

Ste-Adele Elementary School Governing Board Meeting

May 21, 2026

Minutes

Present: Luc Gélinas, Amanda Reynolds, Caroline Mera, Catherine Francki, Vanessa Durocher, Cynthia Leroux, Natalie Gould, Mischa Blatnicky

Absent: Allison Durocher, Mark Mosca, Manon Prévost, Anna Chicoine (replaced by Mischa Blatnicky in zoom), Kabe Maynard

Guest: Nil

0. Opening of meeting and verification of Quorum: 6:36 pm ET.

1. Approval of Agenda May 21, 2026 (Res):

G.B. 05-21-2026- 55 - Amanda moved that the agenda be approved as published, Seconded by Vanessa.

2. Approval of Minutes (Res):

G.B. 05-21-2026- 56 - Catherine moved that the minutes be approved as published, Seconded by Amanda.

3. Business Arising (Res)

Nil

4. Question period 1

Nil

5. Reports

5.1 Daycare Report (Info)

Nil

5.2 Chairperson's Report (Info)

Nil

5.3 Principal's Report (Info)

Small staffing changes: Mrs. Lozier is on an LOA. Mrs. Juneau will be replacing her in K until further notice. Staffing has begun, many open positions for next year to be filled by June 30th. 3-4 teaching positions, 1 caretaking position (July start) (not a full-time position, leading to high turnover), 1 attendance and aide a la classe.

Safety drill season (fire/lockdown) parents will be advised prior to the first drill, the second will be a surprise. These will not take place during exams.

New defibrillator installed. Follow instructions on the AED. Staff will be trained to operate it. Battery operated, yearly battery checks required. May be used on kids 8 years old and above and adults.

Kids are in end of term and MEQ exams now. Spread out to avoid over-stressing the kids.

Construction update: moving company will be coming to help pack and move boxes into the container the week of June 15th. School closes June 24th and no one may enter until the end of the project. All staff will be working remotely.

5.4 Teachers' Report (Info)

Grades 1 and 2 attended a play April 24th and loved it. (in a new HS in St Jerome) One man show, great special effects and learning points, very well done. Cabane a sucre lunch provided by PPO after the play.

Cycle 3 went to St. Anicet recreation of aboriginal village from the 1600s.

8 students from gr 5 and 6 went to Rosemere with Mrs. Chicoine, they met politicians and were asked their opinions, our students were well prepared. SAES is the first school from the north to participate.

Celebrated Mrs. Kathy's departure in early May with the whole school. Very touching.

Principals' day celebrated May 1st.

May 20: assembly reviewing school values with dance club performance

Outdoor lunches have begun. Still ironing out logistics to ensure kids are eating properly before playing.

Exams have started. Focus on respectful behavior in the halls, quiet in the halls, etc.

June first is the Arundel trip; plans being finalized.

5.5 P.P.O. Report (Info)

End of year event resembling the winter Olympics will be taking place. Outdoor events. Carnival style. Same groups as winter carnival. PPO organizing lunch (free thanks to Costco freebies for pizza lunches)

5.6 Parent Committee Report (Info)

Extremely quick meeting as the school affair rep. HR rep and chair of the committee were all absent. Nothing to report except the Sir Wilfred Laurier gala. The 2 grants donated by the committee were discussed (divided into 5 prizes). Discussed Lobsterfest. Proceeds go to Sir Wilfred Laurier foundation.

5.7 Financial Report (info)

Statement of account reviewed. Balance showing explained. Uncollected fees explained. Budget for 26-27 has been developed, not yet approved, roughly the same amount as last year. Board kept 15% to remain conservative in the event of government cutbacks. School fees will be increasing by 57\$ per child not enrolled in daycare (21-26% increase per student) to compensate for lunch fees as the school can no longer absorb these costs due to government cutbacks. Approved Budget will be presented at next meeting.

6. New Business (Res)

6.1 Ste-Adèle ES Agenda pages and new School Code of Conduct Protocol,

Agenda Pages 2025-26

Improved mandate from ministry regarding civility. All codes of conduct must include civility items. These were developed by committee and drafted as pages for next years agenda. Draft pages reviewed: ABAV items added. Procedures for registering a complaint added (procedure reviewed). Reporting sexual violence procedures also added. Only 1 class does not use agenda; the pages will be printed and provided to the families for this class.

6.2 Date, Time and Place of Council and Executive Committee Meetings 2026-2027 (info)

Information provided by the board, available to parents on the schoolboard website. Reviewed.

6.3 PERMITS REQUIRED FOR RAFFLES AND ALCOHOL

Memo received from school board. Any raffle or alcohol sales require a permit, ordered by the principal, paid for by PPO. (50/50 draws, wine raffle, etc). Reminder to renew in September, prior to expiry.

6.4 Annual Activity Report

GB reminded to prepare a report consolidating all resolutions from the year.

6.5 SAES Crisis School Protocol

Marika Patenaude hired by board to train the crisis team. If something happens and a child is in crisis, the priority is to protect the other kids. 2 team then members intervene and attempt to deescalate. Protocol reviewed. Situation divided into levels to define actions to be taken. 3 levels. Physical intervention is avoided unless required in a situation of imminent danger; minimal force is to be used. Code word "crisis" is used over intercom and the team is mobilized.

6.6 School Calendar 2026-2027

Tabled until next meeting.

6.7 Technology Needs for the next 5 years - presentation of the dashboard

SWL Schoolboard created a dashboard showing the status and projected expiry of the tech equipment in the school. Budgeting tool is also included. SAES has 85 computers for staff and students. 7 expiring this year, 19 next year and 35 the following year. (Some schools have added Chromebooks to school supply list. Every child has their device.) Replacement computers to be financed by rentals (Karate) for the next four years. Principal is inquiring as to whether a portion of PPO fundraising could be dedicated to IT rather than experiences. The playground must also be repaired. Suggested that a grant committee be created for playground grant in August. Application deadlines are usually in the fall. (committee to address request for city participation in reparation as well)

6.8 ABAV End of Year Review

Report provided for viewing. Suggested actions in preventative measures include SAES school crisis protocol as it is the purpose of the protocol. Priority is safety, deescalation, and presence. Student safety check ins being introduced.

7. Field trip / Presenters (Res)

Nil

8. Correspondence: Reminder of Annual Activity Report 2025-2026

Addressed in 6.4

9. Question period on current agenda items

Nil

10. Varia

Nil

11. Adjournment

G.B. 05-21-2026- 57 - Cynthia moved that the meeting be adjourned, seconded by Amanda.
Adjourned at 7:38 pm ET.

Next Meeting Date: June 16, 2026