



## ST. EDMUND GOVERNING BOARD MEETING

### October 22, 2020 – Meeting Minutes

**Attendance:** Kim Hogan (Chair), Marie Morse, Rob Costain, Lyne Hamilton, Guylaine St-Georges, Pamela Lee, Marlene Gosselin, Stefanie Ozbalt, Jennifer Hayden, Pierre Giroux, Shawnea Roberts, Emma Hampton, Georgina Landi, Jenice Batiforra, Steve Bucci

**Attendance non-voting:** Melissa Hunter (Administrator), Beth Ruby (PPO/H&S)

- 1) Call to Order & Welcome – Chair

**Meeting Start Time: 19:04**

- 2) Adoption of the Agenda for October 22, 2020

**1 = Emma; 2 = Stefanie – All in favour = APPROVED**

- 3) Adoption of the Minutes September 24, 2020 (*Differed*)

- 4) Business Arising from the Minutes

- a. 2020-21 School Budget approval - to be covered under 8 a)

- b. 2020-21 Daycare Budget approval - (deferred from June)

- 5) Reports:

- a. Administrator Report (See attached for details)

- b. COVID Report

- i. Monthly update – No new cases. Parental support has been amazing, and special thanks from Melissa for all the continuing efforts.

- ii. Winter entry plan - TBD

- c. Commissioner (deferred)

- d. Parents' Committee

- i. Elections

- ii. Base Comp – P.M. System re: Elections

- e. SNAC – Very productive. Transportation issues were covered; Gov't investing funds for Mental Wellness; Recommend Prevention; More Action to be undertaken.

- f. Daycare – Minimum numbers needed for PedDays to take place. Closed if under 10 people registered.

- g. Teachers – Observed that students in general are a little behind in their levels for

their grade, and need to do some catching up.

- h. PPO / Home & School – Beth Ruby reported that they are currently working with the carryover budget from the previous year. Executive was greatly affected by COVID, as some of the positions were made vacant when they decided to home-school their kids. Currently working on proposals for fundraising.
- 6) Questions from the Public – **N/A**
- 7) Correspondence (**Presented as FYI for all assembled**)
- a. Q&A Guidance on Budget 2020-21 (***Budget 2020-2021 - Questions and Answers***)
  - b. School Elections postponed (***SCHOOL ELECTIONS POSTPONED\_oct. 8, 2020***)
  - c. Governing Board Funding  
***2020-2021 Allocations to Governing Boards and Other Committees***  
***2020-2021 St. Edmund GB funding letter***  
***Governing Boards flyer on use of funds***
  - d. Public attendance at GB meetings (***LBPSB - Public attendance at GB meetings***)
- 8) New Business
- a. 2020-2021 school budget – for approval  
**1 = Pam; 2 = Marie – All in favour = APPROVED**
  - b. Emergency preparedness binder – for approval  
**1 = Pierre; 2 = Rob – All in favour = APPROVED**
  - c. Evaluation of Student Learning – update on changes
  - d. Field Trips – *Still on hold – local activities still possible*
  - e. Guest speakers – *none*
  - f. Fundraising – *Differed to next meeting*
  - g. Blanket approval for local offsite activities (in classroom “families”)  
**1 = Vince; 2 = Jennifer – All in favour = APPROVED**
- 9) Questions from the Public - **NONE**
- 10) PROPOSED Schedule of meeting dates – (ALL meetings via ZOOM)

November 19

December 10

January 28

February 25

March 18

April 22

May 20

June 17

- 11) Other business of the Governing Board - **NONE**
- 12) Next meeting date – **November 19, 2020 @ 19:00**
- 13) Adjournment  
**1 = Lynn; 2 = Emma – *All in favour = APPROVED***  
**TIME: 20:55**



## ST. EDMUND ELEMENTARY SCHOOL

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

### **Admin Report October 22, 2020**

Good afternoon,

#### **In the News:**

1. It is our pleasure to welcome our student teachers - Mr. Jonathan Resney, who is working with our music teacher, Jennifer Hayden and Mr. Jesse Briggs who will be working with our Phys. Ed teacher, Patty Carroll.
2. The machine is in full swing. Things are going well. There are always things we need to adjust to, but the name of the game this year is going to be flexibility and being able to adapt. As the seasons change, we will need to adapt mentally as well as physically (outdoor clothing, rain gear etc.) and also with regard to our operational plan. This week marks the second week of having indoor and outdoor shoes, and we have seen a significant reduction in the amount of dirt in the classrooms. That said, we are meeting as a committee to look at what adjustments to our operating plan need to be made as we get closer to winter. Those details will be shared with parents once they have been finalized.
3. The Government has made good on its promise to equip teachers in the event of a closure. We have received several new laptops for teachers over the last couple of weeks as the majority of our laptops were quite old. In addition, Chrome books have been received for students who indicated a need on the survey that the LBPSB sent out to parents in September. We have them in house and they will be distributed in the event of a closure. We are in the process of really taking control of our tech to ensure we are as prepared as possible for anything that comes our way.
4. The government recently announced that the traditional three terms will be combined into two terms. Each term will be worth 50%. Following that, a directive was given by the LBPSB on Evaluation and Student Learning Procedures to clarify what subjects and competencies will be evaluated for each term.

5. The details of the November Parent/Teacher Interview evening will be sent out shortly. Our Interim Reports were sent out to parents on Friday, October 9th.
6. School photos were distributed to students. Feedback so far has been positive.
7. Our budget has been received. The news is good. We had a healthy surplus that was carried over from last year. As a result, we will be moving forward with several projects. We are looking at updating our schoolyard and our kindergarten rooms. If there is money left over, we are looking at updating counters and storage shelves for teachers in the homeroom classes.
8. Francisation and additional support measures to start earlier in the school year than last year.
9. The Emergency Binder has been approved by the Staff Council and will go to GB for approval at this meeting.
10. Sadly, a moratorium has been put on all field trips and guest speakers until December 1, 2020. The same goes for fundraising activities that require parent volunteers entering the building.
11. EnCORE Study - Beaconsfield was randomly selected as one of the municipalities where students would be invited to participate in a study to determine which children may have had COVID-19. The study is a government subsidized initiative that has the support of the LBPSB. Parents received a letter earlier this week with all of the relevant details.
12. We have been approached by the school we normally supply holiday baskets for. They are looking to see if we can still contribute to their community. I will be discussing this with staff this Monday to gauge support level, but I was hoping for a little feedback from GB to gauge parental support for this initiative.

Respectfully Submitted,  
Melissa Hunter  
Principal

## 2020-2021 Budget Questions and Answers

### Question

**Our school completed the 2020-2021 Budget Consultation and made several recommendations. What was done with our response?**

Responses were studied and consolidated in order to determine common themes, concerns and suggestions. These documents were shared with the audit committee, administration and further discussed with the Council of Commissioners during budget workshops.

The Council of Commissioners of the Lester B. Pearson School Board reviewed and considered all the responses prior to approving the 2020-2021 budget.

Responses to the budget consultation can be viewed on the Lester B. Pearson School Board website under Council of Commissioners, Consultations, Budget Consultation 2020-2021 [https://boardsite.lbpsb.qc.ca/Modules/FileManagement/files/Root/Consultations/Consultation\\_Responses\\_on\\_the\\_2020-2021\\_Budget\\_2.pdf](https://boardsite.lbpsb.qc.ca/Modules/FileManagement/files/Root/Consultations/Consultation_Responses_on_the_2020-2021_Budget_2.pdf)

### Question

**What are the changes between the 2020-2021 budget and the 2019-2020 budget?**

There are minor changes between the 2019-2020 and 2020-2021 school board budgets.

- Additional funding for feeding students in the youth sector,
- A new grant of \$200,000 for safe and active elementary school yards,
- An extra one million dollars for additional technology in schools including chromebooks and tablets,
- \$54 million in capital investments in schools and centers including upgrading of bathrooms, new roofs and windows, additional bottle fillers and interior improvements,
- 22 new full day 4-year-old kindergarten classrooms bringing the total to 36 full day kindergarten classes for 4-year old across the territory of the school board,
- \$ 1.8 million to offer extracurricular activities at the secondary level. The grant for secondary extracurricular activities is to encourage students to develop a sense of belonging at school while developing new skills in sports, arts and cultural activities, robotics, socio education and science activities and community involvement. Exceptionally for the 2020-2021 school year the ministry is permitting high schools to use the grant for additional support.

### Question

**Why doesn't the school board increase the amount of integration aids, psychologists, speech therapists and other professionals in schools?**

Funding for support services to students comes directly from the Quebec government.

During the past few years, the ministry has decentralized additional funding to schools and created a grant of \$6 million for direct support to students for the 2020-2021 school year. With 48

## Lester B. Pearson School Board

elementary and secondary schools and 20,000 students, this amounts to approximately \$300 a student or \$125,000 a school for the equivalent of an additional resource teacher or professional and a part time integration aid or librarian. The additional funding is greatly appreciated but does not satisfy all our student needs throughout the system. Principals and teachers work with the student services team to determine how to best use their resources.

### Question

#### **Are schools and centers permitted to carry over their surplus'?**

The Ministry of Education does not permit the carrying over of most unspent grants. Whatever grant is not spent must be returned to the Ministry by June 30th. Due to the COVID -19 shutdown on March 13<sup>th</sup>, the school board is permitting schools and centers to carry forward the surplus' they might have accrued from school board allocations which they were unable to spend due to the shutdown.

### Question

#### **What is the Board doing to support a green environment?**

On June 22, 2020 the School Board launched a consultation on the Environmental and Sustainability Policy with the consultation closing on September 15<sup>th</sup> 2020. The policy which can be reviewed at [https://boardsite.lbpsb.qc.ca/Modules/FileManagement/files/Root/Consultations/LBPSB\\_Environmental\\_and\\_Sustainability\\_Policy\\_June\\_16\\_2020\\_final.pdf](https://boardsite.lbpsb.qc.ca/Modules/FileManagement/files/Root/Consultations/LBPSB_Environmental_and_Sustainability_Policy_June_16_2020_final.pdf)

The school board continues efforts to reduce water and energy consumption. As buildings are upgraded sinks and toilets have been replaced with new models which use less water. Walk in refrigerators in centers and high schools are being refurbished from water cooled to air cooled. Pilot projects in cafeterias have begun to replace single use dishes and cutlery with reusable tableware.

The school board continues with the use of mass messaging to reduce the use of paper in our buildings. Report cards, daycare and lunchtime fees and school fees are available online. The school board is in the second year of online payments for school fees and plans on having this type of payment available for all schools by 2021-2022.

The school board has increased the amount of water bottle filling stations in schools and centers to encourage healthy habits while reducing the amount of single use plastic bottles used in our buildings. There has been concern regarding lead in Montreal schools drinking water. Large buildings don't have lead service lines. However, other pipe components in schools (e.g. taps, water fountains and soldering) can contain lead, but their levels are much lower. By upgrading water fountains, removing brass fixtures and lead soldering which might leech lead, the school board has eliminated a possible lead contamination source.

In 2017, Montreal's regional public health department conducted a study on lead concentrations in 51 schools. The study showed that drinking the water at school does not significantly increase blood lead levels in 5 and 6-year-old children in elementary schools on the island of Montreal. The greatest source of lead in children's blood are lead levels in homes with lead service lines. Replacing lead service lines in homes is the most efficient way to reduce children's exposure to lead. The study on lead in Montréal elementary schools is available at

<https://santemontreal.qc.ca/professionnels/drsp/publications/publicationdescription/publication/plomb-ans-leau-potable-de-lile-de-montreal-concentrations-deplomb-dans-leau-potable-des-ecole/>

Schools off the island of Montreal do not have Lead Service Lines.

## Question

### **What will happen if there is a second wave of COVID-19? Will schools and centres be closed again?**

The School Board works closely with the Minister of Education and is following all guidelines for the Back to School Fall 2020 plan. <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/answers-questions-coronavirus-covid19/questions-answers-education-families-covid-19/#c62686>

Schools play a crucial role in children’s education, development and their mental and physical health. The school board is being prudent and preparing should there be a second wave and the Ministry imposes a school and center lockdown. Some of the preparations include

- Purchase of over \$ 1 million in teacher laptops to continue online learning
- Purchase of over \$ 1 million in student chromebooks and Ipads if students do not have access to hardware
- Purchase of additional caretaking equipment and cleaning supplies including Electrostatic Spray Disinfectant Systems to sanitize classrooms
- Professional development for teachers to provide online teaching for students

The Minister of Education has indicated that additional expenses incurred due to COVID will be reimbursed to school boards.

## Question

### **Are the Board’s financial records audited by the Quebec government?**

Quebec school boards are audited twice a year. As the provincial government year-end is March 31st, school boards are required to close their books to have their financial records integrated into the province’s financial statements. Independent auditors are hired to apply the audit procedures specified in the “Mandat de verification externe pour l’exercice financier 2020-2021 – Commission scolaires”.

Independent auditors audit the financial statements of the Board as at June 30, and the statement of earnings, the statement of accumulated surplus (deficit), the statement of changes in net financial assets (net debt) and the statement of cash flows for the year ended, and a summary of significant accounting policies and other explanatory information. Their responsibility includes expressing an opinion on the financial statements based upon the audit which is conducted in accordance with Canadian generally accepted auditing standards.

Since the inception of the Board, the opinion of the independent auditors is that the financial statements of the Lester B. Pearson School Board present fairly, in all material respects, its financial position.

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The Lester B. Pearson School Board financial statements are available online at <http://www.lbpsb.qc.ca/eng/financial/indexV2.asp>

### Question

#### Why doesn't the Board reduce elementary and secondary class sizes?

Class sizes are determined by the Quebec government which finances teachers' salaries based upon the defined class ratios. A reduction of 2-3 students per class would require an additional \$13,500,000 in teacher expenses and additional schools to be built to house the extra classrooms. The provincial class ratios are indicated below.

	Average	Maximum
<b>Elementary Schools</b>		
4 year old kindergarten	14	17
5 year old kindergarten	17	19
Grade 1	20	22
Grade 2	22	24
Grade 3	24	26
Grade 4	24	26
Grade 5	24	26
Grade 6	24	26
<b>Secondary schools</b>		
Secondary 1	26	28
Secondary 2	27	29
Secondary 3	30	32
Secondary 4	30	32
Secondary 5	30	32

## Lester B. Pearson School Board

### Question

**What is the Lester B. Pearson School Board’s annual budget? What is the breakdown for revenue and expenditures?**

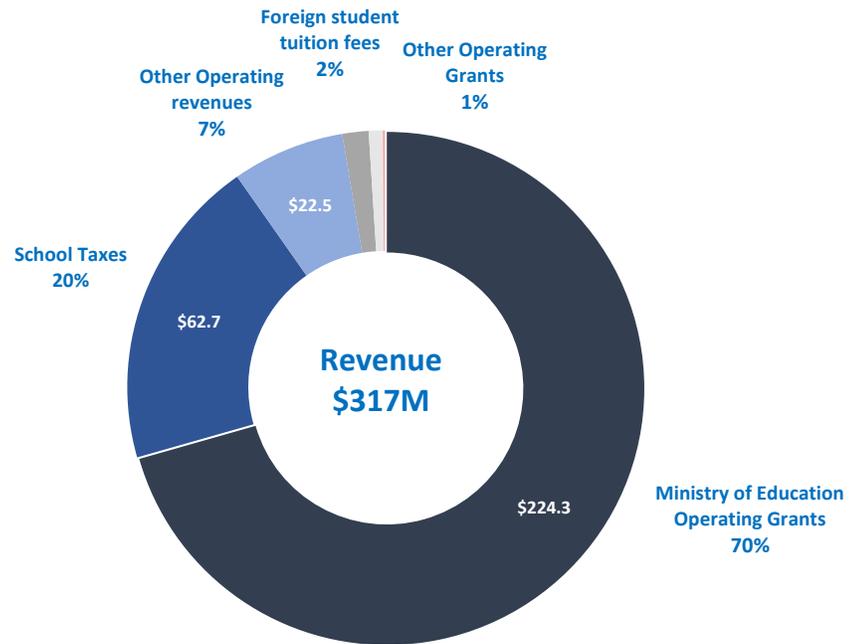
The Lester B. Pearson School Board has a balanced budget for the 2020-2021 school year of \$317,894,805 in revenues, and \$317,894,805 in expenses.

**Lester B. Pearson School Board  
Budget 2020-2021: Revenue & Expense Summary for the period ending in June 30th**

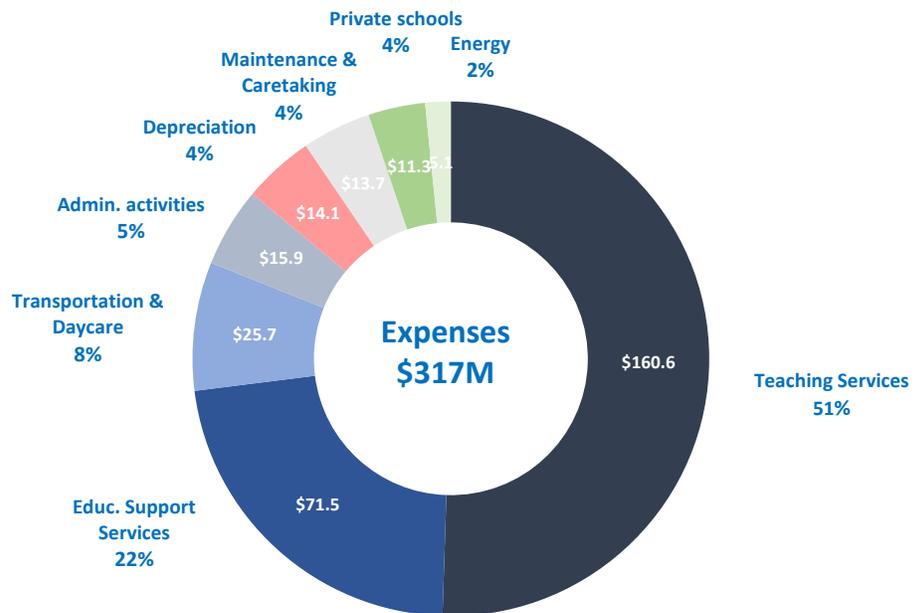
	2018-2019 Actual	2019-2020 Budget	2020-2021 Budget	Budget variance 2020-2021 vs 19-20
<b>REVENUES</b>				
MEES operating grants	208,054,545	212,191,475	216,458,675	4,267,200
Other grants	2,869,731	2,830,336	2,830,336	0
School taxes	64,987,262	63,372,168	62,650,995	-721,173
Other operating revenues	27,125,126	30,194,413	27,703,900	-2,490,513
Transportation grants	6,246,244	7,930,396	8,250,899	320,503
<b>Total revenues</b>	<b>309,282,908</b>	<b>316,518,788</b>	<b>317,894,805</b>	<b>1,376,017</b>
<b>EXPENDITURES</b>				
Teaching services	143,280,393	157,125,943	149,081,179	-8,044,764
Educational support	75,997,593	71,734,348	78,542,515	6,808,167
Extracurricular activities	13,304,829	13,326,657	13,175,549	-151,108
Transportation	13,882,048	13,958,746	14,711,056	752,310
Administratives expenses	13,320,258	15,625,981	13,112,232	-2,513,749
Energy	5,596,881	5,400,000	5,065,000	-335,000
Amortization of property and equipment	14,458,266	13,529,956	14,724,010	1,194,054
Maintenance and caretaking	16,210,075	14,082,029	15,117,952	1,035,923
Financing costs	11,525	200,000	200,000	0
Subsidized schools in the public interest	10,919,348	11,451,345	11,334,976	-116,369
Other	2,718,853	856,000	2,830,336	1,974,336
<b>Total expenditures</b>	<b>309,700,069</b>	<b>317,291,005</b>	<b>317,894,805</b>	<b>603,800</b>
<b>Net results for the year</b>	<b>-417,161</b>	<b>-772,217</b>	<b>0</b>	<b>772,217</b>

Lester B. Pearson School Board

2020-2021 Budget Revenue (\$M)



2020-2021 Budget Expenses (\$M)



## **SCHOOL ELECTIONS POSTPONED**

PUBLIC NOTICE is given that by virtue of Order in Council 1039-2020, all polls and election proceedings are suspended for the Lester B. Pearson School Board as of October 9, 2020 until further notice, including:

- The closure of the LBPSB Election Office;
- The suspension of the proceedings of the Revision Commission.

The public is asked not to come to the Election Office.

BE ADVISED that:

- No advance poll will be held on October 25, 2020;
- No election poll will be held on November 1, 2020;
- Voting by Mail is cancelled.

Further information to follow.



The following is a copy of a resolution adopted by the Council of Commissioners of the Lester B. Pearson School Board at its virtual Meeting held on September 21, 2020.

**Resolution number 2020-09-#06**

***2020-2021 Allocations to Governing Boards and Other Committees***

WHEREAS in accordance with 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 to them by the School Board; and

WHEREAS a fair and equitable distribution of the funding designated by the School Board in the 2020-2021 operating budget has been recommended, with a special provision for the funding of the Central Students' Committee:

WHEREFORE IT WAS MOVED BY Commissioner N. Beaton AND UNANIMOUSLY RESOLVED:

THAT approval be given to the following allocations:

- \$1,000 to the Lester B. Pearson School Board Central Students' Committee;
- \$2,000 to the Lester B. Pearson School Board Special Needs Advisory Committee;
- \$5,000 to the Lester B. Pearson School Board Parents' Committee; and

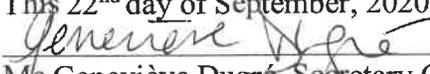
THAT approval be given for funding for each of the Governing Boards of the School Board based on the following formula determined by the number of Governing Board members;

- Between 8 and 12 members:
  - an allocation of \$225, plus 30¢ per student in the youth sector or 30¢ per 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 \$150 for the Governing Board of Soulanges School; and

THAT any surplus funds as of June 30, 2021, be returned to the School Board.

***I certify that this document is an extract from the minutes of the Lester B. Pearson School Board Council of Commissioners' meeting held on September 21, 2020; this text is subject to ratification by approval of the minutes of said meeting at the next regular meeting of the Council of Commissioners to be held on November 9, 2020.***

This 22<sup>nd</sup> day of September, 2020

  
Me Geneviève Dugré, Secretary General

TO: Melissa Hunter  
FROM: François Marceau  
DATE: September 29<sup>th</sup> 2020  
RE: **2020-2021 Governing Board Operating Funds**

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Your school/ centre has been allocated the amount of **\$540.00** for the operation of the Governing Board as per the Executive Committee Resolution 2020-09-#06 (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:
  1. Postage, stationery and printing
  2. Special materials (ie. Education Act)
  3. Travel expenses
  4. Meeting expenses (ie. refreshments, babysitting)
  5. 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.

cc: Governing Board Chairperson

# 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 stationary
- 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.

*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
- 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

## Geneviève Dugré

to GoverningBoardChairs, Admin

Thu, Oct 8, 3:51 PM

Good afternoon,

Order in Council 1039-2020 of October 7, 2020, specifies that until further notice, every sitting of Council or the Governing Boards must be held without the public being present (in person). The public may be invited to join the virtual meeting.

The requirements of Decree number 2020-049 dated July 4, 2020, continue to apply:

The GB meetings can be held by virtual means without any public attendance on the condition that:

- the public can submit written questions before the holding of the meeting

AND

- as soon as possible after the meeting, the draft of the minutes be posted (with a clear indication that the document is a draft) OR as soon as possible after the meeting, the recording of the meeting be posted.

Best regards,  
Geneviève



**Geneviève Dugré**

Assistant Director - Legal Services (Secretary General)

Directrice adjointe des services juridiques (Secrétaire Générale)

514.422.3000 Ext: 30301

**Lester B. Pearson School Board**

**Commission scolaire Lester-B.-Pearson**

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