



Commission scolaire English-Montréal

English Montreal School Board

THE ANNUAL REPORT

Section 82 of the Education Act states: "*The governing board shall prepare and adopt an annual activity report and shall transmit a copy of the report to the school board.*"

The annual activity report serves as a communication tool as well as an accountability and planning tool. The annual report can be used not only to report to the school board as required by law but also to share information with parents, the school staff and the public.

While there is no requirement for copies of the annual report to be distributed to the parents or staff members at large, you may decide to have copies available for those who wish to see it.

INFORMING THE COMMUNITY

Section 83 of the Education Act states: "*The governing board shall inform the parents and the community served by the school of the services provided by the school and report on the level of quality of such services.*"

The governing board shall make public the educational project and the success plan of the school.

Each year, the governing board shall report on the evaluation of the implementation of the success plan.

A document explaining the educational project and reporting on the evaluation of the implementation of the success plan shall be distributed to the parents and the school staff. The governing board shall see to it that the wording of the document is clear and accessible.

This is a separate responsibility from that of the preparation and adoption of the annual report.

The key words in section 83 are "*inform*" and "*report*". You can provide information on services to the parents and the community on a regular basis through the public meetings of the governing board, newsletters, information documents, etc.



CONTENT OF THE ANNUAL REPORT

The annual report should include the following information and descriptions:

- ✓ name and address of the school
- ✓ names of the members of the governing board, the groups they represent and position, e.g. chairperson, secretary, treasurer
- ✓ number of meetings held (regular and special)
- ✓ attendance record (optional)
- ✓ message from the chairperson (optional)
- ✓ issues and concerns addressed by the governing board
- ✓ new programs, activities, services approved by the governing board
- ✓ actions taken by the governing board
- ✓ sub-committees that were established, if any, and their mandates
- ✓ method(s) used to inform parents
- ✓ plans and/or recommendations for the coming year

The annual report must be adopted by the governing board and submitted to the Director General of the English Montreal School Board, c/o the Communications Division, Room 109, before October 31st of each year.



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COMPLETING THE GOVERNING BOARD ANNUAL REPORT

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Members

Please list each member of the governing board and identify the group each member represents, e.g., parents, teachers, other staff, daycare, students, community, socio-economic, etc.

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Number of Meetings Held/Comments

Identify the number of regular and special meetings held during the year and the reasons for the special meetings.

Chairperson's Message

This is optional but might include observations about the general assembly, the accomplishments, the challenges, the general functioning of the governing board, etc.

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Attendance Record

This is optional but will provide information to the school community that could assist them in the election or selection of members to sit on the governing board.

Pages 7, 8

Activities, Programs, Services & Issues /Actions Taken

List the major topics that were dealt with and the associated actions taken.

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Sub-Committees and their Mandates

If your governing board established sub-committees to look at issues and make recommendations, please identify.

Informing the School Community

The school community includes parents, staff and sometimes the larger community. Briefly describe the method(s) used, e.g, newsletters, notices, etc.

Recommendations

Please indicate any recommendations for next year's governing board in terms of actions to be taken, issues to be addressed, method of operation, etc. You may wish to identify specific measures you would like the school board to take which would assist the functioning of the governing board.

GOVERNING BOARD ANNUAL REPORT

2017-2018

**Name of School/Centre: East Hill Elementary School
Address: 10350 Perras Boulevard, Montreal, Quebec, H1C 2H1**

M E M B E R S

Name	Position	Group Represented
1. Jack Algieri	Chairperson	
2. Catherine De Sua Branson	Secretary	
3. John Anthony Carosello	Treasurer	
4. Adrienne Taylor	CPC	
5. Nadia Posteraro	Home & School Liaison	
6. Anna Tafuto	GB member	
7. Maria Guarnieri	GB member	
8. Ivana Iulianella	GB member	
9. Luciana Clarizio	Staff: teacher	
10. Connie Parry	Staff: daycare	
11. Laura Teoli	Staff: CCW	
12. Nadine Randoll	Staff: teacher	
13. Carmela Vecere	Staff: teacher	
14. Joe Ortona	Commissioner	
15. Myrienne Lusignan	Principal	
16. Réal Heppelle	Vice-Principal	

Number of Meetings Held: *Regular*: 9 *Special**: none

Comments*

n/a

Chairperson's Message

During the 2017-2018 academic year, I had the pleasure of working alongside a devoted and eager team of parents, staff and administrators. It has continued to be a pleasure to have chaired East Hill's Governing Board for a second year. There was a great collaboration between parents and school administrators and staff. Despite at times sharing different opinions, it was clear that members worked together toward the common goal of fostering a nurturing and stimulating learning environment for all East Hill students.

I would like to thank all Governing Board members for their time and commitment. A special thank you to all outgoing members. I know that together we will be able to "Step it up" for another year so as parents, staff, and administrators we will lead East Hill school towards the "Top of The Hill" for yet another invigorating school year.

GOVERNING BOARD ANNUAL REPORT - ATTENDANCE RECORD 2016-2017

NAME	POSITION/ GROUP REPRESENTED	MEETINGS ATTENDED												TOTAL
		1	2	3	4	5	6	7	8	9	10	11	12	
1.														
2.														
3.														
4.														
5.														
6.														
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16.														
17.														
18.														
19.														
20.														

Activities, Programs, Services and Issues	Actions Taken
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1. Buss Survey/Petition	DISCUSSION
2. Daycare field trip 2017-2018	DISCUSSION/VOTE
3. Management & Educational Success Agreement (MESA)	DISCUSSION/VOTE
4. Daycare Handbook 2018-2019	DISCUSSION/VOTE
5. School Field Trips 2017-2018	DISCUSSION/VOTE
6. East Hill's Provisional Budgets 2017-2018	DISCUSSION/VOTE
7. East Hill's Budget Priorities 2018-2019	DISCUSSION/VOTE
8. School Calendar modification 2017-2018	DISCUSSION/VOTE
9. Selection Criteria for Principal	DISCUSSION/VOTE
Activities, Programs, Services and Issues	Actions Taken

10. East Hill's 20th anniversary celebrations	DISCUSSION/VOTE
11. East Hill's "�cole active" initiative	DISCUSSION
12. Hot Meal Provider 2018-2019	DISCUSSION/VOTE
13. Bussing	DISCUSSION
14. Subject Time Allocation 2018-2019	DISCUSSION/VOTE
15. School Rules 2018-2019	DISCUSSION/VOTE
16. East Hill Library Expansion Project	DISCUSSION
17. Safe School Action Plan 2018-2019	DISCUSSION/VOTE
18. Upcoming Ministry's Sexual Education Program	DISCUSSION

Activities, Programs, Services and Issues	Actions Taken
19.Fundraising 2017-2018 and 2018-2019	DISCUSSION/VOTE
20.School Calendar 2018-2019	DISCUSSION/VOTE
21.Workbook Fees 2018-2019	DISCUSSION/VOTE
22.Lunch Fees 2018-2019	DISCUSSION/VOTE
23.East Hill’s Keyboard Lab	DISCUSSION
24.East Hill’s “Top of the Hill” Initiative	DISCUSSION

Sub-Committees and their mandates

none

Informing the School Community

Monthly newsletter, school website, Facebook page and Twitter

Recommendations

Adopted by the East Hill School governing board

2018-09-17
Date

Jack Algieri, Chairperson