

## Ste-Adèle Elementary School Governing Board Meeting

September 30, 2025

### Minutes

**Present:** Luc Gelinas, Mark Mosca, Alison Durocher, Cynthia Leroux, Manon Provost, Nathalie Gould, Nathalie Losier, Kabe Maynard Lizotte, Vanessa Durocher, Caroline Mera, Mischa Blatnicky

**Absent:** Nil

**Guest:** Nil

**0. Opening of meeting and verification of Quorum:** 6:41 pm ET.

#### **1. Approval of Agenda September 30, 2025 (Res):**

**G.B. 09-30-2025-1-** Cynthia moved that the Agenda for September 30<sup>th</sup> 2025 be approved, Seconded by Kabe.

#### **2. Approval of Minutes AGA September 10 2025 (Res):**

The following corrections were made:

- Section 5.8 Cynthia Leroux - 1 year added.
- Section 5.8 Mark Mosca - 1 year added.
- Section 5.8 Caroline Mera - 2 years added
- Section 5.8 Catherine Francki - 1 year added.
- Section 5.9 Caroline Mera removed (moved to section 5.8).
- Section 5.9 Sarah Cote added.
- Section 5.11 moves to 5.9. Name corrected to Alexandre Vandenhove.

**G.B. 09-30-2025-2-** Cynthia moved that the corrected minutes of the AGA Sept 10, 2025, be approved, Seconded by Alison.

#### **3. Future Governing Board Meetings (Res):**

**G.B. 09-30-2025-3-** Kabe moved that the future GB meeting dates, as presented, be accepted, Seconded by Cynthia.

#### **4. Conflict of Interest Forms (Info).** ([English](#) and [French](#) Forms)

The forms were explained and signed by all parties present.

## 5. Composition of the GB this year (Info).

The following items were discussed:

- Review of members
- Review of elected positions at the AGA (Co-Chairs, Secretary)
- Open positions: 2 Community members
- Governing Board Training: on Zoom – October 8th, 2025, at 7:00 p.m. ([Invitation](#))

## 6. Review and Adoption of Internal Rules of Procedure (Res):

Discussed changes made in January 2025.

**G.B. 09-30-2025-4-** Nathalie Losier moved that the updated Internal Rules of Procedure be approved, Seconded by Manon.

## 7. Business Arising (Res)

### 7.1 Approval of minor fundraiser amounts under \$5.

**G.B. 09-30-2025-5-** Cynthia moved that minor fundraiser amounts be approved, Seconded by Alison.

### 7.2 Offre de service Sûreté du Québec

Discussed including higher grades in presentations designed for lower grades as they weren't available last year.

Presentation dates will be communicated to the parent population as required.

**G.B. 09-30-2025-6-** Cynthia moved that the Offre de service de la Sûreté du Québec be accepted, Seconded by Nathalie Losier.

## 8. Question period 1

Discussed whether the Sûreté du Québec Grade 6 presentation could be given to younger groups as well considering that the nature of the subject matter could apply to younger children. Solution – inquire directly with the Sûreté du Québec.

## 9. Reports

### 9.1 Daycare Report (Info)

48 students are registered for daycare this year, this represents nearly half the student population. Presence is staggered as not all students require monday-friday care. A third daycare employee has been hired and is available if the 1/20 ratio is exceeded. Fees have increased to 9.70\$/day and 16.05\$ for PED days.

Most recent PED day theme was camping and BBQs. 30 students are registered to be present for the next PED day, Friday Oct 3<sup>rd</sup>.

SAES is in discussion with Morin Heights Elementary School to coordinate possibly **pairing** for certain extracurricular activities in order to reduce costs.

## 9.2 Chairperson's Report (Info)

Nil

## 9.3 Principal's Report (Info)

- Discussed the challenging month of September 2025. Main difficulties: interaction between younger and older students (violence, foul language, etc) at recesses. Teachers and Principal have been spending excess time with discipline. Mitigating strategy: dividing the children by grade. Has already been implemented. Zones have been created in the schoolyard. Students are adjusting well to the zone system, some non-compliance. Mrs Sallie has organized an earlier recess for the K and Pre-K groups. Student council (grades 4,5,6) led by Anna and Mrs Fannie to address student concerns regarding zones. Regulated using pinnies. Zones may eventually dissolve now that K and Pre-K are separate. Grade 1 would remain separated. Peer interaction is an important consideration.
- Truth and Reconciliation commemoration today, Sept 30 2025, assembly was beautifully led by grades 4-5 and was well received.
- Lottery Permit: Must be renewed annually, Paid for by PPO.
- Volunteers in the school: volunteers are an important part of the community, GB requires police check for volunteers, the form can be obtained from Laurie in the office. When volunteering, please ensure to check in at the office and take a badge.
- Book fairs: book fairs from scholastics are allowed, though approved Quebec vendors are preferred (profits made from scholastic book fairs cannot be used to buy books, only apparel, classroom essentials, furniture, etc...)
- School bus evacuation: Lyon electric bus fire has prompted the practice of school bus evacuation procedures in homeroom classes for all grades.

### 9.3A. ACGC: Academic career guidance content (res)

Content presented.

**G.B. 09-30-2025-7-** Cynthia moved that the ACGC be approved, Seconded by Kabe.

## 9.4 Teachers' Report (Info)

- Terry Fox run went very well. Thank you, Mr. Mischa.
- Orange shirt day.
- Mentioned the schoolyard zones and recess changes.
- Photo day. Suggested shopping for new photographer. To be discussed in Spring 2025.

## 9.5 P.P.O. Report (Info)

Nil

## 9.6 Parent Committee Report (Info)

Nil. Composition sent to the board. Rep will reach out to Commissioner for report.

## 9.7 Financial Report (info)

Copy of last 2024-2025 financial report provided. Funding is allocated based on the number of students enrolled. Recently heavy government cutbacks were introduced. Originally 51000\$ was cut from SAES, this has been reduced to 21000\$. The school must rely heavily on PPO and parental cost recovery. Measures are used to pay for attendants and priority is given to retaining staff. To be discussed further with Sept financial report at next GB meeting.

## **10. New Business**

### **10.1 ECA contracts with external suppliers (info)**

Legal department: new procedure for external suppliers, template of contract, provides protection for the SWLSB. Not required for rentals. Must be approved by GB.

## **11. Approval of Rentals (Res):**

Karate contract. Profit used for school supplies (ie. Computers last year).

**G.B. 09-30-2025-8-** Nathalie Gould moves to approve Karate gym rental, Seconded by Nathalie Losier.

## **12. By-laws adopted in May and June 2025 by the Council of Commissioners(info):**

- [Day, Time and Place of Regular Meetings of the Council of Commissioners](#)
- [Day, Time and Place of Regular Meetings of the Executive Committee](#)
- [By-Law Establishing Procedure for the Examination of Complaints Related to the Functions of the School Board](#) - New

All new By-laws presented. The process for complaints was explained.

## **13. Correspondence:**

Nil

## **14. Question period on current agenda items**

Nil

## **15. Varia**

Discussed bathroom construction project developments: Construction code evolution issues slowing progress (for example fire code changes: open stairwells must be closed; doors must be installed). Refer to last year's GB meeting.

## **16. Adjournment**

**G.B. 09-30-2025- 9-** Cynthia moved to adjourn the meeting, Seconded by Nathalie Gould. Adjourned at 7:59 PM ET.

*Next Meeting Date: October 23, 2025*