École Harold-Napper
Harold Napper School

Harold Napper School
Governing Board Meeting
Wednesday, October 21, 2026 at 6:30PM (In Person)

Members Present:

Nadia Ahmed	Dimitra Christou
Catherine Greven (Cat)	Connie Fernandez
Andrea Lagacé-Desautels (Dre)	Valerie Forde (Val)
Saad Majid	James Stadnyk
Nickolaos Moraitis (Nick)	
Krista Rahn	

Members Absent with regret:
Sarah Fuoco
Candice Valentine
Aisha Khan (ALT)
Ahmed Majid (ALT)

Agenda

1. **Call to Order and Welcome**
   - The Harold Napper Governing Board meeting was called to order at 6:35 PM. Catherine acted as chair, Andrea acted as secretary.

2. **Adoption of the Agenda**
   - The agenda was reviewed and adopted, with the addition of the approval of **Grad Committee Movie Night** to Appendix B.

   Motion: To amend and adopt the agenda as presented.
   Moved by: Connie **Seconded by:** Saad

   APPROVED

3. **Adoption of the minutes from June 18th, 2026**

Motioned by Nick and seconded by Connie for the adoption of the minutes of June 18th, 2026.

APPROVED

4. **Business Arising from the Previous Minutes**

- No business arising was reported.

5. New Business

5.1 Round-Table Introductions

Members of the Governing Board introduced themselves and provided brief background information.

5.2 Election of Governing Board Officers

The Board reviewed the requirements regarding Governing Board officers. It was confirmed that the Chair must be a parent representative and that an RSB employee cannot serve as Chair.

Chair

Catherine (Cat) was nominated for Chair (Dre). The nomination was seconded (Krista) and accepted by Cat and approved by the collective.

Vice-Chair

Andrea (Dre) was nominated as Vice-Chair (Nadia). The nomination was seconded (Nick) and accepted by Dre and approved by the collective.

Secretary / Assistant Secretary

Krista was selected as Secretary, with Nadia as assistant secretary.

The Board discussed rotating responsibilities for meeting minutes and agreed that Krista would serve as Secretary (primary), with Nadia serving as Assistant Secretary.

It was confirmed that there would be no Treasurer position, as the Governing Board does not directly hold funds.

5.3 Conflict of Interest / Authorization to Divulge

Parent representatives confirmed that conflict-of-interest forms had been submitted to Val.

The Board discussed the scope of conflicts of interest and the importance of declaring conflicts where applicable.

5.4 Meeting Dates and Format

The Board reviewed the proposed meeting schedule as attached to the agenda as Appendix A.

The Board discussed the requirements per the *Education Act* regarding virtual Governing Board meetings. It was clarified that:

- At least one person must be physically present at the school during a virtual meeting because Governing Board meetings are public and the location must be made available to the public.
- Members participating remotely must be able to communicate directly with the other participants.
- Cameras should be used during virtual participation.
- Email votes and votes conducted outside of a live meeting are not permitted.
- Live voting during a properly constituted virtual meeting is permitted.
- Special meetings require appropriate notice.
- Internal Governing Board rules cannot contradict the Education Act.
- Practices used during the pandemic are no longer applicable.

The Board discussed the importance of submitting requests and agenda items sufficiently in advance to avoid the need for special meetings or non-compliant votes. Members of the public may attend Governing Board meetings without advance notice.

Following discussion, the Board agreed that meetings would be held **in person for the 2026–2027 school year, with Teams available for members who are unable to attend in person.**

Motion: To amend Appendix A accordingly and approve the meeting format.
Moved by: Dimitra, **Seconded by:** Dre

APPROVED

5.5 Internal Governing Board Rules

The Board reviewed both clean and redlined versions of the revised Internal Governing Board Rules.

The proposed changes included:

- Clarifying requirements regarding physical attendance.
- Reducing the minimum number of required meetings from nine (9) to five (5) to align with the *Education Act*, while maintaining nine meetings on the annual calendar, in order to maintain flexibility.
- Removing provisions allowing email voting.
- Clarifying that voting may occur during a properly constituted virtual meeting.
- Confirming that the PPO operates as a separate and self-governing parent organization.

Motion: To approve the revised Internal Governing Board Rules.
Moved by: Dimitra, **Seconded by:** Krista

APPROVED

5.6 Field Trips / Presentations

Admin (Val) requested authorization to approve field trips, outings, and presentations throughout the school year, with reports to be provided to the Governing Board.

The request was intended to allow the school to respond more efficiently to transportation and scheduling requirements. It was noted that matters of significant concern or unusual expense would continue to be brought before the Governing Board.

The Board discussed transportation challenges and costs, including transportation for SSIAA cross-country and track activities. Some bus rentals can cost approximately $1,500 for two buses, while certain activities can result in transportation costs of $3,000–$4,000.

Approximately $1,350 in unused transportation budget was also discussed.

Motion: To authorize Admin to approve field trips, outings, and presentations during the school year, with appropriate reporting to the Governing Board.
Moved by: Krista, **Seconded by:** James

APPROVED

5.7 Approvals and Ratifications

Gym Rentals

The Board reviewed gym rental requests involving Basketball Academy and Mr. Rousseau.

Discussion included caretaker requirements, school board rental policies, use of both gyms and bathrooms, and the fact that change rooms are not available.

Motion: To approve the gym rentals.
Moved by: Saad, **Seconded by:** Nadia

APPROVED

Zumbathon

The PPO presented plans for a Zumbathon fundraiser, with the date to be determined for early 2027.

Literacy Circle Books

The Board reviewed a Literacy Circle purchase that exceeded the anticipated amount by $26.65.

Moved by: Connie, **Seconded by:** James

APPROVED

Terry Fox Fundraiser

The Terry Fox fundraiser was held on September 25, 2026. The activity had previously been approved by email on June 21, 2026 and was brought forward for formal ratification.

The administration later reported that **$2,355.50** had been raised.

Motion: To ratify the Terry Fox fundraiser approval.
Moved by: Krista, **Seconded by:** Dre

APPROVED

Comedy Night

Comedy Night was scheduled for November 6, 2026. The event had been approved by email on September 30, 2026 and was presented for formal ratification.

Motion: To ratify the Comedy Night approval.
Moved by: James, **Seconded by:** Connie

APPROVED

Halloween Haunted House / Hallway Décor

The Board ratified approval for Halloween haunted house and hallway décor expenses of up to **$1,000**. The request had previously been approved by email on September 30, 2026.

Motion carried.
Moved by: Dre, **Seconded by:** Nick

APPROVED

Grad Committee Movie Night

The Board discussed the Grad Committee Movie Night scheduled for November 12, 2026.

Concern was raised that the event had been publicly posted before receiving Governing Board approval.

It was clarified that the Grad Committee is an independent parent committee and is not an extension of the PPO. However, when fundraising activities are conducted using the school's name, Governing Board approval is required.

The Board discussed the timing of the event in relation to other school activities, including parent-teacher interviews and daycare activities.

Action: Cat and Val will follow up with the Grad Committee Chair to clarify the approval process and establish a framework for communication and approval of future Grad Committee events.

Motion: To approve the Grad Committee Movie Night.
Moved by: Nick, **Seconded by:** Saad

APPROVED

6. Reports:

6.1 Chairperson and Parent Representative Report

Cobalt Emergency Communication System

The Board discussed the Cobalt emergency communication system and the importance of increasing parent registration.

The school board is paying a significant amount for the service, but parent enrollment remains low. Parents are encouraged to register using the code provided by Ms. Elizabeth.

Cobalt can be used to communicate urgent school information involving situations such as power outages, water issues, electrical problems, fires, and other emergencies.

Possible methods of increasing registration were discussed, including:

- ✓ Printed notices.
- ✓ Posters and QR codes.
- ✓ Promotion during parent-teacher interviews.
- ✓ Teacher weekly communications.
- ✓ School newsletters and communication applications.

It was noted that email and paper communications may not reliably reach all families. An existing Cobalt poster is displayed near the front doors.

Traffic and Drop-Off Safety

The Board discussed traffic and pedestrian safety around the school, including:

- U-turns in front of the school.
- Congestion during drop-off and pick-up.
- School buses.
- Parking restrictions.
- Jaywalking.
- Traffic around the ice rink.
- Pedestrian and crosswalk safety.
- The bike path.

One suggestion was to create a map showing alternate routes and communicating that an alternate route would add only approximately 15 seconds to the trip.

The Board expressed appreciation for the crossing guard.

6.2 Administration Report

Strategic Plan Consultation

The Board received an update regarding the Riverside School Board strategic plan consultation.

The current school success/educational project is approaching the end of its four- to five-year cycle, and work is beginning on the development of the next strategic plan.

The Board discussed Ministry orientations and opportunities for community and stakeholder input.

The current plan places significant emphasis on language proficiency and student success in both languages, with a target of approximately 70% or higher.

A survey has been circulated to gather feedback. Discussion included bilingualism, technology and artificial intelligence, and changes in the educational environment since the previous strategic plan.

Terry Fox Fundraiser

Administration reported that the Terry Fox fundraiser raised **$2,355.50**.

Cultural Presentation

The school hosted a hoop dancer, Makhena Rankin Guérin and DJ Mkwa, who presented to students about cultural heritage and the significance of hoop dancing as medicine. Students were given the opportunity to participate.

Kindergarten Workshops and Cooking Classes

Kindergarten workshops and cooking classes have been taking place, with strong participation from parents.

Scientists in School

Scientists in School virtual workshops were held for Kindergarten through Grade 6. Materials were provided in advance and the workshops were reported to be successful. The school also benefited from discounted pricing.

Public Art Installation

A public art installation is planned for the exterior of the new construction. Installation is expected toward the end of the month, with efforts being made to minimize disruption to the school.

Fire Drills and Alarm Systems

The school completed fire drills and identified an issue involving communication between the alarm systems in the two school buildings. During a manual test, the alarm systems did not communicate as expected between the buildings. Reports were submitted to the school board, and the Ville de Longueuil was also notified.

A subsequent evacuation was completed in **2 minutes and 47 seconds**.

A technical issue was identified and is being addressed. The Board requested confirmation from the appropriate technical and fire-safety authorities that an actual emergency activation will trigger the alarm/notification systems in both buildings.

Ventilation and Heating

The ventilation project remains ongoing, with completion anticipated toward the end of November or December.

Heating issues in the older building were also discussed. Some classrooms have experienced temperatures of approximately **17°C** in the morning. The issue is being addressed.

6.3 PPO Report

6.3.1 SSEF Funds

The Board discussed and **approved** expenditures that may be reimbursed through SSEF funding, (provided the appropriate Governing Board minutes and invoices are submitted).

Discussed expenses included:

- Literacy Circle books – approximately $600.
- Time Timers – approximately $1,000.
- Kindness Club supplies.

The Board discussed the importance of documenting the source and intended use of funds.

Moved by: Nick, **Seconded by:** Saad

APPROVED

Reallocation of Historical PPO Funds

Approximately **$5,900.89** in the SSEF general fund was identified as historical PPO money.

The Board discussed transferring these funds to the annual fundraising account and redesignating them as PPO fundraising funds.

Motion: To approve the transfer and redesignation of the $5,900.89.

Moved by: Connie, **Seconded by:** Dre

APPROVED

6.4 Daycare Report

The daycare currently serves approximately **213 students**.

The daycare participates in school events and requested advance notice when food will be involved in an activity so that appropriate planning can be completed.

6.5 Teacher's Report

Teachers are settling into the school year.

The Kindness Club is operating smoothly.

The music room is now operational and is being used by multiple grades. The room includes drum kits and other musical instruments.

6.6 Support Staff Report
None was provided.
6.7 Other Reports
N/A

7. **Correspondence**
   - None
8. **Varia**

School Credit Card and Purchasing Process

The Board discussed challenges associated with the school's credit card and the purchasing process for school and parent-led events. The school's credit card has a limit of approximately **$2,500** and is shared among staff and school activities.

Concerns were raised about the difficulty of managing several major events occurring close together, including Halloween, Comedy Night, and Movie Night.

Purchase orders are the preferred purchasing method; however, some online purchases, subscriptions, and vendors require payment by credit card.

The Board reviewed the existing process for credit card use, including the requirement for approval and tracking. Staff submit requests by email, and Brenda McKelvie tracks who has the card and when it is returned.

It was explained that the school board's Finance department controls the credit card limit and that the school cannot independently increase the limit or issue a separate credit card for the PPO.

It was suggested to request the possibility of having a separate PPO credit card or conducting a trial arrangement. It was clarified that Finance does not currently approve such an arrangement.

The Board discussed the difference between purchase orders and credit card purchases. Purchase orders allow vendors to be paid following receipt of an invoice, but some vendors are unwilling to wait several months for payment.

It was suggested to leverage funds through the option of a prepaid Visa or gift card as a way to circumvent the challenges. It was clarified that fundraising funds cannot simply be accessed as cash for purchases.

The Board reviewed the requirements governing fundraising money. All fundraising proceeds must be deposited into the school board's account, and the Governing Board determines the appropriate designated use of those funds. The school cannot take fundraising cash or overpay the credit card in order to access funds.

To use PPO funds, the appropriate budget must be approved and the Governing Board Chair must sign the required requests and invoices.

The Board also discussed school board financial policies, audits, transparency requirements, and the need to retain appropriate receipts and invoices.

Members acknowledged the practical difficulties created by the current process while recognizing that the school is a public institution and must comply with school board financial controls and policies.

No change to the existing credit card process was approved at this meeting.

9. Public Question Period – 10 minutes max.

- None

10. Closing of the meeting

- The Board discussed extending the meeting by an additional 10 minutes in order to complete the remaining business.

  Motion: To extend the meeting by 10 minutes.
  Moved by: Connie, **Seconded by:** Krista

  APPROVED

- The meeting was adjourned at approximately **8:34 p.m.**

Motion: To adjourn the meeting.
Moved by: Connie, **Seconded by:** James

APPROVED

Next meeting: November 18, 2026

X

Catherine Greven
Governing Board Chairperson

X

Andrea Lagacé-Desautels
Vice Chairperson