

**John F. Kennedy Elementary School
Governing Board Minutes
Thursday, October 16, 2025 @ 6:15 p.m.**

Location: JFK Library Room

Members Present: Sonia Busnardo, Maria Di Lella, Maude Ste-Marie, Reshma Patel, Lisa Stanischewski, Vaya Papakostas, Zoey Roagrif, Eva Piperaki, Sandra Malone, Felicia Alatzas, Adria Franzini, Maria Rombotis. **Absent:** Carmen Tutunciyen

1. Call to order/Verification of Quorum

1.1 Meeting called to order at 6:22 p.m.

2. Adoption of Agenda/addition of proposed to Agenda

- add 8.1.1 Leadership Report
- add 7.4 Potential Revision to Internal Procedures

GB20251016-01: It was motioned by Ms. Malone to adopt the agenda with the above-mentioned changes/additions. Ms. Roagrif seconded the motion.

CARRIED UNANIMOUSLY

3. Approval of minutes from previous meeting:

3.1 Minutes of September 2025:

GB20251016-02: Ms. Di Lella MOVED THAT the minutes be accepted as presented. Seconded by Ms. Roagrif.

CARRIED UNANIMOUSLY

4. Question Period for the Public: Ms. Busnardo confirmed that no questions were received.

5. Correspondence: None.

6. Business Arising

6.1 Conflict of Interest Forms: Ms. Busnardo distributed the forms to each of the members of GB. Each member to complete and return to Ms. Busnardo. Ms. Busnardo will send all forms to the school board.

6.2 Parking Update: Ms. Busnardo confirmed that this has been an issue since last year. Ms. Busnardo spoke to the transportation department at the City of Laval and the community police. The other side of the street from the school is a no parking zone because the school buses cannot make the turn. Parking in front of the building next to the school has no parking zone. The municipality police office has confirmed that after the gate there is a drop off of 3-4 minutes permitted. Parking is always permitted in the parking lot of the church. In front of the gate, there is a no parking zone which parents

are not listening to and are taking advantage of. Ms. Busnardo and the police office have confirmed that this is where the major issue occurs. This is a problematic issue as only police can address this issue. Some parents are respectful whereas some parents are not. Ms. Busnardo confirmed that there should be no issues for this year. Ms. Stanischewski confirmed that we don't need to move forward to review the places and we will see how this year goes.

6.3. Follow up on Math Club: Math workbooks have supplemental online access which includes interactive activities, re-reinforcement sheets and online access to the workbook. Ms. Malone to show the other teachers how to create an account for all students, each student needs their own account. Afterwards, the teachers will show the students how to access the online platform. Ms. Busnardo will speak with the Math teachers and parents should follow up with the Math teachers. Other platforms are also available; such as Learn Quebec, Prodigy and Allo Prof. Ms. Reshma brought this to the TC but there is no interest yet and no ideas or suggestions from TC. Ms. Busnardo cannot hire anyone due to the fire freeze even with measures.

6.4 Action Plan Orientation 1: Ms. Busnardo to evaluate 1 orientation per year. This year orientation 1 will be evaluated and next year the next 2 orientations will be evaluated. Ms. Busnardo is taking a look at students who have IEP's (students with codes, diverse learners and at risk learners). Current targets are: Math 53%, ELA 87% and FSL 81%. These are very reasonable targets as Math is already at 51%. Current results are very much on track.

See document: **Addendum 1: Educational Project - ACTION PLAN 2024-2028**

6.5 Measure Allocation (corrections): Updated measures are already in the September minutes.

GB20251016-03: It was re-motoned by Ms. Papakostas that the measures with changes be accepted. This was seconded by Ms. Piperaki.

CARRIED UNANIMOUSLY

7. New Business

7.1 Deeds of Establishment: Ms. Stanischewski circulated a copy of the Deeds of Establishment to all parent members, MS. Papakostas confirmed that there were no errors. Ms. Busnardo reviewed the JFK portion and questioned the use of premises where it states an agreement of youth outside school hours. Ms. Busnardo reached out to Jocelyn who said that this might be a blanket statement for all the schools. (i.e. If children use the property after hours and something happens, who is responsible? Should the gate be unlocked? Ms. Busnardo is not sure. Jocelyn to look into it and get back to Ms. Busnardo.

GB20251016-04: It was motioned by Ms. Malone that the Deeds of Establishment be accepted. This was seconded by Ms. Franzini.

CARRIED UNANIMOUSLY

7.2 Cycle 1 Field Trip: Cycle 1 Field trip for Ferme Forget on October 24 from 9am to 1:30pm. A full day of fun activities (Pumpkin picking, visit with farm animals, a ride on the tractor). The cost is \$15 and busing to be paid by Ms. Busnardo.

GB20251016-05: It was motioned by Ms. DiLella that the Cycle 1 Field Trip be accepted. This was seconded by Ms. Roagrif.

CARRIED UNANIMOUSLY

7.3. Communications via Google Classroom: Ms. Busnardo has addressed communication issues at the staff meeting; whatever platform teachers choose to use, teachers need to communicate to the parents. Google classroom is encouraged because this is the platform most high schools are using as children have access as well. In order for the parents to support the teachers, they need to know what the assignments are. There's definitely a learning curve from class dojo to adjust to google classroom. Another means of communication for parents is email, teachers respond within 48 hours. If there is a delay, parents should call the school and Ms. Busnardo to facilitate with the teacher. With Google classroom; if a parent has several children and each child has 5-6 teachers, all the notifications become very overwhelming. How to make it easier? One option mentioned is if we could go back to paper, Ms. Busnardo confirmed that there is no budget for printing papers, it could take up a big chunk of the budget. Another option that was mentioned was to have agendas for all children, Ms. Busnardo confirmed that this could not work and would be very difficult to manage. Google classroom is hard for everyone: students, teachers and parents. Ms. Papakostas suggested classenano.ca, this platform might be a good replacement of class dojo and it is very similar.

7.4. Potential Revision to Internal Procedures: Ms. Stanischewski presented the following updates:

1- E-votes (voting by email) are no longer permitted. Outside the GB meetings, votes can only be done via a zoom call while 1 person has to physically be at the school.

2- All documents need to be accessible online. For example; the education project is on the school website but not very accessible, a search needed to be fulfilled in order to find the document. The GB minutes and the Agenda should be posted on the school website at least 3 days before the next GB meeting. Right now Ms. Busnardo is updating the website, but Ms. Busnardo will delegate to Mr. Shields.

8. Reports

8.1 Principals Report: Ms. Busnardo explained in detail her report.

See document: Addendum 2: Principals Report

- Terry Fox
- Breakfast Club - Huge success
- Academics - testing all children in ELA to see when resource should get involved
- Support staff (lunch monitors) - training on tools that they need. They organize lunch time activities on a rotation basis to connect with the children. 5-6 activities per year dedicated to an associated holiday/theme. (i.e. Halloween, Christmas, Carnival)
- Progress reports are complete, there are a few errors. Progress reports will be reposted when errors have been corrected. November 20 is parent teacher from 5 to 7 with an additional hour flex before or after.

8.1.1 Leadership Report: Ms. Reshma explained in detail her report.

- House activities - rock paper scissor tournament and color day
- Instead of having 100th day of school, 60th day of school will be celebrated
- January 16 - Spaghetti night with families. Looking for donations for the pasta.
- June 12 - Funday 60th anniversary - bigger scale event. Talk to HomeSchool to see how they can help.
- November 23 - someone is renting the gym for a Holiday Market
- December 13 - Home and School Holiday Market

See document: Addendum 3: Leadership Report

8.2 Parent Delegate Report: Ms. Papakostas noted that we will need to change the GB meeting on June 4 as it coincides with a date of establishment. Ms. Busnardo confirmed that we will reschedule the meeting if a meeting is necessary.

See document: Addendum 4: Parent Delegate Report

8.3 Daycare Report: Ms. Di Lella reported that numbers are stable now and daycare is flowing nicely. Everyday there are different activities for cycle 1, cycle 2 and cycle 3 students. There is a schedule also posted at daycare so that parents can see the different activities.

8.4 Home and School Report: Ms. Rombotis reported the following updates for the H&S.

- Halloween pictures and treat bags. All goodies were donated for the treat bags. Maria Rombotis' husband has donated the rental of the photo booth in order to take the pictures, backdrop and props will be provided. Pictures will be provided to parents as a digital form.
- Dec 13 Holiday Market - working on getting vendors. The photo booth will be provided once again for pictures with Santa and Grinch. Digital photos to be texted to parents.

8.5 Chairperson Report: Ms. Stanischewski had nothing to report.

8.6 Treasurer's Report: Ms. Papakostas had nothing to report.

9. Next Meeting

- Thursday, November 27th, 2025 @ 6:15 p.m.

10. Adjournment @ 7:50 p.m.

GB20251016-06: It was motioned by Ms. Patel to adjourn the meeting. Ms. Roagrif seconded.

Signed,

Chair of GB, Ms. Lisa Stanischewski

Date:_____

Secretary of GB, Ms. Maria Rombotis

Date:_____

Addendum 1: Educational Project - ACTION PLAN 2024-2028

SCHOOL OR CENTRE : John F. Kennedy Elementary School

Educational project – ACTION PLAN 2024 -2028

Within the context of results-based management, the educational institution has developed an educational project that includes challenges, orientations, objectives, indicators and targets. It shares this project with the education community and the population. Once this has been done, the educational institution can devise an action plan.

As part of this action plan, the educational institution determines, for each action selected, the target groups, person(s) in charge, terms and conditions of implementation, the resources that will be devoted to it and the means of evaluation. The action plan makes it possible to monitor the implementation of the various actions and provides stakeholders with an opportunity to work together toward a common goal.

This tool is intended to support the school or centre team in developing its action plan.

It should be noted that if a means toward the achievement of an action does not yield the desired results, the principal or director of the school or centre can, with the agreement of the teaching team and while the action is still under way, make any changes it deems necessary, together with its school team.

Reminder: As stipulated in section 96.13 of the *Education Act*, the principal shall regularly inform the governing board of the proposals it approves under sections 96.15 and 110.12.

EDUCATIONAL PROJECT										CSP	
Orientation	To promote student engagement and academic success for diverse learners and at-risk students.									Orientation or objective	
Objective	To improve knowledge in key subject areas through ongoing assessment	INDICATOR(S)	Initial indicator	Reference year	Target 2026-2027	Target 20XX-20XX	Target 20XX-20XX	Target 20XX-20XX	Target 20XX-20XX	Indicators and targets	20XX
		End of cycle 3 final marks in	DVision overall	2025-2026	ELA-87%						

	and targeted interventions.	ELA, Math and FSL for students with an IEP.	subject results		Math-53% FSL-81%						

IMPLEMENTATION OF THE EDUCATIONAL PROJECT – ACTION PLAN 20XX-20XX

ACTION	Students targeted	Person in charge	Implementation of the action			Resources			Means of evaluation	Follow-up mechanism* (Dates or steps)
			Duration	Frequency	Place	Human	Material	Financial		
Action no. 1- Implement regular formative assessments	Grades 1-6	Teachers	Ongoing through the year	As the teacher sees fit.	School				Report card grades	Integrate short, weekly assessments (e.g., quizzes, exit tickets, student reflections) in key subjects to track learning progress.
Action no. 2- Use data to inform instruction	Grades 1-6	Teachers and Administration	Ongoing through the year	1 time per year in April	School					Analyze student performance data from classroom assessments, report cards, and ministry exams during PLCs.
Action no. 3- Develop and monitor IEP's	Students with MEQ codes and at risk students	Teachers, Administration and parents	Ongoing through the year.	3 times per year	School					Create IEPs or support plans with specific academic goals and strategies for at-risk students. (November, February and May)
Action no. 4- Provide resource in ELA for at risk students	Grades 1-6	Resource teachers	Ongoing through the year.	Couple of days per cycle	School					Establish small-group instruction or pull-out sessions in math and literacy for students performing below grade level.
Action no. 5- Provide targeted Professional Development	All students	Teachers, support staff and administration	Ongoing throughout the year.	7-8 times per year	School					Ufli, Math scope and sequence, Sonographe

* ✓ ACHIEVED ↑ IN PROGRESS ⚠ TO MONITOR ★ NOT
APPLICABLE ✗ NOT STARTED

Addendum 2: Principals Report

Principal's Report – October 2025

John F. Kennedy Elementary School

Governing Board Meeting

1. School Climate and Events

We celebrated Thanksgiving with in-class activities that focused on gratitude and kindness, and our Terry Fox Run earlier in the month raised both funds and awareness for cancer research. Students demonstrated great participation and school spirit.

Breakfast club is a great success thanks to the volunteer work of Ms. Nadia and Ms. Pina along with some support staff who volunteered their time.

2. Academic Focus

Teachers and resource teachers have completed their baseline assessments and are now implementing strategies to support literacy outlined in our Educational Project. Teachers have begun reviewing data from diagnostic assessments to identify students requiring additional interventions.

We will begin scheduling IEP meetings with teachers.

3. Health, Safety, and Well-Being

The lunch supervision team has been reminded of protocols regarding student interactions and conflict mediation, ensuring a safe and respectful environment. To

continue building connections, the support team will be implementing fun lunch time activities.

4. Upcoming

- **Progress Reports** have been made available on Mozaik. An updated copy will be uploaded as some errors had been noted.
- **Parent-Teacher Interviews** are scheduled for November 20th
- **Planning is underway** for our Halloween Catwalk.

Addendum 3: Leadership Report

Leadership Committee Update

Upcoming Events & Initiatives

- 60th Day Theme Dress-Down
 - Date: December 1
 - Theme: 1960s
 - Students and staff are invited to dress in 1960s-inspired attire.
- Spaghetti Night
 - Date: January 16, 6:00–8:00 p.m.
 - Family event with dinner in the cafeteria and 60-second games in the gym.
 - Currently looking for a caterer and planning family-friendly activities.
- Fun Day – 60th Anniversary Celebration
 - Date: June 12, 5:00–8:00 p.m.
 - School-wide event to celebrate JFK's 60th anniversary.
 - Details and activities to be confirmed later in the year.
- House System Launch
 - Launch Date: October 30
 - All students assigned to one of ten houses (mixed grades).
 - The day will also serve as Grade Colour Day.
 - Schedule:
 - 10:15–11:15 a.m.: Launch assembly in the gym, with Principal's address.
 - Followed by a Rock-Paper-Scissors Tournament at a secret location.
- Crest & Logo Campaign
 - Launching to community this fall to design a new school crest and logo.
 - Goal: Reveal by December and introduce school merchandise for the winter season.
- HASA Collaboration
 - Will connect with the Home and School Association to explore ways they can support upcoming events and initiatives.

Addendum 4: Parent Delegate Report

PC meeting November 13th, 2025 (7h20pm)

·Presentation Gazette Media Literacy Project By Hayley Juhl

At not cost to come into classrooms for a session. Available for primary from January on. Program is meant to show students, parents and educator why local journalism matters and how it works. She explains hoe they find news, the different kid of articles, how to find a reliable source and whether it is just easier to use AI. For younger students, they will talk about perspective and differentiating reality from make-believe.

Email: [hjuhl @postmedia.com](mailto:hjuhl@postmedia.com) or 514-216-6918

· School Board Report

Selena Mell will replace R. Copeman at the moment as DG

Looked over the expenses- teacher salaries are almost 50% of the expenses

Mention to be careful not to go over budget as to not face penalties.

There are 139 students less in English schools in Laval. Most left to other boards (34) or switched to the public French system (42). Many wanted more French, more support, or schools with programs for students with special needs. There is a decline in all English school boards.

·November 17 to 21st is Education Professionals week

·SWLSB Rocket de Laval game day is Friday March 20th at 7pm.

·Mr. Di Sano explained what the SWLSB Foundation is since some funds from game day will be attributed to the foundation.

· Deeds of Establishment: Many have their GB on the 24th so not completed yet. Some schools had changes yet overall, it was mostly status quo for the moment.

Adjournment 8:27pm