



Souvenir Elementary School  
École primaire Souvenir

**Souvenir Elementary School  
Governing Board Minutes  
Tuesday, February 20, 2019**

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**Present:** Maria Batori (Alternate for Jill Davey), Krikor Bijian, Polizo Christodoulakis (Alternate Delegate), Maria Daklaras, Gary Ersan, Peter Ferentinos, Alannah Ferreira-Morris, George Foutrakis (Alternate Delegate), Effie Kontakos, Peter Koutroumanis, Vicki Krawczyk, Susan Reinblatt

**Guest:** None

**Principal:** Eric Ruggi

**Secretary:** Gary Ersan

**Regrets:** Jennifer Bell-Pierre, Cheryl Smith, Jill Davey, Julie Thibert

**0.0 Verification of Quorum**

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

**1.0 Approval of Agenda (Resolution)**

***GB – 20/02/19-01*** – Maria Daklaras motioned to approve the agenda with the addition of the following:

7.9 Full-time 4-Year-old Pre-Kindergarten for Sep 2019

Seconded by Alannah Ferreira-Morris.

Unanimous

**Motion passed**

**2.0 Approval of minutes**

2.1 January 22<sup>nd</sup>, 2019 meeting

***GB – 20/02/19-02*** – Alannah Ferreira-Morris motioned to approve the minutes of the January 22<sup>nd</sup>, 2019 meeting with the following changes:

- Change year to 2019 in header
- Item 2.0: Corrected spelling of Vicki
- Item 6.0: Corrected WE Day to February 11
- Item 9.1: Corrected motion date to 22/01/19-07
- Item 11.0: Corrected motion # to 08



*Seconded by Susan Reinblatt.*

8 in favor, 1 abstentions

**Motion Passed**

### **3.0 Business Arising from the Minutes**

#### 3.1 Parent Workshop (Information)

The same company (Epique) that delivered the homework workshops will be used to deliver anxiety workshops starting after March Break. There will be 6 sessions for grades 1, 3 & 5. This will be repeated next school year for Grades 1, 3 & 5 in order to ensure all students have participated in the workshop. The program is activity based and experiential in nature. It promotes the use of positive language and brings awareness of how language can help or hurt others. Teachers will sign up their classes for 1 session per week. Parents will receive the description of the program. It will be paid through the measures budget. Date of parent workshop is to be determined, it will be offered to all parents.

#### 3.2 Review of Morning Entry Procedures

Eric Ruggi explained it was discussed at teacher council, no changes to the door used for entry (Junior vs. Senior) will be made at this time. The current setup provides consistency to the doors used during the school day.

George Foutrakis expressed concern of having the youngest children walk the longest distance. Gary Ersan asked why the entry can't be reversed for the entire day. Eric Ruggi explained it is due to the section of the school yard that the Juniors/Seniors use. The Juniors play in the section furthest from the drop off.

### **4.0 Correspondence (Information)**

An email was received inviting all governing board members to a workshop on Budget and School Fees.

Krikor Bijian emailed our school's commissioner James Di Sano to invite him to the last Governing Board meeting as well as today's meeting but did not receive any response. He then contacted the chairperson Paolo Galati who helped get Krikor in contact Mr. Di Sano. Mr. Di Sano apologized, he explained that Krikor emails had gone into his junk mail. He committed to coming to a future meeting.

Krikor Bijian received feedback from a parent about the lack of snow removal. Their discussion was as a parent speaking to another parent rather than in his capacity as the chairperson of the



Governing Board. The snow on Bertin had not been removed for 6 days following the snow storm. Krikor sent a letter to Mr. Dionne (Director of material resources) and Aline Dib. Mrs. Dib looked into it and helped have it cleared. She will be meeting with Krikor to ensure the school be treated as a priority for snow removal.

**5.0 Question Period for the Public** (Information) - None

**6.0 Reports** (Information)

6.1 Principal

Eric Ruggi provided the following update:

- January 23 – Special Needs Committee meeting
- January 24 – Online Re-Registration workshop
- January 28 – Ped Day, Kindergarten 2019 Information Session 9-11 AM, 4-6 PM, Futsal Tournament at LJA
- January 29 – Grade 1 Field Trip to Maison des Arts, Lunchtime Switch Over
- January 30 – February 1 – Grade 5 Winter Camp
- January 31 – Mental Health Training Workshop
- February 4 – Sexuality Education Committee Meeting, After School Tutoring Program Begins
- February 5 – The Learning Exchange StoryTellers visit Kindergarten, Grade 1 & 2
- February 8 – End of term 2
- February 11 – Ped day, Basketball Tournament at LJA,
- February 12 – Start of food drive for Ronald McDonald House, Gladiators Hockey Tournament (Team A)
- February 14 – Red/Pink Dress down day for Ronald McDonald House
- February 15 – End of food drive for Ronald McDonald House
- February 18 – Gladiators Hockey Tournament (Team B)

Upcoming

- February 21 – WE Day at Theatre St. Denis
- February 25 – Teacher Council meeting, Report cards emailed home to parents
- February 27 – Principals Professional Development, Parent-Teacher Night 4-7 PM

Krikor Bijian recommended we have our school website updated and the possibility of having the Principal's report to the parents put back in place.

Eric Ruggi said we will need to decide before the end of the year if we want to renew the web hosting company. Polizoi Christodoulakis asked if the school board is paying for the website, Eric



Ruggi explained the school board's website has a link to our school's website and that each school pays for their individual websites. George Foutrakis identified that some of the sections are dated and contain information with info from 2015, Eric Ruggi explained it is due to time constraints.

Peter Foutrakis asked if we can have a different template from the other schools. Eric Ruggi said yes, the current design can be modified. Gary Ersan identified that regardless of the site design, the key issue appears to be a lack of time to have updates done to the website. Eric Ruggi explained that the school administration needs to manage the website and that the responsibility cannot be handed off to a volunteer. Gary Ersan asked if a volunteer can prepare the content and simply have the administration approve it, Eric Ruggi said it may be a possibility.

George Foutrakis asked is we could have a Communications officer, Eric Ruggi said it would be a welcome possibility, but it would be a paid position that doesn't exist today.

Krikor Bijian asked if Home & School could have a volunteer who could shop webmaster contacts and information to provide it to Eric Ruggi. Effie Kontakos will check with the Home & School Committee. Maria Daklaras asked if Laval Senior has a Tech program where students could participate in building a website, it may however be difficult to coordinate.

The school's current website budget is \$200.

## 6.2 Daycare

Alannah Ferreira-Morris provided the following update:

- January 28 ped day went very well. We had 38 registrations and the cooking was a hit with the kids
- February 11 was our next ped day. 36 kids attended that ped day. They painted handmade ceramics which we cured for them to take home and baked chocolatey treats.
- We don't have another ped day until April 1. Plans are still in the works for this one. I am waiting for some quotes to come back.
- Theme for February was Valentine's Day. Decorations were in the entrance of the daycare. March we will be working on St-Patrick's day.

## 6.3 Home & School

Effie Kontakos provided the following update:

- H&S has started the planning process for Fun Day or Fun Fest for Wednesday, June 12th and rain day for Thursday, June 13th. It was rescheduled so as not to conflict with the



Leadership Ceremony in June.

- The Frozen Cookie Dough fundraiser for Graduation did well raising \$1407.70 (35% profit from \$4022 sales from 223 units sold). The delivery date for pick up is Monday, February 25th.
- Comedy Night with Frank Taddeo to benefit the graduating students is at the Palace Reception Hall on Friday, February 22nd. Tickets are \$60 which include a meal.
- The next Graduation Committee meeting is on Tuesday, March 18th, 2019 and the next Home & School meeting is on Wednesday, March 13th, 2019.

Effie Kontakos presented the hoodies for grade 6. Krikor Bijian asked if students that didn't buy the hoodie were due to financial reasons. It was looked into and addressed as needed.

Vicki Krawczyk asked if the school will host a Fun Fest, Gary Ersan shared a letter that will be sent to all parents to solicit volunteers. The feasibility of hosting a Fun fest depends on the number of volunteers available.

George Foutrakis asked if the teachers would be available to volunteer, Maria Daklaras and Susan Reinblatt said that many have volunteered in the past and may potentially do so again. It will be brought up at teacher council on Monday Feb 25.

Peter Koutroumanis asked about the potential to get high school students to volunteer given they need to do volunteer work as part of their curriculum. It was agreed they could potentially help for the event, however adult volunteers are essential to ensure the safety of the event.

#### 6.4 Parents Committee

Effie Kontakos provided the following update:

- The 2019-2020 School Calendars was reviewed and feedback was given based on the responses submitted.
- The Policy on Safe and Caring Schools and Centres was reviewed and responses need to be sent in by March 8th. The section 6.2.2 will be removed because the Appendix II is mentioned but not included. The Policy is under consultation but the guidelines are not.
- There is a workshop for Governing Board Chairs regarding the Educational Project -Budget and School Fees on March 25th at the head office.
- The Parent Commissioner for Elementary schools resigned and a special meeting was held on Monday, February 18th to elect a new commissioner.
- The SEAC Representative asked if schools could inform the parent community about SEAC in their General Assemblies or by other means. It was also suggested to perhaps have a SEAC representative at Governing Boards as an advisor and a non-voting member.
- The next Parents' Committee meeting is on Thursday, March 14th, 2019



### 6.5 Teacher Council

Maria Daklaras identified no report at this time as the next meeting is on Monday Feb 25<sup>th</sup>.

### 6.6 Community Reps - None

## **7.0 New Business**

### 7.1 Sexuality Education – Yearly Planning (Information)

Eric Ruggi shared a summary document to outline the plan for the sexuality education curriculum. It will be presented to the students before the end of the school year. The school board had organized a workshop in November, 5 teachers from Souvenir participated and formed the committee to oversee the planning. The final plan was presented to the staff on Feb 11<sup>th</sup>. All materials required (books, activities, resources) have been ordered. The teachers will meet in June to review feedback from March-June and to plan in preparation for the 2019-2020 school year.

Krikor Bijian identified that the Kindergarten content is optional, Eric Ruggi has confirmed it is at the discretion of the teacher. Krikor Bijian identified that the Education Ministry's website states that the Governing Board must approve the content. Eric Ruggi will validate with the school board.

George Foutrakis asked how this material will impact other subjects. Maria Daklaras explained it will be covered all in term 3 given the timing for this year, it will be reviewed to spread it over the entire year in preparation for 2019-2020.

***GB – 20/02/19-03 – Peter Ferentinos motioned to acknowledge the governing board of Souvenir Elementary has been informed of the Sexuality Education curriculum plan for the 2018-2019 year as presented by Eric Ruggi, seconded by Maria Daklaras.***

Unanimous

**Motion passed**

### 7.2 Criteria for the Selection of Principal (Resolution)

Eric Ruggi explained that the governing board is consulted on an annual basis on the recommended criteria in the event a new Principal must be hired. The current job description proposal from the school board as well as the recommendations made last year were shared.

Eric Ruggi stepped out for this portion of the meeting.



**GB – 20/02/19-04** – Gary Ersan motioned to approve the criteria for the selection of Principal with the following changes:

*The addition of these responsibilities*

- *The Principal should ensure that discipline is maintained throughout the school, to ensure a positive learning environment for students and to ensure physical, mental and emotional well-being for both students and staff.*
- *The Principal should ensure and enforce rules to promote a safe teaching and learning environment for all students and staff.*
- *The Principal must have high visibility amongst the staff, parents and students.*

*The addition of these qualifications*

- *A principal with ethical disciplinary methods who demonstrates and demands respect while motivating students and staff by creating an atmosphere of belonging and schools spirit.*
- *The Principal must demonstrate skills of good and positive communication which is essential to foster unity between everyone involved, i.e. administration, staff, parents and students alike.*

*Seconded by Alannah Ferreira-Morris.*

Unanimous

**Motion passed**

Eric Ruggi returned to the meeting.

### 7.3 Consultation on SWLSB Policy on Safe & Caring Schools (Resolution)

Eric Ruggi shared the extract of deliberations of the council of commissioners of the SWLSB and Policy on Safe & Caring Schools.

**GB – 20/02/19-05** – Peter Koutroumanis motioned to approve the SWLSB Policy on Safe & Caring Schools, seconded by Effie Kontakos.

Unanimous

**Motion passed**

### 7.4 Educational Project 2019-2022 (Information)

Eric Ruggi informed the Governing Board that Souvenir is at the beginning stages of building an Educational Project committee. The project includes the projects and strategies for success, it will be aligned with the objectives set forth by the school board.

### 7.5 Providing additional support for teachers (Discussion)



Krikor Bijian asked what can be done to have more support for the teachers or an additional resource teacher as well as enrichment opportunities for students who are excelling.

Eric Ruggi explained that the only available funds are part of the measures and grants reviewed with the Governing Board in January. He explained that the decentralized process that now allocates the available funds directly to the school as provided additional flexibility to the school. The allocation is reviewed carefully to address all potential needs. He identified that H&S provides strong support for teachers. The parents support of fundraisers is essential to continue to provide support.

#### 7.6 Eating lunch in cafeteria (Discussion)

Peter Ferentinos asked for clarification on the lunch rotation. Eric Ruggi explained there isn't a fixed rotation other than at mid year the kids switch who eats first. The decision to eat in the cafeteria is at the discretion of the teacher and lunch monitor. One of the main factors is class dynamics. The cafeteria capacity is 200 students; however, the maximum present is typically u classes (approx. 100-120 students).

Vicki Krawczyk asked that it be considered that some students would benefit from leaving the classroom. Gary Ersan said that some kids would have difficulties coping with the noise in the cafeteria. The potential of having some days n the cafeteria and some in the classroom was suggested.

Maria Batori said it's not always 4 groups in the cafeteria, at times, there are as few as 2 groups. She also explained that sometimes kids are asked to not talk simply to ensure they eat. She pointed out that some students are easily distracted and end up not eating or throwing away their food. Many have even forgotten to eat their TCBY due to distractions.

***GB – 20/02/19-06 – Susan Reinblatt motioned to extend meeting to 9:30, seconded by Peter Ferentinos.***

Unanimous

**Motion passed**

#### 7.7 Cafeteria contract review (Discussion)

Eric Ruggi will verify the details of the current contract, it will be reviewed at the next meeting.

#### 7.8 Capital requests: expanding the sink in the basement

Krikor Bijian explained that the sink expansion is required to help promote hand washing and increased hygiene. Eric Ruggi has expressed he wants to push for boys and girls' bathrooms in the basement.





**GB – 20/02/19-07** – *Effie Kontakos motions that Souvenir requires boys and girls washrooms be installed in the basement of our school, seconded by Alannah Ferreira-Morris.*

Unanimous

**Motion passed**

### 7.9 Full-time 4-Year-old Pre-Kindergarten for Sep 2019

Eric Ruggi shared the Quebec government's initiative to have a full-time 4 year old Kindergarten for Sep 2019. The government has asked for the schools to identify if they have the required space. At this time, several French schools are at maximum capacity, however several English schools have the capacity. The government has chosen to proceed with schools with space and who fall within a certain the socio economic level.

3 SWLSB schools qualify (Souvenir, JFK and Jules Verne). Our school will begin the program in September 2019, a minimum of 6 students required (aiming for 8 in case of attrition), the average is 14 and the maximum is 17.

There are 3 requirements for enrolment:

- 1- Eligible for English education
- 2- Age of 4 as of Sep 30, 2019
- 3- Must reside in our school zoning

George Foutrakis asked about available space, Eric Ruggi identified we have 3-5 classrooms that can be used. Maria Daklaras asked who will be teaching it. Eric Ruggi explained new teachers will be hired, no additional details at this time.

Vicki Krawczyk asked if we have the ability to reduce the maximum, Eric Ruggi explained we do not, it is regulated by the government. An email will be sent to all parents tomorrow informing them of this new option. It will be made public the following day.

Peter Ferentinos asked what happens if Governing Board refuses, Eric Ruggi explained our allocation will be given to another school. Have the program will help for early detection of special needs and allow for better support for the students once in Kindergarten.

George Foutrakis asked if we will have the necessary ratios, Eric Ruggi said the government will provide the necessary guidelines.

Polizoi Christodoulakis said enrolment to our school is important and that this helps increase the number of students in our school and directly helps avoid our school be reconsidered for the French school board.



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**GB – 20/02/19-08** – Effie Kontakos motions that the Governing Board of Souvenir Elementary School hereby advises the Sir Wilfred Laurier School board that it supports the opening of a pre-kindergarten group/groups in the school beginning in the 2019-2020 school year, seconded by Alannah Ferreira-Morris.

Unanimous

**Motion passed**

## **8.0 Field Trips & Fundraisers**

8.1 Cosmodome (Grade 3 & 4) New Dates April 11 & March 22

Dates were changed to April 11 & March 22

## **9.0 Rentals - None**

## **10.0 Varia - None**

Next meeting will be on Wednesday March 20<sup>th</sup>, 2019

## **11.0 Adjournment**

**GB – 20/02/19-09** – Alannah Ferreira-Morris motioned to adjourn the meeting at 9:47PM, seconded by Maria Daklaras.

Unanimous

**Motion Passed**

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E. Ruggi  
Principal

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K. Bijian  
Chairperson

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G. Ersan  
Secretary