



ACADÉMIE HILLCREST ACADEMY
Meeting Minutes of the Governing Board
Staff Lounge of Hillcrest Academy
October 22, 2018

Present

M. Lazaris (Principal), B. Nadeau (Vice Principal), C. Mourad, N. Dranitsaris, K. Koscher, M. Arfanis, M. Guglielmino, E. Petroulakis, A. Abramovitch, A. Héту, V. Bond, N. Turgeon-DeBonis; M. Knox

Absent with apologies

L. Andradi, A. Kosciuk, S. Zoghby, C. Montpetit

Quorum

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

1.0 Call to Order

The second regular meeting of the Governing Board for the 2018-2019 School Year was called to order at 7:00 pm by C. Mourad.

2.0 Welcome Remarks

- a. Welcome guests
 - Not applicable

3.0 Adoption of the Agenda

- A proposal is made to add “Grants and Measures” as Item 10h) and to approve the remainder of the agenda.

✓ Upon motion made by M. Arfanis, seconded by V. Bond and carried by unanimous show of hands, the proposed agenda is adopted. (*GB-20181022-3.0*)

4.0 Approval of the Minutes

- a. September Minutes
 - The minutes are not ready and approval is tabled to the next meeting.

5.0 Internal Rules of Procedure

- a) Review of rules of Operation
 - C. Mourad references Section 7 of the Internal Rules of Procedure, this section explains how the agenda is set and how a member should proceed when requesting additional items be added to the agenda.
 - M. Guglielmino asks for clarification on Section 2.3 and the procedure should a parent have a child in the school for only one remaining year, given that parent representative terms of office are 2 years. M. Lazaris explains that should a parent

in this situation want to run for a term, they can do so and the following year a one-year term of office will be open.

- M. Arfanis asks for clarification on Section 2.4. M. Lazaris explains that should a vacancy be created the ballots from the General Assembly have been kept in the school. The alternate parent becomes a parent representative and the person with the next ranking votes becomes the alternate parent representative.

b) Approval/modification of Internal Rules of Procedure

- Not applicable

6.0 Calendar of Meetings

- A discussion is had about the best day of the week to have Governing Board meetings for the members. At the September meeting, the meetings have been scheduled for the remainder of 2018. Given, that the December meeting may not be necessary (depending on course time allocation information and deadline), at the November meeting the board will select the 2019 dates and confirm if a December meeting is necessary.

7.0 Declaration of Interest

- Not applicable

8.0 Business arising from Minutes

a) *Caterer follow up*

- M. Lazaris contacted the administration of Mountainview and HFK to get their feedback on Merenda. Both had good reviews.
- In addition, the school's administration is monitoring the number of orders per day, there are clearly more orders than last year. It is important to remember that this service is voluntary not mandatory and that each child has different likes and tastes.
- C. Mourad indicated that the caterer had already been addressing one complaint about soggy bread by trying different packing methods to keep it dry.
- M. Guglielmino mentions that the topic was brought up at the HAHSa meeting as well, there were mixed reviews from the parents present, although all mentioned good customer service. HAHSa has been encouraging parents to give feedback directly to the caterer so they can adjust to Hillcrest Academy's needs.
- M. Arfanis suggests a few representatives of the board go on site to see the facilities.
- M. Guglielmino suggests that this topic be tabled to January, at which point Governing Board could discuss the possibility of sending a survey to the school community for feedback.

b) *After school activities budget*

- This topic has been tabled to next month since L. Andradi is absent and unable to present the after-school activities' budget

c) *ABAV plan*

- The ABAV plans has been updated for the 2018-2019 version and been posted on the school's website. The updates include the new staff responsible for the plan as well as the activities that will be done in school.

- Board members are to read the ABAV plan on the website. The plan must be approved by Governing Board.

9.0 Reports

a) *Principal [M. Lazaris]*

- Sad news about the passing of Marie Mazakian, a lunch supervisor. Information has been sent to the parents and flowers will be sent on behalf of the school.
- M. Lazaris and N. Turgeon-DeBonis will be away at a conference next week and B. Nadeau will hold down the fort.
- There will be a costume parade next week for Halloween. No chocolates or candy are allowed at school.
- The Scholastic book fair will begin on November 14. Many purchases were made from last year's points and bonuses from the book fair proceeds.
- Two field trips took place last week (Grade 5-GPS and Grade 6-P'tit Bonheur) and they were very successful.
- Student Council elections took place and the council is starting its work.
- Hillcrest Academy received \$1,400 from the Sir Wilfrid Laurier Foundation for the purchase of multi-sensory equipment. This year the school purchased wobble chairs and floor desks.
- A school dance is scheduled on November 2 for Grades 4-6 from 4pm to 6pm.
- The class action lawsuit that limits schools to charging parents only the absolute minimum as permitted by the School Board will also affect field trips. Hillcrest Academy's administration has decided not to systematically cancel all field trips this year, as it is still a transition year. However, as of next year, charging for field trip will not be permitted. This means there will either not be any field trips or they must be paid for entirely through fundraising. The school is working to ensure that costs of these activities be offset with grants and measures.

b) *Chair [C. Mourad]*

- C. Mourad has prepared a Chairman Report to be distributed to parents. Over the next few months the Governing Board minutes will serve as monthly reports. A final report will be sent by C. Mourad towards the end of the school year.

c) *Parent Committee [C. Mourad]*

- C. Mourad attended the first parent committee meeting on October 4th, 2018. The first meeting focused primarily on elections and the composition of the parent committee.
- Carla Tosti, representing Rosemere High, has been re-elected as chair of PC
- Charbel Mourad, representing Hillcrest Academy, has been elected as elementary school commissioner
- Anthony Beliotis, representing Laval Senior Academy, has been elected as high school commissioner
- The school board also gave PC members the opportunity to be consulted on both the criteria and the selection of candidates for both the vacant Chairperson and commissioner seats. PC members held a meeting to formulate its recommendation following a special evening where candidates had the opportunity to present themselves. The Council will be appointing their selected candidates on October 24, 2018.
- M. Guglielmino asks if there has been any new information regarding the 240 High School project that a survey was sent out for last year. C. Mourad confirms there was some discussion about this at the meeting and the School Board still seems very interested to pursue this. However, no new developments were announced.

d) *Daycare [N. Turgeon-DeBonis]*

- The daycare took the students apple picking on October 1. The outing went very well and the orchard called the school to let them know our students were the best behaved that day.
- On the next pedological day, November 9th, two activities have been organized. In the morning the children will play “All Aboard Games” and in the afternoon “Katag”; KATAG a huge game of TAG where two teams play with foam swords. To score a point, the opposing players are put ‘out’ by touching them with your foam sword. Characters, scenarios and variations can be added to this basic game
- For the pedological day on November 21st, 4Cats Art Studios will come in to help the students make a polymer clay ornaments.
- This year pedological days have been scheduled on Tuesdays, Wednesdays and Thursdays because last year the school community expressed issues with the “pretend days”.
- Feedback on this year’s daycare administration has been very positive. It is much more organized and the activities provided on pedological days are much more creative.
- Suggestions are given about the sign in-sign out form. However, the current format is provided by the School Board and is mandatory.
- The new parking lot plans have been finalized and construction is set to begin in May 2019.

e) *HAHSA Report [M. Guglielmino]*

- The photography contract is to be renewed for the next school year, SpeqPhoto attended the last HAHSA meeting to present their services. A vote for the photography provider has been tabled to a later meeting.
- Comedy Night has been scheduled for March 22nd, 2019 and will take place at Chateau Royale.

10.0 New Business

a) Governing Board budget proposals

- V. Bond explains that for the flag football, floor hockey and basketball tournaments, the Hillcrest teams currently use T-shirts. These are not warm and get easily ripped during the games. It would foster team spirit and show our school pride if 30 jerseys with Hillcrest’s logo could be purchased for these events. The jerseys would be loaned to the students for the tournaments and then be collected and stored by the school. HAHSA has researched purchasing the jerseys and 30 would cost approximately 1000\$. C. Mourad will also get a quote from a contact.

✓ Upon motion duly made by C. Mourad, seconded by M. Knox and carried by unanimous show of hands, the GB budget minus secretarial fees minus 100\$ for end of year certificates will go toward the purchase of these jerseys.
(GB-20181022-10a)

- Since the first tournament takes place on November 9th, 2018, the school will proceed with the purchase of these jerseys with the Laurus Camp rental income. This cost will then be reimbursed through the GB allocation and possible HAHSA and Grad Committee legacy gift.

- b) Minutes and GB roles on website
- B. Nadeau has posted all 2016 and 2017 GB minutes onto Hillcrest Academy's website through a Google Drive link.
 - The 2017-2018 minutes have not been posted as they are currently in draft version. As soon as the final version is submitted they will be added to the Google Drive as well.
 - The GB roles and member names have been updated on the school's website.
- c) Field Trip Approval
- See attached chart for additional details
 - Considering the new School Board directives, the teachers have decided to use the 1000\$ HAHSA allocation per grade for busing of field trips. In addition, grants and measures are being used to reduce costs to the absolute minimum.
 - For the Student Council outings, multiple schools are sharing a bus to keep the costs at a minimum.
 - The following four (4) field trips were presented to the members for approval:
 - Theatre Hector-Charland l'Assomption for K to Grade 2
 - Floor Hockey Tournament for Grades 5 and 6
 - Village du Père Noël for Grade 1
 - Arundel Nature Center for the Student Council members
 - ✓ Upon motion duly made by V. Bond, seconded by N. Turgeon-DeBonis and carried by unanimous show of hands, the above-referenced school activities are approved. (*GB-20181022-10c*)
- d) School-Wide Activities Approval
- See attached chart for additional details.
 - The following thirteen (13) School-Wide Activity were presented to the members for approval:
 - Legal presentation for Grade 5 and 6
 - Violon Dingue's show for all
 - Desjardins savings presentation for all
 - Agape food drive for all
 - Winter concert for all
 - Poppy sale for all
 - Halloween activities for all
 - Santa visit for K to Grade 4
 - Fall dance for Grade 4 to 6
 - Winter carnival for all
 - Planetarium in the gym for all
 - Gerry Mitchel anti-bullying presentation for all
 - SHINE for Grade 5 and 6
 - ✓ Upon motion duly made by M. Guglielmino, seconded by E. Petroulakis and carried by unanimous show of hands, the above-referenced school activities are approved. (*GB-20181022-10d*)
- e) ECA (extra-curricular activities)
- See attached chart for additional details
 - The following four (4) extra-curricular activities were presented to the members for approval:
 - Floor Hockey tournament

- Floor Hockey practice for Grade 4
 - Rosetta Stone for Grades 3 to 6
 - Open Gym for Grade 3
- ✓ Upon motion duly made by V. Bond, seconded by N. Turgeon-DeBonis and carried by unanimous show of hands, the above-referenced fundraiser is approved. *(GB-20181022-10e)*

f) Fundraiser Approval

- See attached chart for additional details
 - The following two (2) fundraisers were presented to the members for approval:
 - Cookie dough fundraiser for Grade 6 graduation committee
 - Buck-a-Book for Ms. Kosher's classes (E-31 and E-32)
- ✓ Upon motion duly made by V. Bond, seconded by E. Petroulakis and carried by unanimous show of hands, the above-referenced fundraiser is approved. *(GB-20181022-10f)*

g) Rentals

- Not applicable

h) Grants and Measures

- See attached chart for additional details
 - The following twelve (12) grants and measures were presented to the members for information as well as the amount. The intended use of these amounts was also clearly indicated by M. Lazaris:
 - 15022- Wellness: \$1,982
 - 15024- Parent Activities: \$1,086
 - 15025- Starting Right (K-1): \$63,219
 - 15027- Grade 2-6: \$25,047
 - 15031- Anti-Bullying: \$2,894
 - 15103- Read in School: \$7,821
 - 15170- School Initiatives: \$12,509
 - 15212- new books: \$381
 - 15312- integration ADHD: \$3,922
 - 15021- Individualized Help: \$9,914
 - 15230- Inspiring Schools: \$15,716
 - 15186- Outings-Cultural: \$5,051
- ✓ Upon motion duly made by E. Petroulakis, seconded by M. Knox and carried by unanimous show of hands, GB was informed of the above-referenced grants and measures, their amounts and intended use. *(GB-20181022-10h)*

11.0 n/a

12.0 Public Question Period

- Not applicable

13.0 Confirmation date and Time of next GB meeting

- The next meeting will be held on November 26, 2018 at 7pm.

14.0 Meeting Adjournment

- ✓ There being no further business and upon motion duly made by M. Arfanis, seconded by A. Héту and carried by unanimous show of hands, the Chair declared the meeting to be adjourned at 8:35 pm.

Minutes respectfully submitted by:

M. Guglielmino

(s) M. Guglielmino

Acknowledgement of approval by
the members at a Board Meeting
held on November 26, 2018

M. Lazaris

(s) M. Lazaris

C. Mourad

(s) C. Mourad

Approved & final