

**Governing Board Minutes**  
Souvenir Elementary School  
Wednesday, October 18<sup>th</sup>, 2017 – 7:00 PM  
Staffroom

**Members:** Jimmy Abraham, Jennifer Bell-Pierre, Catherine Hervieux, Vicki Krawczyk, Krikor Bijian, Effie Kontakos, Peter Koutroumanis, Elisa Mucciardi, Susan Reinblatt, Eugene Sakellaropoulos, Cheryl Smith-Debanne, Dee Dee Steinberg, Natasha Turgeon De Bonis

**Absent:** Cheryl Smith-Debanne

**Late Arrival:** Eugene Sakellaropoulos (arrived at 7:10PM)

**Guests:** Michela Cortese, Beverly Canelho, Polizio Christodoulakis, Nella Di Lella, Gary Ersan, Peter Ferentinos, George Foutrakis, Helen Giakoumatos, Ruby Kalamatianos, Dimitra Sideris, Paul Vieira

**Principal:** Eric Ruggi      **Secretary:** Cheryl Smith-Debanne replaced by Elisa Mucciardi

0.0 Verification of Quorum

1.0 Approval of Agenda (resolution)

Motion #181017-01

Motion to approve the agenda for the October 18<sup>th</sup>, 2017 meeting (with changes).

Motioned by: E. Kontakos	Seconded by: J. Bell-Pierre	Carried: unanimously	Abstentions: 0
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2.0 Approval of minutes of September 13<sup>th</sup>, 2017 meeting (resolution)

Motion #181017-02

Motion to approve the minutes of the September 13<sup>th</sup>, 2017 Governing Board meeting (with corrections).

Motioned by: K. Bijian	Seconded by: E. Sakellaropoulos	Carried: 10	Abstentions: 1
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3.0 Business Arising from the Minutes (information)

3.1 Alternate Parent Representatives

- a) GB is now permitted to elect alternate parent representatives thanks to a law passed after Souvenir's General Assembly in August 2017
- b) Alternates are needed in case a parent member resigns
- c) Two parents have been elected as GB parent alternates: Gary Ersan and Dimitra Sideris
- d) Alternates are not voting members, however they are encouraged to attend all meeting (can only vote in the event that the parent they are replacing is absent)

Motion #181017-03

Motion to approve Gary Ersan and Dimitra Sideris as alternate parent representatives for the Souvenir Governing Board.

Motioned by: K. Bijian	Seconded by: E. Sakellarpoulos	Carried: unanimous	Abstentions: 0
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### 3.2 Internal Rules and Regulations

a) Internal Rules and Procedures document was reviewed and changes were made

b) Changes to be made:

- Secretary and alternate secretary must be named during the first Governing Board meeting of the year (Section 12)
- Alternate parent representatives will now be elected at the General Assembly in August (Section 13)
- Alternate parent representatives can vote when replacing an absent parent (Section 13)
- Absent parent representatives **should** be replaced by an alternate parent representative who will be allowed to participate as a regular member
- Questions from the public should be submitted to the chairperson at least 48 hours prior to the meeting (Section 16)
- Question period for the public will be a maximum of 20 minutes per meeting (Section 16)

Motion #181017-04

Motion to approve the Internal Rules and Procedures with discussed changes.

Motioned by: K. Bijian	Seconded by: S. Reinblatt	Carried: unanimous	Abstentions: 0
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### 3.3 Conflict of Interest Forms

a) All members filled out and submitted Conflict of Interest Forms to Mr. Ruggi

### 4.0 Correspondence

N/A

### 5.0 Question Period for the Public

Parents raised the following concerns:

- a) Parents are concerned with the overall education system
- b) Parents want to know how they can help the school better serve the students
- c) Would like more resources and support for teachers and students
- d) Parents ask that the Director of Schools attend a Souvenir GB meeting to thoroughly discuss their concerns (Director of Schools was invited to the meeting, but was unable to attend)
- e) Suggestion to quantify concerns in order to better support the request
- f) Parents are concerned about behaviors in class and would like clarification as to disciplinary procedures

- g) Concerns about the safety at the drop-off area was brought up and parents are requesting that the procedures for car drop-off be reiterated to all parents (Administration is currently working on a document for parents designed to clarify rules and procedures)
- h) The idea of a call log was mentioned (so secretary can let parents know which school staff member called them in case no voicemail was left)
- i) Hot weather policies and procedures were discussed
- j) Questions about curriculum alignment (within a grade level) were discussed

## 6.0 Reports (information)

### 6.1 Principal

- a) Sept. 15 – Board of directors meeting for Sports Laval
- b) Sept. 20 – Home & School Wine & Cheese and first meeting
- c) Sept. 22 – Pedagogical day
- d) Sept. 28-29 – Presentation to grades 5 & 6 on bullying by Laval Police
- e) Sept. 29 – Attestation day
- f) Oct. 4 – Principals Meeting & Management Meeting
- g) Oct. 4 & 6 – Leadership Training for Grade 5 students
- h) Oct. 5 - Cross-country run at Centre de la Nature, First practice for Vocal Group
- i) Oct. 10 – Pedagogical day
- j) Oct. 11 – Meeting with D. Johnson regarding Remembrance Day, Home & School Meeting
- k) Oct. 13 – First Communication Report sent to Parents, IEP development, Picture retakes
- l) Oct. 13 – Fire Drill
- m) Oct. 16 – Teacher Council meeting
- n) Oct. 17 – Grade 4 vaccinations, School Banking starts

### **Upcoming**

- o) Oct. 19 – IEP development, Terry Fox Walk and Kat D DIPG event
- p) Oct. 20 – Library opens, La Magie de la Pomme Grade 1 field trip
- q) Oct. 24 – Ice Hockey Program starts, Mini Basketball tournament
- r) Oct. 30 – Flag football tournament at LJA, Ped Day IEP development
- s) Oct. 31 – School Banking, Halloween in class activities
- t) Nov. 3 – Pancake Breakfast for Veterans
- u) Nov. 10 – Remembrance Day Ceremonies

Motion #181017-05

E. Kontakos, seconded by J. Bell-Pierre, move that:

- Following the consultation with the teachers of Souvenir Elementary, and
- Upon the recommendation made by the teachers of Souvenir Elementary, and
- Upon the recommendation made by the Principal,

Be it resolved that Souvenir Elementary School use the funds available from Measure 15025 *Starting Right* to prioritize the hiring of attendant support for Kindergarten and Grade 1 classes, specifically to support the acquisition of French and English Language Arts and the successful transition of students into these classes.

Motioned by: E. Kontakos	Seconded by: J. Bell-Pierre	Carried: unanimously	Abstentions: 0
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6.2 Before & After School Program

- a) September 27: Meeting with HopHop (App for parents designed to advise daycare staff when parents are on their way to the school using photo ID, GPS, alert notifications, etc. No cost to school, \$5/month or \$25/12 months)
- b) September 30: Ped Day
- c) October 10: Ped Day (apple and candy activity)
- d) October 12: N. DeBonis-Turgeon purchased new art supplies for the daycare
- e) October 30: Rice Krispy snack decorating workshop
- f) Parent requested that pedagogical day hours be extended passed 5:00PM. This is not a school level decision, as the Government states that a child cannot be in daycare for more than 10 hours (a survey at Souvenir was conducted and results showed that there is a greater demand for 7:00AM start than a 6:00PM closure). Therefore, daycare can only be open from 7:00AM to 5:00PM.

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Motion #181017-07

Motion for the GB to move into a closed session.

Motioned by: E. Sakellaropoulos	Seconded by: P. Koutroumanis	Carried: unanimously	Abstentions: 0
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Governing Board has expressed disappointment with a breach of conduct on the part of an executive member of the Souvenir Home & School. Eugene Sakellaropoulos recommends that the Home & School Committee takes appropriate measures (which may include suspension or removal of the executive member from the H&S Committee) to correct the situation in the best interest of the school and students.

Motion #181017-08

Motion to recommend that the Home & School Committee takes appropriate measures (which may include suspension or removal of the executive member from the H&S Committee) to correct the situation in the best interest of the school and students.

Motioned by: E. Sakellaropoulos	Seconded by: K. Bijian	Carried: 9	Abstentions: 1
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6.3 Home & School

- a) Attended the QFHSA Executive Workshop on September 28 with our Treasurer. The workshops were for President, Vice-Presidents, Treasurers, and Membership/Communication Coordinators.
- b) The QFHSA will be held on Saturday, October 28 at Pierre Elliott Trudeau Elementary. The theme is Education in the 21<sup>st</sup> Century : The Next Twenty Years. Three H&S members will be attending.
- c) Home & School provided pumpkins for the teachers to have a Halloween activity of their preference with their classes.
- d) Amazing Home & School volunteers have helped Ms Toni organize and prepare the library in October. A job well done! Ms Toni was very pleased.
- e) Vaccination Day for grade 4 was on October 17. Another three wonderful Home & School volunteers helped out.
- f) The Bilingual Scholastic Book Fair will be on November 15 and 16 during the day and on night of November 16 to coincide with Parent Teacher Night.
- g) There will a contest for both the English and French, where \$50 worth of books can be won. It is \$25 for the student and \$25 for that student’s teacher / classroom. Teachers will also have an opportunity to make a wish list of books so that parents may purchase books for their classroom library (as a gift in time for the upcoming holidays).
- h) The Souvenir Raffle is scheduled for December. Students will receive free coupons the week of December 11. On December 13, 14, & 15, students may purchase additional coupons for 50 cents during lunch. The prizes will be awarded on December 18.
- i) Safety in the drop-off parking lot was discussed. Home & School respectfully requests if parents could be reminded on the procedures during drop-off to ensure everyone is safe.
- j) The Next H&S meeting is scheduled for Wednesday, November 15<sup>th</sup> at 7pm.

**Graduation Committee Report**

- a) The Graduation Committee has confirmed the date for graduation will be on Tuesday, June 19, at Chateau Royale.

- b) Frozen Cookie Dough fundraiser ended on October 16<sup>th</sup> and was very successful. Delivery date is scheduled for Monday, November 13.
- c) All funds raised at the bake sale on Parent Teacher Night will go to the graduation committee.
- d) A bagging fundraiser at Mourelatos is scheduled for Dec 2 & Dec 3.
- e) The next Graduation Committee meeting is scheduled for Tuesday, November 28 at 7pm.

Motion #181017-09

Motion to approve a Toy Drive, beginning in November, benefiting the Montreal Children's Hospital.

Motioned by: E. Kontakos	Seconded by: P. Koutroumanis	Carried: unanimously	Abstentions: 0
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#### 6.4 Parents Committee

- a) New Executive Committee and Representatives were elected.
- b) Presentation by Sophie Thibeault for Qualification. It's s service for businesses and provides continuous education in the workforce. It generates new revenues to diversify sources of profit for the SWLSB.
- c) SWLSB is lobbying for a regional school tax rate as exists in Montreal.
- d) Awaiting results of a class action suit. Schools may not be allowed to charge for fieldtrips, music programs, etc...awaiting decision. Many school boards affected and 3 boards have settled.
- e) The next Parent Committee meetings are scheduled for Thursday, November 2, and December 7, at 7 pm.

#### 6.5 Teacher Council

- a) Term awards celebrating student success were discussed.
- b) Activities Planned for Up-Coming In-School Ped Days: Teachers will work on IEP's (Oct. 30), possible staff meeting (Nov. 17), QPAT Convention (Nov. 24)
- c) Teachers discussed the procedures to be followed in case of emergency substitution
- d) Approved ECA: Caroling Club (organized by E. Szokup and L.Gagné) during the first week of December
- e) Upcoming fieldtrips and activities were discussed (La Maison des Arts, Le Village du Père-Noël, Kindergarten nature walks, Veteran's Day Pancake Breakfast, Remembrance Day trip to Ottawa, in-school Remembrance Day assemblies)
- f) Teachers discussed the lunchtime cafeteria schedule (rotating schedule for Grade 1-3)

6.6 Community Representatives

N/A

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Motion #181017-10

Motion to extend the meeting to 10:20PM.

Motioned by: E. Sakellaropoulos	Seconded by: E. Kontakos	Carried: unanimous	Abstentions: 0
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7.0 New Business

7.1 Student Recognition Policy

- a) Policy was discussed by staff at the start of the school year
- b) GB members reviewed the newly drafted policy

Motion #181017-11

Motion to approve the Student Recognition Policy.

Motioned by: E. Kontakos	Seconded by: V. Krawczyk	Carried: unanimous	Abstentions: 0
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7.2 Mesure Starting Right

- a) Discussed and approved during Principal's Report (See section 6.1)

8.0 Fieldtrips and Fundraisers (resolution)

8.1 La Magie de la Pomme – October 20 (Grade 1)

- a) Unanimously approved through e-vote

8.2 Maison des Arts de Laval – December 13 (Grade 1)

- a) Organized by C. Hervieux
- b) Cost : \$14

Motion #191017-12

Motion to approve the Maison des Arts de Laval fieldtrip for Grade 1 students.

Motioned by: K. Bijian	Seconded by: V. Krawczyk	Carried: unanimous	Abstentions: 0
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8.3 Village du Père Noël – December 13 (Kindergarten)

- a) Cost : \$15
- b) 4 teachers and 6 additional supervisors

Motion #181017-13

Motion to approve the Village du Père Noël fieldtrip for Kindergarten students.

Motioned by: E. Sakellaropoulos	Seconded by: N. DeBonis-Turgeon	Carried: unanimous	Abstentions: 0
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8.4 Nature Walks (Kindegarten)

- a) Parc Le Boutillier
- b) Supervision ratio is the same as in class

Motion #181017-14

Motion to approve nature walks for Kindergarten students.

Motioned by: C. Hervieux	Seconded by: K. Bijian	Carried: unanimous	Abstentions: 0
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8.5 Hockey Practices

- a) Hockey practices begin October 24
- b) 6 hockey practices scheduled (1:30-3:00)
- c) Supervised by Mr. Ruggi and J. Lyons

Motion #181017-15

Motion to approve hockey practices at Chomedey Arena (one way transportation by bus).

Motioned by: E. Sakellaropoulos	Seconded by: N. DeBonis-Turgeon	Carried: unanimous	Abstentions: 0
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8.6 Vocal Group

- a) Vocal Group will perform at the Veteran's Day Pancake Breakfast, Remembrance Day assembly and City of Laval Remembrance Day ceremony
- b) Students will be singing at the Place Bell on December 8<sup>th</sup>

Motion #181017-16

Motion to approve students from the Vocal Group to miss the afternoon of class on December 8<sup>th</sup> to prepare for their performance at the Place Bell.

Motioned by: E. Sakellaropoulos	Seconded by: E. Kontakos	Carried: unanimous	Abstentions: 0
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### 8.7 Remembrance Day Trip (November 11)

- a) Select students from Leadership Program (grade 5-6) will travel to Ottawa for the day
- b) Supervised by Mrs. Martha (behaviour technician)
- c) Cost: \$55/student

Motion #181017-17

Motion to approve the Remembrance Day Ottawa Trip for selected Leadership students on November 11<sup>th</sup>.

Motioned by: K. Bijian	Seconded by: S. Reinblatt	Carried: unanimous	Abstentions: 0
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### 8.8 Who Is the Real Santa Claus? – December 8 (Grade 2)

- a) All Grade 2 students and Grade 3 students from Mrs Jill's 2/3 split class
- b) Supervised by 5 teachers and 4 supervisors
- c) Cost: \$19/student

Motion #181017-18

Motion to approve the Who Is the Real Santa Claus fieldtrip on December 8<sup>th</sup>.

Motioned by: K. Bijian	Seconded by: C. Hervieux	Carried: unanimous	Abstentions: 0
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## 9.0 Rentals (resolution)

### 9.1 Basketball (Chopra)

- a) Unanimously approved via e-vote

### 9.2 Basketball (St-Martin Hotel)

- a) Returning customer
- b) 26 sessions

Motion #181017-19

Motion to approve the renewal of the basketball rental by the St-Martin Hotel.

Motioned by: E. Kontakos	Seconded by: E. Mucciardi	Carried: unanimous	Abstentions: 0
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### 9.3 Camp Académie

- a) Returning summer camp
- b) Would like to rent for 9 weeks instead of 8 (This will depend on the teachers' scheduled return to work)

## 10.0 Varia (information)

### 10.1 Hygiene

- a) Students need to be reminded about the importance of hygiene (washing hands), especially with flu season approaching

### 10.2 Ronald McDonald House Fundraiser

- a) "Give With Your Heart to Those In Need"

- b) Fundraiser will take place on February 14<sup>th</sup>, 2018
- c) Students and staff will be asked to bring in specific items in support of families forced to stay at the Ronald McDonald House while their children receive specialized care at the hospital

Motion #181017-20

Motion to approve the Ronald McDonald House fundraiser on February 14<sup>th</sup>, 2018.

Motioned by: V. Krawczyk	Seconded by: S. Reinblatt	Carried: unanimous	Abstentions: 0
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11.0 Next Meeting (information)  
 Wednesday, November 22<sup>nd</sup>, 2017

12.0 Adjournment (resolution)  
 Motion #181017-21  
 Motion to adjourn the meeting at 10:30PM.

Motioned by: E. Kontakos	Seconded by: E. Mucciardi	Carried: unanimously	Abstentions: 0
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E. Ruggi (principal)

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J. Abraham (chairperson)

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C. Smith-Debanne (secretary) replaced by E. Mucciardi on October 18<sup>th</sup>, 2017