



**CONSEIL D'ÉTABLISSEMENT / GOVERNING BOARD- 2020 - 2021**  
**CENTRE D'ÉDUCATION DES ADULTES ET DE LA FORMATION PROFESSIONNELLE/ADULT & VOCATIONAL CENTRE**

<b>CENTRE:</b>	James Lyng Adult Education Centre
<b>DIRECTEUR(RICE)/PRINCIPAL:</b>	<a href="#">Civita Tudino</a>
<b>Président(e)/Chairperson:</b>	<a href="#">Claude Deveault</a>
<b>Adresse:</b>	5440 Notre Dame Ouest
<b>No de tél.</b>	514-846-0019
<b>Courriel/E-Mail:</b>	<a href="mailto:ctudino@emsb.qc.ca">ctudino@emsb.qc.ca</a> c

**Membres du conseil d'établissement/Governing Board Member:**

Exemple. Mary Lavoie (2018-2020)

**Élèves / Students:**

1. <a href="#">Nwoko, Ogochukwu Genevieve</a>	
2. <a href="#">Govinden, Kevisen</a>	
<b>Alternate</b> : Chabo George	

**Enseignant(e)s / Teachers:**

<a href="#">Nicholas Gallagher</a>	English Teacher – Social Studies
<a href="#">Christopher Hammock</a>	Math Science

**Parents: (Centre de formation professionnelle seulement) / Parents: (Vocational Centres only)**


**Personnel non-enseignant / Non-Teaching Professional:**

<a href="#">Leslie Habib</a>	Guidance Counsellor

**Personnel de soutien / Support Staff:**

<a href="#">Louise Yee</a>	Administrative Technicien

**Groupe socio-économique et communautaire (au moins 2)**

**Socio-Economic & Community Group (at least 2):**

Nom:	<a href="#">Gavin Musgrave</a>	Organisme:	Recreational Community Organizer
Nom:		Organisme:	

**Représentant(e) d'entreprise (au moins 2 nommés par résolution de la Commission scolaire art. 102.5)**

**Entreprise Representative (2 at least appointed by School Board resolution art. 102.5)**

Nom:		Organisme:	
Nom:		Organisme:	



**JAMES LING ADULT EDUCATION CENTRE**

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**Governing Board**

**Meeting Dates 2020-2021**

**5:00 p.m. on TEAMS**

Wednesday September 30, 2020

Tuesday November 10, 2020

Monday, February 1, 2021

Wednesday April 14, 2021

Wednesday, May 31, 2021

Wednesday June 15, 2021



Commission scolaire English-Montréal  
English Montreal School Board

## JAMES LYNG ADULT EDUCATION CENTRE

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### Governing Board Meeting #1

September 30<sup>th</sup>, 2020

4:00 p.m.

JLAEC Conference room – Microsoft TEAM MEETING

### 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. <b>Dates and Times of meetings</b>                             |
|             | 11. Business Arising   |
|             | 12. New Business   |
| Information | 13. Correspondence   |
| Information | 14. Next meeting   |
| Approval    | 15. Adjournment  |



**ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES**

# Minutes of the Meeting

<b>MEETING</b>	Governing board meeting of: <b>JAMES LYNG ADULT EDUCATION CENTRE</b>		
<b>Date</b>	September 30 <sup>th</sup> , 2020	<b>Time</b>	4:30 p.m.
<b>Meeting Room</b>	TEAMS MEETING	<b>Meeting Duration</b>	0 hours 60 minutes
<b>Meeting Chairman</b>	CLAUDE DEVEAULT	<b>Secretary</b>	C TUDINO

<b>ATTENDEES</b>			
<b>MEMBERS</b>		<b>OBSERVERS</b>	
Chairman	CLAUDE DEVEAULT RESO community liaison	GEROGE CAHBO ALTERNATE, student	
Members	NICHOLAS GALLAGHER, teacher		
	KEVISEN GOVIDEN, student		
	LESLIE HABIB, professional		
	CHRISTOPHER HAMMOCK, teacher		
	GENEVIEVE NWOKO student		
	LOUISE YEE, support staff		

<b>ADMINISTRATORS</b>			
Principal	Civita Tudino		
Vice-Principal	Danica Lewington		



ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES

# Minutes of the Meeting

MINUTES OF THE MEETING	
Item	Description

1. Welcome 2. Introduction of members	C Tudino welcomed all to the first JLAEC Governing Board meeting of the 2020 – 2021 school year and thanked the members for their participation.  All members introduced themselves.
3. Adoption of the Agenda	It was moved by C Hammock and seconded by L Habib to adopt the agenda with no changes to it. All in favour.  <b>Vote: 7-0-0</b>
4. 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
5. Working together	C Tudino informed the members of their roles and communication via email to the chairperson to bring forth items for approval
6. Election of Chairperson	C Deveault of RESO (a community group) was nominated by N Gallagher and seconded by L Habib. All in favour.  <b>Vote: 7-0-0</b>
7. Appointment of Secretary	It was agreed that N Gallagher would take on the secretarial duties. All in favour.  <b>Vote: 7-0-0</b>
8. 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
9. Adoption of Rules of Internal Management of	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

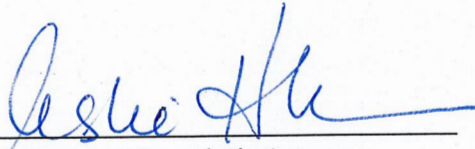


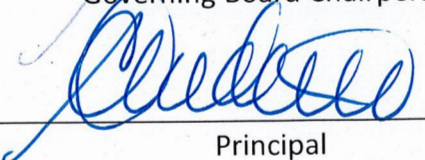


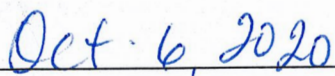
**ADULT EDUCATION AND VOCATIONAL TRAINING CENTRES**

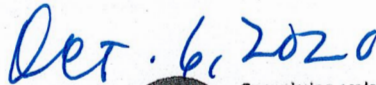

# Minutes of the Meeting

the Governing Board	<p>members to familiarize themselves with its content. It was moved by C Hammock and seconded by L Habib to accept it. All in favour.</p> <p style="text-align: center;"><b>Vote: 7-0-0</b></p>
10. Dates & Time of Meetings	<p>C Tudino suggested Tuesdays at 4:00 pm for future GB meetings.</p> <p style="text-align: center;">The following dates were proposed.</p> <p style="text-align: center;"><b>November 3 , 2020    December 8, 2020    January 12, 2021</b></p> <p style="text-align: center;"><b>February 9, 2021    March 9, 2021    April 13, 2021</b></p> <p style="text-align: center;"><b>May 11, 2021    June 1<sup>st</sup> 2021</b></p> <p>It was moved by Louise Yee and seconded by N Gallagher. All in favour.</p> <p style="text-align: center;"><b>Vote: 7-0-0</b></p>
11. Business arising out of minutes	<p style="text-align: center;">There was no business arising as this is the first meeting of GB.</p>
12. New Business	<p style="text-align: center;">There was no new business to discuss.</p>
13. Correspondence	<p style="text-align: center;">There was no correspondence to discuss. C Tudino stated that the chairperson receives the correspondence which could be in the form of letters, email or social media and <b>informs GB.</b></p>
14. Next meeting	<p style="text-align: center;">The next scheduled meeting will be on <b>November 3<sup>rd</sup> 2020 at 4:00 pm</b> at the centre ( conference room )</p>
15. Adjournment	<p style="text-align: center;">It was moved by C Hammock and seconded by N Gallagher to adjourn the meeting at 4:58 pm. All in favour.</p>

  
 \_\_\_\_\_  
 Governing Board Chairperson

  
 \_\_\_\_\_  
 Principal

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Commission scolaire  
 English-Montréal  
 English Montreal  
 School Board



**JAMES LYNG ADULT EDUCATION CENTRE**

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**Governing Board Meeting # 2**

**November 10, 2020**

4:00 p.m.

**Microsoft TEAM MEETING**

**AGENDA**

**Welcome and opening remarks**

**Additions to the agenda**

**Adoption of the agenda**

**Review of the minutes from September 30<sup>th</sup> , 2020**

**1) Approval of minutes**

**2) Business issues:**

- |                                    |             |
|------------------------------------|-------------|
| a) Principal's report              | Information |
| b) RESO Update                     | Information |
| c) Student Survey On line Learning | Information |
| d) Hybrid Schedule                 | Information |
| e) Correspondence                  | Information |
| f) Next meeting                    | Information |

**Public Question period**

**3) Adjournment**

Approval

James Lyng Adult Centre

Governing Board

Meeting Minutes

November 10, 2020

1. Meeting called to order by Claude (Chair) at 4pm.
2. The “Message from the Principal” was delivered by Civita.
  - Update on the policy of “group” advertising in the adult sector of EMSB; it was suggested that we record and collect student testimonials to ad to our ad campaign.
  - Update on the construction of our centre’s website – it’s ongoing.
  - A reminder to teachers and students to be in frequent communication using our board e-mails and Teams platform. Ex. The poppy fundraising campaign was not a great success, lack of communication
  - Graduation: there might be a ceremony, but we don’t know when, or what it will look like. Some people suggested a catered “grad ” at the school. It will depend on the number of students who can attend .
  - An alternative to the current “hybrid” model is coming as well.
  - An update on Math tutorial services (Brock and IXL)
  - Finally, a “shout out” from administration to all the school’s support staff for all they’ve done during the pandemic to ensure the continued success of our centre.
3. RESO Update
  - Service Quebec has been slow accepting new students to the program, and we are trying to find a solution to this.



- There is grant money available through the centre to support RESO students (workshops, guest speakers, etc).
- Centre administration and RESO staff are open to suggestions about how this could play out.

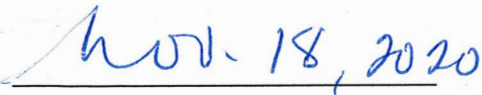
4. Student Survey Results

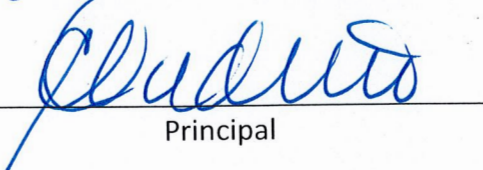
- 116 students responded to the survey. Attendance during the “hybrid” classes has been good, but concerns were raised about the actual level of student “participation” in these classes.

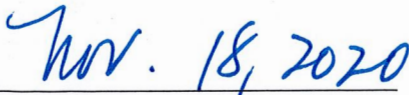
5. Louise Y. moved to adjourn the meeting (4:45pm); seconded by Chris H.

6. The next Governing Board Meeting is scheduled for Dec. 8, 2020.

  
\_\_\_\_\_  
Governing Board Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Principal

  
\_\_\_\_\_  
Date

## **JAMES LYNG ADULT EDUCATION CENTRE**

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### **Governing Board Meeting # 3**

**Monday February 1<sup>st</sup>, 2021**

**TEAMS MEETING 5:00 p.m.**

### **AGENDA**

#### **Welcome and opening remarks**

Additions to the agenda  
Adoption of the agenda  
Review of the minutes from November 10<sup>th</sup>, 2020

#### **1) Approval of minutes**

#### **2) Business issues:**

a) Registration	Information
b) Budget	Adoption
c) Budget Building Process	Adoption
d) Principal Criteria	Adoption
e) Principal's Report	Information
f) Safe School Action Plan	Information
g) Correspondence	Information
h) Next meeting	Information
i) Varia	

#### **Public Question period**

**3) Adjournment** Approval



GOVERNING BOARD

# Minutes of the Meeting

<b>MEETING</b>	Governing board meeting of: <b>JAMES LYNG ADULT EDUCATION CENTER</b>		
<b>Date</b>	<b>February 1, 2021</b>	<b>Time</b>	5:00 p.m.
<b>Meeting Room</b>	Microsoft Teams	<b>Meeting Duration</b>	1 hour 25 minutes
<b>Meeting Chairman</b>	Leslie Habib	<b>Secretary</b>	<b>Iriana Colannino</b>

<b>ATTENDEES</b>			
<b>MEMBERS</b>		<b>OBSERVERS</b>	
Chairman	Leslie Habib, Professional		
Members	Chris Hammock, teacher		
	Iriana Colannino, teacher		
	Louise Yee, staff		
Absent	Kevisen Govinden Ogochukwu Nwoko		

<b>ADMINISTRATORS</b>			
Principal	Civita Tudino		
Vice-Principal	Danica Lewington		

<b>MINUTES OF THE MEETING</b>	
<b>Item</b>	<b>Description</b>

1. Approval:	<b>Approved by Chris Hammock; seconded by Louise Yee</b>
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GOVERNING BOARD

# Minutes of the Meeting

Previous Minutes	
2. Registration	<ol style="list-style-type: none"> <li>1. Registration Calendar for Spring Session is available</li> <li>2. Students will book an online appointments with Leslie, as the previous winter session</li> <li>3. Pre-registration and registration for DBE new and returning students was set for the Spring Session</li> <li>4. Pre-registration and registration for CCBE new and returning students was set for the Spring Session</li> <li>5. Class sizes are reduced for Spring session due to the Covid-19 restrictions</li> </ol>
3. Budget	<ol style="list-style-type: none"> <li>1. Motion to adopt the budget prepared for the June 2020 Governing Board meeting. The budget was approved because no Governing Board meeting was held in June 2020 due to Covid-19; we did not have quorum.</li> <li>2. The school budget was presented. The different categories were detailed and described. The principal requested that Governing Board members provide suggestions on how to spend the monies prior to May 2021 in each of the categories. She informed members that a motion be made to approve the transfer of \$5000 from Fund 3 to Fund 5 – Material Resources.</li> <li>3. The Material Resources Fund was depleted due to the continuous purchase of Covid-19 cleansing materials as well as sanitization equipment. We discussed the importance of spending monies remaining in the following funds: <b>must be spent; some funds will not be rolled-over to next academic year</b> <ol style="list-style-type: none"> <li>i. IT</li> <li>ii. Digital</li> <li>iii. Literacy Fund</li> <li>iv. Adult Ed General Instruction</li> <li>v. Advertising</li> </ol> </li> </ol>



GOVERNING BOARD

# Minutes of the Meeting

	<p>4. The principal asked that a motion be made to approve the transfer of \$5000 from Fund 3 to the Fund 5 - Material Resources</p> <p><b>Motion was approved by Chris Hammock; seconded by Louise Yee</b></p>
<p>4. Budget Building Process</p>	<p>The Budget Building Process for 2021-2022 was discussed. We looked closely at the <b>five areas of priority:</b></p> <ul style="list-style-type: none"> <li>-promoting enrollment - building upgrade - instructional digital- learning - androgical support - increase use of technology</li> </ul>
<p>5. Principal Criteria</p>	<p>The chair presented the principal criteria of a center principal and asked for additions from the GB members. There were no additions to the list presented. A motion to approve and adopt the criteria was made.</p> <p><b>Approved by Chris Hammock, seconded by Louise Yee</b></p>
<p>6. Principal Report</p>	<p>The principal presented a summary of what has taken place since the last Governing Board meeting. Below is the summary:</p> <p><b>Advertisements</b></p> <ul style="list-style-type: none"> <li>- Student testimonials on the Webpage</li> <li>- Google adds</li> <li>- Promotional items ongoing</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>- Students are regularly receiving messages via email and Microsoft Teams</li> <li>- Teachers are communicating via TEAMS</li> <li>- All students provided with EMSB emails</li> </ul> <p><b>Covid-19</b></p> <ul style="list-style-type: none"> <li>- A great job by everyone on our James Lyng team</li> <li>- There are less than 12 Covid-19 cases since March 2020</li> </ul> <p><b>Hybrid Model</b></p>



GOVERNING BOARD

# Minutes of the Meeting

	<ul style="list-style-type: none"> <li>- To continue until February 5<sup>th</sup>, 2021, unless changes are mandated from the Regional Office and the Minister of Education</li> <li>- CCBE students are in school now and happy to be back</li> </ul> <p><b>IT Equipment</b></p> <ul style="list-style-type: none"> <li>- 25 laptops to be distributed</li> <li>- In-class usage</li> <li>- Mobile lab</li> </ul> <p><b>Math Tutoring and IXL</b></p> <ul style="list-style-type: none"> <li>- Brock is in every class Team</li> <li>- IXL used for Math levels 1-5</li> </ul> <p><b>Professional Team</b></p> <ul style="list-style-type: none"> <li>- Paul Laplante, Leslie Habib and Amanda Comeau are in close communication with students who are struggling during this period (Covid)</li> </ul> <p><b>Student Online Survey</b></p> <ul style="list-style-type: none"> <li>- 2<sup>nd</sup> survey sent to all DBE students</li> </ul>
<p>7. Safe School Action Plan</p>	<ol style="list-style-type: none"> <li>1. A draft of a <b>Safe School Action Plan</b> was presented by the principal. She asked that the Governing Board inform the teachers who are not in Governing Board to sit on a committee to work on the final plan.</li> <li>2. The safe Action plan is to be updated every school year.</li> <li>3. Leslie to work on providing students with information on online etiquette.</li> </ol>
<p>8. Correspondence</p>	<p>Nothing to add</p>
<p>9. Next Meetings</p>	<p>April 7<sup>th</sup>, 2021 May 12<sup>th</sup>, 2021 June 9<sup>th</sup>, 2021</p>
<p>10. Varia</p>	<p>Nothing to add</p>
<p>11. Adjournment</p>	<p>The meeting was adjourned by Leslie at 6:25 p.m.</p>

*Leslie Habib*  
 \_\_\_\_\_  
 Governing Board Chairperson

*Feb 2, 2021*  
 \_\_\_\_\_  
 Date

*Paul Laplante*  
 \_\_\_\_\_  
 Principal

*Feb 2/2021*  
 \_\_\_\_\_  
 Date



# JAMES LYNG ADULT EDUCATION CENTRE

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## Governing Board Meeting # 4

Wednesday April 14<sup>th</sup>

TEAMS MEETING 5:00 p.m.

### AGENDA

#### Welcome and opening remarks

Additions to the agenda

Adoption of the agenda

#### Business issues:

- |  |             |
|--|-------------|
| a) Educational Project Team                            | Information |
| b) Graduation  | Information |
| c) Honor Roll  | Information |
| d) Pivot Program                                       | Information |
| e) Reso Update   | Information |
| f) Spring Session Update                               | Information |
| g) Summer School                                       | Information |
| h) Survey follow up                                    | Information |
| i) Tutor   | Information |
| j) Varia   |             |
| k) Next Meeting Wednesday, May 12 <sup>th</sup> , 2021 | Approval    |

Adjournment

Approval



## James Lyng Adult Education Centre

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### Governing Board Meeting # 5 Wednesday April 14<sup>th</sup>, 5:00 p.m. Teams Meeting

#### Minutes

**Present:** Leslie Habib (Acting Chair), Christopher Hammock (Acting Secretary), Danica Lewington, Genevieve Nwoko, Civita Tudino, Louise Yee

**Absent:** Iriana Colannino, Claude Devault (Chair), Kevisen Govinden


Meeting was opened at 5:05

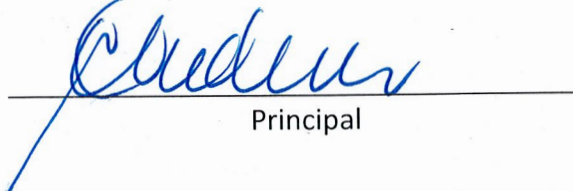
- a) Educational Project Team
  - i. Civita described it as an advisory group to set priorities for the school based on the specific student body that the school serves.
  - ii. The team will be composed of members of administration, guidance, and teachers.
  - iii. Chris will participate and seek other teachers.
  
- b) Graduation
  - i. There will be no in-person activities.
  - ii. Grad photos will be available for students who want them.
  - iii. Danica reports that 35 invitations had been sent, with 10 positive responses.
  - iv. The two choices for the date are May 11<sup>th</sup> and May 13<sup>th</sup> and so far the votes are split evenly.
  
- c) Honour Roll
  - i. 91 students made the honour roll (mark of 85% and up) last semester.
  - ii. They have been given certificates.
  
- d) Pivot Program
  - i. Pivot is a community initiative of the YMCA to provide social services.
  - ii. The representative for the school, Crystal, has met with 15 students.
  - iii. She has maintained ongoing contact with 5 of those.
  - iv. Teachers should be reminded that they can refer students to Crystal and the program.

- e) Reso Update
  - i. Both Melanie and Claude are still on indefinite medical leave.
  - ii. Sylvie, Angela, and Philippe are on-site covering for them.
- f) Spring Session Update
  - i. So far, so good with all courses
- g) Summer School
  - i. Summer courses will probably occur at JFK this year because of the ongoing work on the roof at James Lyng.
- h) Pedagogical Day Survey Follow-Up
  - i. Teachers provided feedback about recent pedagogical days.
  - ii. Chris said that teachers have found recent ped days about Teams to be repetitive.
- i) Tutor
  - i. Can we get an English tutor to provide language support for students and how might that work?
- j) Varia
  - i. Nothing presented

Meeting was adjourned at 5:38.

  
\_\_\_\_\_  
Governing Board Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Principal

  
\_\_\_\_\_  
Date



**AMES LYNG ADULT EDUCATION CENTRE**

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**Governing Board Meeting #5  
TEAMS Meeting**

**Wednesday May 31, 2021**

**5:00 p.m.**

**AGENDA**

**Welcome and opening remarks**

Additions to the agenda  
Adoption of the agenda  
Review of the minutes from April 14<sup>th</sup>, 2021

**1) Approval of minutes**

**2) Business issues:**

- |  |             |
|--|-------------|
| 1. Budget                                  | Information |
| 2. Covid – 19                              | Information |
| 3. Educational Project                     | Information |
| 4. Fall Registration                       | Information |
| 5. Graduation                              | Information |
| 6. Hybrid Calendar                         | Information |
| 7. Principal's Report                      | Information |
| 8. School Calendar 2021-2022               | Information |
| 9. Summer School Registration              | Information |
| 10. Correspondence                         | Information |
| 11. Next Meeting June 9 <sup>th</sup> 2021 | Approval    |
| 12. Varia                                  |             |

**Public Question period**

**3) Adjournment**

Approval

JAMES LYNG ADULT EDUCATION CENTER

GOVERNING BOARD

**Minutes of the Meeting**

<b>Emergency Meeting</b>	Governing Board meeting of: <b>JAMES LYNG ADULT EDUCATION CENTER</b>		
<b>Date</b>	May 31 <sup>st</sup> , 2021	<b>Time</b>	5:00 p.m.
<b>Meeting Room</b>	Microsoft Teams	<b>Meeting End Time</b>	5:48 p.m.
<b>Meeting Chairman</b>	Leslie Habib	<b>Secretary</b>	Iriana Colannino

<b>ATTENDEES</b>			
<b>MEMBERS</b>		<b>OBSERVERS</b>	
Chairman	Leslie Habib, staff		
Members Present	Louise Yee, staff	Chris Hammock, teacher	
	Iriana Colannino, teacher	Genevieve Nwoko, student	
	Kevisen Govinden, student		

<b>ADMINISTRATORS</b>			
Principal	Civita Tudino		
Vice-Principal	Danica Lewington		

<b>MINUTES OF THE MEETING</b>	
<b>Item</b>	<b>Description</b>

Approval: Previous Minutes	<p>Additions to Agenda: None</p> <p>Adoption of Agenda: Approved by Chris Hammock; seconded by Iriana Colannino</p> <p>Review of Minutes for Correction(s): May 11 and 13, not June 11 and 13 (Approved by Chris Hammock; seconded by Iriana Colannino)</p>
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GOVERNING BOARD

## Minutes of the Meeting

<p>1. Budget</p>	<ul style="list-style-type: none"> <li>i) \$12 000 was deposited by the School Board and we have until June 30 to spend the \$9000 that is left.</li> <li>ii) Fund 6 (Practicum Budget) → \$800 to spend. Chris to speak to Faridah regarding Lab stock</li> <li>iii) Fund 7 (IT Fund) → mini desktops instead of laprops for a moveable lab were delivered; \$9000 to spend before June 30<sup>th</sup>; possibility to be spent on updating old SmartBoards and projectors.</li> <li>iv) Fund 5 (Caretaing Fund) → \$4200 to be spent before June 30<sup>th</sup>; Gordie will co-ordinate what is to be purchased for Fall.</li> <li>v) Money left in the Student Fund → June 7<sup>th</sup>: Celebrate the Students.</li> </ul>
<p>2. Covid 19</p>	<p>Under control. A thank you to all teaching and support staff for their continued vigilance and communication.</p>
<p>3. Educational Project</p>	<ul style="list-style-type: none"> <li>i) The Educational Project identifies the Center's goal on student's success and how we target their needs.</li> <li>ii) Leslie, Paul, Danica, Civita as well as teachers were consulted.</li> <li>iii) A draft to be sent to the Governing Board.</li> <li>iv) School Board to respond soon; to be approved by the Governing Board at the next meeting.</li> </ul>
<p>4. Fall Registration</p>	<ul style="list-style-type: none"> <li>i) CCBE → August 17, 18, 19</li> <li>ii) DBE → Returning students: August 10, 11, 12, 16</li> <li>iii) DBE → New students: August 17, 18, 19</li> <li>iv) Returning students will be contacted in the second week of August</li> </ul>
<p>5. Graduation</p>	<ul style="list-style-type: none"> <li>i) 30 students took graduation pictures and will receive certificates</li> <li>ii) The goal is to have a formal graduation ceremony in the Fall for the past 2 graduating years, pending Covid and governmental regulations</li> </ul>
<p>6. Hybrid Schedule</p>	<ul style="list-style-type: none"> <li>i) June is status quo</li> <li>ii) August → to be decided by the School Board</li> </ul>
<p>7. Principal's Report</p>	<ul style="list-style-type: none"> <li>i) Student Emails → students will retain their EMSB emails in the Fall</li> </ul>




JAMES LYNG ADULT EDUCATION CENTER

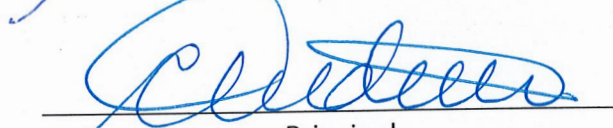
GOVERNING BOARD

**Minutes of the Meeting**

	ii) An award to be given out to students before the end of the semester; type of award to be determined (Fall 2020 – Perseverance); Winter 2020 – Honor Roll)
8. School Calendar 2021-2022	i) Internal Ped days: September 24, 2021 and December 10, 2021 ii) Ped days to be shared with S-Laurent Adult Education Center and JFK Adult Education Center to help share the cost of guest speakers
9. Summer School	As of May 31 <sup>st</sup> , 2021:  DBE Students: 50 students registers and selected their courses 18 students have appointments and have yet to select their courses  CCBE Students: Approx. 22-30 students have registered  Mass notification emails have been sent to students to inform and remind them about Summer School
10. Correspondence	Nothing to add
11. Next Meeting	June 9 <sup>th</sup> , 2021  (to be determined pending the Educational Project feedback from the School Board)
12. Varia	June 4 <sup>th</sup> , 2021 → Ped Day; info to come
13. Adjournment	The meeting was adjourned by Leslie at 5:48 p.m.  Approved by: Chris Hammock  Seconded by: Louise Yee

  
\_\_\_\_\_  
Governing Board Chairperson

June 1, 2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Principal

June 1, 2021  
\_\_\_\_\_  
Date



**AMES LYNG ADULT EDUCATION CENTRE**

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

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**Governing Board Meeting #6  
TEAMS Meeting**

**Tuesday June 15th, 4:30 p.m.**

**AGENDA**

**Welcome and opening remarks**

Additions to the agenda  
Adoption of the agenda  
Review of the minutes from May 31 st , 2021

**1) Approval of minutes**

**2) Business issues:**

- |                            |             |
|----------------------------|-------------|
| 1. Budget                  | Adoption    |
| 2. Educational Project     | Adoption    |
| 3. Governing Board -CPC    | Adoption    |
| 4. Student Agenda 2021-22  | Adoption    |
| 5. Safe School Action Plan | Adoption    |
| 6. Principal's Report      | Information |
| 7. Correspondence          | Information |
| 8. Varia                   |             |

**Public Question period**

**3) Adjournment**

Approval

GOVERNING BOARD

# Minutes of the Meeting

<b>MEETING</b>	Governing board meeting of: JAMES LYNG ADULT EDUCATION CENTER		
<b>Date</b>	June 15, 2021	<b>Time</b>	4:30 p.m.
<b>Meeting Room</b>	Microsoft Teams	<b>Meeting Duration</b>	54 minutes
<b>Meeting Chairman</b>	Leslie Habib	<b>Secretary</b>	Iriana Colannino

<b>ATTENDEES</b>			
<b>MEMBERS</b>		<b>OBSERVERS</b>	
Chairman	Leslie Habib, staff		
Members	Louise Yee, staff		
	Iriana Colannino, teacher		
	Kevisen Govinden, student		

<b>ADMINISTRATORS</b>			
Principal	Civita Tudino		
Vice-Principal	Danica Lewington		

<b>MINUTES OF THE MEETING</b>	
<b>Item</b>	<b>Description</b>

1. Adoption of the Previous Minutes	<b>Approved by Louise Yee; Seconded by Iriana Colannino</b>
2. Revision of the Previous Minutes	Item #4: Returning Academic students will receive an email by June 30 <sup>th</sup> , 2021 with a link to book their registration appointment for the upcoming Fall session.



GOVERNING BOARD


# Minutes of the Meeting

<p>3. Approval of the Previous Minutes</p>	<p><b>Approved by Louise Yee; Seconded by Iriana Colannino</b></p>
<p><b>BUSINESS</b> 1. Budget</p>	<p>No deficit at the end of this academic year  Revenue: \$374 528  Expenses: \$311 028  Balance: \$ 63 500</p> <p>i. Most budgetary items will remain the same for the 2021 -2022 academic year (i.e.: Repairs, caretaking, Instructional Didactics, Advertising, Photocopier, Office &amp; Admin Materials)  ii. Representation budget will increase for the next academic year  iii. Student Activity Fees Breakdown (\$40)  ID Cards → \$2  Lab Equipment → \$6  Paper → \$6  Activities &amp; Agenda → \$21  Awards → \$5</p> <p>Motion to adopt the 2021-2022 Budget:  <b>Approved by Iriana Colannino; Seconded by Louise Yee</b></p>
<p>2. Educational Project</p>	<p>Was sent to Head Office and returned with slight modifications in the text.</p> <p>Motion to adopt the 2021-2022 Budget:  <b>Approved: Louise Yee</b>  <b>Seconded: Iriana Colannino</b>  <b>To make public to the Center staff: Louise Yee</b></p>
<p>3. Governing Board -CPC</p>	<p>\$250 was allocated to be used for refreshments for the Governing Board members. Given that all meeting occurred virtually via Microsoft Teams this academic year, the funds were not used.  Civital would like to allocate the unused funds towards the students instead.</p> <p><b>Approved by Louise Yee; Seconded by Iriana Colannino</b></p>

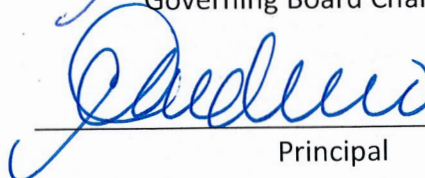
GOVERNING BOARD

# Minutes of the Meeting

4. Student Agenda	i) Civita showed us the agenda for the 2021-2022 academic year ii) Agenda is ready for print  <b>Approved by Iriana Colannino</b>
5. Safe School Action Plan	i) The draft was presented without modifications <b>Approved by Leslie Habib ; seconded by Louise Yee</b>
6. Principal Report	Summer School registration is complete 74 Academic students registered 68 students have already selected their courses
7. Correspondence	Nothing to add
8. Varia	Nothing to add
Adjournment	The meeting was adjourned by Leslie at 5:26 p.m.

  
\_\_\_\_\_  
Governing Board Chairperson

June 17, 2021  
Date

  
\_\_\_\_\_  
Principal

June 17, 2021  
Date

