

## Clearpoint Elementary School Governing Board Minutes of Meeting

Written by: Katherine Wiebe

Location: Clearpoint Elementary School		Date: Wednesday, November 14, 2018	Time: 6:30 – 8:30 p.m.
Attendees Governing Board (GB) Members:	Attendees GB Substitutes:	Attendees Parents/other:	Absent:
<ul style="list-style-type: none"> <li>• Allison Saunders</li> <li>• Bill Mang</li> <li>• Carol Rabbat</li> <li>• David Estok</li> <li>• Janine Von Bauer</li> <li>• Katherine Wiebe</li> <li>• Liz Lopez</li> <li>• Louise Sudia</li> </ul>	<ul style="list-style-type: none"> <li>• Marie-Flore Gignac</li> <li>• Miranda Tubbeh</li> <li>• Sandra Fisher</li> <li>• Susan Lariviere</li> <li>• Suzanne Larkin</li> <li>• Tassie Fyon</li> <li>• Tayba Huot</li> <li>• Wayne Clifford</li> </ul>	<ul style="list-style-type: none"> <li>• Danny Trotto</li> <li>• Marc Lucke</li> <li>• Tatiana Mendez</li> <li>• Wendy Mendoza</li> </ul>	<ul style="list-style-type: none"> <li>• Linda Harbert</li> <li>• Maria Benavides</li> </ul>
<ul style="list-style-type: none"> <li>• Dov Bensimon</li> <li>• Garry Saunders</li> <li>• Mark Christiano</li> </ul>			

<b>Agenda</b>		
<ol style="list-style-type: none"> <li>1. Welcome</li> <li>2. Approval of the Agenda</li> <li>3. Approval of the Last Minutes</li> <li>4. Public &amp; Member Question Period</li> <li>5. Business Arising               <ol style="list-style-type: none"> <li>a. Ratification of votes</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>6. New Business               <ol style="list-style-type: none"> <li>a. GB Training</li> <li>b. GB Budget</li> <li>c. Parking on Cedar</li> <li>d. BIMAC</li> </ol> </li> <li>7. Field Trips, Fundraisers &amp; Activities</li> </ol>	<ol style="list-style-type: none"> <li>8. Reports</li> <li>9. Varia</li> <li>10. Correspondence</li> <li>11. Date of next meeting</li> <li>12. Adjournment</li> </ol>

### 1. Approval of the Agenda

- a. Following the addition of the Grade 6 Basketball under Field Trips, Fundraisers & it was moved by approved by all and none opposed following a motion by Suzanne Larkin and seconded by Louise Sudia.

### 2. Approval of the Minutes from Wednesday, October 3, 2018

- b. The minutes were approved by all, after a motion by Tassie Fyon which was seconded by Tayba Huot.

### 3. Public questions

- No questions from the public.

### 4. Business arising

#### a. Ratifications:

- i. Rainbow Loom Bracelet Sale for Children’s Hospital (October 15, 2018)
- ii. K – Ecomuseum Field Trip
- iii. Grade 4 – Tohu Field Trip

The ratification was approved by all, after a motion by Tayba Huot which was seconded by Carol Rabbat.

## 5. New Business

### a. Governing Board Training

- i. Reminder that the GB is there for the benefit of the students; it is our responsibility to ensure that we are taking decisions that are to the benefit of the students and school.
- ii. Email Votes – it was stated that this is not allowed as it is illegal to have meetings without members of the public being involved in the discussion (though it is not stated directly that evotes are not permitted, the clause states that meetings must be had in a public
- iii. SNAC – reminder from SNAC that the GB should also take into consideration the needs of ALL students with their diverse needs. See annex for full list of questions that should be considered.
- iv. GB Questionnaire – The questionnaire was distributed to the group as it is important that as GB members we understand our function and role. Answers to be shared with the group at a later date.

### b. Approval of GB Statement of Account 2017 – 2018 School Year

- i. There is a zero balance from last year

### c. Review of GB Budget for 2018 – 2019 School Year

- i. The Clearpoint GB has an allocation of 450\$ based on our size
- ii. Note that this money can be spent on different areas, including babysitting.
- iii. Liz has volunteered to be the Treasurer and will come up with a proposed budget for the funds to review and agree on at the next GB Meeting.
  1. Note that if the funds are not used, they go back to the GB
  2. Clause can be made that if funds are not spent in the area they can be used to fund a year end event for the GB.

### d. Malodorous Students

- i. Parents have spoken to Carol about their children not having time to change their shirts between Gym/Dance and regular class and will be smelly – the parents would like to ensure that an allotted time is provided to the students to change.
- ii. It was noted that most students choose not to change and teachers cannot force the change
- iii. Mr. Bill stated that he has told the children they can always ask for time before or after to change
- iv. Message to be sent to the Cycle 3 parents to remind all they have to do is ask
- v. Teachers will be reminded to provide students with the time to change if asked

### e. Parking on Cedar Street

- i. No parking signs were put up on Cedar Street in front of the school parking lot – parents are not aware.
- ii. The No parking on Cedar was requested by the school because of safety reasons

- iii. We encourage parents to use the drop off zone to come into the school – it was suggested that parents who are unsure about the Kiss and Drop Off to come and watch the process and ask questions
- iv. It was asked if we could have more Grade 6 students facilitation the drop off
  - v. It was also mentioned to advertise the Kiss and Drop off as well are reiterate the rules of the drop off zone to
  - vi. Requested that an email be sent out to tell people that you cannot park on Cedar
- f. BIMAC (Boys in Motion)
  - i. In no way is this to take away from the GIMAC
  - ii. Name would not be BIMAC – it will be what the boys determine
  - iii. This is an opportunity for the boys and a role model to get together at school in some activities and discuss topics that are particular for boys
  - iv. Otis Grant, then YMCA and the Basketball program are all interested in getting involved.
  - v. 7 boys have stepped up to help organise this new event
  - vi. You can see more about this in the Principals Report
- 6. Field Trips, Fundraisers & Activities
  - a. Grade 6 Grad Trip
    - i. To Quebec City
    - ii. Cost \$239 per child, hoping that with fundraising can bring it down to \$150
    - iii. Overnight trip between May 1<sup>st</sup> and May 2<sup>nd</sup>
  - b. Grade 3 Field Trip to Stewart Hall
    - i. Touches on their Unit on Rocks and Minerals
    - ii. They will be using organic materials for an art project
    - iii. No cost – free event and students are walking
    - iv. Parent volunteers
    - v. December 14<sup>th</sup> (back at lunch)
  - c. Grade 6 Fundraisers
    - i. Loaf Sales –
      - 1. K – 2 on December 17<sup>th</sup>
      - 2. Grade 3 – 5 – February 13<sup>th</sup>
    - ii. Rent a Grad Spring
    - iii. Holiday Fair Coat Check & Game Room
    - iv. Mother’s Day Roses – May 10<sup>th</sup>
    - v. Freezie Sale June
  - d. Grade 6 trip to Holocaust Museum
    - i. Cultural Activity that goes with the unit of Government, Human Rights and Religion
    - ii. Total of 25\$ - \$10 covered by the school and 15\$ to be covered by parents
    - iii. Kosher Lunch and Bussing included
    - iv. December 12<sup>th</sup> (all day)

- e. Grade 2 trip to Exporail
  - i. Enrich unit on transportation – development of railways
  - ii. St. Constant – full day trip
  - iii. Cost is 26\$ - 13\$ covered by the school and 13\$ covered by parents
  - iv. November 27<sup>th</sup>
  
- f. Grade 6 Basketball
  - i. Recruiting a grade 6 co-ed team
  - ii. Invited to play an exhibition game(s) (1 or 2) against the Lindsay Place bantam boys team (at Lindsay Place)
  - iii. Carpool
  - iv. No Cost

These field trips and fundraisers were approved by all, after a motion by Marie Flor which was seconded by Marc Lucke.

7. Reports:

- a. **Commissioner's Report**
  - i. The full report is included as an annex to the minutes of this meeting. (p.7)
  
- b. **Principal Report**
  - i. The full report is included as an annex to the minutes of the meeting. (p.9)
  
- c. **Primary Years Program (PYP):**
  - i. The second units of the school year are coming to an end – all is well.
  
- d. **Daycare:**
  - i. Daycare had 2 Ped Days that went well
  - ii. Two more on the 29<sup>th</sup> and 30<sup>th</sup>
    - i. Dynamix will be coming in and the students will go to Stewart Hall
  - iii. Chrome books are being used
  
- e. **Home and School:**
  - i. Home and School were given a pair of Hockey Tickets to Raffle off at the Holiday Fair (Game February 3<sup>rd</sup>, Canadians vs. Oilers)
    - They would like to take the opportunity to open this wider than just the Fair
    - Sell tickets for 5\$ (no special deals)
    - There is a second and third prize (Canadians hockey jersey and a youth hoodie) in the raffle as well
    - They will not be able to make more than 2,000\$ because of the Lotto Quebec rules on raffles

This raffle was approved by all, after a motion by Liz which was seconded by Tayba

- ii. Scholastics Book Fair Update
  - Preview set up for November 20<sup>th</sup> – schedule for classes to go down at specific times
  - Wish List forms are being created for each student and teacher

- Earlier grades will go down earlier in the morning: each class will go down and students and teachers can fill out their wish list forms (books they want to buy)
  - On the 21st volunteers going class to class to see if students have money to fulfill their Wish List (place an order) if they do not want to go or cannot go to the Fair at night
  - Volunteers will bring the books back to class (if it is noted as a gift, the books will be wrapped and given to the teachers)
  - Cash or cheques are accepted during the day
    - Cannot use PayPal during the day for the wish list purchases
    - Credit and Cash will be accepted at the Fair
  - Is there a way to put money aside for children who cannot afford books
    - There are some boxes that are discounted for a cheaper price and Home and School will purchase the entire box and David can distribute to those students as needed
  - Teacher Wish lists will be posted and we can purchase books for them at the fair
  - This is a non-profit fundraiser for H&S: all the money will go to fulfill the teachers wish lists
    - If we have surplus “money” it should go to Helping Hands
- iii. Katherine to validate if we need to have an approval for the Lunch Time Activities for the Winter
- f. **Clearpoint Parent Representative to LBPSB Parents’ Committee:**
- i. Tomorrow night workshop from Ryan Smith on Economic Educations (financial literacy in families) and what this looks like at LBPSB
  - ii. Also tomorrow, Learn Quebec- will be explained
    - i. Online tutoring services available in Quebec – we have access to this portal. There is something there for all grades.
  - iii. Facebook Event – starting at 7pm
  - iv. The Parents Committee has written a letter denouncing the governments proposed plan of banning religious symbols in public buildings / offices – this was sent to the government.
    - i. Does the Clearpoint GB want to write a letter or endorse the one written by the parents committee?
    - ii. This is time sensitive
8. Varia
- None
9. Correspondence
- a. Pearson Education Fund: Flute Recorder Ddonations
    - i. Some flute recorders were to be donated from the PEF
    - ii. Parents asked if it was possible to supply their child with their ‘own’ recorder as they should not be shared

1. This is to be discussed as David believes they will not be shared but wanted to validate with the music teacher

10. Date of next meeting

- g. Next meeting was scheduled for December 12<sup>th</sup>; due to some other conflicts, the meeting was rescheduled to TUESDAY December 11<sup>th</sup> at 6:30pm

11. Adjournment

A motion to adjourn the meeting was put forth by Louise and seconded by Tassie at 8:30 p.m. All were in favour and none opposed.

## **Commissioner's Report – November 2018**

*Respectfully submitted by Wayne Clifford (Commissioner – Ward 12)*

***The meeting began on an extremely sombre note with a Minute of Silence being observed in respect of the victims of the recent terrible shooting at the synagogue in Pittsburgh.***

Congratulations to Melina Siles of BHS, on her return as one of the two Student Commissioners designated by the Central Students Committee to sit on the Council of Commissioners for the current school year. Melina was sworn into office along with Julio Neumann-Berryman of Macdonald High School. The perspectives that our student commissioners bring to the table play a very important role in informing Council as to the most pressing issues affecting students throughout the board, helping us determine priorities going forward.

A special presentation was made to outgoing Parent Commissioner Frank Clarke who was attending the final Council meeting of his mandate. The Parents' Committee has informed us that the other 3 current Parent Commissioners (Angela Berryman, Jason Doan, Sharad Bhargava) will be returning to Council along with Mr. Len Podgurny who will be replacing Mr. Clarke.

Council was pleased to welcome the new president of the Pearson Educational Foundation, Donnalynn Rainey, who has taken over the reins of PEF from Barbara Freeston. Donnalynn explained that last year was a difficult one for PEF with requests for grants to schools far outstripping the foundation's ability to accommodate them. As a result, the grant program will be suspended for this year as PEF focuses on replenishing its coffers. Ongoing fundraisers and other foundation information can be referenced at <http://pef.lbpsb.qc.ca/>

Council chair Noel Burke addressed concerns raised by a number of schools about the very warm temperatures in classrooms during a number of days in the spring and more recently following school opening. While installing air-conditioning in all schools is impractical due to financial and structural concerns, Council and Administration are committed to mitigating the situation as much as possible. The Facilities and Security Committee which works closely with the Equipment Services Department of the board has been tasked with studying this issue and recommending practical mitigation measures.

Acceptance was given to the LBPSB audited 2017-2018 Financial Statements showing revenues of \$297,172,958 and expenses of \$303,181,504, for a deficit of \$6,008,546. Assistant Director General Carol Heffernan explained that the largest part of the deficit is due to Ministry instructions to book the refunds to be sent to parents related to the class action suit on school fees into the 2017-2018 financial year.

The board has received a letter from Sébastien Proulx, the former Minister of Education, acknowledging receiving LBPSB's Commitment-to-Success Plan 2018-2022 (Plan D'engagement vers la réussite), confirming it respects the law, and congratulating LBPSB on its excellent work.

The Program and Services Committee reported that as enrollment in Cycle 1 Summer School classes has been steadily declining over the past few years, Cycle 1 students will henceforth do summer school in a virtual classroom while grades 9, 10, 11 students will follow our usual summer school schedule. By offering on-line, LBPSB hopes to make courses more accessible to students and promote the idea of summer school as a remedial exercise.

The Central Students Committee sponsored a poll recently asking students to identify the main reason they chose their high school. The most common responses were close proximity to their house, friends and/or relatives attended or attend, and type of program offered.

The Facilities and Security Committee reported that carbon credits that the school board has accumulated through energy savings over the years now add up to approximately \$100,000.00 and are available to be sold to improve the LBPSB's financial picture.

The Quebec English School Boards Association (QESBA) reported that the new Education Minister, Jean-François Roberge, has stated that the CAQ's goal of abolishing school boards and replacing them with so-called service centres is currently planned for implementation in November 2020.

Council announced the membership of its various board committees for the final two years of our mandate. I will be member of the Program & Services, Long-Term Planning, Communications and Governance & Ethics Committees and will also serve as the Chair of the Executive Committee as well as a delegate to the QESBA.

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The next regular meeting of the Council of Commissioners is scheduled for Monday, November 26<sup>th</sup> at 7:30 pm. and, as with all Council meetings, is webcast at [http://www.lbpsb.qc.ca/eng/main\\_videoV3.asp](http://www.lbpsb.qc.ca/eng/main_videoV3.asp)



## Governing Board Principal's Report - November 14, 2018

*Respectfully submitted by David Estok*



**-Tell Them From Me** – This week students in grades 4-6 are completing the first of two surveys conducted through an organization known as the The Learning Bar. This is a private organization that specializes in student surveys that generate data to be used for school improvement. The specific survey that students have been completing is called “Tell Them From Me” and focuses on a range of issues such as engagement, school climate, how connected students feel to their school and so on. A second follow up survey will be conducted in the spring. Results from the survey will be shared with staff, and Governing Board.

**-Reading Week at Clearpoint** – We are getting super-excited about our up-coming Reading Week, running from November 19 – 23. The week will be jam-packed with all kinds of reading activities, including Drop Everything And Read (DEAR), as well as our Community Readers Day, and of course our Home & School Scholastics book fair. We almost have a full slate of Community Readers awaiting just a few final confirmations of guests attending. We are very grateful to the Home & School association for all the hard work and organization that has gone into planning the Enchanted Forest book fair being held over two days Nov. 20 and 21. Looking forward to a great week of books and reading!

**-Peer Mediation Program** – Hardinge Daye, Louise Sudia and Sue Lariviere have been working on developing a more structured Peer Mediation Program. This builds on the Peace Pals initiative from past years. Essentially the program is that we will recruit grade 6 students who are willing to make a commitment to the program. They will undergo training on conflict resolution techniques, and following the conclusion of the training sessions, will be assigned duty at recess time, with the task of resolving minor conflicts between younger students. Any serious conflicts, and any physical altercations will be immediately referred to adults. Students will have special pinnies to identify them, and will document the conflicts they intervene in to try to resolve. Peer Mediation programs have been shown to be highly successful when they are well-structured, and when peer mediators are given appropriate training and guidance.

**-Parent-Teacher Interviews** – Parent – Teacher interviews are planned for the evening of Wed. Nov. 28 and the morning of Mon. Nov. 29. We are planning on booking interviews using the school board's on- line service – the Fusion Portal. Guidelines are straight forward – parents will be informed ahead of time when the service will be open to accept bookings, and as of that time and date, parents will be able to book on a first-come, first-served basis. Parents with families with more than one child attending the school will be given an opportunity to book ahead of time.

**-GIMAC and BOYS' Day** – The highly successful Girls In Motion At Clearpoint will continue again this year, thanks to our grade 6 teachers Francesca Lucadamo and Suzanne Robinson, as well as Louise Sudia. The planning stages for this year's GIMAC event are just getting underway, with selections being finalized for students on the planning committee. The approach for a boys' event will be in a similar vein, but a bit different, with possibly more adult guidance. The intention regarding the boys event is to organize an event on a weekend day, where boys and their dads can participate in a day of fun – sports, barbecue, and other activities, but with a focus on the values we want our young men to adopt. This is particularly important given the fact that boys tend to drop out of high school at a greater rate than girls. We also want boys to learn how to behave respectfully in a society where popular culture all too often glorifies less desirable male attributes. Looking to recruit a number of outside groups to get involved who have strong positive male role models.

**-Head Injury Forms** – We have revised our protocol for dealing with head injuries to ensure that parents are contacted if such an incident occurs. This is actually part of the concussion protocol as per guidelines from the Ministry of Education (see form below).



**CLEARPOINT ELEMENTARY  
IB WORLD SCHOOL**

17 Cedar Avenue, Pointe-Claire, QC H9S 4X9  
Tel.: 514-798-0792 D  
Internet: <http://clearpoint.lbpsb.qc.ca>



**HEAD INJURY ROUTINE / ROUTINE POUR BLESSURE À LA TÊTE**

Date : \_\_\_\_\_ Time / Heure : \_\_\_\_\_

Name / Nom : \_\_\_\_\_

Details of accident / détails de l'accident : \_\_\_\_\_

Observations / Symptoms : \_\_\_\_\_

Care given / Soins prodigués : \_\_\_\_\_

Parent/Guardian Notified:  Time of call: \_\_\_\_\_

Signature

HEAD INJURY ROUTINE	ROUTINE POUR BLESSURE À LA TÊTE
<p>Your child has received a head injury. If any of the following symptoms appear within the next 24 hours, please take your child to a hospital emergency room immediately.</p> <ul style="list-style-type: none"> <li>• Headaches or worsening of existing headaches</li> <li>• Visual problems i.e.: blurriness, double vision</li> <li>• Drowsiness</li> <li>• Dizziness</li> <li>• Nausea or vomiting</li> <li>• Difficulty with speech</li> <li>• Loss of consciousness</li> <li>• Seizure</li> </ul>	<p>Votre enfant s'est blessé à la tête aujourd'hui. Si un des symptômes suivants survenait dans les prochaines 24 hres, amener immédiatement votre enfant à l'urgence d'un hôpital.</p> <ul style="list-style-type: none"> <li>• Mal de tête ou augmentation d'un mal de tête</li> <li>• Troubles visuels</li> <li>• Somnolence</li> <li>• Étourdissements</li> <li>• Nausées et vomissements</li> <li>• Troubles de la parole</li> <li>• Perte de connaissance</li> <li>• Troubles neurologiques</li> </ul>