

Governing Board Minutes
 Souvenir Elementary School
 Wednesday, September 21, 2016 – 7:00 PM
 Staffroom

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

Absent: Cheryl Smith-Debanne

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

0.0 Verification of Quorum

1.0 Approval of Agenda (resolution)

Motion #210916-01

Motion to approve the agenda for September 21st, 2016.

Motioned by: M. Daklaras	Seconded by: D. Steinberg	Carried: unanimously	Abstentions: 0
--------------------------	---------------------------	----------------------	----------------

2.0 Elections (resolution)

2.1 Secretary

Motion #210916-02

J. Bell-Pierre nominates E. Mucciardi as secretary.

Motioned by: J. Bell-Pierre	Seconded by: E. Kontakos	Carried: 8 for/0 against	Abstentions: 2
-----------------------------	--------------------------	--------------------------	----------------

2.2 Chair

Motion #210916-03

E. Sakellaropoulos nominates J. Abraham as chairperson.

Motioned by: E. Sakellaropoulos	Seconded by: P. Koutroumanis	Carried: unanimously	Abstentions: 0
---------------------------------	------------------------------	----------------------	----------------

2.3 Vice-Chair

Motion #210916-04

M. Daklaras nominates E. Sakellaropoulos as vice-chairperson.

Motioned by: M. Daklaras	Seconded by: D. Steinberg	Carried: unanimously	Abstentions: 0
--------------------------	---------------------------	----------------------	----------------

2.4 Treasurer

Motion #210916-05

P. Koutroumanis nominates K. Bijian as treasurer.

Motioned by: P. Koutroumanis	Seconded by: N. Doshi	Carried: unanimously	Abstentions: 0
------------------------------	-----------------------	----------------------	----------------

2.5 Community Representatives

Motion #210916-06

M. Daklaras nominates S. Christou as community representative.

Motioned by: M. Daklaras	Seconded by: E. Sakellaropoulos	Carried: unanimously	Abstentions: 0
--------------------------	---------------------------------	----------------------	----------------

3.0 Conflict of Interest Forms (information)

Forms were read, signed, and returned to Mr. Ruggi by all members of the Governing Board.

4.0 Internal Rules and Procedures (information)

- Internal Rules & Procedures were briefly reviewed.
- Members will have time to look over these rules and procedures; a question period will be given during next month's meeting.
- Approval of Internal Rules and Procedures at next month's meeting.

5.0 Approval of minutes of June 15, 2016 meeting (resolution)

Motion #210916-07

Motion to approve the minutes of the June 15, 2016 Governing Board meeting.

Motioned by: E. Kontakos	Seconded by: S. Reinblatt	Carried: 7 approve	Abstentions: 4
--------------------------	---------------------------	--------------------	----------------

6.0 Business Arising from the Minutes (information)

6.1 Daycare Contract (Before and After School contract)

- Daycare is currently paying rent to Souvenir Elementary School.
- The terms and conditions put in place in the past must be brought up to date with current standards.
- Contracts will remain status quo for both Home & School and the Before and After School Program until further notice.
- The issue will be revisited during a future meeting.

7.0 Correspondence (information)

7.1 Governing Board Annual Activity Report

Motion #210916-08

Motion to approve the Governing Board Annual Activity Report.

(Report will be available on the school website.)

Motioned by: E. Sakellaropoulos	Seconded by: E. Kontakos	Carried: unanimously	Abstentions: 0
---------------------------------	--------------------------	----------------------	----------------

8.0 Question Period for the Public (discussion)

N/A

9.0 Reports (information)

9.1 Principal

- WiFi installation is almost complete, currently waiting on the School Board to order 4-5 access points
- Gym renovations are complete, the final element is to purchase the correct brush for then Zamboni machine used to clean the floor.
- School Yard Project
 - o Phase 1: painting games on the pavement
 - o Phase 2: new play structure
 - o Phase 3: small synthetic field
 - o School is currently working on Phase 1. Mr. Ruggi and E. Kontakos will meet with painting company next week.

- Building renovations
 - o The bus area received second layer of asphalt (was redone at the start of the school year)
 - o Non-cosmetic work to be done: plumbing, lighting, washrooms
 - o Refrigerated drinking water: Administration has proposed the installation of refrigerated drinking water fountains to Material Resources Department. Request was approved.
- Fieldtrips and activities are currently being organized throughout the school.
- 536 students currently registered at Souvenir Elementary School.
- Majority of school fees have been paid (online and Interac payments)
- COPIBEC: Souvenir staff has been called upon by COPIBEC to declare all photocopies made in school as of August 31st,2016. All staff must submit declarations to COPIBEC to ensure that copyright laws are being respected. Greek school may not have to report to COPIBEC, as they are not employees of SWLSB. Administration will confirm.
- Student Banking: Initiative offered by Caisse Desjardins of Chomedey. Students with parent consent will bring their deposit to school every Monday morning. Desjardin representatives will collect deposits and send a receipt to parents by mail. This initiative will help teach students responsibility and the value of money, while developing a partnership with Desjardins which may lead to them sponsoring initiatives within our school.
- ABAV Plan: will be presented at next meeting.
- School Success Plan2015-2016 (MESA): Report will be provided at next meeting.
- New Director General: Paul Lamoureux, Assistant Director General: Fred Greschner, Second position of Assistant Director General: vacant, Director of Schools: Stephanie Krenn

9.2 Home & School

- Bake Sale on Meet the Teacher Night on August 29th raised \$151.
- Welcome Back to School Corn Roast was on September 9th. Overwhelming turnout of volunteers – many new faces. More volunteer tags will be made to ensure all future volunteers are clearly identified.
- Picture Day was on September 15th. The outdoor grade 6 picture was also taken.
- Pizza Tuesdays will begin on September 27th and TCBY will be on September 30th.
- H&S will provide the volunteers: 3 for the grade 4 vaccinations on October 13th.
- H&S held first meeting on September 14th. They discussed fundraising and events scheduled for this year.
- For Souvenir Raffle, each student will receive a free coupon. Coupons will be on sale December 9th, 10th and 11th at lunch time for 50 cents each. The draw will take place on December 14th. Prizes will be awarded in a way to avoid any classrooms disruptions.
- Would like activities provided by Enfant & Compagnie to be offered again to students at lunch. One change, if approved, would be to not have any classes on Tuesdays. This decision was taken to prevent any disruption or confusion with students getting pizza on that day. We would like to know if the gym would be available at lunch for activities such as gymnastics, hip hop or cheerleading. Robotics, science and art activities are some other classes offered.

- Toy drive in support of the Montreal's Children Hospital. Would like to do it this year from November 28th to December 2nd (tentatively).
- H&S would like to bring Fundscrip to Souvenir. Parents can go online and purchase gift cards from various retailers. The school will make 3% on total purchases. The cards will be shipped at home and charged \$0.98 per transaction to be sent by Canada Post. Minimum purchase of gift card is \$10 and maximum 4 cards of \$500 value (weight restriction). For payment of cards its free for on-line banking, EFT -electronic fund transfer – is free and interac \$0.85 per transaction. No start up fees and can close the account and request earnings cheque whenever Souvenir wants.
- Graduation Committee held first meeting on Monday, September 12th. Would like approval to have a Frozen Cookie Dough fundraiser beginning on September 26th and ending October 21st (tentatively).

Motion #210916-09

Motion to approve Home & School events (Scholastics Book Fair, bake sales on Parent Teacher Nights in November and February, Souvenir Raffle, Santa’s visit, Movie Night) for the 2016-2017 school year.

Motioned by: P. Koutroumanis	Seconded by: N. Doshi	Carried: unanimously	Abstentions: 0
------------------------------	-----------------------	----------------------	----------------

Motion #210916-10

Motion to have Enfant et Compagnie run lunchtime activities.

Motioned by; E. Kontakos	Seconded by: N. Doshi	Carried: unanimously	Abstentions: 0
--------------------------	-----------------------	----------------------	----------------

Motion #210916-11

Motion to have the Toy Drive in support of the Montreal Children’s Hospital (tentatively scheduled for November 28 to December 2).

Motioned by: E. Kontakos	Seconded by: S. Reinblatt	Carried: unanimously	Abstentions: 0
--------------------------	---------------------------	----------------------	----------------

Motion #210916-12

Motion to fundraise through Fundscrip.

Motioned by: E. Kontakos	Seconded by: P. Koutroumanis	Carried: unanimously	Abstentions: 0
--------------------------	------------------------------	----------------------	----------------

Motion #210916-13

- Motion to have frozen cookie dough sale as the Graduation Committee’s first fundraiser of the year.

Motioned by: E. Kontakos	Seconded by: K. Bijian	Carried: unanimously	Abstentions: 0
--------------------------	------------------------	----------------------	----------------

9.3 Before & After School Program

- 217 students registered
- 14 staff members
- Epipen protocol is up to date.
- October 7: fieldtrip to Funtropolis (ped day)
- Facebook page is working well.

9.4 Parents Committee

N/A

9.5 Teacher Council

- Tabled to the next meeting.
- H&S would like that issues concerning H&S discussed at Teacher Council be forwarded to the Home & School committee so they can address the issues as quickly as possible.

9.6 Community Representatives

- Several parents came to register their children during the summer, thinking the school was open. Suggestion is to have a voicemail recording letting parents know when the secretaries return to work to avoid confusion.
- Parents ask that there be someone available to answer the office phone at 2:40 in case of emergencies (ex: bus issues)

10.0 New Business

10.1 Summary of General Assembly of Parents (information)

- General Assembly went smoothly, better than previous year.
- Single parents with multiple children found it difficult to meet all their children’s teachers.
- Next year, administration will make an announcement when teachers must switch class in order to keep the schedule on track and ensure parents can meet all teachers.
- Proposition to have Governing Board elections before the General Assembly, as opposed to at the end of the night (too late for many parents to stay). This may not be possible as administration must first do parent verification. This issue will be tabled to April meeting.

S. Christou left meeting at 9:00 PM

10.2 Meeting Dates for 2016-2017 (resolution)

October 19 th , 2016	March 22 nd , 2017
November 23 rd , 2016	April 19 th , 2017
December 14 th , 2016	May 17 th , 2017
January 25 th , 2017	June 14 th , 2017
February 15 th , 2017	

Motion #210916-14

Motion to hold upcoming Governing Board meetings on the above mentioned dates.

Motioned by: J. Bell-Pierre	Seconded by: E. Kontakos	Carried: unanimously	Abstentions: 0
-----------------------------	--------------------------	----------------------	----------------

10.3 E-Vote for Fieldtrips and Rentals (resolution)

Motion #210916-15

Motion to allow e-votes when voting on fieldtrips and rentals when decision must be made before a scheduled meeting.

Motioned by: N. Doshi	Seconded by: K. Bijian	Carried: unanimously	Abstentions: 0
-----------------------	------------------------	----------------------	----------------

10.4 Budget Summary for 2015-2016 (information)

- Tabled to next meeting

11.0 Fieldtrips and Fundraisers (resolution)

11.1 Cross-Country Run at Centre de la Nature

- October 6th, from 9:30-2:30
- Minimum of 30 students required (grade 5 and 6)
- Cost is \$7/student
- Mr Steven Antonacci will accompany students on the fieldtrip.

Motion #210916-16

Motion to have grade 5 and 6 students attend the Cross-Country Run at Centre de la Nature.

Motioned by: M. Daklaras	Seconded by: D. Steinberg	Carried: unanimously	Abstentions: 0
--------------------------	---------------------------	----------------------	----------------

Meeting has been extended to 9:25 PM

Motion #210916-17

Motion to extend meeting to 9:25 PM.

Motioned by: J. Abraham	Seconded by: E. Sakellaropoulos	Carried: unanimously	Abstentions: 0
-------------------------	---------------------------------	----------------------	----------------

12.0 Rentals (resolution)

12.1 College Platon

- Mondays and Wednesdays from 3:00-4:00 PM (September 26 – May 2017)
- Revenue: \$1170.45

12.2 La Troupe Folklorique Grecque Syrtaki

- Fridays from 5 :00-9 :00 PM (September 16 – June 16)
- Revenue: \$3155.63

12.3 Hotel Le Saint-Martin

- Basketball for hotel employees
- Mondays and Thursdays from 7:00-8:15 PM (beginning next week)
- Revenue: \$778.69

12.4 John Choi

- Volleyball
- Tuesdays from 8:00-9:30 (September – May)
- Revenue: \$1979.44

TOTAL REVENUE (rentals and summer camps): \$14 252.26 (half balance left to collect)

Motion #210916-18

Motion to approve the above mentioned rentals.

Motioned by: P. Koutroumanis	Seconded by: M. Daklaras	Carried: unanimously	Abstentions: 0
------------------------------	--------------------------	----------------------	----------------

13.0 Varia (information)

- Cafeteria menu: Parent request to review certain items on the menu that do not seem to meet nutritional standards.
- Material Resources Department has provided reports about kitchen cleanliness, equipment, etc.
- Mr. Ruggi will inquire with the School Board dietician to receive more nutritional information about these items.

14.0 Next Meeting (information)

- October 19th at 7:00 PM.

15.0 Adjournment (resolution)

Motion #210916-19

Motion to adjourn the meeting at 9:25PM.

Motioned by: E. Kontakos	Seconded by: J. Bell-Pierre	Carried: unanimously	Abstentions: 0
--------------------------	-----------------------------	----------------------	----------------

Eric Ruggi
Principal

Jimmy Abraham
Chairperson

Elisa Mucciardi
Secretary