



FORMULAIRE CONSEIL D'ÉTABLISSEMENT/ GOVERNING BOARD MEMBERS FORM 2019- 2020

ÉCOLE/SCHOOL:	JAMES LYNG ADULT EDUCATION CENTER	
DIRECTEUR(RICE)/PRINCIPAL:	CIVITA TUDINO	DANICA LEWINGTON VICE – PRINCIPAL

Please indicate (F) for first year, (S) for second year and (R) for replacements with the year they are in and (A) for alternates to GB

	NAME	F/S/R	MANDAT/TERM OF OFFICE
Président(e)/Chairperson:	CLAUDE DEVEAULT - RESO		
Address:			
Tel.:			
Courriel/E-Mail:	CDEVEAULT@EMSB.QC.CA	F	

Délégué(e)/Delegate:			
Address:			
Tel.:			
Courriel/E-Mail:			

Suppléant(e)/Alternate:			
Address:			
Tel.:			
Courriel/E-Mail:			

<u>Tous les parents membres /All Parent Members:</u>	<u>F/S/R:</u>	<u>Mandat/Term of Office:</u>
Ex: Mary Smith	R	2019-2020

Please indicate (F) for first year, (S) for second year and (R) for replacements with the year they are in and (A) for alternates to GB

<u>Enseignant(e)s/Teachers:</u>	
Christopher Hammock DBE	F chammock@emsb.qc.ca
Nicholas Gallagher DBE	F ngallagher@emsb.qc.ca

Personnel non-enseignant /Non-Teaching Professional:	Leslie Habib – Guidance Counsellor
Personnel de soutien/Support Staff:	Louise Yee
Service de garde /Daycare:	
Élèves/Students: (Cycle II High School)	Toni Crawford – Adult Student – Nov. 29 th last day looking for a replacement
	Nisa Sharmin – Adult Student

<u>Représentant(e)s de la communauté: (optionnel)/ Community Representatives: (optional) Art. 42</u>			
Nom/Name:	CLAUDE DEVEAULT	Organization:	RESO
Nom/Name:		Organization:	

JAMES LYNG ADULT EDUCATION CENTRE

5440 Notre Dame West, Montreal, QC H4C 1T9 Tel: (514) 846-0019
www.jlac.ca

Governing Board

Meeting Dates 2019-2020

4:00 p.m. conference room

October 15, 2019

December 3, 2019

January 22, 2020

February 26, 2020

(unable to meet due to lack of quorum)



JAMES LYNG ADULT EDUCATION CENTRE

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Governing Board Meeting #1

October 15, 2019

JLAEC Conference room

AGENDA

Action Required

- | | |
|-------------|--|
| Information | 1. Welcome |
| Information | 2. Introduction of Members |
| Adoption | 3. Adoption of Agenda |
| | 4. Public Question Period |
| Information | 5. Working Together as a Team |
| Decision | 6. Election of Chairperson |
| Decision | 7. Appointment of Secretary |
| | 8. Operation of the Governing Board |
| Adoption | 9. Adoption of Rules of Internal management of the governing board |
| Adoption | 10. Dates and Times of meetings |
| | 11. Business Arising |
| | 12. New Business |
| Information | 13. Correspondence |
| Information | 14. Next meeting |
| Approval | 15. Adjournment |



INFORMATION FOR THE ADMINISTRATION
ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES

Minutes of the Meeting

MEETING	Governing board meeting of: JAMES LYNG ADULT EDUCATION CENTRE		
Date	October 15, 2019	Time	4:00 p.m.
Meeting Room	Conference Room	Meeting Duration	0 hours 40 minutes
Meeting Chairman		Secretary	Leslie Habib

ATTENDEES			
MEMBERS		OBSERVERS	
Chairman	Claude Deveault, RESO	Kathleen Chausse, student	
Members	Tonii L. Crawford, student		
	Nick Gallagher, teacher		
	Leslie Habib, professional		
	Chris Hammock, teacher		
	Nisa Sharmin, student		
	Louise Yee, staff		

ADMINISTRATORS			
Principal	Civita Tudino		
Vice-Principal	Danica Lewington		

MINUTES OF THE MEETING	
Item	Description

1. Welcome	C Tudino welcomed all to the first JLAEC Governing Board meeting of the 2019 – 2020 school year and thanked the members for their participation. All members introduced themselves.
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INFORMATION FOR THE ADMINISTRATION
ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES

Minutes of the Meeting

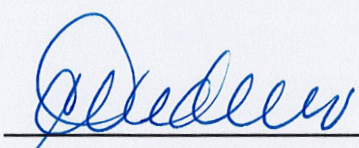
2. Adoption of the Agenda	It was moved by C Hammock and seconded by N Sharmin to adopt the agenda with no changes to it. All in favour. Vote: 7-0-0
3. Public Question Period	There were no members of the public present nor any emails received. C Tudino informed the members that questions from the public are normally answered at the end of the GB meeting and that questions must be emailed to the Chairperson of the GB no later than 5 days prior to a GB meeting
4.	
5. Election of Chairperson	C Devault of RESO (a community group) was nominated by C Hammock and seconded by L Habib. All in favour. Vote: 7-0-0
6. Appointment of Secretary	It was agreed that N Gallagher and L Habib would share the secretarial duties. All in favour. Vote: 7-0-0
7. Operation of Governing Board	C Tudino informed the members of how the GB operates. Copies of the Governing Board Manual prepared by the EMSB were given to each member
8. Adoption of Rules of Internal Management of the Governing Board	C Tudino summarized the internal rules and code of conduct from the Manual as well as the roles of the chairperson, secretary and treasurer and asked all members to familiarize themselves with its content. It was moved by C Hammock and seconded by T Crawford to accept it. All in favour. Vote: 7-0-0
9. Dates & Time of Meetings	C Tudino suggested Tuesdays at 4:00 pm for future GB meetings. The following dates were proposed. November 19, 2019 January 21, 2020 February 18, 2020 March 17, 2020 May 19, 2020 It was moved by C Hammock and seconded by L Yee. All in favour. Vote: 7-0-0

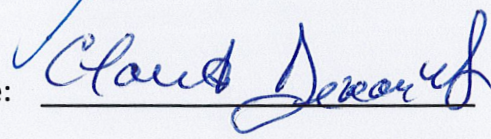


INFORMATION FOR THE ADMINISTRATION
ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES

Minutes of the Meeting

10. Business arising out of minutes	There was no business arising as this is the first meeting of GB.
11. New Business	There was no new business to discuss.
12. Correspondence	There was no correspondence to discuss. T Crawford asked if the secretary receives the correspondence. C Tudino stated that the chairperson receives the correspondence which could be in the form of letters, email or social media and informs GB.
13. Next meeting	The next scheduled meeting will be on November 19, 2020 at 4:00 pm
14. Adjournment	It was moved by C Hammock and seconded by C Crawford to adjourn the meeting at 4:40 pm. All in favour.

Principal Signature:  Date: Oct 22, 2019

Governing Board Chair Signature:  Date: 10-22-19



JAMES LYNG ADULT EDUCATION CENTRE

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Governing Board Meeting # 2

December 3rd 2019

JLAEC Conference room

AGENDA

Welcome and opening remarks

Additions to the agenda

Adoption of the agenda

Review of the minutes from October 15, 2019

1) Approval of minutes

2) Business issues:

a) Budget 2019-2020	Adoption
b) Field Trip	Adoption
c) Principal's report	Information
d) Staff Update	Information
e) Correspondence	Information
f) Next meeting	Information

Public Question period

3) Adjournment

Approval



INFORMATION FOR THE ADMINISTRATION
ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES

Minutes of the Meeting

MEETING	Governing board meeting of: JAMES LYNG ADULT EDUCATION CENTRE		
Date	December 3 rd 2019	Time	4:00 p.m.
Meeting Room	Conference Room	Meeting Duration	0 hours 40 minutes
Meeting Chairman		Secretary	Nicholas Gallagher

ATTENDEES			
MEMBERS		OBSERVERS	
Chairman	Claude Deveault, RESO community liaison		
Members	Tonii L. Crawford, dropped student		
	Nick Gallagher, teacher		
	Leslie Habib, professional		
	Chris Hammock, teacher		
	Nisa Sharmin, student		
	Louise Yee, support staff		

ADMINISTRATORS			
Principal	Civita Tudino		
Vice-Principal	Danica Lewington		





INFORMATION FOR THE ADMINISTRATION
ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES

Minutes of the Meeting

MINUTES OF THE MEETING	
Item	Description

1. Welcome	C Tudino welcomed all
2. Adoption of the Agenda	It was moved by N Gallagher and seconded by Chris Hammock to adopt the agenda with no changes to it. All in favour. All in favor Vote: 7-0-0
3. Public Question Period	There were no members of the public present nor any emails received.
4. Business arising out of minutes	Review of the minutes from October 15 th – changes to #13 meeting to December 3 rd It was moved by Chris Hammock and seconded by Nisa Sharmin, to adopt the minutes All in favour. Vote: 7-0-0
11. New Business	Budget The principal presented the school budget in detail. It was moved to adopt the school budget passed June 2019 by the Regional Director (Cosmo Della Rocca) for the school year 2019-2020 Moved by Chris Hammock and seconded by Louise Yee, to adopt the school budget. All in favor Vote: 7-0-0





INFORMATION FOR THE ADMINISTRATION
ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES

Minutes of the Meeting

	<p>Field Trips</p> <p>The principal asked GB to approve Field Trips and to allocate funds from Fund 3 to allow trips to take place throughout the school year.</p> <p>moved by Chris Hammock and seconded by Louise Yee, to approve filed trips</p> <p>All in favour. Vote: 7-0-0</p> <p>Principal Report Information Given by the Principal</p> <ul style="list-style-type: none"> • Importance of using Emsb portal , reading emails to keep informed • Numbers CCBE 190 DBE 335 • Ped day – 2/3 of teachers did not participate • Extracurricular Activities – Need teacher input • Suivis – be vigilant • December – Academic assembly , Staff Social
12. Correspondence	There was no correspondence to discuss.
13. Next meeting	The next scheduled meeting will be on January 21 st , at 4:00 pm (meeting Jan 23 rd)
14 Adjournment	It was moved by C Hammock to adjourn the meeting at 5:05 p.m All in favour.

C. Desreault

Governing Board Chairperson

[Signature]

Principal

12-12-2019

Date

Dec 12, 2019

Date



JAMES LYNG ADULT EDUCATION CENTRE

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Governing Board Meeting # 3

January 22, 2020

JLAEC Conference room

AGENDA

Welcome and opening remarks

Additions to the agenda

Adoption of the agenda

Review of the minutes from December 3rd, 2019

1) Approval of minutes

2) Business issues:

- | | |
|-------------------------------|-------------|
| a) Budget Building Process | Adoption |
| b) CPR –FIRST Aid Training | Adoption |
| c) Centre Calendar 2020-2021 | Adoption |
| d) Extra-Curricular | Adoption |
| e) Correspondence | Information |
| f) Next meeting Feb 18th 2020 | Information |

Public Question period

3) Adjournment

Approval



INFORMATION FOR THE ADMINISTRATION
ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES

Minutes of the Meeting

MEETING	Governing board meeting of: JAMES LYNG ADULT EDUCATION CENTRE		
Date	January 22, 2020	Time	4:05 p.m.
Meeting Room	Conference Room	Meeting Duration	0 hours 52 minutes
Meeting Chairman	Claude Deveault	Secretary	Leslie Habib

ATTENDEES			
MEMBERS		OBSERVERS	
Claude Deveault	Present		
Louise Yee	Present		
Leslie Habib	Present		
Nick Gallagher	Present		
Chris Hammock	Present		
Nisa Sharmin	Present		
Tonii Crawford	Absent		

ADMINISTRATORS			
Principal	C Tudino		
Vice-Principal	D Lewington		

MINUTES OF THE MEETING	
Item	Description

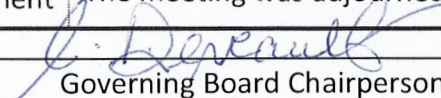
1. Agenda	<p>Presentation of the Agenda.</p> <p>There were no additions to the Agenda. It was moved by L.Yee and seconded by L. Habib to approve the Agenda. All were in favor.</p>
2. Adoption of the Minutes	<p>It was moved by C. Hammock and seconded by L. Yee to approve the Minutes of the Meeting held on December 3, 2019.</p>



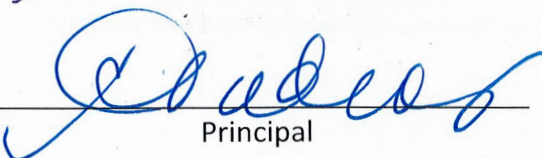
INFORMATION FOR THE ADMINISTRATION
ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES

Minutes of the Meeting

3. Public Question Period	As there were no members of the public present, there were no questions from the public.
4. Business arising out of minutes	There were no issues arising from the minutes of December 3, 2019.
5. Business Issues	<p>A) C. Tudino presented the Centre budget and it was adopted.</p> <p>B) CPR Training will be offered to all staff and teachers over several days. The dates are to be determined. It was moved by C. Hammock to approve, seconded by L. Habib. Unanimously approved.</p> <p>C) Centre Calendar – C. Tudino stated that there will be two pedagogical days to be selected by the Centre for 2020-2021 school year. Asked for suggestions as to dates.</p> <p>D) Extra-Curricular- C. Tudino proposed Sugaring Off as a centre-wide activity for both DBE and CCBE students. The date is to be determined. It was moved by N. Sharmin and seconded by C. Hammock to approve this activity.</p> <p>E) Correspondence – There was no correspondence.</p>
6. Next meeting and Adjournment	<p>The next scheduled meeting will be on February 18, 2020.</p> <p>The meeting was adjourned at 4:57p.m. by Claude Deveault.</p>


Governing Board Chairperson

29-01-2020
Date


Principal

Jan. 29, 2020
Date