

# St. Monica Elementary Governing Board Meeting Minutes – November 12, 2019

In attendance:

Silvana Crigna, school principal

Tanya MacDonald

John Cloutier

Jes Corbeil

Hayley Juhl

Siarna Genest

Caroline Thomassin

Erica Manis

Leighton Jacobs

Joanne Hall

Roseline Dorcin

Avice Roberts-Joseph

Nadine Collins

Meeting called to order at 7:12 pm

## **1. Opening Remarks**

Tanya welcomed everyone and asked that new staff and community representatives introduce themselves to the board. Roseline Dorcin teaches grade 5/6 and will be the new staff member. Avice Roberts-Joseph is the coordinator of the Breakfast program and a long-time volunteer at St. Monica and is once again serving as community representative. Nadine Joy Collins is the Director of the St. Raymond Community Center and has worked within the NDG community for many years. This will be her first term as a community representative.

## **2. Adoption of Agenda**

Tanya proposed switching items 7.1 and 7.2 and Silvana proposed moving item 6.1.1 to follow 6.1.5

Moved by Jes and seconded by John

Agenda adopted with proposed amendments

## **3. Approval of minutes of last meeting – Regular Meeting – October 8, 2019**

Moved by Hayley and seconded by Siarna

Minutes adopted with no amendments.

## **4. Public Question Period**

No members of the public were present.

## **5. Business arising from the minutes**

There was no additional business to discuss from the minutes.

### **6.1 Principal's Report**

#### 6.1.2 Update of St. Monica Education Plan

Silvana provided the board with an overview of the Education Plan. Minor adjustments are required to the wording of the plan before it is presented for approval.

#### 6.1.3 Tutors

The school will be starting an Accelerated Assistance Program (AAP) for one hour after school from Mondays to Thursdays, for English and Math. There will also be class tutors available to assist during regular school hours for English, Math and French.

#### 6.1.4 Steel drums

Silvana expressed concern about low enrollment and wishes this to be an evaluation year for the steel pan program. Lessons are currently being held 3 days a week. Some suggestions from board members were to advertise the program more and to send out enrollment letters in June to lessen the financial burden that parents face in the fall.

#### 6.1.5 Breakfast with Santa

The breakfast this year, once again coordinated by Ms. Joseph, will be a school wide event. Generations Foundation will be providing a gift for each student and breakfast will be served in the gym in two sittings.

#### 6.1.1 Approval of Sexuality Education program

The Sexuality Education Program was presented by Silvana.

Motion to approve made by Jes. All were in favour  
Sexuality Education program approved as presented.

### **6.2 Commissioner's Report**

Mr. Lalla sends his regrets.

### **6.3 Regional Delegate's Report**

Two EMSB PC meetings have been held so far this school year. The first was mainly housekeeping and elections. Caroline Phaneuf, Edinburgh, has been elected chairperson of the PC. Items discussed at the second meeting were the formation of a sub committee for major school changes, the impact of Bill 40 and a transport pilot project. An evote was held to approve resolutions.

#### **6.4 Teacher's Report**

Cycle 3 will be attending a volleyball tournament at Rosemount High School later this month. Skating for the older grades will be starting soon at the Doug Harvey Arena.

#### **6.5 Daycare Report**

No daycare representative present at the meeting

#### **6.6 PPO Report**

The PPO held its second successful pizza lunch on October 30th. Planning is underway for the book fair and bake sale/movie night. The PPO wishes to thank the principal for her help in sourcing the needed materials. The movie selected is Secret Life of Pets 2.

##### **UPCOMING EVENTS**

Book fair – November 18 to 22

Used Uniform Sale – November 21

Pizza lunch – November 27

Movie Night – November 29

Dress Down Day – December 2

#### **6.7 Treasurers Report**

6.7.1 Rollover of \$37.00 from the 2017-2018 school year. Expenses were \$141.00, used for the holiday dinner.

6.7.2 Rollover of \$72.00 from the 2018-2019 school year. Expenses so far are \$63.64 for refreshments. Remaining balance is \$249.30.

#### **7.1 Adoption – Rules of Conduct & Internal Rules of Operation**

Tanya proposed changes to the document to make it more concise and in line with the Education Act. It was also decided to place suggested times on agendas for a trial period.

Motion made by Leighton and seconded by John. All in favour.

Rules of Conduct & Internal Rules of Operation adopted with proposed amendments. Copy attached to these minutes.

#### **7.2 Annual Report 2018-2019**

An email was sent to all members on October 28, 2019 requesting an opinion on the Annual Report for 2018-2019, as the deadline for submission was October 31, 2019. A majority of members indicated their approval. An official vote was taken by show of hands at this meeting:

Moved by Joanne and seconded by Erica. All in favour with one abstention.  
Annual Report for 2018-2019 approved as presented.

### 7.3 Operating Budget Allocation

After some discussion, it was decided to have the holiday social during the January 14, 2020 meeting and use funds from the operating budget. Remaining funds will be used to purchase refreshments for future meetings. Tanya will gather suggestions by email for the holiday social in advance of the next meeting.

Moved by Hayley and seconded by Jes. All in favour.

### 7.4 Follow up to St. Monica Initiatives (April 2019)

The newsletter is now exclusively digital, allowing for more items to be included. John volunteered to submit a blurb on behalf of the governing board to let families know about topics discussed and items approved.

Motion made by Joanne and seconded by Erica to extend the meeting to 9:15 pm.

### 7.5 Bill 40 Governing Board changes

Tabled until next meeting

### 8. Date of Next Meeting

Next meeting will be held on Tuesday, January 14, 2020. Location to be determined.

### 9. Adjournment

Motion made by Jes and seconded by Roseline to adjourn.

Meeting adjourned at 9:03 pm

  
TANYA MACDONALD  
CHAIRPERSON

  
SILVANA CRIGNA  
PRINCIPAL

# **ST. MONICA SCHOOL GOVERNING BOARD**

## **RULES OF CONDUCT & INTERNAL RULES OF OPERATION**

*November 12, 2019*

The St Monica Governing Board is composed of parents, teachers, school staff and community representatives. It makes decisions regarding the school and is responsible for discussing matters related to student success, including the educational project, as well as the features and expectations of the school community.

The Governing Board (GB) is a legally-established body, mandated by Section 42 of the Quebec Education Act (R.S.Q., chapter I-13.3) and is required by Section 67 to establish rules for its internal management, and by Sections 70-71 to adopt a code of conduct to be followed by its members.

### **Rules of Conduct**

Members of the St. Monica School Governing Board will:

- Attend meetings regularly;
- Arrive on time;
- Advise the chairperson in advance if unable to attend;
- Raise their hand when they wish to speak;
- Wait for the chairperson to give permission to speak;
- Always address the chairperson when taking part in the discussion;
- Avoid speaking when someone else is speaking;
- Stay on the subject or motion being discussed;
- Keep their contribution to the discussion short and to the point;
- Avoid numerous interventions on the same topic;
- Be objective;
- Respect the right of others to express their opinions;
- Listen and speak politely;
- React to a point of view, never the person;
- Read all meeting documentation in advance;
- Fully understand any proposal or report that is presented before voting;
- Once a decision is taken, support that decision;
- Be willing to participate in activities of the Governing Board;
- Respect all rules of procedure and guidelines for conduct.

### **Conflict of Interest**

Every member of the Governing Board who has a direct or indirect interest in an enterprise that places the member's personal interest in conflict with the interest of the school must, on pain of forfeiture of office, disclose the interest in writing to the principal, abstain from voting on any

matter concerning the enterprise and avoid influencing the decision relating to it. The member must, in addition, withdraw from a meeting while the matter is discussed or voted on.

A disclosure under the first paragraph must be made at the first meeting of the governing board

- (1) after a person having such an interest becomes a member of the governing board;
- (2) after a member of the board acquires such an interest;
- (3) during which the matter is dealt with.

### **Rules of Internal Operation**

#### **1. Composition** (Section 42, EA)

The St. Monica Governing Board is composed of:

- Voting Members:
  - 6 parents, at least 4 of whom are not members of the school staff, elected by their peers at the school's annual General Assembly;
  - 5 members of the school staff, elected by their peers;
  - 1 daycare representative, elected by his/her peers;
- Non-Voting Members:
  - 2 members of the community who are not members of the school staff, appointed by the members listed above.

Any parent member who is unable to take part in a governing board meeting may be replaced by a substitute member. (Section 51.1, EA)

The principal shall take part in Governing Board meetings but is not entitled to vote.

#### **2. Term of Office**

The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year. The members of the governing board shall remain in office until they are re-elected, reappointed or replaced.

A parents' representative whose child no longer attends St Monica may remain a member of the Governing Board until the next annual General Assembly.

A vacancy resulting from the departure of a parents' representative shall be filled, for the unexpired portion of the representative's term, by a parent designated by the other parents' representatives on the Governing Board.

#### **3. Chair**

- Election of Chair: The chair is elected by the Governing Board from amongst the parents' representatives who are not members of the personnel of the school board. (Section 56, EA)
- Term of Office: The term of office of the chair is one year. (Section 58, EA)
- Meetings: The chair presides at the meetings of the Governing Board (S59, EA)
- Substitute Chair: Should the chair be absent or unable to act, the Governing Board will designate a person from among the eligible members for office to chair that meeting. (Section 60, EA)

- Role of the Chair:
    - The Chair prepares the agenda in collaboration with the school principal and ensures that meetings unfold in accordance with the rules of procedure that are in place.
    - The Chair maintains order and decorum at meetings.
    - The Chair is the official spokesperson for the Governing Board.
4. **Quorum** - A quorum is the majority of the members in office, including at least half of the parents' representatives.
  5. **Vote** - Decisions of the Governing Board are made by majority vote of the members present and entitled to vote. (Section 63, EA) A member's vote by telephone will be accepted, provided that the quorum has already been reached in person. If votes are equally divided, the chair has a casting vote.
- 6. Meetings**
- Meetings are held on the school premises. (Section 65, EA)
  - Regular meetings are held at least 5 times per year (or once a month) from 7:00 p.m. to 9:00 p.m. and may be extended by resolution.
  - The annual calendar of meetings is adopted with the plan of action and is distributed to all parents.
  - A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit of a regular meeting.
  - A special meeting may be called to consider a matter that cannot wait until the next regular meeting. A notice shall go out to the governing board members and parents 4 days prior to the special meeting. If the governing board is unable to hold a special meeting within the time required to consider the urgent topic, all members will be contacted by email or telephone to state their opinions on the urgent matter. The topic must be voted on at the next regular meeting of the governing board. Members cannot vote by email. Decisions of the governing board are made by a majority vote of members present and entitled to vote. (Section 63, EA)
  - Where procedural questions arise, Robert's Rules of Order shall be applied.
7. **Closed Session Meetings** - The meetings of the Governing Board are public but may move into closed session if the matter to be discussed may cause injury to a person. This is done by resolution. (Section 68, EA).
  8. **Public Question Period** - A public question period is included on the agenda at the beginning or at the end of the meeting. The period will not exceed 10 minutes and is for questions to be addressed to the Chair of the Governing Board only. Persons interested in making a presentation must make a request to the school principal at least one week prior to the meeting.
  9. **Rules of Decorum** - Members of the GB and of the public must:
    - Be recognized by the Chair for the right to speak
    - Address the chair when speaking
    - Show respect for the points of view of others
    - Respect the right to speak of others
    - Refrain from speaking out of turn

- Refrain from using profanity
  - Maintain a respectful tone at all times
10. **Reports** - Oral reports from the principal, commissioner, regional delegate, teacher and daycare representatives, as well as the PPO delegate, will be permitted and the GB sets aside 5 (or 10, etc.) minutes for each report.
11. **Agenda** - The agenda is sent to the members one week prior to the meeting (by e-mail, etc.) and is posted in the school.
- The items are listed on the Agenda by order of priority
  - Items can be added to the agenda at the meeting subject to approval by the members.
- 12. Minutes of the Governing Board**
- The minutes of the proceedings of the GB must be sent to the members with the documents for the following meeting.
  - The minutes of a meeting are approved at the beginning of the following meeting and will be modified if they are inaccurate.
  - After being approved by the GB, the minutes should be signed by the chair that adopted them and countersigned by the principal or a person designated by the principal, who keeps them in the register of the minutes.
  - The principal or a person designated by the principal is responsible for the registers and documents of the GB.
13. **Modifications to the Rules of Internal Management** - The Rules of Internal Management are reviewed in October of each school year and any modifications deemed necessary are proposed at that time. Proposals for changes to the rules must be approved by the members.