



*Laurier*

Centre de développement des compétences  
Competency Development Centre

**CDC Vimont Governing Board**

REGULAR Governing Board meeting

Monday October 6, 2025 at 3:45 p.m.

Held on Zoom

MINUTES

<b>Members:</b>	<b>Attendance:</b>
Christina Shousha (Centre Director)	Present
Daniel Cuvalo (Teacher)	Present
Paul Clément (Teacher)	Present
Nancy Sher (Community Rep)	Present
Luc Brunelli (Support Staff)	Present
Carmela Alaimo (Professional)	Present
(Student Rep)	N/A
Sandra Skaf (Executive Secretary)	Present

Folder [October 6th, 2025](#)

1.0	Call to Order Welcome and Introductions	Ms. Shousha called the meeting to order at 3:51 p.m. Ms. Shousha welcomed the new members and explained the rules and construction of Governing Board. The recruitment of student representatives is in progress.
2.0	Approval of the Agenda	<b>Resolution GB20251006-01</b> Motion to approve the agenda Accepted by Daniel Cuvalo Seconded by Luc Brunelli All in favor unanimously Motion accepted
3.0	Approval of the Secretary	<b>Resolution GB20251006-02</b> Motion to approve the appointment of a secretary Accepted by Carmela Alaimo Seconded by Daniela Cuvalo All in favor unanimously Motion accepted

		Ms. Skaf is appointed as secretary for the CDC Vimont Governing Board for the 2025-2026 school year
4.0	Election / Decision of Chair	<p><b>Resolution GB20251006-03</b></p> <p>Motion to approve the appointment of the Chairperson  Accepted by Daniel Cuvalo  Seconded by Paul Clement  All in favor unanimously  Motion accepted</p> <p>Ms. Sher is elected as Chair for the CDC Vimont Governing Board for the 2025–2026 school year</p>
5.0	Governing Board	<p>5.1 Internal Rules and Procedures and Composition of Adult Education Governing Board</p> <ul style="list-style-type: none"> <li>• The document was shared with the members and discussed</li> <li>• Members were informed of their terms of service</li> <li>• Consult document in Folder <input type="checkbox"/> <a href="#">October 6th, 2025</a></li> </ul> <p><b>Resolution GB20251006-04</b></p> <p>Motion to approve the Internal Rules and Procedures and Composition of Adult Education Governing Board  Accepted by Paul Clement  Seconded by Carmela Alaimo  All in favor unanimously  Motion accepted</p> <p>5.2 Conflict of Interest Forms</p> <ul style="list-style-type: none"> <li>• Members of Governing Board are to complete and sign the forms and then send them to Ms. Shousha who will send them to Ms. Suzan O’Keefe at the school board</li> </ul> <p>5.3 Meeting dates and format</p> <ul style="list-style-type: none"> <li>• November 26, 2025, January 21, 2026, February 25, 2026, March 25, 2026, April 29, 2026, May 20, 2026 and June 17, 2026</li> <li>• Format is zoom – in general</li> </ul> <p><b>Resolution GB20251006-05</b></p> <p>Motion to accept the Governing Board meeting dates and format  Accepted by Luc Brunelli  Seconded by Daniel Cuvalo  All in favor unanimously  Motion accepted</p>
6.0	Approval of the minutes from June 18, 2025	<p><b>Resolution GB20251006-06</b></p> <p>Motion to approve the minutes from June 18, 2025  Accepted by Daniel Cuvalo  Seconded by Carmela Alaimo  All in favor unanimously</p>

		Motion accepted
7.0	Business Arising from June 18, 2025 Minutes	<p>7.1 Follow up on the progress of the task force on the “Use of Present CDC Vimont Building &amp; Location and what lies ahead”</p> <ul style="list-style-type: none"> <li>• Ms. Sher is prepared to follow up on the progress</li> <li>• A visit in July took place, by the real estate company hired to find a new location, in order for the agent to understand the needs, followed by a meeting at the board in September to go over what our specific needs are as well as our wish list. The person from the real estate company will be taking our needs into consideration when looking for places and he will be presenting 12 potential places to visit</li> <li>• Étude de Marché will be presented at the November’s Task force meeting</li> <li>• The new room is in use, the only item to be addressed is an intercom which will be installed soon</li> <li>• Low investment in the new space is being followed as the plan is to move out of the building by June 2027; the end of the lease. Therefore, items that are not a hinder to safety and security such as blinds will not be invested in. Cheaper solutions will be explored instead</li> <li>• The extra space is much appreciated</li> <li>• Given that an external company has been hired to look for a commercial building, is more advancement than in previous years when requests to move where brought up</li> <li>• After this discussion, it was decided that no follow-up letter is required to answer our inquiries; the way things are moving along is satisfactory at this time. More to follow in November</li> </ul> <p>7.2 <del>Follow up on impact of government budget cuts</del></p>
8.0	Reports	<p>8.1 Chairperson</p> <ul style="list-style-type: none"> <li>• Chairperson- Annual Activity Report was presented and approved on June 18, 2025 (Annual Report &amp; resolution was sent to Jocelyne Thompson-Ness on June 20, 2025)</li> <li>• Ms. Sher shared the points she included in her report</li> </ul> <p>8.2 Director</p> <ul style="list-style-type: none"> <li>• Report was presented by Ms. Shousha and discussed</li> <li>• The new CST-2 course’s structure was discussed</li> <li>• The calculation of the numbers was discussed to better explain the difference between Lumix and Jade numbers</li> <li>• The budget for 2024-2025 has not been finalized by the school board yet</li> <li>• Given the budget cuts, growth is limited</li> </ul>

		<ul style="list-style-type: none"> <li>ETPs for 2024-2025 were higher than in previous years</li> <li>Consult the document in folder <a href="#">October 6th, 2025</a></li> </ul> <p>8.3 Staff</p> <ul style="list-style-type: none"> <li>Ms. Alaimo shared the update on the various activities that will be taking place throughout the year, including various partnerships with organizations in the community</li> <li>The first student committee has been created</li> <li>For more details, consult the document in folder <a href="#">October 6th, 2025</a></li> </ul> <p>8.4 Students</p> <ul style="list-style-type: none"> <li>None at the moment</li> </ul>
9.0	New Business	<p>9.1 Budget Update June 2025</p> <ul style="list-style-type: none"> <li>Numbers were discussed as part of the Director's report</li> </ul> <p>9.2 ABAV</p> <ul style="list-style-type: none"> <li>Too early to report</li> </ul> <p>9.3 Educational Project</p> <ul style="list-style-type: none"> <li>Nothing new to report at this time</li> <li>Same goals, and same issue when it comes to collecting data</li> </ul> <p>9.4 Code of Conduct</p> <ul style="list-style-type: none"> <li>The code of conduct was approved last spring</li> <li>No changes since last spring</li> <li>Emergency procedures for online classes will be worked on and will be added to the code of conduct and staff handbook. However, it could be added to the staff handbook only</li> </ul>
10.0	Field Trips & Activities	<p>10.1 Field trips in Laval and Montreal low risk activities <b>Resolution GB20251006-07</b> Motion to approve low risk activities and field trips in Laval and Montreal for the 2025-2026 school year Accepted by Carmela Alaimo Seconded by Daniel Cuvalo All in favor unanimously Motion accepted</p> <p>10.2 Some field trips took place in September</p> <ul style="list-style-type: none"> <li>Apple picking (Francization and Basic English Groups)</li> <li>Pow Wow in Montreal (all)</li> </ul>
11.0	Varia	<ul style="list-style-type: none"> <li>None at this time</li> </ul>

12.0	Adjournment of Meeting	<b>Resolution GB20251006-08</b> Motion to adjourn the meeting Accepted by Luc Brunelli Seconded by Carmela Alaimo All in favor unanimously Motion accepted  Meeting adjourned at 4:50 p.m.
	Next meeting	<ul style="list-style-type: none"> <li>November 26, 2025 at 3:45 p.m. on Zoom</li> </ul>

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C. Shousha – Director

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Date

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N. Sher – Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
S. Skaf – Secretary

\_\_\_\_\_  
Date