



ACADÉMIE HILLCREST ACADEMY
Meeting Minutes of the Governing Board
Staff Lounge of Hillcrest Academy
September 26, 2016

Present

J. Côté (Principal), I. Tsimiklis (Vice-Principal), D. Lépine, A. Héту, D. Zamora, S. Audi, A. Kosciuk, C. Mourad (Re-elected Parent Representative), L. Andradi (Elected Parent Representative), and Ashley Abramovitch (Community Representative).

Absent with apologies

Véronique Bond

Call to Order

The first regular meeting of the Governing Board for the 2016-2017 School Year was called to order at 7:08 pm by C. Mourad, as former Chair.

Quorum

J. Côté acknowledges the presence of each teacher and parent board member and their count, noting that a quorum of the board members is attained.

1.0 Welcome

J. Côté and former Chair C. Mourad welcome new and returning members.

2.0 Recognition of visitors and question period

- No Visitors
- No questions arose during question period

3.0 Adoption of the Agenda

- A proposal is made to amend the agenda in order for Item 5 (Governing Board Organization) to become Item 4 (in the amended order of presentation as follows) and for Item 4 (Approval of the Minutes) to become new Item 5.
- New Item 4 (Governing Board Organization to read as follows):
 - 4.1 Governing Board Mandate
 - 4.2 Elections Post-analysis
 - 4.3 Elections of Chair, Vice-Chair, Secretary, SWLSB PC Representative and Alternate, HAHSА Representative and Community Representative
 - 4.4 Governing Board Budget Discussion
 - 4.5 Internal Rules of Procedure
 - 4.6 Scheduling of next meetings

- ✓ Upon motion made by A. Kosciuk, seconded by S. Audi and carried by unanimous show of hands, the proposed agenda, as amended, is adopted.

4.0 Governing Board Organization

4.1 Governing Board Mandate

- Following a brief commentary of the purpose and role of the Governing Board and a summary explanation of the chart on School Governing Boards prepared by the Ministry, C. Mourad explains the importance of being informed of the Board's functions and attending workshops offered by the School Board.

4.2 Elections post analysis

- J. Côté explains the elections process that took place for Parent Representatives for the 2016-2017 School Year and consisted of having interested candidates sent their name and a short biography to the Principal. J. Côté clarifies that the SWLSB approved the procedure as presented by reason of the unavailability due to repairs of the gym as a venue for the assembly.
- Two other candidates presented their names as parent representatives after the (extended) deadline but their candidacies were rejected for failure to meet the deadline.
- Following questions from A. Kosciuk, J. Côté confirms that the composition of the Board is not intended to be proportional to the number of students in the school and having a Governing Board composed of only 4 parent representatives and 4 staff representatives will not set a precedent that will have the effect of permanently reducing to 4 the number of 6 parent representatives consistently used in past elections for Hillcrest.

4.3 Elections

Election of Chair and Vice-Chair

- Brief description by J. Côté of principal duties of Chair and Vice-Chair and call for candidates for Chair. A. Kosciuk nominates C. Mourad. No other candidacies are presented for the Governing Board's consideration. C. Mourad accepts the nomination.
 - ✓ Upon motion made by A. Kosciuk, seconded by S. Audi and carried by unanimous show of hands, C. Mourad is re-elected as Chair of the Governing Board.
- Call for candidates for Vice-Chair. S. Audi nominates A. Kosciuk for the position of Vice-Chair. No other candidacies are presented for the Governing Board's consideration. A. Kosciuk accepts the nomination.
 - ✓ Upon motion made by S. Audi, seconded by L. Andradi and carried by unanimous show of hands, A. Kosciuk is re-elected as Vice-Chair of the Governing Board.

Election of Secretary

- Brief discussion of principal duties of Secretary and call for candidates. C. Mourad nominates A. Kosciuk for the position of Secretary. No other candidacies are presented for the Governing Board's consideration. A. Kosciuk accepts the nomination.
 - ✓ Upon motion made by C. Mourad, seconded by D. Lépine and carried by unanimous show of hands, A. Kosciuk is re-elected as Secretary of the Governing Board.

Election of SWLSB Parents' Committee (PC) Delegate and Alternate

- Discussion ensues regarding the importance of representation at Parents' Committee. Since no elections for PC Representative and Alternate were held at the General Assembly, a vote among Governing Board Members is called.
- C. Mourad nominates himself for the position of PC Representative. No other candidacies are presented for the Governing Board's consideration.
 - ✓ Upon motion made by A. Kosciuk, seconded by D. Lépine and carried by unanimous show of hands, C. Mourad is elected as the Hillcrest Parents Committee Representative.

- A. Kosciuk nominates herself for the position of Alternate PC Representative. No other candidacies are presented for the Governing Board's consideration. A. Kosciuk accepts the nomination.
 - ✓ Upon motion made by C. Mourad, seconded by S.Audi and carried by unanimous show of hands, A. Kosciuk is elected as the Hillcrest Alternate Parents Committee Representative.

Election of HAHSAs Representative [C. Mourad]

- Discussion ensues regarding the importance of having a Governing Board Representative on HAHSAs, in order that information may circulate between the two bodies more effectively.
- C. Mourad nominates L. Andradi for the position of HAHSAs Representative. No other candidacies are presented for the Governing Board's consideration. L. Andradi accepts the nomination.
 - ✓ Upon motion made by C. Mourad, seconded by A. Kosciuk and carried by unanimous show of hands, L. Andradi is elected as HAHSAs Representative.

Election of Community Representative [C. Mourad]

- The Board confirms A. Abramovitch's nomination as Community Representative for the 2016-2017 School year.
- A. Kosciuk proposes that officer Jimmy Mourelatos also be asked to join the Governing Board as Community Representative for his potential input as the school's community police officer.
 - J. Côté to follow up with Agt. Mourelatos.

4.4 Governing Board Budget Discussion

- J. Côté mentions that the GB Budget discussion and update will be included in the Principal's Report at the next meeting.
- Secretarial Fees will be paid by the issuance of a cheque on a meeting-by-meeting basis rather than in full at the end of the year.
 - Members to bring suggestions to the next meeting for an action plan regarding the use the Governing Board Budget

4.5 Internal Rules of Procedure

- An electronic copy of the Internal Rules of Procedure will be circulated to new members
- Following a brief discussion on the nature of the document, a proposal is made to amend the Internal Rules of Procedure to include language regarding how abstentions should be counted and regarding fundraising guidelines.
 - A. Kosciuk to draft provision in the Internal Rules of Procedure to address these issues and submit for Governing Board's approval at a subsequent meeting.

4.6 *Date, Time and Place of Next Meetings*

- A survey of preferred weekdays for upcoming meetings is conducted to determine the availabilities of the majority of the members
- Mondays are determined to be optimal for the members and the next fixed meetings are set for the following dates:
 - *Monday, November 7, 2016*
 - *Monday, December 5, 2016*
 - *Monday, February 20, 2017*
 - *Monday, March 20, 2017*
 - *Monday, April 24, 2017*
 - *Monday, May 15, 2017*
 - *Monday, June 5, 2017*
- One (1) tentative meeting date, if required, has also been set for:
 - *Monday, January 16, 2017*

5.0 **Approval of the Minutes**

- The Governing Board members declare having received and reviewed the minutes of the June 2016 meeting. No changes are proposed.
 - ✓ Upon motion duly made by D. Zamora, seconded by D. Lépine and carried by unanimous show of hands of members present at the June 2016 meeting, the Minutes of the meeting June 2016 are approved.
 - Approved and Final minutes to be circulated by A. Kosciuk to I. Tsimiklis for posting on School's website

6.0 **Business arising from previous meetings**

6.1 *Anti-Bullying Anti-Violence (ABAV) [J. Côté]*

- Appears on Website under "Regulations" Tab

6.2 *Management and Educational Success Agreement (MESA)*

- Goals for School based on analysis of marks
- 3 areas chosen are Safety and Security, Math and Science
- J. Côté will be writing up the report and teachers will be looking at assessments and providing feedback and follow up.

6.3 *E-Votes*

- See Item 9

6.4 *HAHSA Fundraising*

- Having a permanent HAHSA Representative and new guidelines in the Internal Rules of Procedure are intended to improve communication and establish standard procedure to follow.

7.0 **Reports**

7.1 *Principal*

- First Day of School Procedures
 - Parents and staff were pleased with the procedures; students adjusted easily
- Yard Play
 - New games in schoolyard
 - HAHSA was asked to buy hockey nets, sticks and equipment were already purchased by HAHSA

- Currently replenishing daycare equipment
- J. Côté spoke to city representative about having soccer nets – scheduled to happen by Spring at the latest, noting that School is parc-école and open on weekends
- New play structure's base is done but waiting for delivery of structure itself
- Smart Boards
 - smart boards remain to be installed in only 2 classes
- Gym
 - Painting has begun
 - New LED lighting and brighter paint colors
 - Roof is being fixed on Monday and new floor will be installed afterwards – should be completed by end of month
- Passion Soccer
 - Soccer Camp clinics will be held at Collège Letendre – info to be circulated to parents shortly
- AGAPE
 - Christmas basket drive will take place again this year – info to follow
- Oxford Learning Center
 - Enrichment math courses offered in the morning till April, letters will be sent to parents of Grade 5 and 6 students

7.2 Daycare [D. Zamora]

- Smooth start to the year
- School continues to use the Pick-up-my-Kid app

7.3 After-School Program [D. Zamora]

- Nothing significant to report as all is going well

7.4 SWLSB Parents Committee

- Nothing to report as no meeting held so far. Next meeting is October 6, 2016. Official meeting minutes to follow upon distribution.

7.5 HAHSR Report [J. Côté]

- Elections took place

➤ Financial report to be provided to GB members at next meeting

8.0 New Business

8.1 After-School Activities Scheduling

- Logistics have changed this year in that registration is done on a yearly versus sessional basis
- This apparently creates issues among some parents because it takes away the flexibility parents and students otherwise had, especially for karate
- Parent survey may be envisioned for future sessions

8.2 Gym Repairs timeframe

- Covered in Item 7.1

8.3 Picture Day

- Waiting for gym repairs to be completed

8.4 Deed of Establishment

- Deed of establishment and 3-year plan was distributed to members and explained. No comments or proposed changes were made.

9.0 Field Trips/Activities

9.1 P'tit Bonheur

- On October 12-14, students in Grade 6 will be invited to spend 2 nights and 3 days at P'tit Bonheur camp
- Cost will be \$160 per student, HAUSA has agreed to pay for the bus transport (\$1,494.68);
- Students not attending must come to school; no supervisory fee being charged to parents
- So far 78 confirmed, hoping for 83-84 students

- ✓ Upon motion duly made by D. Lépine, seconded by L. Andradi and carried by unanimous show of hands, the fieldtrip to le P'tit Bonheur for Grade 6 students is hereby approved.

9.2 Cross Country

- On October 6, 2016, Mr. Gary Crosbie is organizing a cross-country running event for Grade 5 and 6 (46 students) at Centre de la Nature between 9:30 am and 12:30 pm at a cost of approximately \$14.60 per students (it is still unknown if HAUSA will pay for the transportation costs of \$7.60 per student included in the foregoing price)

- ✓ Upon motion duly made by A. Héту, seconded by D. Lépine and carried by unanimous show of hands, the fieldtrip described in item 9.2 above is approved.

10.0 Additions to the Agenda

- Not applicable

11.0 Final Comments – schedule Next Meeting

- Next meeting is scheduled for November 7, 2016

12.0 Correspondence

- Not applicable

13.0 Adjournment

- ✓ There being no further business and upon motion duly made by D. Lépine, seconded by D. Zamora and carried by unanimous show of hands, the Chair declared the meeting to be adjourned at 8:46 pm.

Minutes respectfully submitted by:

Angela K. Kosciuk

(s) Angela K. Kosciuk

Acknowledgement of approval by
the members at a Board Meeting held
on November 7, 2016

Josée Côté

(s) Josée Côté

Charbel Mourad

(s) Charbel Mourad