Board members take a few minutes to fill in the forms. Absent members will be contacted.

- g) **Daycare late payments and access to daycare:** Ms. Persechino explains that daycare is a service offered to parents. Any parents who are not keeping up-to-date with their payments for this service will not be able to use daycare services any longer. Governing Board is asked to make a Resolution for Daycare collection measures.

**G.B.09-21-2016-07:** We, the PETES' Governing Board accept that regular daycare users will be billed the first Monday of every month. The invoice must be acquitted in full within twenty days of the billing date. Failure to acquit in full, within twenty calendar days of the billing date, will result in termination of the daycare service until such a time that the invoice is paid in full. An administration fee of \$15.00 will be charged to re-register the child.

Motioned by: Kathleen Humphrey  
Christina Ayers

Seconded by:

All in Favour  
**UNANIMOUSLY**

**Carried**

- h) **Lunch supervision service and access to it:** Ms. Persechino explains *lunch supervision is a paid service* which parents do not have to take (like daycare service) and is not part of free education offered by the government. Lunch fees must be paid if parents want their child to be in school at lunch time. The money collected pays the salaries of the lunch supervisors. Ms. Persechino and the school secretary will start contacting parents who have not yet paid the lunch supervision fees or made arrangements to pay them. They will be asked to pick up their children during lunch hour. Any fees outstanding after the Christmas break will be sent to Collection.
- i) **Evaluation of Learning: Standards and Procedures:** Governing Board members are asked to read these at home and we will discuss them at our next meeting.
- j) **Dates of meetings:** Members discuss possible dates for the next Governing Board meetings. It is decided to set the next 4 dates with remaining dates to be determined later. It is also decided to start the meetings at 6:30 p.m. instead of 6:45 p.m.
- Tuesday, October 25, 2016
  - Tuesday, November 29, 2016
  - Tuesday, December 20, 2016
  - Tuesday, January 24, 2016
- k) **Field Trip – October 5, 2016 – Track and Field – Grades 4-5-6:** Ms. Persechino presented a request for a Mini Cross-Country Running Field Trip organized by Ms.

Young. She has been practicing with students from grades 4-5-6 during lunch hour and would like to take them to a Competition on October 5, 2016.

**G.B.09-21-2016-08:** Motion to approve the Mini Cross-Country Running Field Trip for October 5, 2016 (with the cost charged to parents not to exceed \$35.00 / student) made by Christina Ayers and seconded by Stephanie Marchitto. A Ratio of 1 adult to 10 students needs to be respected.

All in Favour  
**UNANIMOUSLY**

**Carried**

## **7.0 Chairperson's Report**

- No report

**G.B.09-21-2016-09:** Motion to extend the Governing Board meeting at 20:47 by an additional 15 minutes made by Annie Audet and seconded by Christina Ayers.

All in Favour  
**UNANIMOUSLY**

**Carried**

## **8.0 Principal's Report**

- As of today we have 363 students registered in the school – 10 less than last year
- This year we have 18 groups – 1 more than last year, but no oversized groups
- We have 2 Split classes – 3/4 and 5/6
- For our students with special needs we have 3 Attendants and 1 Special Ed Technician, who also has 1 stagiaire from Vanier 4 days/week until Christmas.
- Daycare has 135 students registered – 99 are regular full-time users and 36 are sporadics. There are 3 educators and 1 technician.
- School was cleaned up and painted over the summer. Thank you very much to our 2 caretakers – Mr. Michel and Mr. Samuel.
- 2 teachers have been absent since the beginning of the school year: Ms. Welburn and Mrs Iacobacci. They are both being replaced until further notice.
- Ms. Persechino talked about our School Vision, Mission and Values. She explained our school's Educational Project.

- This school year we will have several fire drills and lock-down practices. All classes will be prepared and visited by the Principal prior to the practice. All new staff will get training with the police.
- General Assembly: This took place on September 14, 2016. All parents were invited to join us for a 15<sup>th</sup> anniversary Corn Roast with cake, which was not very well attended. Governing Board elections were held during the General Assembly. Due to the high interest of parents to become members of the Governing Board, the elections were very long and ran into the Curriculum Night time. We will look into a new format for next year – have the General Assembly earlier and separate from Curriculum Night. The new screen in the gym was a nice new addition from PPO.
- Lunch soccer program and the after school Karate program will be starting very soon.
- The House system is being revamped and hopefully be activated soon.
- Grant from the Royal Bank (\$1000.00 at the end of last school year): Ms. Persechino was unable to retrieve this grant money due to technicalities. She will keep trying (with help from the School Board).
- Sun Life Fundraiser for Special Needs equipment: Stephanie Marchitto presented a possible fundraiser to buy equipment/tools for our Special Needs students or to help set up a room for them. Ms. Persechino will look into writing a proposal.

**G.B.09-21-2016-10: Motion to extend the Governing Board meeting at 21:05 by an additional 15 minutes made by Francis Morrissette and seconded by Bilal Sirhan.**

9 in Favour, 1 Against  
Carried

**Motion**

**Kathleen Humphrey left the meeting at 21:07.**

**9.0 PPO Report:**

- No report

**10.0 PC Report**

- No report

**11.0 Teacher Council's Report:**

- Many ECA's were approved at Teacher Council. Lots of fun activities should be starting soon at lunch time.

**12.0 Daycare Report:**

- No report

**13.0 Question Period:**

- None

**14.0 Varia:**

- **Choir Activities:** A written proposal was presented to Governing Board regarding several activities/fundraisers for Choir for this school year. Choir is a self-financed Lunch Hour activity for approximately 65 Cycle 2 and 3 students. Please find written proposal attached to the minutes of this meeting.

**G.B.09-21-2016-11:** Motion to approve all Choir activities/fundraiser as presented to Governing Board made by Annie Audet and seconded by Stephanie Marchitto.

All in Favour  
**UNANIMOUSLY**

**Carried**

**15.0 Dates of next meeting:**

- Tuesday, October 25, 2016 at 6:30 p.m.

**16.0 Adjournment:**

**G.B.09-21-2016-12:** Motion that the meeting of September 21, 2016 is adjourned at 21:19 is made by Nadine Vogel and seconded by Christina Ayers.

All in Favour  
**UNANIMOUSLY**

**Carried**

Minutes approved by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Danny Walker, Chairperson

Claudia Golla, Secretary