



**Commission scolaire English-Montréal**  
**English Montreal School Board**

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## **THE ANNUAL REPORT**

Section 82 of the Education Act states: *"The governing board shall prepare and adopt an annual activity report and shall transmit a copy of the report to the school board."*

The annual activity report serves as a communication tool as well as an accountability and planning tool. The annual report can be used not only to report to the school board as required by law but also to share information with parents, the school staff and the public.

While there is no requirement for copies of the annual report to be distributed to the parents or staff members at large, you may decide to have copies available for those who wish to see it.

## **INFORMING THE COMMUNITY**

Section 83 of the Education Act states: *"The governing board shall inform the parents and the community served by the school of the services provided by the school and report on the level of quality of such services."*

*The governing board shall make public the educational project and the success plan of the school.*

*Each year, the governing board shall report on the evaluation of the implementation of the success plan.*

*A document explaining the educational project and reporting on the evaluation of the implementation of the success plan shall be distributed to the parents and the school staff. The governing board shall see to it that the wording of the document is clear and accessible.*

This is a separate responsibility from that of the preparation and adoption of the annual report.

The key words in section 83 are *"inform"* and *"report"*. You can provide information on services to the parents and the community on a regular basis through the public meetings of the governing board, newsletters, information documents, etc.



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**CONTENT OF THE ANNUAL REPORT**

The annual report should include the following information and descriptions:

- ✓ name and address of the school
- ✓ names of the members of the governing board, the groups they represent and position, e.g. chairperson, secretary, treasurer
- ✓ number of meetings held (regular and special)
- ✓ attendance record (optional)
- ✓ message from the chairperson (optional)
- ✓ issues and concerns addressed by the governing board
- ✓ new programs, activities, services approved by the governing board
- ✓ actions taken by the governing board
- ✓ sub-committees that were established, if any, and their mandates
- ✓ method(s) used to inform parents
- ✓ plans and/or recommendations for the coming year

*The annual report must be adopted by the governing board and submitted to the Director General of the English Montreal School Board, c/o the Communications Division, Room 109, before October 31<sup>st</sup> of each year.*



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## English Montreal School Board

### COMPLETING THE GOVERNING BOARD ANNUAL REPORT

- Page 4**      **Members**  
Please list each member of the governing board and identify the group each member represents, e.g., parents, teachers, other staff, daycare, students, community, socio-economic, etc.
- Page 5**      **Number of Meetings Held/Comments**  
Identify the number of regular and special meetings held during the year and the reasons for the special meetings.
- Chairperson's Message**  
This is optional but might include observations about the general assembly, the accomplishments, the challenges, the general functioning of the governing board, etc.
- Page 6**      **Attendance Record**  
This is optional but will provide information to the school community that could assist them in the election or selection of members to sit on the governing board.
- Pages 7, 8**    **Activities, Programs, Services & Issues /Actions Taken**  
List the major topics that were dealt with and the associated actions taken.
- Page 9**      **Sub-Committees and their Mandates**  
If your governing board established sub-committees to look at issues and make recommendations, please identify.
- Informing the School Community**  
The school community includes parents, staff and sometimes the larger community. Briefly describe the method(s) used, e.g. newsletters, notices, etc.
- Recommendations**  
Please indicate any recommendations for next year's governing board in terms of actions to be taken, issues to be addressed, method of operation, etc. You may wish to identify specific measures you would like the school board to take which would assist the functioning of the governing board.



**Commission scolaire English-Montréal**

**English Montreal School Board**

# **East Hill Elementary School Governing Board Annual Report**

**Prepared By: Marco Alessandrini  
East Hill Governing Board Chairperson**

# GOVERNING BOARD ANNUAL REPORT

2020-2021

Name of School/Centre: East Hill Elementary School  
Address: 10350 Perras Boulevard, Montreal, Quebec, H1C 2H1

## M E M B E R S

Name	Position	Group Represented
1. Marco Alessandrini	Chairperson	
2. Adrienne Taylor	Secretary	
3. Joseph Paglia	Treasurer / CPC/RCP Alternate	
4. Nadia Posteraro	Home & School Liaison	
5. Annelisa Rende	CPC/RCP	
6. Ivana Iulianella	GB member	
7. Nara Facchinello	GB member	
8. Melissa Sanzari	GB member	
9. Jack Algieri	GB member	
10. Connie Parry	Staff: daycare	
11. Laura Teoli	Staff: CCW	
12. Rocco Simone	Staff: teacher	
13. Nadine Randoll	Staff: teacher	
14. Catherine Laberge	Staff: teacher	
15. Nadia Barrafato	Staff: teacher	
16. Chloe Laliberté-Demarbre	Staff: teacher	
17. Pietro Mercuri	Commissioner	
18. Liboria Amato	Principal	
19. Cynthia Canale	Vice-Principal	

**Number of Meetings Held: Regular: 11 Special: 2 Virtual TEAMS meeting**

**Comments\***

The pandemic did not allow for in person meetings. All 2020/2021 meetings we held virtually. This method was efficient and allowed for better time management. This also allowed the board to conduct more meetings with member participation and allowed the board to implement more change to general direction of the school.

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**Chairperson's Message**

I had the honor of being the chair for the 2020-2021 mandate. I can say without hesitation that I had the pleasure of working with a phenomenal group of devoted parents, teachers, staff, and volunteers. The 2020/2021 school year was carried out in an unprecedented situation which included the 2<sup>nd</sup> and 3<sup>rd</sup> wave of the Covid-19 pandemic. The devotion of teachers, staff and administration gave our student population a safe environment to continue their learning to their fullest potential. Board members worked together toward the common goal of fostering a nurturing and stimulating learning environment for all East Hill students. As a governing board, we worked hard to implement our new sports enrichment program which will give our students the option to participate in well structured afterschool sports while continuing to practice the French language and strive for academic excellence.

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I would like to thank all Governing Board members for their time, commitment and devotion to East Hill and its students. While I recognize that this past year was challenging, we were able to adapt our methods for the sake of our students.

As a new year begins, I would like to encourage our teachers, staff, and administrators to continue to lead our students by example as the children look to them for leadership, guidance, and reassurance. Here is to a prosperous 2021-2022 school year.

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**#EASTHILLPROUD**

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Activities, Programs, Services, and Issues	Actions Taken
<p><b>1. Covid-19</b></p> <ul style="list-style-type: none"> <li>• Impacts on student well-being</li> <li>• Impacts on staff and administration</li> <li>• Impacts on daily operations</li> </ul>	DISCUSSION
<p><b>2. Ministry's Sexual Education Program</b></p>	DISCUSSION/VOTE
<p><b>3. Management &amp; Educational Success Agreement (MESA)</b></p>	DISCUSSION
<p><b>4. Fundraising 2020-2021</b></p>	DISCUSSION/VOTE
<p><b>5. Sports enrichment program</b></p>	DISCUSSION/ VOTE/ IMPLIMENTATION
<p><b>6. Selection Criteria for Principal</b></p>	DISCUSSION/VOTE
<p><b>7. School Calendar and start/ finish time</b></p>	DISCUSSION/VOTE
<p><b>8. Steam Program</b></p>	DISCUSSION
<p><b>9. Governing Board annual budget</b></p>	DISCUSSION/VOTE

Activities, Programs, Services, and Issues	Actions Taken
10. East Hill's Budget Priorities 2021-2022	DISCUSSION
11. Accommodation Bussing	DISCUSSION
12. School Fees 2021-2022	DISCUSSION/VOTE
13. Budget building process	DISCUSSION
14. Transportation Boundaries	DISCUSSION
16. East Hill's Pre-school program	DISCUSSION
17. Refunds of certain school fees due to COVID 19 pandemic.	DISCUSSION
18. Preliminary Budget 2020-2021	DISCUSSION/VOTE
19. Hot lunch catering program	DISCUSSION



**Sub-Committees and their mandates**

**Sports enrichment Sub-Committee**

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East Hill's governing board formed a sub committee to study and develop the sports enrichment program. Its mandate was to establish the guidelines and general direction of the program. The subcommittee was tasked with reporting the outlines and concept back to the board for future elaboration and approval.

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**Informing the School Community**

East Hill school uses many methods of communication including the use of monthly newsletters, school website, Facebook page, Instagram, and Twitter. Social media has become a useful tool in the publicity and transfer of information to the student body, parent population and community.

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**Recommendations**

I would recommend the continuation of virtual meetings.

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Adopted by the East Hill School governing board

2021-09-18

Date



Marco Alessandrini, Chairperson

