

**ST. EDMUND SCHOOL  
GOVERNING BOARD MEETING  
MINUTES**



**December 20, 2017**

**Board Members 2017-18:**

Chris Brault, Steve Bucci, Patricia Carroll, Louise Cavaliere, Rob Costain, Nathalie Duhamel, Kim Hogan, Paul Kininmonth, Yves Lapointe, Lori Legault, Joanne Malowany, Crystal Ouellette, Marie-Josée Ricard, Guylaine St-Georges, Lyane Trepanier, Josee Veilleux, Britta Weise.

Adriana Galli (Alternate)

**Absent:** Crystal Ouellette

**The Undersigned**, Secretary of the Governing Board of St. Edmund Elementary school, hereby certifies that:

- a) This meeting of the Governing Board of St Edmund Elementary School was held at the school building, located at 115 Beaconsfield Blvd, Beaconsfield, Quebec.
- b) The following person also attended the meeting by invitation:
  - a. Eric Bender, Commissioner, Lester B. Pearson School Board
- c) The governing Board conducted the following discussions, considered the following resolutions, and directed that the Secretary cause the discussions and resolutions to be recorded, and these minutes inserted into the Minute book of the Governing Board.

**INTRA MEETING RESOLUTIONS**

Christmas Baskets Collection - all details provided in email to Governing Board members.  
Motion to approve the fundraiser sought via email. Motion carried November 29, 2017.

**MEETING CALLED TO ORDER**

Kim called the meeting to order - Quorum attained.

**ADOPTION OF THE AGENDA**

As the next order of business, the board discussed the agenda for the meeting. There were a few amendments to the proposed agenda.

Motion to approve made by Patti; seconded by Lyanne. Motion Carried.  
The revised agenda was accepted. Attached to these minutes as Attachment A.

**ADOPTION OF THE MINUTES OF THE LAST BOARD MEETING**

Minutes of the board meeting for November 2017 were discussed.

Motion to adopt the minutes by Rob; seconded by Britta. Motion Carried.  
The Minutes for November 2017 were adopted, and these minutes will be inserted into the Minute book of the Governing Board.

**REPORTS**

- Administrator Report - added to these minutes as Attachment B.
- Teachers report - Activities and functions planned and being worked on
  - Grad Raffle raised \$5900 - Great job.
  - Volleyball at John Abbott Jan 9th.

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- Eddy the Elf is causing much excitement in the school.
- Daycare -
  - Dec 15th was movie day
  - Daycare open until 4:00 on the 22nd
  - New year activities planned - Basketball, Karate, Reading program
- Commissioner Report -
  - Report, and a copy of the Council of Commissioners meeting minutes added to these minutes as Attachment C.
- Regional Parents Committee -
  - Minutes of their meeting held Dec 7th added to these minutes as Attachment D.
- Home and School -
  - Having trouble getting volunteers for the various fundraisers. Looking at possible "re-model" in order to continue to achieve their objectives.
  - Fundraise to add to Tech/Tablets for school being looked at.
- Grad Committee - Raffle being held to fund overnight trip.

**Correspondence**

- LBPSB Correspondence confirming GB budget (\$542).
- PPO / HS - Letter outlining budget allocation and proposed budget
- All Correspondence attached to these minutes as Attachment E.

**Questions from the public**

None at this time

**Business Arising**

A) School Signage - Sign was removed from the school due to conflict with Beaconsfield By-laws.

B) Annual Report 2016-17. A copy of the Draft Annual Report for 2016-17 is added to these minutes as Attachment F. Will also be added to school website.

C) Budgets -

School Budget: A copy of the revised 2017-18 School Budget is added to these minutes as Attachment G. An explanation of the revised figures was given and those revisions discussed.

Motion to approve made by Patti; seconded by Paul. Motion Carried.  
School Budget was approved.

Daycare Budget: Proposed revisions for the Daycare budget were presented and discussed. An explanation for the revised figures was given. Deficit is offset by Surplus from last few years, which will be allocated to various needs in the school - Library and Technology, along with other needs. GB accepted overall budget but expressed concern over the allocation to certain lines items. The Budget was re allocated in a way that satisfies this concern, yet does not hinder Daycare operations or objectives. These revisions were approved, and a copy is added to these minutes as Attachment H.

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Motion to approve made by Josee; seconded by Britta. Motion Carried.  
Daycare Budget was approved.

D) Consultations: Evaluation of Student Learning  
Subcommittee formed (Steve, Paul, Joanne, Kim) to look at this. To report at next meeting.

**New Business**

A) Grade 6 Field Trip - Jouvence Feb 28 to March 2. See Raffle above.  
Motion to approve made by Steve; seconded by Britta. Motion Carried.  
Trip was approved.

B) Gym Rental - School was approached to rent the gym for indoor soccer training. There have been various negative issues with this in the past and the GB decided to deny that request.

C) Service Contract - Homework Program  
Motion to approve made by Rob; seconded by Lyanne. Motion Carried.  
Service Contract was approved.

D) GB Meeting dates 2018 - Proposed for Wednesday's for remainder of school year. Further discussion needed and proposed dates will be addressed at next meeting.

**Varia**

None at this time

Proposed Next Governing Board meeting:  
**January 22, 2018**

**Closure**

There being no further business to come before the Board, adjournment of the meeting was proposed by Marie-Josee and seconded by Guylaine. The meeting was adjourned.

Yves Lapointe, Secretary

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**Attachment A**

- 1) Call to order
- 2) Adoption of the Agenda
- 3) Adoption of the minutes: November 2017
- 4) Reports:
  - a) Administrator
  - b) Teacher
  - c) Daycare
  - d) Commissioner
  - e) Central Parents
  - f) H&S/PPO
  - g) Grad Committee - Raffle
- 5) Correspondence
- 6) Questions from the public
- 7) Business Arising
  - a) School signage
  - b) Annual report 2016-2017
  - c) Budgets
  - d) Consultations: Evaluation on Student Learning (shared Dec. 6)
- 8) New Business:
  - a) Approvals:
    - a. Field trips
      - i. Grade 6, Jouvence, Feb 28 – March 2.
    - b. Gym rental
    - c. Service contract
      - i. Homework program
    - d. GB Meeting Dates 2018
- 9) Closure

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**Attachment B**

**Administration Report**

*Looking back:*

- We finished November with the last of our weekly walks. As December started we did deep breathing exercises on Mondays. The last deep breathing exercise was on Monday with Mme Pierrette... in the new year we will be starting stretching with a video from Mrs. L.
- Math Olympics were fantastic! The mathletes came home with a silver medal. We had a pizza lunch to celebrate on Monday.
- One of our parents visited to speak to the students about fire safety.
- Holiday concerts K, C2, C3 took place last week. Thank you to Ms Jennifer and her elves for a fabulous event.
- As you already know, we have to remove the new St. Edmund crest from the front of the school. The crest was removed a few hours ago.
- Last day for collection of items for the Christmas baskets is today. All items will be collected and delivered tomorrow morning.

*Looking forward:*

- Modified day on December 22. School finishes at 11:25 am.
- School closed from December 23 to January 7.
- Jungle Sport during the week of January 8.
- FLL training for teachers scheduled for January.
- Our technology is old and needs to be replaced. 5 new projectors have been ordered for Manon, Catherine, Amelia, Lori and Anne.
- Looking at ordering a class set of Chromebooks for Pina.
- Open House on January 25. 8:30 – 10:00 and 6:30 – 8:30.

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**Attachment C**

*Commissioner's Report*

*St. Edmund Elementary School Governing Board –December 19<sup>th</sup>, 2017*

As has been widely reported in the media, the chair of the Council of Commissioners of the LBPSB, **Suanne Stein Day**, resigned from her post effective Nov. 6, 2017 as she did not feel her personal circumstances had improved enough to permit a return. As a result, a Special Meeting of the Council was called for Nov. 14<sup>th</sup> and, following consultation with the Parents' Committee as mandated by the School Elections Act, Council selected **Noel Burke**, the acting chair during the absence of Suanne, as its new chair. I have great confidence that Noel will demonstrate strong and effective leadership and promote stability throughout the LBPSB community during the remainder of our term of office. Then at a Special Meeting of the Council of Commissioners held on December 11<sup>th</sup> and, again following consultation with the Parents' Committee, Council selected **Judy Kelley** (a proud grandparent of a St. Edmund's student) to fill the Pointe Claire seat on Council vacated by Noel Burke when he was selected as our chair in November. At the same meeting, Council elected **Laura Derry** as its new vice-chair.

**News from the Dec. 18<sup>th</sup> Meeting of the Council of Commissioners**

A verbal account of the highlights of Monday's meeting will be provided at the GB.

**News from the Nov. 27<sup>th</sup> Meeting of the Council of Commissioners**

The Council of Commissioners issued a statement (see addendum attached to this report) on the controversial **Bill 62** reaffirming our commitment to "the principles of religious neutrality and accommodation for religious differences".

In a concerted effort with school boards across the island and the province, Council adopted a resolution asking the Minister of Education, Recreation and Sports to participate, with school boards, in a substantive debate on the **scope of free education** in Quebec. Beyond the resolution of the current class action lawsuit on school consumables fees, it is extremely important to agree on what can be charged for going forward. For example, can parents still be asked to defray certain costs associated with field trips?

**HR Decisions:** Council approved a revised **organigram** (posted under the SERVICES tab on the LBPSB homepage) for the board's administrative team including the creation of a new coordinator's position in the Legal and Corporate Services Department. In addition, Marie-Chantale Latreille was appointed to fill the vacant position of **Assistant Director of Finance**, effective January 8th, 2018; since 2010, she has been a Senior Management Accountant with FPI Innovations. Also, Matthew Boros was promoted to the position of **Coordinator of Material Resources** and Diane Pellerin to the position of **Coordinator of School Transportation Services**.

As an anti-bullying measure, Council adopted a resolution of support for the **LGBTQ Rainbow Umbrella** organization, a non-profit organization with the mandate to create safer inclusive spaces, promoting awareness, respect, and equality for the LGBTQ Youth of Verdun.

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The Annual Report of the board's *Student Ombudsman* was received and will be included in the 2016-2017 LBPSB Annual Report.

The Special Needs Advisory Committee (*SNAC*) reported it was initially disappointed with the cancellation of the mini-day throughout the Board and is sending a letter to inquire what will replace it.

The *Human Resources Committee* reported they anticipate a significant staff turnover in 2019 due to pension plan modifications and are actively pursuing succession planning strategies.

Much more info on what's happening all around the board can always be found on the Pearson News blog <http://pearsonnews.lbpsb.qc.ca/> and on the LBPSB Facebook page.

The next regular meeting of the Council of Commissioners is scheduled for Monday, January 29<sup>th</sup>, 2018 at 7:30 pm.

*Happy Holidays to All.*

Respectfully submitted,

*Eric Bender*

Commissioner – Ward 9

**Council of Commissioners Meeting – Dec. 18, 2017**

Congratulations to St. Edmund on winning a **Silver Medal** at the recent Math Olympics!

Commissioner **Judy Kelley** officially was sworn into office.

The annual **TOPS event** will not be presented this year. (To replace it, a presentation of visual artwork is planned for the spring - the art consultant in ESD will work with schools to prepare this event).

To replace **Mini-Day**, discussions have been held in the three regions with a view to defining transition activities that students would take part in elementary and high schools.

Council resolved that the draft consultation document entitled **Extra-Curricular Activities and Field Trip Policy**, dated December 18, 2017, be distributed to the LBPSB consultative partners during the week of December 18, 2017, with responses to be returned to the Secretary General no later than March 30, 2018.

Council resolved that the consultation document entitled **Budget Consultation 2018-2019** be distributed to the consultative partners of the Lester B. Pearson School Board during the week of January 8, 2018, in order for the community to provide input on the allocation of subsidies, school tax proceeds and other revenues of the School Board, with responses to be returned to the Secretary General no later than March 30, 2018.

Council adopted a resolution authorizing the **transfer** to the Commission scolaire Marguerite-

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Bourgeoys, the school formerly known as **Allion Elementary** on 5th Avenue in LaSalle and the former **Orchard Elementary School** on 80th Avenue also in LaSalle conditional upon the execution of the agreement with the Ministry of Education, Recreation and Sports (MELS) to add to the LBPSB capital grants budget an amount representing 30% (over \$3 million) of the municipal assessments of the two above-mentioned immovables.

The **Pearson Educational Foundation** reported it has been busy filling snow suit, boot, hat and mitts requests with about 70 sets having been distributed so far to 7 requesting schools. The Rona Cupak Winter Wear Program, now in its 11th year, continues right up to spring. Principals and staff are asked keep an eye out for students who need warm clothing throughout the winter.

Considering the limited time during which school boards may complete required construction work over the summer period without affecting the students and the operations of the School Board, Council resolved that a formal request be made to the Ministry of Labour to exempt any construction work executed by or for a school board from the **summer construction shutdown**.

A letter dated December 7, 2017 was received from Sébastien Proulx, Minister of Education, Recreation and Sports requiring the Board to introduce **CPR lessons** for Secondary 3 students as part of their curriculum, in the interest of mutual assistance and civic solidarity. (All LBPSB schools have also had defibrillators for a number of years.)

No official word has been received as yet from the Ministry elaborating on the recent announcement that **sex education** will be integrated as a mandatory subject in every grade by September 2018.



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**Attachment D**

Parents Committee Report - Minutes of meetings

LBPSB Parents' Committee  
December 7, 2017  
7pm, LBPSB boardroom  
1925 Brookdale Ave, Dorval

**MEETING SUMMARY REPORT**

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**ATTENDEES:** Representatives of 30 of 48 member schools were in attendance. Thomas Rhymes, representing the administration, was in attendance. Some members of the public and the media were also in attendance. Please see attached attendance record for further details.

**UPDATES:**

- **Internal Rules Review Subcommittee:** Mandate extended to January 11 meeting due to other matters taking precedence.
- **Evaluation of Student Learning Policy Consultation** (due January 19<sup>th</sup>, 2018): the pertinent documents, previously included in the meeting kit of November 2<sup>nd</sup>, have also been posted on Basecamp; feedback will be accepted and the struck subcommittee will present a response at the January 11<sup>th</sup> meeting; if any members are interested in taking part in the formulation of the response they can contact S. Ross or reply to the Basecamp thread.
- **Acknowledgement of Mohawk land:** discussion thereof; motion passed to at the beginning of each meeting recite the acknowledgement as follows:  
*We would like to begin by acknowledging that the land on which we gather is the traditional and unceded territory of the Kanien'keha:ka (Mohawk), a place which has long served as a site of meeting and exchange amongst nations.*
- **Addressing of concerns regarding the Food and Nutrition Policy Response E-Vote:** a clerical error – in which the motion was originally deemed failed due to a misinterpretation of the number of votes required to pass – was promptly corrected with the response submitted in time for the Council meeting; the board's Director General was consulted and it was confirmed that the appropriate actions had been taken.
- **Food and Nutrition Policy Consultation Response:** the response passed via e-vote was ratified (copy attached).
- **Replacement of Council Chair Consultation Response:** a special meeting was called (see MSR of November 9<sup>th</sup>) in order to submit a response by the required date; the response passed via e-vote and was ratified; a copy can be found (copy attached).

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- **Replacement of Commissioner for Electoral Division 4 Consultation Response:** a special meeting was called (see MSR of November 30<sup>th</sup>) in order to submit a response by the required date; the response passed via e-vote and was ratified; a copy can be found (copy attached).
- **Communications Protocol:** rules of engagement were reviewed with an emphasis on respectful discourse across all PC communication platforms.

**NEW TOPICS:**

- **Commissioner Replacement Process Post-Mortem:** a subcommittee was struck to examine the process of replacing commissioners, with recommendations (if any) to be submitted to Council as several committee members expressed concern regarding the process.
- **Bullying in the LBPSB:** discussion prompted by recent events; no board-wide practices; suggested that a list of best school practices to be created from the various independent policies within the LBPSB schools.
- **School Fees Class Action Lawsuit:** discussion on the details of the class action lawsuit and both the immediate and long-term effects; the board (as outlined in Council's Resolution number 2017-11-#08) is seeking info, from the Ministère de l'Éducation et de l'Enseignement supérieur (MEES), clarification surrounding what 'tomorrow' looks like/ what fees will be acceptable to charge in the future; PC voted to request Council to ask administration to request each school to send a communication home with each student requesting parents to complete the survey, which is scheduled to close on January 15; more information to come.
- **Transparency within the LBPSB:** concerns voiced about the Chair and Commissioner replacement processes after the new Chairman, Mr. Noel Burke, pledged increased transparency; concern that Basecamp discussions are monitored by the board was also voiced; Committee members were assured that Basecamp is paid for by the PC and moderated solely by members of the PC's Advisory.

**VARIA:**

- Regarding putting the Truth and Reconciliation recommendations into action, the board cannot change the curriculum but does support and encourage its teachers in their efforts to provide the information to their students.
- EPCA was mandated by MEES to consult their members regarding school fees; they have created a survey that is available on the PC website and both PC's and EPCA's Facebook pages.

**[REPORTS \(and upcoming meeting dates\):](#)**

- Elementary West Subcommittee Report
- Elementary East Subcommittee Report

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- High School Subcommittee Report (none)
- Parent Commissioners Report to PC
- SNAC Report

**DATE OF NEXT MEETING:** January 11, 2018

Please note this document contains live hyperlinks. To access to electronic version, please visit: <http://parents.lbpsb.qc.ca/reports>

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**Attachment E**

Correspondence

TO: Principal/Governing Board Chair, Saint Edmund Elementary School  
FROM: France D`Aoust  
DATE: November 7<sup>th</sup> 2017  
RE: **2017-2018 Governing Board Operating Funds**

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Your school/ centre has been allocated the amount of **\$542** for the operation of the Governing Board as per the Executive Committee Resolution 2017-09-#01 (see attached).

Financial Services has a general ledger code within each school's/centre's operating budget. Governing Boards have the following accounts available to them:

Travel Expenses	***-1-51101-302
Congress/Improvement	***-1-51101-311
Specialized Material	***-1-51101-420
Fees and Contracts	***-1-51101-589
Meals and Receptions	***-1-51101-810
Other	***-1-51101-816

*(the first three stars are replaced by the school/centre code)*

The following are recommended guidelines for the use of funds provided to Governing Boards for their operation.

- ❖ All expenses must have supporting vouchers/receipts. Acceptable expenses include:
  - 46. Postage, stationery and printing
  - 47. Special materials (ie. Education Act)
  - 48. Travel expenses
  - 49. Meeting expenses (ie. refreshments, babysitting)
  - 50. Special projects which fall under the following guidelines:
    - Projects aimed at increasing parental awareness of the school/centre (ie. brochures, publicity, public information meetings, speakers)
    - Projects promoting safety awareness
    - Governing Board member training
    - Projects pertaining to the activities of the Governing Board rather than programs developed within the school
  
- ❖ Funds may not be used for items such as textbooks, capital expenditures, entertainment, bursaries, donations and community ventures, or for items and activities normally financed by the school board or school/centre administration.

Please note that any surplus funds unspent as of June 30<sup>th</sup> are returned to the school board. Additional information is available on the attached Governing Board Operating Funds pamphlet.



# Governing Board Operating Funds

According to the Education Act, school boards must allocate an amount for the operation of governing boards. At the beginning of each year, the governing board prepares and adopts, then oversees its operating budget.

## How can the allocation be used?

The allocation received from the school board is intended for the operation of the governing board and to help carry out the functions and powers conferred on it by law. Allowable expenses are:

- Meeting expenses (refreshments, babysitting)
- Printing
- Postage and stationery
- Secretary (recording and preparing minutes)
- Brochures, publicity, public information meetings (projects aimed at increasing awareness of the school)
- Travel expenses
- Training for governing board members
- Projects pertaining to the functions and powers of the governing board

All expenses must have supporting vouchers/receipts.

Funds may not be used for items such as textbooks, capital expenditures, entertainment, bursaries, scholarships, donations and community ventures, or for items/activities normally financed by the school or school board.

Any surplus funds as of June 30 are returned to the school board.

.....  
According to law, the governing board must render an account of its operating budget to the school board.

This is done at the end of the year when governing boards adopt their annual report and financial statement, by resolution, and send a copy of both to the school board.

*Governing boards are required to meet a minimum of five times per year.*

*For more information on governing boards, please visit the board's website at [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca)*

## GB Functions and Powers

### Youth Sector

#### Acts

- Analyze school's situation and oversee educational project
- Inform parents and community of services provided and their quality
- Make public the educational project and success plan
- Report on the evaluation of the implementation of the success plan
- Evaluate results of the school's anti-bullying/anti-violence plan
- May organize other educational services
- Establish principles for school supplies
- May solicit funds (compatible with the school's mission)

#### Adopts

- Educational project
- School budget
- Annual activity report
- Governing board operating budget

#### Approves

- Success plan
- Anti-bullying/anti-violence plan
- Educational success agreement
- Subject time allocation
- Approach for implementing the basic school regulation
- The enrichment or adaptation of programs of study and development of local programs
- Rules of conduct and safety policy
- List of objects/supplies based on school board's policy
- Approach for implementing student services and special educational services
- Use of premises
- Field trips

#### Consults

- GB parents may consult parents of children in the school on any matter relating to educational services, in particular on report cards and any other way parents are to be informed of their child's progress

#### Is consulted

- Selection of textbooks and instructional materials
- How parents are to be informed of the academic progress of their child
- Physical needs of the school
- Objectives/principles governing allocation of board revenues
- Deed of establishment
- Criteria for selection of principal

#### Gives advice

- On any matter the school board is required to submit to the governing board
- On any matter likely to facilitate the operation of the school
- On any matter likely to improve the organization of services provided by the board

The following is a copy of a Resolution adopted by the Executive Committee of the Lester B. Pearson School Board at its Regular Meeting held in Dorval, Québec on September 18th, 2017.

**Resolution E-2017-09-#1**

**2017-2018 Allocations to Governing Boards and Other Committees**

WHEREAS in accordance with the Education Act, the Governing Board of each school and centre, the Special Needs Advisory Committee, and the Parents' Committee, are responsible for the management of the financial resources allocated by the School Board; and

WHEREAS a fair and equitable distribution of the funding designated by the School Board in the 2017-2018 operating budget has been recommended, with a special provision for funding of the Central Students' Committee; and

WHEREAS at its meeting of September 18, 2017, the Executive Committee reviewed the allocations:

**IT WAS MOVED BY Commissioner M.A. Davis and UNANIMOUSLY RESOLVED:**

**THAT approval be given to the designation of a grant of \$1,000 for the Lester B. Pearson School Board Central Students' Committee; and**

**THAT approval be given to the designation of a grant of \$2,000 for the Lester B. Pearson School Board Special Needs Advisory Committee; and**

**THAT approval be given to the designation of a grant of \$5,000 to the Lester B. Pearson School Board Parents' Committee; and**

**THAT approval be given for funding for each of the Governing Boards of the School Board based on the following formula determined by the number of Governing Board members:**

**Between 8 and 12 members, an allocation of \$225, plus .30/student in the youth sector and .30/FTE in the Adult & Voc Ed Centres;**

**Between 13 and 16 members, an allocation of \$325, plus .30/student in the youth sector and .30/FTE in the Adult & Voc Ed Centres;**

**Between 17 and 20 members, an allocation of \$425 plus .30/student in the youth sector and .30/FTE in the Adult & Voc Ed Centres;**


**And an allocation of \$158 for the Governing Board of Soulanges School; and**



THAT any surplus funds as of June 30, 2018 be returned to the School Board; and  
THAT these funds be disbursed only after the School Board Administration has received the  
2016-2017 Annual Report and Financial Statement from the Governing Board or Committee to  
which the funds are allocated.

I certify that this document is an extract from the Minutes of the Lester B. Pearson School Board  
Executive Committee's meeting held on September 18th, 2017; this text is subject to ratification  
by approval of the Minutes of said meeting at the next meeting of the Executive Committee to be  
held on October 23rd, 2017.

This 19th day of September 2017



M<sup>re</sup> Geneviève Dugré,  
Secretary General



**Sent:** Thursday, December 7, 2017, 11:42:17 AM EST  
**Subject:** Budgets

Hi Kim,

Thanks again for your call this morning regarding the PPO.

As a follow-up to our conversation, I just wanted to give you an overview of our budget. As I mentioned, we typically raise about **\$15,000** per year through the fundraising initiatives approved by the GB (Holiday Fair, Pizza lunches, Ed-Stock, Carnival, etc.).

Our budget is set at the beginning of the year but we do build in some wiggle room for special initiatives that may come up. Here's a general overview of where the money goes:

- Classroom libraries and incentives - \$4,200 (we give \$200 to each teacher to use to improve their classroom libraries, supplies, etc.)
- Special teacher projects - \$2,000 (these are for special events like author visits or puppet shows and we give \$500 per cycle)
- Music program - \$1,000
- Physical education program - \$1,000
- Duathlon - \$1,000
- JungleSport - \$1,000
- Playground equipment - \$1,200 (this is for things like balls, nets and skipping ropes that are distributed to the classes for the kids to play with at recess)
- Grade 6 grad - \$750
- Staff appreciation activities - \$750
- Special projects - \$2,000 (the Welcome Back Fun Day comes out of this budget)

That's just a summary; I have attached the actual budget for you in case you want to see the specifics. The document is public, so please feel free to share.

Additionally, as mentioned, Joanne recently asked the PPO to contribute \$15,000 - \$20,000 to purchase a new iPad lab for the school. This is over and above our current budget and we are currently investigating the option to run a kind of major gift campaign.

So this is a heads-up that PPO will likely be presenting options to GB for approval in the new year.

Talk soon,  
Beth

St. Edmund PPO/H&S								
Statement of Revenue and Expenses								
2017-2018								
Updated November 20 2017								
	2017-2018			Adopted Sept 19 2017				
	ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	
	2017-2018	2017-2018	Better/(Worse)	NOTES	2016-2017	2016-2017	Better/(Worse)	
<b>FUNDRAISING PROCEEDS - NET</b>								
CanadaHelps Online Donations	-		0.00	No longer supported by QFHSA	144.75	50.00	94.75	being conservative ...
QSP fundraiser (magazines)	-	400.00	(400.00)		384.05	750.00	(365.95)	
Holiday fair	1,165.00	6,500.00	(5,335.00)		7,214.49	6,000.00	1,214.49	
Holiday ornaments	-	-	0.00	Not in plan for this year	499.47	-	499.47	New this year
Mabel's Labels	402.55	400.00	2.55	20% of sales returned to school	412.84	80.00	332.84	20% of sales returned to school
Pizza Plus Days/Dagwoods	8,371.47	2,700.00	5,671.47		2,883.18	3,000.00	(116.82)	
Carnival	-	1,000.00	(1,000.00)		888.80	1,200.00	(311.20)	
Ed Stock	-	4,500.00	(4,500.00)		4,308.10	-	4,308.10	New this year
QFHSA Memberships	172.00	200.00	(28.00)	\$2/member returned to school	210.00	250.00	(40.00)	\$2/member returned to school
Editions Vaudreuil	498.51	350.00	148.51	5% of sales returned to school	385.25	350.00	35.25	5% of sales returned to school
Grad Fund Surplus	-		0.00		19.67		19.67	
Additional Surplus Carryover			0.00		-		0.00	
<b>TOTAL FUNDRAISING PROCEEDS - NET</b>	<b>10,609.53</b>	<b>16,050.00</b>	<b>(5,440.47)</b>		<b>17,350.60</b>	<b>11,680.00</b>	<b>5,670.60</b>	
<b>FUND CARRYOVER</b>	<b>8,340.96</b>	<b>8,340.96</b>	<b>0.00</b>		<b>4,448.12</b>	<b>4,448.12</b>	<b>-</b>	
<b>Adjustment to fund carryover</b>	<b>535.78</b>	<b>535.78</b>	<b>0.00</b>	Reversal of prior years estimates	<b>(161.81)</b>	<b>(161.81)</b>	<b>-</b>	Year end gift Aimee \$102.50, additional grad expenses \$83.51 less bank charge difference \$1.35 & QSP deposit \$22.85
<b>TOTAL AVAILABLE TO DISTRIBUTE</b>	<b>19,486.27</b>	<b>24,926.74</b>	<b>(5,440.47)</b>		<b>21,636.91</b>	<b>15,966.31</b>	<b>5,670.60</b>	
<b>EXPENSES</b>								
<b>Academic Excellence</b>	<b>436.25</b>	<b>6,200.00</b>	<b>5,763.75</b>		<b>4,601.11</b>	<b>5,400.00</b>	<b>798.89</b>	
Classroom libraries and incentives	-	4,200.00	4,200.00	21 classes @ \$200 each (Includes Ms Pina and Mme Pierrette; does not include Phys Ed)	2,844.21	4,200.00	1,355.79	21 classes @ \$200 each (does not include Phys Ed)
Special projects - teachers by cycle	436.25	2,000.00	1,563.75	\$500 per Cycle (includes Kindergarten as a cycle) - K - Owl visit = \$436.25	1,756.90	1,200.00	(556.90)	K Ecomuseum visit - \$333.44, Annie Groovie and Youpi \$400 each Cycle 1 and 2
<b>Appreciation of Fine Arts</b>	<b>513.50</b>	<b>1,000.00</b>	<b>486.50</b>		<b>534.87</b>	<b>1,000.00</b>	<b>465.13</b>	
Music program	513.50	1,000.00	486.50		534.87	1,000.00	465.13	
<b>Special Events</b>	<b>-</b>	<b>2,000.00</b>	<b>2,000.00</b>		<b>1,301.86</b>	<b>1,600.00</b>	<b>298.14</b>	New sub-category in 2016-2017
Special projects - principal	-	1,000.00	1,000.00		750.00	1,000.00	250.00	Balance of \$250 in Parent Workshops
Duathlon	-	1,000.00	1,000.00		551.86	600.00	48.14	\$400 moved to Special Projects for Fun Day
<b>Physical and Health Education</b>	<b>2,023.32</b>	<b>4,910.00</b>	<b>2,886.68</b>		<b>4,266.73</b>	<b>4,510.00</b>	<b>243.27</b>	
Playground equipment	1,129.38	1,200.00	70.62		1,292.62	1,200.00	(92.62)	
Physical and Health Education program	-	1,000.00	1,000.00		946.11	1,000.00	53.89	New in 2016-2017
Winter Carnival	-	100.00	100.00		-	100.00	100.00	
Skate nights	-	60.00	60.00		-	60.00	60.00	
Playground line paint	253.94	400.00	146.06	Approx \$400 every second year	-	-	0.00	Approx \$400 every second year
Vaccine refreshments	-	50.00	50.00		28.00	50.00	22.00	
Junglesport	500.00	1,000.00	500.00		1,000.00	1,000.00	0.00	
Cedar chips	-	1,000.00	1,000.00		1,000.00	1,000.00	0.00	
Terry Fox run / MS Read	140.00	100.00	(40.00)		-	100.00	100.00	
<b>Charitable &amp; Community Involvement</b>	<b>-</b>	<b>1,450.00</b>	<b>1,450.00</b>		<b>215.00</b>	<b>1,221.00</b>	<b>1,006.00</b>	
Grade 6 graduation	-	750.00	750.00		-	521.00	521.00	\$229 moved to Special Projects for Fun Fair Day
Staff appreciation days	0.00	700.00	700.00		215.00	700.00	485.00	
<b>Student and Parent Support</b>	<b>-</b>	<b>250.00</b>	<b>250.00</b>		<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	
Parent workshops	-	250.00	250.00		250.00	250.00	0.00	Dare to Care
<b>Quebec Federation of Home &amp; School Association</b>	<b>50.00</b>	<b>100.00</b>	<b>50.00</b>		<b>75.00</b>	<b>100.00</b>	<b>25.00</b>	
Administration fee	50.00	50.00	0.00		75.00	50.00	(25.00)	
Associated Fees	-	50.00	50.00		-	50.00	50.00	
<b>Special Projects</b>	<b>1,229.00</b>	<b>2,000.00</b>	<b>771.00</b>		<b>1,229.00</b>	<b>1,629.00</b>	<b>400.00</b>	
Special projects	1,229.00	2,000.00	771.00	Welcome Back Fun Day - \$1,229	1,229.00	1,629.00	400.00	\$1,229 for Fun Fair day
<b>Miscellaneous Expenses</b>	<b>-</b>	<b>325.00</b>	<b>325.00</b>		<b>564.38</b>	<b>400.00</b>	<b>(164.38)</b>	
Returned items	-	50.00	50.00		-	100.00	100.00	
Office supplies	-	25.00	25.00		-	50.00	50.00	
Miscellaneous	-	250.00	250.00		564.38	250.00	(314.38)	Retirement gifts to N. Rosconi = \$479.84
<b>Bank Charges</b>	<b>80.24</b>	<b>300.00</b>	<b>219.76</b>		<b>258.00</b>	<b>350.00</b>	<b>92.00</b>	
Bank charges	80.24	300.00	219.76		258.00	350.00	92.00	
<b>TOTAL EXPENSES</b>	<b>4,332.31</b>	<b>18,535.00</b>	<b>14,202.69</b>		<b>13,295.95</b>	<b>16,460.00</b>	<b>3,164.05</b>	
<b>FUND SURPLUS / (DEFICIT)</b>	<b>15,153.96</b>	<b>6,391.74</b>	<b>8,762.22</b>		<b>8,340.96</b>	<b>(493.69)</b>	<b>8,834.65</b>	
			8,762.22				8,834.65	
			0.00				0.00	




**ST. EDMUND SCHOOL  
GOVERNING BOARD MEETING  
MINUTES**




**December 20, 2017**

**Attachment F**

DRAFT Annual Report 2016-17

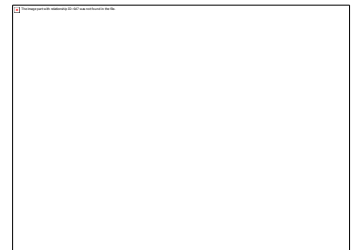
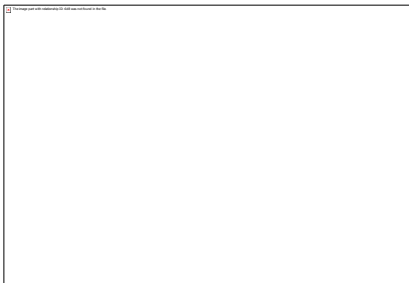


# St-Edmund Elementary School 2016-2017



Report on the School's Success Plan, Management and Educational Success Agreement, and Contribution to the School Board's Strategic Plan

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## ***Introduction***

In January 2010, the school signed a management and educational success agreement with the school board. The overall objective of the agreement is to improve student success. The management and educational success agreement incorporates five major goals:

- Increased Graduation and Qualification Rate
- Improved Mastery of English and French Language Skills
- Improved Levels of Success and Perseverance for Students with Handicaps, Social Maladjustments or Learning Difficulties
- Promoting Wellness in a Safe and Caring Community
- Increased Enrollment of Students Under 20 Years of Age in Vocational Training

The management and educational success agreement was valid until June 30<sup>th</sup>, 2015 and was subsequently extended by an additional year for reporting purposes. Student success is the force that drives our actions, we believe that the identified pillars of our success plan represent the key areas that will increase student success and ensure the achievement of our management and educational success agreement goals. It is our responsibility to ensure that every student has the opportunity to excel, our success plan combined with our management and educational success agreement provides our road maps to meet that responsibility.

We are pleased to share news of this past year's (2015-16) successes. This annual report includes information on our success plan results, management and educational success agreement results each of which contributes to the school board's strategic plan. The report shares information about the important work that our school does to foster student success while ensuring a safe and healthy educational environment, and highlights the work and achievements of students and staff. This report is only a tiny snapshot of what happens every single day in our school with our collective mission to provide excellence in education.

## ***School Portrait***

<b>St-Edmund</b>	<b>2015-16</b>
<b>School Capacity:</b>	396
<b>Program(s) :</b>	Français Plus
<b>Total Number of Students Registered:</b>	397
<b>Total Number of Students Registered In Daycare:</b>	213
<b>Number of Students With Handicaps, Social Maladjustments, or Learning Difficulties.</b>	8

### ***School Mission/Vision (from Educational Project)***

That our school be a welcoming, peaceful and stimulating environment for the St-Edmund School community.

Within this environment, we will promote acceptance of diversity in all individuals and awaken and nurture a love of learning within each child.

Our school motto: SHAPE  
(Safe, Healthy, Academic, Peaceful, Environment)

### **The Mission Statement of St- Edmund School:**

Maximizing individual student learning!

## **Goal 1: Increased Graduation and Qualification Rate**

### **School Board Context**

The student success rate in terms of certification and qualification remains an important factor. The Lester B. Pearson School Board has been consistently among the top five school boards in the province with respect to the overall graduation and qualification rate. The MEES has given us the challenge of increasing our graduation and qualification rate to 88% by the year 2020. We set our 2015 graduation and qualification rate target at 85.5% with 2% of this increase coming from the youth sector and 1% coming from the adult education and vocational training sector. We continue to address the difference in the graduation and qualification rate between boys and girls. As well, all of our elementary schools are working towards increasing their success rate for MEES Elementary End of Cycle III Math exam results.

### **School Results**

<b>Goal 1: Increased Graduation and Qualification Rate</b>				
<b>#</b>	<b>Objective</b>	<b>2009 Baseline</b>	<b>2015 Target</b>	<b>2017 Result</b>
1	A 2% increase in the success rate for MEES End of Cycle III Math Exam Results by 2015.	80.70%	82.70%	81.99%
2	Reduce the dropout rate. Minimum of one intervention targeting the engagement of boys.	n/a	n/a	n/a
3	To develop opportunities for successful transition at critical points in schooling	n/a	Maintain or surpass	maintain

#### **Level of Accomplishment:**

St Edmund has continued success in Mathematics. Given that each cohort of students have varying abilities, it is normal to have variations in the success rate from one year to the next.

In regards to mathematics, the success rate of 81.99% is very good. More specifically, the success rate for C1 (situation problem solving) was a 98.31%, and the success rate for C2 (reasoning) was a 75%.

St Edmund will continue maintaining initiatives to help students transition into St-Edmund (Kindergarten) and from St-Edmund into high school.

#### **Situation Analysis:**

Please see below for a list of initiatives/activities that were in place to in address the objectives specified above:

- Continued integration of technology into the classroom.
- Hands-on activities and manipulatives to help students keep engaged.
- Homework assistance program to students identified by teachers.
- The Grade 6 students were part of the Mini Day hosted by our BHS, St-Thomas, JRHS and LPHS.
- Individual students were offered extra visits to the high school with Ms. Rosconi to help them make their choice of high school, as needed.
- Ms. Rosconi made regular visits to the grade 6 classes throughout the year to answer questions about high school, talk about entrance exams, things to know about high school, etc... Grade 6 teachers also supported this initiative with sporadic conversation with students (individual or group) as the need was expressed.
- Our Cycle 3 students attended the Junior Leadership Day.
- For our incoming Kindergarten students to help with the transition, we have an open house in January and an orientation day in May. We also invite the new families to our end of year BBQ.
- Kindergarten students have a progressive entry in September.
- Extra resource time to help students during class and/or exam periods.
- Use of a mobile Chrome Book lab.
- Continue to use Learning and Evaluation Situation tools to assess and enhance learning
- Offer professional development for teachers focusing on integration of technology and use of Google apps in the classroom.
- Math teachers continue to work closely with Board consultants.
- Participation in the Math Olympics.
- Some math teachers attended a math institute over the summer. This is a 3-year commitment.
- Robotics Club after school.
- Articulation meetings with High Schools in June.
- Cycle 3 students attended shows and plays put on by LBPSB high schools.



## **Goal 2: Improved Mastery of English and French Language Skills**

### **School Board Context**

The overall aim of Goal 2 from the Ministry level is to improve the mastery of the French Language. The Lester B. Pearson School Board, as an English school board, has targeted the improvement of both French and English literacy skills. The Board's goal is not only to graduate students who are bilingual, but who are also biliterate; able to read, speak and write in English and French. As a result, our focus is an emphasis on early intervention to further improve literacy skills. Our efforts must begin at the elementary level and be maintained throughout the secondary year. This will allow for improvement in our success rates for Secondary V Uniform Ministry Examinations in English Language Arts and French, and increase our students' exposure to French.

In addition to this important objective, the School Board is also faced with an increasing demand for more French instruction from the parent community. A choice of three Immersion programs at the elementary level and the option of extending Immersion profiles at the secondary level respond to the request from parents, meet the parameters of the Quebec curriculum and advance our success plan and management and educational success agreement goals.

### **School Results**

<b>Goal 2: Improved Mastery of English and French Language Skills</b>				
<b>#</b>	<b>Objective</b>	<b>2009 Baseline</b>	<b>2015 Target</b>	<b>2017 Result</b>
1	A 2% increase in the success rate for elementary end of Cycle III French exam results by 2015.	96.15%	98.15%	95.29%
2	A 4% increase in the number of elementary students reading English at level by 2015.	Reading Record	90%	NA
3	A 4% increase in the success rate for elementary end of cycle III English exam results by 2015.	94.76%	98.74%	95.76%
4	A 4% increase in the number of elementary students reading French at level by 2015.(Gr. 4)	Running Records	85%	100%

5	An increase in the number of activities which expose students to French (cultural, extracurricular, daycare)	N/A	Maintain or surpass	12
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### **Level of Accomplishment:**

Although the target was not achieved in 2017, St Edmund has continued success in French and English. Given that each cohort of students have varying abilities, it is normal to have variations in the success rate from one year to the next.

In regards to French, the success rate of 95.29% is very good. More specifically, the breakdown of the success rate is as follows:

- C1- Communication: 100%
- C2- Comprehension: 93.22%
- C3- Produces oral and written texts: 92.73%

In regards to English, the success rate of 95.76% is very good. More specifically, the breakdown of the success rate is as follows:

- C2- Comprehension: 93.22%
- C3- Produces oral and written texts: 98.31%

The objective pertaining to the number of elementary students reading French at level is taken from the results of the grade 4 board compulsory exam. The success rate on this exam was 100%.

### **Situation Analysis:**

Please see below for a list of initiatives/activities that were in place to in address the objectives specified above:

- Early intervention program in French and target students as early as Grade 1.
- Having an ELA specialist who teaches all students from grades 1 to 4 will facilitate the progression of learning and allow us to continue to better prepare our students for 50/50 Cycle 3 program.
- Drama and Music productions are prepared and presented in all cycles. Although Music is taught in English, an effort is made to always include some French pieces to all cycles' productions.
- Emphasis is made in presenting cultural activities according to each cycle's main language of instruction. In cycles 1 and 2 all presentations, authors are French. Cycle 3 students are exposed to productions, authors in both languages.
- Effort that field trips have French monitors, tours.
- Grade 5 field trip each year to Jouvence or Quebec City to promote French language and culture, as well as supporting the Quebec geography and history programs.
- During Carnival week in March students from all levels attended a French musical play called La Diva Malbouffa.
- Students visited Stewart Hall.

- Our librarian invited authors in both languages to present their books to our students.
- Parents visit Kindergarten (mystery reader) and read the students.
- Les Ateliers avec papa et maman in Kindergarten
- In Cycle 1 parents visit the classrooms to talk about their career.
- Volunteers to read with the students
- Scholastics and Babar Book Fairs (in both languages)
- Guided Reading and Daily Five
- Homework assistance program
- Francization program
- The consistent use of Running Records (PM Benchmarks and GB+) to punctually measure students' reading level
- Many exciting and relevant French and – or English activities in the areas of physical activity, music, guest speakers, art, field trips, etc...

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### **Goal 3: Improved Levels of Success and Perseverance for Students with Handicaps, Social Maladjustments or Learning Difficulties**

#### **School Board Context**

The Lester B. Pearson School Board is proud to be an inclusive school board where students with special needs are integrated into community schools and classrooms. In each school students with special needs are members of the community receiving support services as indicated by an Individualized Education Plan (IEP). Our focus for the next four years is to increase the qualification rate for our students with handicaps, social maladjustments or learning difficulties. We will continue to implement and support a variety of Work Oriented Training Pathway programs and school-based alternative programs which address the needs of our students and lead to qualification. In addition, the School Board team and individual school teams continue to develop individual and small group programs that respond to student needs. These programs are in line with student IEP objectives and enhance their opportunities for student success.

<b>Goal 3: Improved Levels of Success and Perseverance for Students with Handicaps, Social Maladjustments or Learning Difficulties</b>				
<b>#</b>	<b>Objective</b>	<b>Baseline</b>	<b>2015 Target</b>	<b>2016 Result</b>
1	To increase the qualification rate of students at risk and students with special needs.	n/a	5 PD (1 per year)	surpass
2	To promote skilled occupations and trades by enriching learning opportunities through community partnerships	n/a	Maintain or surpass	maintain

#### **Level of Accomplishment:**

Zones of regulations, whole body listening and the use of common language within the school.

Weekly presence and support of school board consultants in the areas of special needs to help teachers address students with special needs through our resource meetings, classroom observation if requested;  
Early Intervention program in Cycle One to support students at an early stage of their reading.

**Situation Analysis:**

Improve the awareness and understanding that traditional pathways to graduation have changed to meet the needs and learning styles of students;

Increase the opportunities to explore career options in trades and other areas of work.

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## **Goal 4: Promoting Wellness in a Safe and Caring Community**

### **School Board Context**

Student success is greatly determined by the school and community environment. Schools and communities must work hand-in-hand to ensure that our students learn in an environment that is safe, caring, and promotes wellness. All elementary and secondary schools are working towards implementing the Healthy Schools Approach, further developing a culture of pride and respect for our environment, and completing a yearly portrait of the school climate in order to continue to prioritize interventions in line with a safe, secure, healthy, and welcoming environment.

The portrait of the school climate is developed through regular surveying of students. Twice yearly, our senior elementary (Grades 4-6) respond to The Learning Bar's "Our School Survey" and once per year, schools are provided feedback in the form of a Bullying and School Safety Report from the same company. The elementary student survey measures 52 indicators based on the most recent research on school and classroom effectiveness. This year's report provides highlights based on data from 8,900 elementary surveys from 34 of our schools.

### **School Results**

<b>Goal 4: Promoting Wellness in a Safe and Caring Community</b>				
<b>#</b>	<b>Objective</b>	<b>Baseline</b>	<b>2015 Target</b>	<b>2016 Result</b>
1	The number of initiatives that promote pride in and respect for our environment.	n/a	Maintain or surpass	surpass
2	The number of programs and interventions that address violence prevention and conflict resolution.	n/a	Maintain or surpass	maintain
3	Implementation of the Healthy Schools Approach.	[ ] In Progress      [ X] Implemented		
4	Reports of Bullying incidents	n/a	0	0

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## **Level of Accomplishment:**

Please see below for a list of initiatives/activities that were in place to address the objectives specified above:

- Continued partnership with our Station 1 police community officers who made regular visits to our students.
- Community police officer presentation on Cyber Safety and safe texting for Cycle 3 students.
- During the month of March teachers promoted healthy snacks by tallying how many fruits and vegetables students were eating in their classrooms. A thermometer was visible at the entrance with a targeted goal.
- Classes from Cycle 1 and 2 participated in a nutrition contest. One class had a google hangout session with the school board nutritionist. The grade 4 class won the nutrition contest that was across the school board and they were offered a visit from the school board nutritionist.
- Parents visited classes to share healthy recipes with the kids. The children made their own recipe books.
- Duathlon
- LBPSB tournaments
- Halo road race
- Intramural recess at lunchtime program (world cup soccer, NBA basketball, track and field)
- Grade 5 soccer tournament at PCHS
- Winter carnival outdoor activities
- Pool days
- Punctual assemblies to review safety in the school yard and inside the school.
- Students and staff members have continued to be involved in recycling maintenance
- Causerie lunch with administration and daycare coordinator to help with or prevent conflict resolution.
- Girls and Boys lunch time clubs
- Remembrance Day celebrations
- Holiday Food drive
- Visits from the school nurse to speak about puberty and hygiene.
- We Day
- Babysitting Courses for Grade 6 students
- Junior Leadership Day for Cycle 3 students
- Student Council
- Denim Day for Breast cancer awareness

## **In DAYCARE:**

- Ongoing collaboration with teachers and administration to encourage the development of social skills such as respect, cooperation and openness to others.
- Offer activities and recreational projects that contribute to the children's overall development and support the school mission and vision in a continuing manner;
- Ensure the safety and general well-being of the children served.

## **Situation Analysis:**

- Unfortunately, the TTFM (which is the indicator that is used to provide us with feedback about bullying) was not completed last year (board-wide). However, all incidents of conflict, violence and bullying were satisfactorily resolved at the school level.
- Many of our students have a very high athletic profile and practice high level sports; at St-Edmund we continue to foster good sportsmanship and increased participation regardless of a child's ability.
- We feel all students should be given an equal chance to play, learn and explore different and new physical activities.



- Continue to actively teach appropriate social skills and conflict resolutions skills to students.
- Continue to encourage students to have good eating and life habits.

IN DAYCARE:

- To continue to collaborate with teachers and administration to offer a safe climate to help develop the students' personal and social skills
- Implement programs geared towards interests of our student population
- Continue to employ educators with experience in various areas
- Continue to offer opportunities to educators for professional development and various tools to maintain an active environment
- Continue to prioritize efficient services of the daycare program keeping in mind creativity and students' needs

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## **Goal 5: Increased Enrollment of Students Under 20 Years of Age in Vocational Training**

### **School Board Context**

The Vocational Education pathway continues to be a growing choice towards graduation for students under 20 years of age as well as being a priority for the Ministry of Education Leisure and Sports. Our Vocational Education Centres provide numerous training programs that lead directly to employability and/or to a career. We offered over 30 unique programs across our network and in 2015-16 and our eight Continuing Education Centers continue to provide valuable services to our adult population.

### **School Results**

<b>Goal 5: Increased Enrollment of Students Under 20 Years of Age in Vocational Training</b>				
<b>#</b>	<b>Objective</b>	<b>Baseline</b>	<b>2015 Target</b>	<b>2016 Result</b>
1	The number of initiatives that promote vocational education	NA	NA	NA

#### **Level of Accomplishment:**

Although no official initiatives promoting vocational studies were introduced this year, we continued the previous years' initiatives to invite guest speakers from alternative educational centers to present options to our senior students. Parents from our community were also invited to speak about their career to our students.

#### **Observations:**

Improve the awareness and understanding that traditional pathways to graduation have changed to meet the needs and learning styles of students;  
Increase the opportunities to explore career options in trades and other areas of work.

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**ST. EDMUND SCHOOL  
GOVERNING BOARD MEETING  
MINUTES**



**December 20, 2017**

**Attachment G**

St Edmund School Budget Revised 2017-18

**ST. EDMUND ELEMENTARY**

STUDENT ENROLMENT		396	390		
Actual 2016-2017		May - June Proposed Budget 2017-2018	November Revised Budget 2017-2018	March 31st Actual 2017-2018	May - June Proposed Budget 2018-2019
<b>REVENUES</b>					
Operating Fund 1 (site-based grant)	\$ 10,000	\$ 10,000	\$ 10,000		
Operating Fund 1 (per capita)+ surplus/deficit	\$ 24,905	\$ 22,968	\$ 22,620		
Library grant fund 1	\$ 5,544	\$ 5,544	\$ 5,460		
Capital Fund 2 (per capita)	\$ 3,168	\$ 3,168	\$ 3,120		
School Fees	\$ 39,849	\$ 35,404	\$ 44,426	\$ -	
Bank Interest	\$ 203	\$ 200	\$ 200	\$ -	
Extracurricular Activities	\$ 64,031			\$ -	
Field Trips				\$ -	
Fundraising	\$ 2,616			\$ -	
Admin Fee to Daycare	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	
Other	\$ 1,990	\$ 1,000	\$ 1,000	\$ -	
<b>TOTAL REVENUES</b>	<b>\$ 167,306</b>	<b>\$ 93,284</b>	<b>\$ 101,826</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES</b>					
Consumable Materials	\$ 22,311	\$ 35,000	\$ 36,000	\$ -	
Printing for Students and Teachers	\$ 13,925	\$ 12,000	\$ 13,500	\$ -	
School Books	\$ 10,406	\$ 7,000	\$ 5,000	\$ -	
Administration	\$ 16,756	\$ 14,604	\$ 16,000	\$ -	
Library	\$ 5,495	\$ 5,544	\$ 5,460	\$ -	
Audio Visual	\$ 76	\$ 2,300	\$ 2,300	\$ -	
Computers	\$ 1,402	\$ 5,000	\$ 5,000	\$ -	
Telephone/Postage	\$ 1,490	\$ 1,750	\$ 2,000	\$ -	
Capital	\$ -	\$ 3,086	\$ 7,000	\$ -	
Repairs and Maintenance	\$ 13,968	\$ 5,000	\$ 7,566	\$ -	
Extracurricular Activities	\$ 64,032			\$ -	
Field Trips	\$ -			\$ -	
Cost of Fundraising	\$ 2,655			\$ -	
Other	\$ -	\$ 2,000	\$ 2,000	\$ -	
Contingency * (maximum 5% of total expenses)	NA			NA	
<b>TOTAL EXPENSES</b>	<b>\$ 152,516</b>	<b>\$ 93,284</b>	<b>\$ 101,826</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET RESULTS</b>	<b>\$ 14,790</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Contingency is an amount set aside for unexpected expenses during the year or to compensate for reductions in enrollment etc.

**ST. EDMUND ELEMENTARY**

	Actual 2016-2017	June Proposed Budget 2017-2018	November Revised Budget 2017-2018	March 31st Actual 2017-2018	May - June Proposed Budget 2018-2019
<b>In Trust Reserve Prior Year</b>					
<b>Plus Net Results Current Year</b>	\$ 14,790		\$ -	\$ -	
<b>Plus Accumulated Surplus/Deficit Prior Year</b>					
<b>Sub total</b>	\$ 14,790		\$ -	\$ -	
<b>Less In Trust Current Year</b>	\$ -				
<b>Accumulated Surplus/Deficit</b>	\$ 14,790		\$ -	\$ -	

<b>A.</b>	<p>Upon adoption of the "November Revised Budget 2017-2018", please forward with the signed governing board resolution by internal mail to the Regional Director. Please e-mail the updated spreadsheet to the Regional Director and Michelle Roach DEADLINE: December 15, 2017</p>
<b>B.</b>	<p>Upon adoption of the "May-June Proposed Budget 2018-2019", please forward with the signed governing board resolution to the Regional Director. Please e-mail the updated spreadsheet to the Regional Director and Florence Fried DEADLINE: June 22, 2018</p>

**ST. EDMUND SCHOOL  
GOVERNING BOARD MEETING  
MINUTES**



**December 20, 2017**

**Attachment H**

Daycare Budget Revised 2017-18



**ST. EDMUND ELEMENTARY SCHOOL**

115 Beaconsfield Blvd., Beaconsfield (Québec) H9W 3Z8

Tel.: 514-697-7621 Fax: 514-697-7961

Internet: [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca)

**GOVERNING BOARD RESOLUTION  
TO ACKNOWLEDGE RECEIPT OF  
THE NOVEMBER REVISED BUDGET**

WHEREAS school board procedures state the principals/centre directors propose and governing boards adopt the "November revised" budget for the current year prior to December 15<sup>th</sup>, and

WHEREAS the school board template includes the prior year actual financial information to assist in the preparation of the November revised budget; and

WHEREAS the governing board of St. Edmund School has reviewed the 2016-2017 financial statements showing revenues of \$559,141 and expenses of \$559,132, and giving a net result of \$9.00, and a cumulative non reserved surplus as at June 30<sup>th</sup> 2017 of \$90,899; and

WHEREAS the governing board has reviewed the 2016-2017 In Trust account; and

WHEREAS the governing board of St. Edmund School has reviewed the proposed 2017-2018 November revised budget as submitted by the principal at the December 2017 governing board meeting, showing revenues of \$577,789 and expenses of \$668,688 and giving a budgeted net result of \$ (\$90,899), and a cumulative budgeted surplus of \$0; and

WHEREFORE BE IT RESOLVED that, on a motion by Josée Veilleux, seconded by Britta Weise, that the November revised budget for the 2017-2018 school year be accepted.

Chairperson of Governing Board  
Kim Hogan

Principal  
Joanne Malowany

December 15, 2017



**(ST-EDMUND SCHOOL) DAYCARE**

**REGULAR DAYCARE ENROLMENT  
SPORADIC DAYCARE + LUNCH ENROLMENT**

213	216	210	
183	180	178	

Actual  
2016-2017

June Proposed Budget	November Revised Budget	March 31st Actual
2017-2018	2017-2018	2017-2018

REVENUES					
MEES ALLOCATION FOR DAYCARE					
Salaries, Materials	\$	142,280			
Capital	\$	5,640			
Handicapped	\$	17,991			
Pedagogical Day	\$	5,985			
Snacks					
200+	\$	18,493			
<b>PARENT FEES</b>					
Enrolment Revenue (daycare/lunch)	\$	363,967			
K's 18+ mins	\$	4,785			
<b>TOTAL REVENUES</b>	\$	<b>559,141</b>			

**EXPENSES**

Salaries	\$	448,776			
Other salaries (ex: Verdun pre-k)	\$	-			
Materials	\$	25,874			
Snacks	\$	12,990			
Field Trips	\$	17,856			
Capital purchases	\$	36,535			
Administration	\$	2,101			
Admin. Fee charged by School	\$	15,000			
Other	\$	-			
Contingency * (maximum 5% of total expenses)		NA			
<b>TOTAL EXPENSES</b>	\$	<b>559,132</b>			

**NET RESULTS**      \$      9

	\$	477,871	\$	480,870	\$	-
	\$	30,000	\$	35,000	\$	-
	\$	22,000	\$	15,000	\$	-
	\$	20,000	\$	36,818	\$	-
	\$	27,214	\$	58,000	\$	-
	\$	5,000	\$	28,000	\$	-
	\$	15,000	\$	15,000	\$	-
	\$	-	\$	-	\$	-
	\$	597,085	\$	668,688	\$	NA
<b>NET RESULTS</b>	\$	<b>-</b>	\$	<b>(90,899)</b>	\$	<b>-</b>

\* Contingency is an amount set aside for unexpected expenses during the year or to compensate for reductions in enrollment etc.

	Actual 2016-2017	June Proposed Budget 2017-2018	November Revised Budget 2017-2018	March 31st Actual 2017-2018
Accumulated Surplus/Deficit Prior Year	\$ 90,890		\$ 90,899	\$ 90,899
NET RESULTS CURENT YEAR	9		\$(90,899)	\$ -
Accumulated Surplus/Deficit	\$ 90,899		\$ 0	\$ 90,899

<b>A.</b>	November revised Daycare/Lunch Program budget (current year) & Daycare Year-end budget (previous Year) - must be adopted by resolution by Governing Board: Principal to send electronically copy of template to: Johanne Levac - Daycare Manager & to Regional Director: DEADLINE: December 15th, 2017
<b>B.</b>	Upon adoption by the Governing Board of the "June Proposed Budget 2018-2019", please forward with the signed governing board resolution to your Regional Director. Please send updated template electronically to: Johanne Levac <b>DEADLINE: June 29, 2018</b>