



**Souvenir Elementary School  
Governing Board Minutes  
Wednesday, September 26, 2018**

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

**Guest:** Stephanie Jama, Julie Thibert

**Principal:** Eric Ruggi

**Secretary:** Gary Ersan

**Regrets:** Jennifer Bell-Pierre

**0.0 Verification of Quorum** – Eric Ruggi confirmed quorum and began the meeting at 7:15. Eric Ruggi will be acting chairperson until the election of the Chairperson at item 2.2

**1.0 Approval of Agenda**

*GB-26/09/18-01: Krikor Bijian motioned to approve the agenda with the addition of the following:*

- 2.5 *Teacher Alternate*
- 6.1 *Update on Pick up/Drop Off*
- 9.3 *ABAV*
- 9.4 *Notification of Bus Delays*
- 9.5 *School Measures & Grants*
- 10.5 *Raise Craze*
- 11.4 *Veolia*

*Seconded by Effie Kontakos.*

*Unanimous.*

**Motion passed**

**2.0 Elections**

2.1 Secretary

*GB – 26/09/18-02: Peter Ferentinos motioned to nominate Gary Ersan as secretary of the Governing Board, seconded by Vicki Krawczyk. Gary accepted the nomination and was acclaimed as secretary.*

*Unanimous.*

**Motion passed**



Gary Ersan asked to have an alternate secretary on a rotation basis, no volunteers at this time

## 2.2 Chairperson

**GB – 26/09/18-3** – Peter Koutroumanis motioned to nominate Effie Kontakos as chairperson of the Governing Board, seconded by Susan Reinblatt. Effie Kontakos accepted the nomination. Unanimous. **Motion passed**

**GB – 26/09/18-4** – Vicki Krawczyk motioned to nominate Krikor Bijian as chairperson of the Governing Board, seconded by Peter Ferentinos. Krikor Bijian accepted the nomination. Unanimous. **Motion passed**

*Discussion regarding a potential conflict of interest between being chairperson of the Governing Board and President of the Home & School. A parent can be both if elected.*

**GB – 26/09/18-5** – Peter Ferentinos motioned for an open vote for chairperson of the Governing Board, seconded by Cheryl Smith. Unanimous. **Motion passed**

*Voting Results: Krikor Bijian is elected as chairperson of the Souvenir Elementary Governing Board for 2018-2019*

## 2.3 Vice-chairperson

**GB – 26/09/06-6** – Gary Ersan motioned to nominate Peter Ferentinos as vice-chairperson of the Governing Board, seconded by Jill Davey. Peter Ferentinos accepted the nomination and was acclaimed as vice-chairperson. Unanimous. **Motion passed**

## 2.4 Treasurer

**GB – 26/09/18-7** – Peter Koutroumanis motioned to nominate Vicki Krawczyk as treasurer of the Governing Board, seconded by Susan Reinblatt. Vicki Krawczyk respectfully declined the nomination. Unanimous. **Motion passed**

**GB – 26/09/18-8** – Peter Ferentinos motioned to nominate Gary Ersan as treasurer of the Governing Board, seconded by Alannah Ferreira-Morris. Gary Ersan accepted the nomination and was acclaimed as treasurer. Unanimous. **Motion passed**



## 2.5 Teacher Alternates

Maria Daklaras asked if teacher alternates would be possible similar to the alternate process for parent representatives. Eric Ruggi confirmed it is feasible, it would need to go through the same process as the election of teachers/staff members to the governing board.

Eric Ruggi presented the document regarding Powers and Composition of the Governing Board. He also advised the members of Governing Board of a workshop on Oct 10th, 2018 at the school board regarding the roles and responsibilities of members on the Governing Board.

## 3.0 Approval of minutes

### 3.1 June 20, 2018 meeting (Resolution)

**GB – 26/09/18-10** – Vicki Krawczyk motioned to approve the minutes of the June 20, 2018 meeting, seconded by Peter Koutroumanis.

Yes 6, No 0, Abstentions 5

**Motion passed**

### 3.2 Notes from August 28, 2018 General Assembly of Parents (Resolution)

**GB – 26/09/18-11** – Peter Ferentinos motioned to approve the notes of the August 28, 2018 General Assembly of Parents, seconded by Vicki Krawczyk.

Unanimous.

**Motion passed**

## 4.0 Business Arising from the Minutes

### 4.1 Parent Workshop

The 1.5 hour workshop will be held on October 3rd, 2018. Parents have been advised and have been asked to register for the event.

## 5.0 Correspondence - None

## 6.0 Question Period for the Public

### 6.1 Pick up & Drop Off Update

Stephanie Jama stated that she came to the meeting to share her feedback that the new pick up / drop off setup is dangerous. She asked why it was changed and what improvements will be made.

Eric Ruggi explained that the City of Laval had come last year to observe our past practices and that they imposed to no longer use the church parking lot. The goal was to ease the traffic on Souvenir by using Rue Bertin instead. He identified the city is going to come back and evaluate how the use of Rue Bertin is working. He also mentioned that the city has not yet provided the signage that was required for Rue Bertin and Boulevard du Souvenir.

The grass from the walkers' gate to the existing path in the school yard will be removed and replaced with a crushed stone sidewalk on Oct 1st, 2018.



**GB – 26/09/18-12** – Vicki Krawczyk motioned to mandate Mr Ruggi to put pressure on the school board to have the city deliver on the changes committed to, seconded by Alannah Ferreira-Morris.  
*Unanimous*

**Motion passed**

## **7.0 Internal Rules & Procedures**

Eric Ruggi distributed the GB rules & procedures. This item was tabled until the October meeting

## **8.0 Reports (Information)**

### **8.1 Principal**

June 25 – Aug. 17 – Summer Camp at Souvenir  
 Aug. 13 – return to work for school administration  
 Aug. 21 – First Management meeting of the year  
 Aug. 22 – Meeting with the CSSS representatives regarding initiatives for the new year, workbook distribution and pay your school fees day  
 Aug. 23 – meeting with transportation department and Ville de Laval  
 Aug. 24 – First day back for teachers, welcome back breakfast and staff meeting  
 Aug. 27 – Study skills workshop for teachers, met with project development officer for advanced student leadership program  
 Aug. 28 – Meeting with McGill regarding student teachers, Meet the Teacher Night, General Assembly of Parents  
 Aug. 29 – Kindergarten meet the teacher, workshop for teachers on adaptations and modifications for at-risk students  
 Aug. 30 – First day of school  
 Aug. 31 – Sept. 6 – Kindergarten progressive entry  
 Aug. 31 – Meeting for schoolyard renewal project  
 Sept. 4 – Special Needs Committee Meeting  
 Sept. 7 – Board of directors meeting at Sports Laval, Welcome Back Corn Roast by Home & School, First day for Kindergarten  
 Sept. 10 – Teacher Council meeting  
 Sept. 12 – All day professional development workshop for school administrators, Library opens  
 Sept. 13 – Meeting with the school’s new social worker, Picture Day  
 Sept. 14 – Movie Night by Home & School  
 Sept. 21 – Ped day, Board of directors meeting at Sports Laval, Restorative Practices Workshop for teachers  
 Sept. 24 – Meeting with parents of the hockey program  
 Sept. 26 – Met with project development officer for advanced student leadership program, Governing Board meeting



## Upcoming

Sept. 28 – Attestation Day

Oct. 1 – Ped day, IEP day for teachers

Oct. 2 – Meeting with parents of Vocal group, fire drill evacuation practice

Oct. 3 – Management meeting for school administrators

Oct. 12 – First Communication Report Card sent to parents

Oct. 26 – Grade 4 vaccinations

## 8.2 Daycare

The GB welcomed Alannah Ferreira Morris

- There are currently 195 students registered in daycare. 178 regular users and 17 sporadic users with more registrations coming in
- Our first ped day was on Friday, September 21. We hosted a carnival day with a variety of games that were played indoors due to the weather. It went very well. We had 36 students who participated.
- Our next ped day is on Monday, October 1. Animators from Club Fy will be coming to the school to do a variety of workshops including cooperative mandala making, glow in the dark face painting, and to teach the students some circus type training that originated in New Zealand. The day will finish off with a light show put on by the animators with some help from the students who participate in the activity. There are 30 students registered to participate in this activity
- We presently have 9 educators on staff. Throughout the summer, 4 more educators have taken the Crisis Prevention Intervention (CPI) training and all of their first aid trainings are up to date

## 8.3 Home & School

- Volunteers did a wonderful job of organizing the Welcome Back to School Corn Roast was on Friday, September 7<sup>th</sup> for the whole school.
- Movie Night on Friday, September 14, was a success. Students enjoyed Paddington 2 on a big screen outdoors. Thank you to all the volunteers.
- The Graduation Committee held their first meeting on September 13 to form the committee. The members are in the process of planning and getting quotes for the reception halls. More details will follow.
- The Bilingual Scholastic Book Fair will be on November 21 and 22 during the day and on night of November 22 to coincide with Parent Teacher Night.
- This year we will also have a bookcase for French books to better promote the French books. There will a contest for both the English and French, where \$50 worth of books can be won. It is \$25 for the student and \$25 for that student's teacher / classroom. Teachers will also have an opportunity to make a wish list of books so that parents may purchase books for their classroom library.



- We will be doing a chocolate fundraiser with Laura Secord chocolate. The bars will be sold for \$3 and there will be 30 per box. The campaign would begin in October.
- Annually, the H&S organizes a Toy Drive for Montreal's Children's Hospital. We would like to request to have one this year. Toys would be collected from end of November until December 15<sup>th</sup>.
- H&S would like to purchase something for all students to promote school pride. We have allocated funds for this. Perhaps, this could be incorporated in future assemblies the school will have.
- The H&S Committee proposed to organize a Holiday Raffle in December. Similar to the ones done in the past. Students would receive a free coupon and more would be sold for 50 cents at lunch, tentative dates, December 12, 13, & 14. The prizes would be awarded on Monday, December 17. Item was not motioned.
- The Next H&S meeting is scheduled for Wednesday, October 10<sup>th</sup> and the next Graduation Committee is scheduled for Tuesday, October 23<sup>rd</sup>.

**GB – 26/09/18-13** Gary Ersan motioned to approve the toy drive, seconded by Maria Daklaras.

*Unanimous*

**Motion passed**

8.4 Parents Committee – The first Parent Committee Meeting will be held on Thursday, October 4<sup>th</sup>.

8.5 Teacher Council – No report at this time, the first meeting on Sep 10th was a general meeting.

8.6 Community Reps – We do not have a community rep at this point, a community rep is a non-voting member of the Governing Board but works in partnership with the school on various projects. There are 2 vacancies.

**GB – 26/09/18-14** – Gary Ersan motioned to have Eric Ruggi contact Julie Thibert to see if she would be interested in joining the Governing Board, seconded by Cheryl Smith.

*Unanimous*

**Motion passed**

## **9.0 New Business**

9.1 Revised School Supplies List (e-Vote)

**GB – 26/09/18-15** – Cheryl Smith motioned to approve the revised school supplies list, seconded by Effie Kontakos

*Yes 10, No 0, Abstentions 2*

**Motion passed**

### 9.2 Schoolyard Improvement Project

Presentation from Nancy Houde of Jambette and Julie Thibert from the CISSS on a proposed "Obstacle Course" playground that would replace the one that was removed 3 years ago.

Eric Ruggi explained that this would be Phase 2 of a 3 part project.



Phase 1 (Completed): Removed asphalt, added picnic tables, moved basketball nets and fixed soccer nets.

Phase 2 (In Progress): Replace play structure for grades 3 & up.

Phase 3 (Future Plan): Replace soccer field grass with artificial turf.

Life span of the new structure is estimated at 20-25 years. Governing Board raised concerns on potential injuries, Julie Thibert confirmed that studies have shown these types of structures to be equally safe as traditional playgrounds. The proposed structure is designed to have kids play and move as well as increase their overall level of activity. She emphasized that kids need to learn by playing freely. Julie Thibert confirmed the structure can be used by children with disabilities but it is not wheelchair accessible due to the wood chips.

Eric Ruggi identified the timeline for completion of tenders and installation in Spring 2019.

**GB – 26/09/18-9** - *Effie Kontakos motioned to have Eric Ruggi use the school designated fund to be used for the Obstacle Course playground project as presented, seconded by Gary Ersan.*

*Unanimous*

**Motion passed**

### 9.3 ABAV

Given the time constraints, Gary Ersan asked to have this item re-tabled next month.

He asked that the Governing Board review and define the precise consequences students will face regarding bullying and violence.

**GB – 26/09/18-16** – *Peter Koutroumanis motioned to extend the meeting by 15 mins to 9:45, seconded by Cheryl Smith*

*Unanimous*

**Motion passed**

### 9.4 Notifications of Bus Delays

Peter Ferentinos identified a concern regarding the delay in getting emails out to parents about bus delays. He referenced a recent situation where the email to parents only went out 30 mins after the expected drop off time. Eric Ruggi explained the sequence of events in the current process:

1. Bus driver contacts his dispatch to indicate a new bus needs to be sent out and to plan contingency for other schools requiring the same bus
2. Dispatch contacts the School Board
3. School Board contacts Souvenir Elementary
4. Souvenir Elementary contacts all parents

Polizoi Christodoulakis recommended using the School Board app as a means of communication. Eric Ruggi will look into options to accelerate the communication process.



## 9.5 School Measures & Grants

Eric Ruggi shared the list of Measures & Grants for 2018-2019.

**GB – 26/09/18-17** – Effie Kontakos motioned to approve the list of Measures & Grants as proposed by the principal, seconded by Peter Ferentinos

Unanimous

**Motion passed**

**GB – 26/09/18-18** – Peter Koutroumanis motioned to extend the meeting by 15 mins to 10:00, seconded by Maria Daklaras.

Unanimous

**Motion passed**

## 10.0 Field Trips & Fundraisers

### 10.1 Sports & Tournaments

**GB – 26/09/18-19** – Cheryl Smith motioned to provide a blanket approval for all sports & tournament related field trips for 2018-2019, seconded by Alannah Ferreira-Morris.

Unanimous

**Motion passed**

### 10.2 / 10.5 Raise Craze

- Assembly with Pink in the City Foundation, 4 Grade 2 girls will cut their hair
- Walk will be held in the schoolyard for all cancer research
- October 22, 2018 Field trip to MUHC for grade 6 to gain knowledge/understanding of cancer & treatment.

**GB – 26/09/18-20** – Effie Kontakos motioned to have the fundraiser and field trip for grade 6 to visit the MUHC, seconded by Susan Reinblatt.

Unanimous

**Motion passed**

### 10.3 Remembrance Day in Ottawa - November 11, 2018

**GB – 26/09/18-21** – Effie Kontakos motioned to approve the field trip to Ottawa for Remembrance day, seconded Alannah Ferreira-Morris

Unanimous.

**Motion passed**

### 10.4 We Day in Ottawa - November 14, 2018

Cheryl Smith highlighted the cost to parents given that some students would be going to Ottawa twice within a short period. As well, it is important to note that We Day will also be held in Montreal at a later date.

**GB – 26/09/18-22** – Maria Daklaras motioned approve the field trip to Ottawa for We Day, seconded by Vicki Krawczyk.

Yes 10, No 1, Abstentions 0

**Motion passed**





## 11.0 Rentals

### 11.1 After-school activities program

Eric Ruggi outlined the various groups who will be using the classrooms and gym for after school activities and paying rental fees to the school. Peter Ferentinos asked if we can get a compiled total of all the rental revenue. This will be provided at a future meeting.

**GB – 26/09/18-23** – *Maria Daklaras motioned to approve the rental of our school to various groups for after-school activities as presented by the principal, seconded by Jill Davey.*  
*Unanimous.* **Motion passed**

### 11.2 La Troupe Folklorique Grecque Syrtaki

Eric Ruggi explained that the Greek Dancing group has asked the Governing Board to reconsider the stipulation that requires the parents to wait outside of the building. The Governing Board does not wish to reconsider the stipulation.

### 11.3 Camp Académie Summer 2019

**GB – 26/09/18-24** – *Vicki Krawczyk motioned to approve the rental by Camp Académie for the Summer of 2019, seconded by Maria Daklaras.*  
*Unanimous.* **Motion passed**

### 11.4 Veolia Volleyball

**GB – 26/09/18-25** – *Effie Kontakos motioned to approve the rental by Veolia for volleyball, seconded by Maria Daklaras.*  
*Unanimous.* **Motion passed**

## 12.0 Varia (Information)

12.1 Meeting Dates – Next meeting is scheduled for Wednesday, October 17, 2018 at 7:00pm.

## 13.0 Adjournment - Meeting was adjourned at 10:14PM

**GB – 26/09/18-26** – *Peter Ferentinos Kontakos motioned to adjourn the meeting at 10:14PM, seconded by Peter Koutroumanis*  
*Unanimous.* **Motion passed**

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E. Ruggi  
Principal

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K. Bijian  
Chairperson

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G. Ersan  
Secretary