



## Souvenir Elementary School Governing Board Minutes Wednesday, November 22, 2017

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**Present:** Jimmy Abraham, Jennifer Bell-Pierre, Krikor Bijian, Catherine Hervieux, Effie Kontakos, Peter Kountroumanis, Vicki Krawczyk, Elisa Mucciardi, Susan Reinblatt, Eugene Sakellaropoulos, Cheryl Smith, Natasha Turgeon-DeBonis

**Principal:** Eric Ruggi

**Secretary :** Cheryl Smith

**Regrets:** Catherine Hervieux

**Guests:** Beverly Canelho, Polizo Christodoulakis, George Foutrakis, Gary Ersan, Simitra Sideris

Meeting was called to order at 7:08pm,

**0.0 Verification of Quorum** – Jimmy Abraham confirmed the quorum

### 1.0 Approval of Agenda

*GB-22/11#1: Effie Kontakos and Jennifer Bell-Pierre seconded the motion to approve the agenda as presented.*

*Unanimous*

*Motion passed.*

### 2.0 Approval of minutes

2.1 October 18, 217 meeting (Resolution)

*GB – 22/11#2: Eugene Sakellaropoulos moved and Natasha Turgeon-DeBonis seconded to approve the October 18, 2017 minutes with the changes:*

*9 yes & 1 abstention*

*Motion passed.*

### 3.0 Business Arising from the Minutes

3.1 Internal Rules & Regulations were distributed to all members.

3.2 Guidelines for Hiring GB Secretaries – Eric Ruggi explained the procedures for hiring and remunerating GB secretaries – we fall within the guidelines.

3.3 Guidelines for E-vote Procedures (Information) – Eric Ruggi distributed a document that was compiled by the Secretary General of SWLSB explaining the e-vote procedures that can be used when there is a time-sensitive manner. The vote needs to be initiated by the GB chair, all participants need to “respond all” and there must be a dead-line for responding clearly stated. Anyone who does not respond will be consider an abstention.



#### 4.0 Correspondence

- 4.1 Invitation to the SWLSB Foundation Gala on Thursday, January 25, 2018 –
- 4.2 GB Workshop information – another training will take place on December 4, 2017. The board provided a lot of documentation which J. Abraham is willing to share with the members.

#### 5.0 Question Period for the Public (Discussion)

- 5.1 Concern about Student Consequences listed in Agenda – *what are the consequences of bullying and violence.*  
Eric Ruggi explained the confidentiality that comes into play when an incident of bullying takes place. He also explained the ABAV plan and steps that are taking place whenever there is a situation of violence or bullying.
- 5.2 Question regarding *Subject Time Allocation & Music vs. Arts Dramatic.* The allocation of French & English 80/20 for kindergarten and 53/47 for Cycles 1 -3 - this is discussed in Subject Time Allocation each year in January – this involves a significant change for the school and is a long-term commitment.
- 5.3 *Cafeteria vs Lunch provider.* Eric Ruggi explained that the principal makes the decision about the caterer.
- 5.4 *Suggestion about Ped Days* – suggestion that the Parent Committee ask that November 1<sup>st</sup> is a Board-wide Ped Day.
- 5.5 *Playground needs lines and games painted on the asphalt.* Home & School and the SWLSB will look into the playground.
- 5.6 *Volunteers should have a back-ground check* – there was a concern raised that some volunteers are going into the classes without going through the proper background checks. H&S and the administration will confirm that we are complying with the SWLSB protocol.

#### 6.0 Reports

##### 6.1 Principal

- Oct. 19 – IEP development day for teachers, Terry Fox Walk and Kat D DIPG fundraiser
- Oct. 20 – Library opens, La Magie de la Pomme Grade 1 field trip
- Oct. 24 – Ice Hockey Program starts, Chomedey Mini Basketball tournament begins
  - Re-elected on the board of administrators of Sports Laval, attended annual general assembly
- Oct. 30 – Flag football tournament at LJA, Ped Day IEP development day for teachers
- Oct. 31 – School Banking, Halloween in class activities
- Nov. 2 – Cosmodome field trip for Kindergarten
- Nov. 3 – Pancake Breakfast for Veterans, end of term 1
- Nov. 6 – Special Needs Committee meeting



- Nov. 8 – Scoreboard/smartboard in gym is serviced
- Nov. 9 – Attended a professional relations committee meeting
- Nov. 10 – Remembrance Day Ceremonies
- Nov. 11 – Remembrance Day Field Trip to Ottawa
- Nov. 14 – Teacher Council meeting, school banking, dental hygienist for kindergarten
- Nov. 15 – Attended a conseil d'administration meeting at Sports Laval
- Nov. 16 – Parent-Teacher Interviews, Merit Awards assemblies, book fair
- Nov. 17 – Ped day, Assistive Technology Workshop for all teachers, book fair,
  - Attended a Standards and Procedures of Evaluation Workshop
- Nov. 20 – Meeting with Director General of SWLSB and Director General of Sports Laval,
  - After-school tutoring program begins
- Nov. 21 – First SWLSB hockey tournament at Place Bell
- Nov. 22 – Governing Board meeting

#### Upcoming

- Nov. 24 – Ped day, Futsal tournament at LJA, Teachers' Convention
- Nov. 29 – Management & principals meeting
- Nov. 30 – Regroupement Lavallois pour la Perseverance Scolaire general meeting
- Nov. 27 – Basketball Tournament (1/2 day), social skills program for Kindergarten starts
- Nov. 27 – Dec. 15 – Agape food drive
- Dec. 8 – Souvenir Night at the Place Bell, Vocal Group sings the national anthem,
  - Who is the real Santa Claus field trip? (Grade 2)
- Dec. 13 – Village du Pere Noel field trip (Kindergarten)
- Dec. 13 – Maison des Arts field trip (grade 1)
- Dec. 15 – Leadership & Lifeskills Holiday Lunch Party
- Dec. 19 – Hockey tournament at Place Bell
- Dec. 22 – Day 0, in-class holiday activities, last school day before the Christmas break

#### **6.2 Home & School**

- On October 24, I chaired a special meeting to discuss a member's breach of conduct, to review, and approve the updated Home & School Constitution and resolve the issue.
- On October 28, I attended the QFHSA Fall Conference with Natasha Gamsaragan and Susana Huber. The Keynote speakers, Michael Canuel and Noel Burke, discussed education in today's world and the changes anticipated for the future for both the students and the educational system.
- I attended a workshop on email etiquette which was very insightful and educational.
- On October 30, attended the Governing Board workshop at the School Board head office. Was an excellent presentation and workshop.



**Souvenir Elementary School**  
École primaire Souvenir

- On November 11, went to Ottawa for Remembrance Day on a first ever fieldtrip with the Souvenir Leadership Team, Laval Junior Academy, and Laval Senior Academy. It was a memorable experience.
- On November 15, at our H&S meeting, the Internal Rules were approved to educate all members regarding the rules, so as to avoid future breaches of conduct, abuse of power and/or infringement of member's privacy.
- The Bilingual Scholastic Book Fair held on November 15 and 16 was successful. H&S supports literacy and set a goal of selling 540 books this year representing one per student at Souvenir. Approximately 615 books were sold.
- H&S purchased 30 hardcover copies of the book Wonder, by R. J. Palacio, for the school, that will be used as a novel study by Cycle 3 English classes.
- 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.
- Toy Drive for Montreal's Children's Hospital will begin soon and toys will be collected until December 15th. Parents will be notified this week.
- The Next H&S meeting is scheduled for Wednesday, January 10th, 2018 at 7pm.
- Graduation Committee – December 2<sup>nd</sup> & 3<sup>rd</sup> – bagging at Morelatos – next meeting November 28<sup>th</sup>.
- Book Fair open at lunch – teachers should have a pass to go to the book fair at lunch-time.

### **6.3 Daycare Program**

- Smart boards arrived for Day Care
- October 30 - Ped Day
- HopHop launched
- November 16 Workshop for crafts
- Nov 17 – Ped Day- 4Cats students made ornaments
- Nov 23 – Staff meeting
- Nov 24 – Ped Day - Field trip to Colossus – question was addressed about the cost and the possibility of some students and educators staying back from an outing.

### **6.4 Parents Committee**

- Workshop on Vocational Training by Elaine Kelley
- Internal Rules – were discussed
- Next Meeting – December 7th



## 6.5 Teacher Council

- No liaison was assigned and no report was provided. The GB would like to ask the TC to provide a report that could be read each month.

## 6.6 Community Reps – no report.

## 7.0 New Business

### 7.1 Souvenir Deed of Establishment

*GB-22/11#3: Peter Kountroumanis moved and Effie Kontakos seconded that the deed presented is an accurate deed of Souvenir Elementary School.*

*Unanimous*

*Motion passed.*

7.2 ABAV Plan – Eric Ruggi circulated the 2016-2017 ABAV plan and outlined the process that was needed to prepare the new plan. GB members are asked to provide feedback on the plan to Eric Ruggi by December 6<sup>th</sup>. A sub-committee was selected to work on the 2017-2018 ABAV plan which will be presented at the next GB meeting in December. Subcommittee – Eric, Cheryl, Elisa, Effie and Martha

*GB-22/11#4: Kikor Bijian moved and Jennifer Bell-Pierre seconded the motion to develop an ABAV sub-committee to develop the new plan for December 20<sup>th</sup>.*

*Unanimous*

*Motion passed.*

7.3 Parent Workshops Survey – Eric Ruggi showed us a model of a survey for parents about the possibility of workshops which could be made available for parents. We discussed modifications of the survey and both Eugene and Jimmy will work on the survey and send it to parents as a Survey Monkey.

7.4 Science Fair Experiment – Two former students would like to do a research project with our students for a Science Fair project for their high school – a letter would be sent to parents, students would only miss a few minutes of class.

*GB-22/11#5: Eugene Sakellaropoulos moved and Jennifer Bell-Pierre seconded the motion to allow Grace and Anna P... to conduct their Science Fair Experiment on colour at Souvenir.*

*Unanimous*

*Motion passed.*

At 9:20 Jimmy Abraham addressed the need to extend the meeting in order to complete the agenda.

*GB-22/11#6: Peter Kountroumanis moved and Vicki Krawczyk seconded the motion to extend the meeting to 9:45.*

*Unanimous*

*Motion passed.*



7.5 Subject-Time Allocation 2018-2019 – Eric Ruggi explained the time-line for the possibility of making changes to our program/course offering before the February registration period. He would like to bring the subject to the staff in the coming weeks so that the staff can consider an orientation towards streaming, enriched programs or more French. There was a discussion about how we could address these issues.

## 8.0 Field trips & Fundraisers

8.1 Cosmodome Field trip (E-Vote results) (Resolution)

*GB-22/11#7: Natasha Turgeon-DeBonis moved and Susan Reinblatt seconded the motion to approve the field trip to the Cosmodome.*

*9 yes – 2 abstentions*

*Motion passed.*

8.2 Tubing at Mont Avila – Monday February 26, 2018 (Resolution)

8.3 Caroling – Thursday December 7, 2017 (Resolution)

8.4 Musée des Enfants (K) – March 23, 2018 (Resolution)

8.5 Intermiel (K) – May 4, 2018 (Resolution)

8.6 Musée des Beaux Arts de Montreal (Gr. 1) May 17 & May 18, 2018 (Resolution)

8.8 Winter Camp – (Gr 5) January 31-February 2 (Resolution)

8.9 Electrium (Gr 6) – January 12, 2018 (Resolution)

8.10 Parc Domaine Vert (Grade 1 & 2) – May 28, 2018

The field-trips were presented and all costs and ratios were in accordance with the Souvenir policy for field trips.

*GB-22/11#8: Effie Kontakos moved and Natasha Turgeon-DeBonis seconded to approve the slate of field trips with the approved ratios and costs.*

*Unanimous*

*Motion passed.*

8.7 Agape Holiday Food Drive (Nov. 27 – Dec. 15) (Resolution)



*GB-22/11#9: Vicki Krawczyk moved and Natasha Turgeon-DeBonis seconded the motion to collect food for the holiday baskets.*

*Unanimous*

*Motion passed.*

## **9.0 Rentals**

9.1 Basketball (D. Nikas) (Resolution)

*GB-22/11#10: Eugene Sakellaropoulos moved to and Jennifer Bell-Pierre the rental of the gymnasium to D Nikas for \_\_\_\_\_*

*Unanimous*

*Motion passed.*

## **10.0 Varia (Information)**

10.1 Marketing – tabled until December

## **11.0 Next Meeting:**

December 20, 2017 6:00pm dinner with the meeting following.

## **12.0 Adjournment (Resolution)**

*GB – 22/11# 11– Peter Kountroumanis moved and Susan Reinblatt seconded the motion to adjourn the meeting at 9:44pm.*

*Unanimous.*

*Motion passed.*

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E. Ruggi

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J. Abraham

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C. Smith