



ACADÉMIE HILLCREST ACADEMY

Meeting Minutes of the Governing Board

Staff Lounge of Hillcrest Academy

November 7, 2016

Present

J. Côté (Principal), I. Tsimiklis (Vice-Principal), D. Lépine, Véronique Bond, D. Zamora, S. Audi, A. Kosciuk (Vice-Chair, Secretary, PC Alternate), C. Mourad (Chair and PC Representative), L. Andradi (HAHSA Representative) and Ashley Abramovitch (Community Representative).

Absent with apologies

A. Héту, J. Mourelatos

Call to Order

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

Quorum

C. Mourad acknowledges the presence of each staff and parent board member and their count, noting that the meeting is quorate.

1.0 Welcome

2.0 Recognition of visitors and question period

- Ms. Vicky Kaliozakis, Commissioner
- Mariève Rémillard, Desjardins School Caisse (see presentation details below)
- No questions arose during question period

3.0 Adoption of the Agenda

- A proposal is made to amend the agenda in order to add an item 8.4 (Parent-Teacher meetings)

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

4.0 Approval of the Minutes

- The Governing Board members declare having received and reviewed the minutes of the September 2016 meeting. No changes are proposed.

✓ Upon motion duly made by D. Zamora, seconded by L. Andradi and carried by unanimous show of hands of members present at the September 2016 meeting, the Minutes of the meeting held on September 26, 2016 are approved.

➤ Approved and Final minutes to be circulated by A. Kosciuk to I. Tsimiklis for posting on School's website

5.0 Governing Board Organization

5.1 Internal Rules of Procedure

- Following a brief discussion on the proposal made at the September meeting to amend the Internal Rules of Procedure to include language regarding how abstentions should be counted and regarding fundraising guidelines, A. Kosciuk undertakes to draft a sample provision in the Internal Rules of Procedure to address these issues and submit for Governing Board's approval at a subsequent meeting.
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5.2 Governing Board Mandate and Budget Discussion

- No members attended the workshop on Governing Boards
- Use of Budget – parent donated \$1,791.73 toward a buddy bench for the schoolyard
 - Governing Board members approved cost of \$366.81 from GB Budget to cover installation fees (see e-vote at item 6.3)

5.3 Governing Board Annual Report

- C. Mourad signed and submitted Governing Board Report 2015-2016 to J. Côté on October 31, 2016;
- Next year will be circulated earlier

Presentation by Mariève Rémillard – School Caisse Program

- Desjardins Caisse de Chomedey is a savings education program instituted in schools in which students open an account, receive deposit slips and envelopes in class and deposit money every other week.
- There are no service charges, no minimum deposit requirements and interest is calculated daily and paid monthly; students do not become members of the Caisse
- Workshops and tools are available online
 - Governing Board members to discuss the program internally and revert to Caisse Desjardins

6.0 Business arising from previous meetings

6.1 Anti-Bullying Anti-Violence (ABAV)

- Nothing to report

6.2 Management and Educational Success Agreement (MESA) and Evaluation of learning (Standards and Procedures)

- 3 areas chosen are Safety and Security, Math and Science
- School's goals for 2 out of the 3 areas of concentration were distributed to the members
- Evaluation of learning (Standards and Procedures) reviewed by members with J. Côté-standard document

6.2.1 To increase the success rate of end-of-year exam for cycle 3 mathematics

- Indicator used to determine goals for MESA is the May 2016 exam mark and not the class mark (in Cycle 3, this is a Ministry exam and not a School Board exam)
- Objective is to increase the success rate on the end of cycle 3 Mathematics exam from 63% in 2016 to 65% in 2017; increase Grade 2 end of year exam results from 86% to 88% and Grade 4 end of year exam results from 82% to 84%
- Strategies to be used include the use of common prep times to be incorporated in weekly teacher schedules where possible, meeting with consultant to review

curriculum mapping, creation of common assessment, target at-risk students who received a grade of 50-59%;

- Suggestion was made to include language explaining how the at-risk students are being targeted

6.2.2 *To increase to 60% the success rates of the end-of-cycle exam for Grade 4 students in Science and Technology*

- Indicator used to determine goals for MESA is the mark on the Grade 4 compulsory Science exam (success rate of 57% for the 2015-2016 School Year)
- Target is to increase the success rate to at least 60% for the 2016-2017 end of cycle 2 compulsory science exam
- Having the course taught in French when in High School Science it is taught in English appears to make no significant difference, nor does having supplemental materials available in English as it is a hands-on subject matter
- Reading difficulties may be a more significant factor affecting the success rates
- Strategies to be used include the use of common prep times for teachers and the planning of activities for student participation through discussion and experiments, meeting with the School Board Science consultant to examine different instructional practices, etc.;
- Formative assessments will be given to all Grade 4 students in the form of a Board-mandated end of year exam
- Report card mark will be generated by at least 3 separate assessments including a common formative assessment

- ✓ Upon motion made by V. Bond, seconded by L. Andradi and carried by unanimous show of hands, the *Management and Educational Success Agreement (MESA)* relating to the areas of math and science is approved substantially in the form provided to the governing board for review, it being noted that the math-related document should include language in the “Strategies” section explaining how the at-risk students are being targeted.

6.3 *E-Votes*

Buddy Bench

- On October 14, an e-vote was circulated to the members regarding the approval of using the Governing Board Budget to cover the installation cost (\$366.41) of a buddy bench, the cost of which (\$1,791.73) was paid by a parent of the school.

✓ The members unanimously approved by e-vote the use of the Governing Board Budget to cover the installation cost (\$366.41) of a buddy bench in the school yard.

6.4 *HAHSA Fundraising*

- Chocolate fundraiser was deemed a success but amounts raised are not yet available

6.5 *After-School Activities Scheduling*

- Administration has been unable to contact Karate Sportif
- Will try to negotiate lowering cost of belt
- Karate is the only after-school activity that has raised scheduling issues

6.6 *Gym Repairs follow up and Picture Day*

- In an effort to keep the new gym clean, parents are asked to provide students with indoor shoes (difficulties created as a result of having gym take place outdoors during the time of the gym repairs)

- New sound panels are being purchased to resolve issues relating to echo and sound amplification created by the new gym
- Picture Day will be November 9, 2016 – all orders must be done online

7.0 Reports

7.1 Principal

- Vaccinations
 - Parents and staff were pleased with the procedures; lots of volunteers
- Police Workshop
 - Given to explain ways schools are serviced (drugs, locker searches, dealing with difficult parents, etc.)
- IEP
 - Drafting has been completed and the IEPs have been sent home for parent signature
- Assistive Technology
 - Workshop was given by IT Consultant from the School Board
- Bus Safety
 - Information sessions will be held November 10 and 11
- Halloween
 - Students and staff enjoyed the festivities
- Gym Rental
 - Seniors' Basketball league will be renting out the gym for 2 hours from November 10, 2016 - February 16, 2017, at a rate of \$35 per hour plus applicable taxes for a total of \$523.14
- Football Tournament
 - Grade 5 and 6 played other schools from the SWLSB

7.2 Daycare [D. Zamora]

- Students are enjoying Ped Day activities with the animators

7.3 After-School Program [D. Zamora]

- Nothing significant to report as all is going well

7.4 SWLSB Parents Committee

- Elections were held at the meeting on October 6, 2016
- C. Mourad was elected Vice-Chair
- Chair – Carla Tosti (Rosemere)
- Jennifer Maccaroné was present and spoke of education generally
- Laval Junior Academy will be getting a new enclosed soccer complex to be built by Montoni
- Declining enrolment across the school board was discussed

7.5 HAHSR Report [L. Andradi]

- Fundraising was discussed
- Require approval for Bake Sale to be held on Parent-Teacher Night on December 1st

- ✓ Upon motion made by V. Bond, seconded by L. Andradi and carried by unanimous show of hands, the holding of a Bake Sale by HAHSR on December 1st is approved.

- Movie Night planned for week of June 2nd – Food trucks (looking for trucks that will give back to the school), no admission fee
 - ✓ Upon motion made by D. Zamora, seconded by A. Kosciuk and carried by unanimous show of hands, the holding of a Movie Night by HAHSa on the week of June 2, 2017 is approved.

8.0 New Business

8.1 Deed of Establishment

- No Comments

8.2 Park-Play structure

- School Administration has contacted Material Resource to express dissatisfaction with the play structure that was installed in the school yard to replace the old one that had become obsolete
- New play structure is essentially a slide that is one-third of the size of the former play structure

8.3 Volunteer Form re: Background check

- Members were informed that the judicial forms required to be completed by all volunteers are not systematically being checked by police
- SWLSB expects the school administration to signal any questionable submissions and those would then be sent for a background check
- This matter raised significant discomfort and disbelief among the members for 2 main reasons:
 - Volunteers need to be checked systematically to ensure the safety of the students and staff; and
 - Personal information contained in the completed forms needs to be stored and treated confidentially
- Inquiries with the Laval police will be made to verify if these background checks can be made free of charge otherwise alternative solutions will need to be found

8.4 Parent-Teacher Meetings

- Procedures and availabilities for the parent-teacher meetings were discussed in an effort to find solutions to accommodate parents who really want to meet with teachers but were not invited

9.0 Field Trips/Activities

9.1 RSEQ Basketball Tournament

- 12 students in Grades 5 & 6 will be invited to participate in a basketball tournament over a period of 3 half-days
- There will be no cost to the students/parents
- Forms to be circulated to the members by email for their reference

- ✓ Upon motion duly made by D. Zamora, seconded by S. Audi and carried by unanimous show of hands, the RSEQ Basketball Tournament for the attending Grade 5 and 6 students is hereby approved.

10.0 Additions to the Agenda

- Not applicable

11.0 Final Comments – schedule Next Meeting

- Next meeting is scheduled for December 5, 2016

12.0 Correspondence

- Not applicable

13.0 Adjournment

- ✓ There being no further business and upon motion duly made by S. Audi, seconded by D. Lépine and carried by unanimous show of hands, the Chair declared the meeting to be adjourned at 9:04 pm.

Minutes respectfully submitted by:	Angela K. Kosciuk	<u>(s) Angela K. Kosciuk</u>
Acknowledgement of approval by the members at a Board Meeting held on December 5, 2016	Josée Côté	<u>(s) Josée Côté</u>
	Charbel Mourad	<u>(s) Charbel Mourad</u>

Approved & final