

ST. GABRIEL ELEMENTARY SCHOOL

GOVERNING BOARD ANNUAL REPORT

2025 – 2026

School:	St. Gabriel Elementary School
Address:	600 Dublin, Montréal, QC, H3K 2S4
Principal:	Assunta Caruso
School Board:	English Montreal School Board (EMSB)
Report Year:	2025–2026

1. Governing Board Members & Attendance

6 regular meetings were held in 2025–2026

Name	Group	Oct	Dec	Jan	Feb	Apr	Jun	Total
Andrew Salzberg	Parent / Chairperson	✓	✓	✓	✓	✓	✓	6/6
Zena Wright	Parent	✓	✓	✓	✓	✓	✓	6/6
Andréanne Hétu	Parent / Secretary	✓	✓	✓	✓	X	X	4/6
Tim Lagacé	Parent / Treasurer	✓	✓	✓	✓	✓	✓	6/6
Naomi Aldrich	Teacher Representative	✓	✓	X	✓	✓	✓	5/6
Christine Chenier	Teacher	✓	✓	✓	✓	✓	✓	6/6
Andrea Truffa	Teacher Representative	✓	✓	✓	✓	✓	✓	6/6
Ahlia Mathura	Community Representative	✓	✓	✓	✓	✓	✓	6/6
Nancy Souffrant	Daycare Representative	X	X	X	✓	✓	✓	3/6
Carol Clifton	Home & School / Daycare	✓	X	✓	X	✓	✓	4/6
Natalie Szttych	Daycare Representative	✓	X	✓	X	✓	✓	4/6
Jean-Daniel Labbe	Parent	✓	✓	✓	✓	✓	✓	6/6

Name	Group	Oct	Dec	Jan	Feb	Apr	Jun	Total
Assunta Caruso	Principal	✓	✓	✓	✓	✓	✓	
Joe Filippone	Parent (Alternate/Observer)	✓	X	X	✓	✓	✓	4/6

2. Activities, Programs, Services & Issues / Actions Taken

Note: June minutes were not available for this draft. Those months are flagged below — please insert the relevant actions.

Activity / Program / Issue	Actions Taken
October	
GB Roles & Appointments	Appointed Chairperson (Andrew Salzberg), Secretary (Andréanne Hétu), Treasurer (Tim Lagacé). All carried unanimously.
Business Arising — Internal Governance	Approved hybrid meeting format, internal rules, code of conduct, and GB role definition.
Principal's Report	Approved delegation of field-trip approvals under \$25/student; allocated \$20/student for field trips from donation account; approved e-votes between meetings; allocated \$600 for Open House expenses; initiated review of donation account structure.
Outdoor Yard Closure	GB requested detailed engineering reports on brickwork issue and evaluation of alternatives to alleviate yard closure impact (partial reopening, road closure, park access). Action items set.
French Instruction	Parents expressed strong support for increasing French instruction and eventual move toward French Immersion. Discussion deferred to future meetings.
December	
Principal's Report	Approved holiday dance (\$2/student). Approved craft club sale (50/50 split with women's organization). Scholastic book fair raised \$2,000+, generating \$800 in school funds for classroom libraries. Anti-bullying presentation to Grade 6 upcoming. Kindness workshops planned for K4/K5 and self-regulation workshop for Cycle 1. Friendship week activities planned.
Yard Update	Wellington Street yard space nearly ready for K4, K5, and Grade 1.
Budget Update	80% of expected supply/library/furniture budget envelopes received. Principal maintaining conservative approach ahead of spring activities.
Uniform Policy	GB agreed to solicit price lists from alternative suppliers to reduce school financial exposure; action item carried forward.
January	
Mandatory Content Plan	Presented by EMSB consultant Mr. Paolo. Approved by GB with no opposition.

Activity / Program / Issue	Actions Taken
Anti-Bullying & Anti-Violence (ABAV) Plan	Presented by EMSB consultant Louis Kolovos. Vote postponed to allow GB to submit written questions based on parent reservations about current plan. Ultimately approved by GB with reservations and a hope to be able to further refine in future discussions.
Uniform Suppliers	Current supplier retained as most cost-effective; new process: parents pay at time of order; Home & School will help package orders.
Principal's Report	Upcoming parent workshops: Positive Parenting (Feb 11) and Allo-prof (Jan 27). Lockdown drill planned Jan 28. Parent-teacher evenings by invitation in February.
February	
Staff Appreciation	Activities and treats organized for staff appreciation week, with PPO contributing. Request for parent volunteers from the GB.
Budget	Budget approved by motion (Andrew Salzberg and Zena Wright).
Principal Hiring Criteria	Criteria discussed thoroughly by GB members; edits to be made in coming weeks.
Registration Update	173 students registered; many awaiting certificates of eligibility.
Community Report	Discussed initiatives supporting daycare-to-school transitions and summer camp financial support for families.
April	
Code of Conduct	Reviewed and adopted. Moved by Tim Lagacé, seconded by Jean-Daniel Labbe.
Budget Priorities	Budget building process presented; priorities maintained with building maintenance elevated above arts/music. Final version to be shared with GB.
Wellington Street Safety	Presentation by Action-Gardien. GB considering adapting letter of support for city submission.
Teacher's Report	Grade 6 graduation trip approved unanimously (May 14, Outdoor Nature Centre). Freezie Friday fundraiser approved unanimously. Science Fair, concert, art show, and muralist visit updates provided.
Principal's Report	Building Phase 1 repairs beginning summer 2026; certain classrooms to be vacated. Enrollment: 186 students. Basketball lunchtime program launched. Agenda books to be discontinued (except SEED classes). Half-day French/English vs. full-day schedule under consideration for 2026–2027.
Grade 5 Transition	Grade 5 students participating in 'High School Student for a Day' at James Lynge, April 29.
June	
Annual Report, ABAV Report, School Fees, GB Budget, Minutes of Instruction, School Budget, CLC Presentation, Community Street Proposal	Annual Report approved. ABAV Report approved unanimously. School fees for next year approved unanimously. Remaining GB budget (\$290) allocated to Grade 6 student awards (to be determined by teachers' committee). Minutes of instruction for next year approved unanimously. School budget approved. CLC

Activity / Program / Issue	Actions Taken
	presentation on St. Gabriel's inclusion in the CLC program. Community Street Proposal (Hall Street, led by LEVIER) approved in principle, pending EMSB confirmation. Building repair work to begin June 25th, with major construction July 1st; school yard expected to reopen in fall.

3. Sub-Committees and Their Mandates

No formal sub-committees were established during the 2025–2026 year. The following informal working groups or ad hoc discussions took place:

- Principal Hiring Criteria Working Group — GB members reviewed and developed criteria for a principal hire (February–April 2026). Criteria were discussed at the February meeting and further edits committed to in coming weeks.
- Uniform Policy Review — ad hoc review of uniform suppliers to reduce school financial risk, ongoing since December 2025.
- Wellington Street Safety Letter — ad hoc review of Action-Gardien's letter of support for city submission (April 2026).

4. Informing the School Community

The Governing Board communicated with the school community through the following methods:

- School newsletter / parent communications — action items and updates (e.g., Générations lunches, open house, lockdown drill) were communicated to parents through the school's regular newsletter and direct memos.
- Governing Board meeting minutes — minutes were circulated to GB members by the Chairperson, with a commitment to distribute documents at least one week (or by the Friday) before each meeting.
- School website — the school maintains a list of after-school activities and school life updates on its website, following a commitment made at the December 2025 meeting.
- PPO / Home and School Association — the PPO and Home & School served as a bridge between the GB and the broader parent community, participating in GB meetings and relaying information through their own networks.
- Community partner presence — Action-Gardien and other community organizations were invited to present at GB meetings, and their materials were shared in the teacher's lounge and via community channels.

5. Recommendations

The following recommendations are offered for the incoming 2026–2027 Governing Board:

- Continue the hybrid meeting format (in-person and virtual) established this year, as it has supported strong quorum and participation.
- Continue the French Immersion feasibility discussion initiated in October 2025, with structured parent and staff consultation.
- Follow up on the ABAV (Anti-Bullying/Anti-Violence) plan implementation, including reviewing qualitative data collection methods to complement the current survey approach.
- Finalize the donation account structure with EMSB to enable parent fundraising with appropriate tax receipts.
- Monitor and report on building Phase 1 repairs and impact on school operations during summer/fall 2026.

- Maintain the uniform ordering process established in January 2026 (parents pay at time of order; Home & School assists with packaging).
- Continue exploring partnerships with Action-Gardien and other community organizations for family support programs (camp subsidies, backpack drives, transition support).

6. Chairperson's Message

The 2025–2026 school year was one of meaningful engagement for St. Gabriel's Governing Board. From our first meeting in October — where we established our governance structure and tackled the outdoor yard closure head-on — to April's productive discussions on budget priorities and the Code of Conduct, this year's board showed commitment to the St. Gabriel community.

Among the highlights: we approved essential programming (from kindness workshops for our youngest learners to anti-bullying supports for older students), engaged substantively with EMSB on the ABAV plan and mandatory content curriculum. We also deepened our relationships with community partners like Action-Gardien, who presented on Wellington Street safety and broader neighborhood development that will shape our school's future.

Challenges this year included navigating the ongoing impact of the brickwork structural issue on outdoor play space. Staffing challenges — particularly for French instruction positions — continue to challenge the school. I'm proud of how the board, the principal, and school staff worked collaboratively to minimize disruption and maintain stability for students and families.

I want to thank all GB members, our dedicated principal Miss Caruso, the teaching and daycare staff, and the many parent volunteers who made this year's work possible. I look forward to seeing the incoming board build on this foundation.

Adopted by the Governing Board on: June 10 2024

Principal: [Signature]

Governing Board Chair: A. CARUSO For Chairperson

Secretary: _____

[Signature]