

Clearpoint Elementary School

Minutes from Annual General Assembly (AGA) of Parents

Wednesday, September 16, 2020

Written by: Dov Bensimon

Location: Virtual meeting held on the Zoom platform	Date: Wednesday, September 16, 2020	Time: 6:32 p.m. – 7:50 p.m.
Attendees Governing Board Members (12): <ul style="list-style-type: none"> • David Estok • Dov Bensimon • Katherine Wiebe • Liz Lopez • Marc Lucke • Marie-Flore Gignac • Miranda Tubbeh 	<ul style="list-style-type: none"> • Rebecca-Ann Belmonte • Sandra Fisher • Stuart Kemp • Suzanne Larkin • Tassie Fyon 	Other Attendees (13): <ul style="list-style-type: none"> • Candis Steenbergen • Catalina Clavero • Dahlia Singh • Daniel Trotto • Gabrielle Forestell • John Hudson • Karina Leonard • Maria Benavides • Olidia Providence • Rean Sayegh Lawand • Tatiana Mendez • Tayba Huot • Wendy Mendoza

Agenda

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| <ol style="list-style-type: none"> 1. Opening of the Meeting 2. Naming of Secretary 3. Approval of the Agenda 4. Approval of minutes from September 2019 AGA 5. Adoption of the Online Election Procedure 6. Governing Board Overview, including presentation of annual report, Elections of new Members and Substitute Members | <ol style="list-style-type: none"> 7. Election of Parent Representative to Parents' Committee (PC) and Alternate Representative 8. Formation of a Parent Participation Organization (PPO) 9. Varia 10. Date of the first GB Meeting for the 2020 – 2021 school year 11. Adjourn <p><u>Note:</u> the minutes presented here generally list topics as they were discussed. This was, at times, in a different order than noted on this agenda.</p> |
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1. Opening of the Meeting

Mr. Estok welcomed everyone to the meeting at 6:32 p.m. He explained that there were documents sent ahead of the meeting: an agenda for tonight, the minutes from last year's AGA and the annual report for the 2019-2020 school year. He thanked Dov for putting these documents together and Katherine for being willing to act as a liaison with the company that will run the vote for tonight's virtual meeting. He explained that parents will be voting, but staff members will not be. Liz then welcomed all to the AGA.

2. Naming of Secretary

The secretary for the meeting was proposed to be Dov, which was moved by Marie-Flore and seconded by Katherine. None were opposed to this motion and were all in favour.

3. Approval of the AGA Agenda

The agenda for the AGA was approved on a motion by Suzanne and seconded by Marie-Flore. All were in favour and none were opposed.

4. Approval of the Minutes September 2019 AGA Governing Board

It was moved by Marie-Flore and seconded by Katherine that the minutes be adopted as is. All were in favour and none were opposed.

5. Annual Report

Dov presented the annual report to the group, highlighting many of the activities organized by the school for the 2019-2020 academic year. He also introduced the current members of the Governing Board as part of the report and mentioned that 3 of the 7 parent representatives were at the end of their mandates and will need to be replaced. The new parent representatives will serve for a 2-year term as per the [Education Act](#) of Québec.

6. Overview of Role and Function of the Governing Board

An overview of the GB was presented. It was explained that the GB plays a decisional role in schools. It is responsible for issues involving school life including the school's educational project, the annual budget and the development of school policies.

Clearpoint's GB consists of a maximum of 14 members: 7 parents, 7 staff members, and daycare with 2 seats reserved for the community representatives. The principal takes part in the governing board meetings, but does not have a voting role. It is the role of the GB to always make decisions that are in the best interests of the students. The GB meets monthly in the evening, at specific dates and times determined by the GB. Half of the parents need to be in attendance for quorum to be met.

7. Election Procedure

Katherine explained the procedure for voting in this virtual meeting. A motion by Marc and seconded by Rebecca to adopt the procedure for voting was unanimously accepted.

8. Election of New Members

The following candidates for a two-year term as parent representatives presented themselves: Maria Benavides, Karina Leonard, Danny Trotto and Katherine Wiebe.

The result of the vote, organized by Atleon, indicated that Katherine Wiebe, Karina Leonard and Danny Trotto were elected as a parent representatives. A motion approving this vote was put forward by Catalina and seconded by Tayba. All were in favour and none were opposed.

9. Election of substitute parent members

The meeting was informed that the GB has substitute parent members in case regular parent representatives are not able to attend a meeting. The substitute members are then called upon to vote in

lieu of the regular representative they are replacing. The Clearpoint GB can have up to 7 substitute members. The following were presented as substitute parent members: Maria Benavides, Wendy Mendoza, Tatiana Mendez, Tayba Huot, Catalina Clavero. Since there were less people presented as candidates than the number of positions available, all five individuals were acclaimed.

10. Election of Parent Representative and Alternate Representative members

A description of the Parents' Committee (PC) representative was given to the meeting by Marc, who served as the parent representative for 2019-2020. These individuals represent not only parents of the school but also parents of community of the school. The [Lester B Pearson Parents' Committee](#) is comprised of representatives from each school in the board. This representative has voting rights. An alternate representative is also sought. The alternate does not vote, unless the main representative is absent. The alternate member is expected to attend meeting with the main representative. This committee offers a viewpoint on what is happening at the board level as well as at the government level. PC meetings are open to public.

Following an enquiry into interest in this position, Marc was acclaimed as the main representative and Karina was acclaimed as alternate.

11. Motion to form a Parents Participant Organization (PPO)

Mr. Estok explained that although there is typically a vote on a PPO, there has never been a PPO at Clearpoint. This is mainly due to the fact that Clearpoint benefits from a very active and engaged Home & School association, which serves many of the functions that a PPO would be responsible for. Since there was therefore no support for a PPO expressed at the AGA, it was motioned by Katherine and seconded by Marie-Flore not to have a PPO for the 2020 – 2021 school year. All were in favour and none were opposed.

12. Varia

- GB members were asked to send a short biography of themselves to Mr. Estok. This will then be posted on the school's [GB web page](#).
- It was mentioned that the dates for the GB meetings for the remainder of the school year are typically determined at the first regular meeting of the GB.
- Mr. Estok thanked Dov for his efforts as part of the GB and also thanked Liz for being Chair of the GB for the past year. Maria expressed her thanks to them as well.

13. Date of the first GB Meeting for the 2020 – 2021 school year

It was proposed to have the first meeting of the 2020-2021 school year on Wednesday, October 7, 2020. It was noted that Home & School meetings will take place on the second Tuesday of every month, in the evening. Staff council meetings are held on the second Tuesday of each month, in the daytime. The GB was invited to consider this when deciding the dates of subsequent GB meetings, which will be decided in October. The GB meetings are typically held the first or second Wednesday of the month.

14. Adjourn

A motion to adjourn the meeting was put forward at 7:50 p.m. by Katherine, seconded by Danny. All were in favour and none were opposed.

Addendum: List of parent members of the Clearpoint Elementary Governing Board for the 2020-2021 school year

List of parent representatives (7)	List of substitute parent representatives (5)
Danny Trotto (year 1 of 2)	Catalina Clavero
Karina Leonard (year 1 of 2)	Maria Benavides
Katherine Wiebe (year 1 of 2)	Tatiana Mendez
Marc Lucke (year 2 of 2) - Parents' Committee Parent Representative	Tayba Huot
Marie-Flore Gignac (year 2 of 2)	Wendy Mendoza
Rebecca Belmonte (year 2 of 2)	
Stuart Kemp (year 2 of 2)	

Note: Substitute parent representatives occupy one-year terms.