



**Souvenir Elementary School
Governing Board Minutes
Wednesday, October 17, 2018**

Present: Krikor Bijian, Polizoi Christodoulakis (Delegate for Effie Kontakos), Maria Daklaras, Gary Ersan, Peter Ferentinos, Alannah Ferreira-Morris, George Foutrakis (Delegate for Koutroumanis), Vicki Krawczyk, Naima Meziani (Delegate for Jennifer Bell-Pierre), Susan Reinblatt, Elizabeth Szokup (Delegate for Jill Davey)

Guest: Wesley Fernandes

Principal: Eric Ruggi

Secretary: Gary Ersan

Regrets: Jennifer Bell-Pierre, Jill Davey, Effie Kontakos, Peter Koutroumanis, Cheryl Smith

0.0 Verification of Quorum

Krikor Bijian confirmed quorum and began the meeting at 7:10 PM.

1.0 Approval of Agenda (Resolution)

GB – 17/10/18-1 – Maria Daklaras motioned to approve the agenda, seconded by Vicki Krawczyk

Unanimous

Motion Passed

2.0 Nominations

2.1 Community representatives (Resolution)

Eric Ruggi contacted Julie Thibert from the CISSS to see if she would be interested to join our Governing Board as a community representative. She accepted and will join as many meetings as possible.

GB – 17/10/18-2 – Polizoi Christodoulakis motioned to nominate Julie Thibert as a community representative of the governing board, seconded by Peter Ferentinos.

Unanimous

Motion Passed

2.2 Teacher Representatives – Alternates (Information)

Eric Ruggi explained that all 4 teacher representatives can be replaced provided the replacements are selected using the same process used for the initial selection. Going forward, the teachers will have a list of alternates.



3.0 Approval of minutes

3.1 September 26, 2018 meeting

GB – 17/10/18-3 – Susan Reinblatt motioned to approve the minutes of the September 26 meeting with the following changes:

- Item 8.3:
 - Added “Item was not motioned.” regarding the Toy Drive
 - Added “**GB – 26/09/18-13** Gary Ersan motioned to approve the toy drive, seconded by Maria Daklaras. *Unanimous* **Motion passed**”
- Item 8.6: Changed motion to Unanimous
- Item 11.1: Added Jill Davey as seconder

Seconded by Alannah Ferreira-Morris

Unanimous

Motion Passed

4.0 Business Arising from the Minutes

4.1 Parent Workshops on Homework Strategies & Organizational Skills (Information)

Workshop was held on Oct 3rd, 2018, it lasted 90 mins with the participation of approximately 50 parents. The event was well received by the parents.

The presenter was very efficient at maintaining the content to the desired topic.

Eric Ruggi mentioned that there is a budget for workshops that potentially allows to have 2 workshops per school year. He recommends doing a parent survey for a new topic for the next workshop. There is no obligation to use the same company again. Peter Ferentinos asked if there is anything we can do to further to increase the participation rate. Eric Ruggi mentioned that the choice was based on the parents’ survey last year.

Elizabeth Szokup mentioned that the presenter started the workshops with the grade 4 students. The students were very receptive and already started using the techniques.

4.2 Pick Up & Drop Off Zone (Information)

Eric Ruggi explained the school board has been very cooperative in helping us get the required changes to the pickup/drop off zone with the City. The changes were discussed at the end of August and approved at the Sep 26th city council meeting. The delays are with the public work department to execute on the decisions. The speed bumps and markings were completed. The signage changes have not been done. There are still some discussions on a potential crosswalk on Rue Bertin, no final decision at this time. The overall situation has improved however there are certain instances where parents are not following safety rules (cutting into bus lanes or walking in front of moving vehicles). Eric Ruggi will continue to push to have the signage done and will verify if the blue posts will be removed in the winter.

George Foutrakis suggested to have a police officer or city counsellor come speak to the governing board to explain the changes. Vicki Krawczyk expressed concern about how



difficult it will be during the winter. Eric Ruggi explained that we no longer have a rental contract for the church parking lot and that anyone parking there is doing so at their own risk.

Wesley Fernandes expressed his concerns on the difficulty to find parking on Rue Bertin as well as a concern on how difficult the situation will get in the Winter.

Krikor highlighted that this is a top priority of the Governing Board and that we are actively working on the situation.

4.3 Bus Delays (Information)

Eric Ruggi followed up with the transportation department, they confirmed item 9.4 from previous meeting is the current process. The slow down in the process is generally between the transportation company and the school board as well as between the school board and the school. Although using the school board app is a potential solution, it would not allow for all parents to get the message unless they have the app. Using the app would also slow down the overall existing process.

Polizoi Christodoulakis suggested the use of SMS. He also emphasized the impact on parents of not receiving prompt notification during bus delays. George Foutrakis asked if the bus driver could notify the school directly, Eric Ruggi said that responsibility rests with the dispatch at the transportation company.

5.0 Correspondence (Information) - None

6.0 Question Period for the Public (Information)

Wesley Fernandes said the app takes very long to provide updates to parents (ex. 3hrs delay for school closure last year). He expressed his concern about the amount of French offered to our students and that it may not be sufficient for them in the long term. He asked what can be done to increase the amount of French, potential for activities and if some of the subjects in English can be taught in French.

Eric Ruggi highlighted the Governing Board looks at all subjects to best prepare our students for success. He explained that certain decisions are at the school board level, for example, Math must be taught in English. He also expressed that the immersion program taught several years ago caused certain segregation among students. He identified that Ms. Cortese is currently looking into opportunities for French programs after school. It was discussed that we need to find opportunities for the students to speak in French outside of the classrooms.

Vicki Krawczyk mentioned the % of French was discussed in detail last year and that the Governing board will consider increasing the French % as part of the STA. Naima Meziani



reinforced that the students need to practice speaking in French and that it is important for parents to reinforce the French learning outside of the school.

7.0 Internal Rules & Procedures

Governing Board reviewed the Internal Rules & Procedures. Krikor asked to have Section 16 revised to allow for questions from the public without a 48-hour notice. He suggested that priority be given to the questions submitted ahead of time, however new questions would be accepted if time is remaining within the allotted 20 mins.

Krikor Bijian explained that section 11 mentions that additions to the agenda can be done the day of the meeting. However, in order for those changes to appear on the agenda ahead of the meeting they should be submitted 7 days prior to the meeting.

Krikor Bijian explained that the principal, chairperson and secretary work collectively to finalize the minutes of all meetings before being distributed to all governing board members for review.

GB – 17/10/18-4 – *George Foutrakis motioned to make the change below to the Internal Rules & Procedures:*

Addition of the following at the end of Section 16:
, however time permitting, questions from the public will be heard.

Seconded by Maria Daklaras
Unanimous

Motion passed

Eric Ruggi will make the changes and post it online.

8.0 Reports (Information)

8.1 Principal **October 2018**

- Sept. 28 – Attestation Day, ABAV Committee first meeting
- Oct. 1 – Ped day, IEP day for teachers
- Oct. 2 – Meeting with parents of Vocal group, fire drill evacuation practice, first hockey practice
- Oct. 3 – Management meeting for school administrators, Workshop for Parents (homework Strategies)
- Oct. 4 – Cross-Country Race at Centre de la Nature for Grades 4, 5 and 6
- Oct. 5 – Conseil d’administration meeting for Sports Laval



- Oct. 9 – ABAV Committee second meeting
- Oct. 10 – Fire drill evacuation supervised by Laval Fire Department
- Oct. 11 – Leadership training for Grade 5 students
- Oct. 12 – First Communication Report Card sent to parents, Leadership Training for Grade 6 students
- Oct. 15 – Caisse Desjardins Teacher Appreciation, Teacher Council Meeting
- Oct. 16 – Special Needs Committee Meeting
- Oct. 17 – Raise Craze Assembly, Governing Board Meeting

Upcoming

- Oct. 22 – Raise Craze at the MUHC for grade 6 students
- Oct. 25 – Arundel Leadership Training for Grade 5 students
- Nov. 2 – End of Term 1
- Nov. 7 – Veterans Breakfast
- Nov. 8 – Remembrance Day Assemblies, Grade 4 vaccinations
- Nov. 9 – Ped Day, RSEQ Handball & Flag Football Tournaments at LSA
- Nov. 11 – Remembrance Day Field Trip to Ottawa for Leadership students
- Nov. 14 – WE Day in Ottawa for Leadership students
- Nov. 22 – Parent-Teacher Meetings
- Nov. 23 – Ped Day

8.2 Daycare

- Today was the Daycare Educator Assignment meeting. We had two posts that were being offered during the meeting. One post was picked up by Mrs. Helen, and the other was picked up by Margaret Markopoulos who will be joining our team. Unfortunately, Ms. Cathy picked up a post at Terry Fox. We wish her the best there, she will be greatly missed.
- Our theme for October is Halloween. Each group will be participating in a pumpkin decorating contest. Once completed, all pumpkins will be displayed for parents to vote. On October 30, votes will be tallied, and the winning group will get a movie and snacks as their prize on October 31.
- October 1 ped day:
 - 30 students participated.
 - 3 workshops were given by Club Fy: glow in the dark mandala, poi training and face painting. All put together for a light show at the end of the day where students demonstrated what they had learned.
- Upcoming ped days: we have 3 ped days in November.
 - On November 9th, we will be having a science and building day where students will do a variety of science experiments and building challenges throughout the day.
 - November 23 will be our first ped day outing. More details to come as I am waiting for companies to get back to me with pricing and activity proposals.



- November 30, we will be having a Pre-Christmas pajama party. Students will make ornaments, play games, and bake Christmas snacks to enjoy with a movie at the end of the day.
- Our daycare was selected to receive a grant from the school board to provide before and after school snacks to our students. The grant is approximately \$19,000 and will be used to provide nutritious snacks to students with the help of Rick and the staff at SOUP-ER-LUNCH.

8.3 Home & School

- The Laura Secord Chocolate fundraiser began on October 12th. It will run for two weeks. Chocolates are being sold for \$3 and there are 30 per box. Prizes will be awarded to participating students and top sellers. An information/ opt out letter was emailed to all parents on September 27th.
- The Bilingual Scholastic Book Fair is scheduled for November 21st & 22nd, during the day, and on the night of November 22nd, to coincide with Parent Teacher Night. The books (metal book cases) will arrive on November 7th.
- The next Home and School Committee meeting is on Wednesday, November 14th.
- The next Graduation Committee meeting is on Wednesday, October 24th.

8.4 Parents Committee

- The Parents' Committee Executive members were elected.
- The schools will be receiving measures (funds) to enable schools to organize cultural fieldtrips. Also, schools may receive roughly \$30 per student for the year to be used as the school decides –“Inspiring Schools”. These measures are the government's response to concerns regarding the field trip policy approved last spring.
- The criteria for a vacant School Commissioner seat was discussed.
- There will be vacant School Commissioner seat(s) and elections will be held on October 17th to fill the position(s).
- On October 24th, the Council of Commissioners will elect a new chairperson.
- The next meeting is on Thursday, November 1st.

8.5 Teacher Council

- Meeting was on Monday Oct 15, discussed November 8th workshops, with a teacher's convention in the evening. Nov 22nd will be parent/teacher night
- School success plan will be status quote, Oct 31st Halloween, students can dress up, from home, nothing violent or gruesome
- Nov 11th Assembly for Remembrance Day



- Nov 22 Parent/Teacher 4PM-7PM
 - Nov 29th end of term assembly
- 8.6 Community Reps - None

9.0 New Business

9.1 Anti-Bullying, Anti-Violence (ABAV) Plan

20 minute time allotted by chairperson. Eric Ruggi reviewed the contents, he explained that the wording in the ABAV is adapted when speaking directly with the students. Discussed all details pertaining to Prevention Measures (Element 2). Reviewed that the Specific Disciplinary Actions section (Element 8) contains all possible consequences. He highlighted that actions are not linked to specific consequences. This allows to account for factors such as age and the students' capacity to understand/grasp the nature of their actions.

Polizoi Christodoulakis asked how we can ensure/measure the success of the ABAV throughout the year. Eric Ruggi confirmed that all incidents are now logged. Last year was the first year it was reported, 2018-1019 will serve as a comparison point. Polizoi Christodoulakis also asked if Element 8 can be categorized by severity. Maria Daklaras reinforced that every situation is unique and needs to be reviewed individually.

Some members felt that the survey's wording to ask specifically about the last 30 days may skew the students' answers. There was a discussion that certain students do not accurately define bullying. Vicki Krawczyk asked that we need to ensure we are not complacent with violence/bullying solely based on a child's inability to grasp the severity of their actions.

Gary Ersan asked to have activities/events organized to have Souvenir Elementary stand out as Champions against bullying/violence. Krikor Bijian asked to table the discussion as its own item in a future meeting to ensure it is discussed in length.

GB – 17/10/18-5 – George Foutrakis motioned to approve the ABAV plan, seconded by Vicki Krawczyk.
Unanimous **Motion passed**

Effie joined at 9:25, not voting as parent alternates were designated for the meeting.

10.0 Field Trips & Fundraisers

10.1 Leadership Training at Arundel Nature Centre – October 25, 2018



Souvenir Elementary School
École primaire Souvenir

GB – 17/10/18-6 – Maria Daklaras motioned to approve Leadership Training at Arundel Nature Centre, seconded by Susan Reinblatt.

Unanimous

Motion passed

11.0 Rentals – None

12.0 Varia – None

Next meeting will be on Monday Nov 19th, 2018.

Krikor Bijian and Eric Ruggi will determine the dates for the rest of the year

13.0 Adjournment - Meeting was adjourned at 9:38 PM

GB – 17/10/18-7 – Maria Daklaras motioned to adjourn the meeting at 9:38PM, seconded by George Foutrakis.

Unanimous

Motion Passed

E. Ruggi
Principal

K. Bijian
Chairperson

G. Ersan
Secretary