

**Governing Board Minutes**  
Souvenir Elementary School  
Wednesday, June 21<sup>st</sup>, 2017 – 7:00 PM  
Staffroom

**Members:** Cynthia Abraham, Jimmy Abraham, Jennifer Bell-Pierre, Krikor Bijian, Sylvia Christou, Maria Daklaras, Effie Kontakos, Peter Koutroumanis, Elisa Mucciardi, Susan Reinblatt, Eugene Sakellaropoulos, Cheryl Smith-Debanne, Dee Dee Steinberg

**Absent:** Sylvia Christou

**Principal:** Eric Ruggi      **Secretary:** Elisa Mucciardi

0.0 Verification of Quorum

1.0 Approval of Agenda (resolution)

Motion #210617-01

Motion to approve the agenda for the June 21<sup>st</sup> meeting.

Motioned by: C. Smith-Debanne	Seconded by: E. Sakellaropoulos	Carried: unanimously	Abstentions: 0
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2.0 Approval of minutes of May 17<sup>th</sup>, 2017 meeting (resolution)

Motion #210617-02

Motion to approve the minutes of the May 17<sup>th</sup> Governing Board meeting (with corrections).

Motioned by: K. Bijian	Seconded by: E. Kontakos	Carried: 9	Abstentions: 2
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3.0 Business Arising from the Minutes (information)

3.1 Daycare Update

- a) Mr. Ruggi met with Josée Pominville and the new daycare technician (currently on maternity leave, replacement to be determined in the next few days)
- b) Pedagogical day hours were discussed (At May meeting, GB suggested increasing daycare's opening hours on pedagogical days to accommodate parents' schedules)
- c) Government mandate states that daycare can only be open to students for a maximum of 10 hours on a pedagogical day
- d) Homework period was also discussed (At May meeting, GB suggested increasing the amount of time allotted to homework)
- e) Although homework is a component, the daycare's main mission is to provide students with stimulating activities and opportunities to socialize and learn
- f) ±150 students registered, deadline has been extended and new registrations are still coming in
- g) Various renovations will take place in the daycare area throughout the summer

3.2 School Renovations

- a) Movers will be moving all furniture from the top floor to the basement for storage
- b) Demolition will begin the week of June 26<sup>th</sup>

- c) General office area will be emptied during the first week of July in order for the floor to be replaced
- d) All renovations are scheduled to be completed by August 18<sup>th</sup>

### 3.3 Summer Camp

- a) Summer camp will begin on June 26<sup>th</sup>
- b) Occupying the gymnasium, cafeteria, basement and schoolyard

### 4.0 Correspondence

N/A

### 5.0 Question Period for the Public

N/A

### 6.0 Reports (information)

#### 6.1 Principal

- a) Kindergarten field trip to Domaine Vert on May 18
- b) Grade 1 & 2 field trip to Domaine Vert on May 19
- c) Bike safety presentations for grade 5 students on May 23
- d) Fitting date and orders for school uniforms on May 23
- e) Puberty presentations for grade 6 on May 24. Also met with the representative from the Caisses Desjardins regarding the student banking project for 2017-2018. Special teacher council meeting. Met with Helen Morrison (CSSS) and Martin Savoie (Sports Laval) to elaborate a grant application for a multi-sports mini league for SWLSB for 2017-2018.
- f) On May 26, I attended a board of directors meeting for Sports Laval. Students participated in the McCaig flag football tournament. I also attended the Sports Laval Gala Awards in the evening.
- g) Chomedey en Forme ball hockey tournament on May 27
- h) On May 30, I participated in the selection committee for the director of pedagogical services position. Also we had an STL presentation for grade 6 students.
- i) On May 31, I attended a professional development session on high leverage teaching practices, staff coaching and mentoring. I also attended the Laurier Gala Awards event in the evening.
- j) System D presentations for grade 6 students on June 1.
- k) Library closed on June 2
- l) On June 6, I participated in a professional relations committee meeting with the director general. I also attended the Songbirds concert after school.
- m) On June 7, I met with the director of Camp Academie in preparation for the summer camp. We had a Special Needs Committee meeting at lunch time and a staff meeting after school.
- n) Movie night in the school yard on June 9.

- o) Interdisciplinary team meetings on June 12.
- p) Leadership Awards Ceremony on June 13. Also had a Teacher Council meeting
- q) Fun Day for all grades on June 14. I attended a professional development session on staff coaching, mentoring and employee evaluation.
- r) Volunteer Tea and Recognition on June 19
- s) Grade 6 Graduation on June 20
- t) Meeting with the Rocket de Laval. Governing Board meeting

Upcoming

- u) June 23 is the last day of school. Assemblies for grades 1 to 5
- v) Summer camp starts June 26 and ends on August 18
- w) Renovations begin June 26

6.2 Home & School

- a) Movie Night on June 9<sup>th</sup> was a success (over 300 tickets sold)
- b) Fun Day on June 14<sup>th</sup> was well-received by students and parents
- c) Home & School will discuss what their goals are for next year’s various activities (e.g. fundraising or simply for fun)
- d) Next meeting (wine & cheese) will take place in September

Graduation Committee

- a) The graduation ceremony took place on June 20<sup>th</sup>
- b) Positive feedback from parents and students regarding the graduation ceremony
- c) Surplus of funds was voted to be used for the new 2017-2018 food program at Souvenir, “Peace Pantry”
- d) Rather than a bake sale, H&S would like to hold a popcorn sale in the school yard next September to raise funds for the Peace Pantry

Motion #210617-03

Motion to have a popcorn sale in September to raise funds for the Peace Pantry.

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

N/A

6.4 Parents Committee

- a) Concerns of fieldtrips to the United States and students who are refused at the border was discussed
- b) It is up to the person negotiating the contract to specify in the contract what will happen with students who are refused at the border

## 6.5 Teacher Council

- a) Teachers discussed the Meet-the-Teacher format for 2017-2018
- b) Adjustment was made to the Kindergarten lunch hour and recess time for 2017-2018 (separate recess time and longer period between recess and lunch)
- c) Percentage of French and English in Kindergarten was discussed

## 6.6 Community Representatives

N/A

## 7.0 New Business

### 7.1 Annual Report to Community

- a) General Assembly with parents will take place on August 29<sup>th</sup>
- b) Annual Report will be sent to parents a few days prior to August 29<sup>th</sup>, along with an invitation to the General Assembly and Curriculum Night

### 7.2 Enrolment in Laval Schools

- a) School Board is concerned about declining enrolment in Laval schools (especially at the High School level)
- b) Director General convened all principals (Elementary and High School) for an informational meeting to discuss important areas of concern (reasons for declining enrolment, perception of Laval schools, special programs, possible solutions)
- c) GB was asked to respond to the following discussion questions:

#### **1. How can Laval Elementary schools help change the negative perception?**

- Bring back specialized programs (e.g. French Immersion, IB Program, Sport Étude, music, etc.)
- Program alignment between Elementary and High School, or Junior and Senior High Schools
- Increased marketing to parents
- Increase funding for support staff (secretaries, full-time behavior technician, etc.)
- Spread positive messages about Laval schools and share student success stories
- Advertise in daycares, host open houses
- Increase sense of belonging

#### **2. How can the School Board help change this perception?**

- Advertise in daycares, host open houses (social media, flyers, send school representatives to daycares)
- Increase funding for support staff (secretaries, full-time behavior technician, etc.). When parents are greeted by staff that feel supported and valued, this will project a more positive image of our schools.
- Provide funding and support for schools working to create specialized programs (e.g. French Immersion, IB Program, Sport Étude, music, etc.).

- Allow for schools to hire additional teachers, purchase specialized materials and support schools initiatives.

**3. What initiative should we consider to address the declining enrolment in our Laval High School?**

- Laval schools must bring back specialized programs in order to stand out and compete with other schools who offer these types of programs.
- After speaking with Laval parents, the consensus is that parents want to feel as though their child is doing something “special”, therefore the most effective way to attract parents back to Laval schools and increase enrolment would be to focus on the creation and implementation of these programs in both Elementary and High School.

**4. Top 3 ideas to report to the larger group.**

- After examining the top 3 schools in the inter-board agreement, the Souvenir GB has concluded that the main reason our students are leaving to attend these schools is due to the variety of specialized programs offered at other schools (not offered in our Laval schools). This is the main area of concern for our GB members.
- Student safety must also be addressed, ensuring parents that Laval schools are a secure place where students can learn and develop.
- Government funding is key to the creation of new programs, which will ultimately increase enrolment in Laval schools.

\*\*\* Motion to extend the meeting \*\*\*

Motion #210617-04

Motion to extend GB meeting to 10:10PM.

Motioned by: P. Koutroumanis	Seconded by: E. Kontakos	Carried: unanimously	Abstentions: 0
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8.0 Fieldtrips and Fundraisers (resolution)

8.1 Daycare Fieldtrips 2017-2018

- All Daycare fieldtrips (held on pedagogical days) have been planned for the 2017-2018 school year
- All trips are self-financed and ratios will be respected

Motion #210617-05

Motion to approve the list of Daycare fieldtrips, with special consideration that the daycare remain open on January 22<sup>nd</sup> for students who do not wish to go tubing.

Motioned by: C. Smith-Debanne	Seconded by: K.Bijian	Carried: unanimously	Abstentions: 0
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9.0 Rentals (resolution)

9.1 Summary of 2016-2017 Rentals

- a) All rents have been collected
- b) Summer camp rent will be collected this summer
- c) Each renter was called to thank them for their loyalty and to receive feedback on their experience at our school
- d) All were pleased with their service and experience at Souvenir
- e) Collège Platon will be returning in September
- f) After-School Soccer will also be returning in September
- g) Currently awaiting response from other rentals for next year

10.0 Varia (information)

10.1 Class Action Lawsuit

- a) Lawsuit may take resources away from schools to pay for legal fees
- b) Parents can opt out, but schools cannot influence parents' decision and opinion

10.2 Sale of Non-Reusable Water Bottles

- a) Can the sale of plastic, non-reusable water bottles be banned at our school?
- b) Mr. Ruggi will contact Material Resources to inquire

11.0 Next Meeting (information)

- a) Next meeting: General Assembly of Parents on August 29<sup>th</sup>

12.0 Adjournment (resolution)

Motion #210617-06

Motion to adjourn the meeting at 10:10PM.

Motioned by: D. Steinberg	Seconded by: M. Daklaras	Carried: unanimously	Abstentions: 0
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E. Ruggi (principal)

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J. Abraham (chairperson)

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E. Mucciardi (secretary)