



ACADÉMIE HILLCREST ACADEMY
Meeting Minutes of the Governing Board
Staff Lounge of Hillcrest Academy
September 24, 2018

Present

M. Lazaris (Principal), B. Nadeau (Vice Principal), V. Bond, N. Dranitsaris, A. Hétu, M. Knox, K. Koscher, L. Andradi (Re-Elected Parent Representative), M. Arfanis, M. Guglielmino, A. Kosciuk (Re-Elected SWLSB Alternate), C. Mourad (Re-Elected Parent Representative and Elected SWLSB PC Representative), Ashley Abramovitch (Community Representative) and S. Zoghby (Alternate Parent Representative).

Absent with apologies

E. Petroulakis (Re-Elected Parent Representative), N. Turgeon De Bonis

Call to Order

The first regular meeting of the Governing Board for the 2018-2019 School Year was called to order at 7:00 pm by M. Lazaris who assumes the function of Chairperson until such time at the meeting that a new Chair may be elected.

Quorum

M. Lazaris 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

M. Lazaris 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 to amend item 5b) to read “Vice-Chair” rather than “Co-Chair”, to add a new item 5d) (Election of Vice Secretary) and 5e) (Election of HA/SA Representative)

- ✓ Upon motion made by V. Bond, seconded by L. Andradi and carried by unanimous show of hands, the proposed agenda, as amended, is adopted. (*GB-20180924-3.0*)

4.0 Approval of the Minutes from the AGA

- a. Approval of the Minutes from the AGA held on September 12, 2018
 - The Governing Board members declare having received and reviewed the minutes of the AGA. No changes are proposed.

- ✓ Upon motion duly made by M. Guglielmino, seconded by M. Arfanis, six (6) staff members abstaining, and carried by

unanimous show of hands of members present at the AGA, the Minutes of the September 12, 2108 AGA meeting are approved. **(GB-20180924-4.0)**

- Approved and Final minutes of the 2018-2019 AGA to be circulated by A. Kosciuk for posting on School's website

5.0 Procedure for the Election of GB Positions

- M. Lazaris presents a brief commentary of the purpose and role of the Governing Board and the procedure for the election of the various GB positions.
 - a. Election of Chair
 - Brief description by M. Lazaris of principal duties of Chair and Vice-Chair and call for candidates for Chair.
 - M. Guglielmino nominates L. Andradi, seconded by M. Arfanis. L. Andradi accepts nomination
 - A. Kosciuk nominates C. Mourad, seconded by S. Zoghby. C. Mourad accepts nomination.
 - Voting takes place by secret ballot and both candidates received an equal number of votes, as counted by B. Nadeau
 - The tie breaker is decided by a random selection made by M. Lazaris
 - ✓ C. Mourad is re-elected as Chair of the Governing Board. **(GB-20180924-5.0a)**
 - b. Election of Vice-Chair
 - Proposal is made by M. Lazaris to name as Vice-Chair the runner-up candidate for Chair.
 - ✓ Upon motion made by M. Guglielmino, seconded by M. Arfanis and carried by unanimous show of hands, L. Andradi accepts the nomination and is elected as Vice-Chair of the Governing Board. **(GB-20180924-5.0b)**
 - c. *Election of Secretary* [C. Mourad resumes as Chair of the meeting]
 - Brief discussion of principal duties of Secretary and call for candidates.
 - ✓ Upon motion made by A. Abramowitz, seconded by C. Mourad and carried by unanimous show of hands, A. Kosciuk accepts the nomination and is re-elected as Secretary of the Governing Board. **(GB-20180924-5.0c)**
 - d. *Election of Vice-Secretary*
 - Brief discussion of principal duties of Vice-Secretary and call for candidates.
 - ✓ Upon motion made by A. Kosciuk, seconded by A. Abramowitz and carried by unanimous show of hands, M. Guglielmino accepts the nomination and is re-elected as Vice-Secretary of the Governing Board. **(GB-20180924-5.0d)**
 - e. *Election of HAHS Representative*
 - Discussion ensues regarding the importance of having a Governing Board Representative on HAHS, in order that

information may circulate between the two bodies more effectively.

- ✓ Upon motion made by C. Mourad, seconded by L. Andradi and carried by unanimous show of hands, M. Guglielmino accepts the nomination and is elected as GB's HAHSR Representative. (*GB-20180924-5.0e*)

Election of Community Representative

- The Board confirms A. Abramovitch's nomination as Community Representative for the 2018-2019 School year.

6.0 Internal Rules of Procedure

- Following a brief discussion on the nature of the document, C. Mourad discussed procedural questions raised prior to the meeting and declares that the issues will be tabled till the next meeting.
- An electronic copy of the Internal Rules of Procedure will be circulated to new members

7.0 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 a majority of members and the next three (3) fixed meetings are set for the following dates, remaining meeting to be scheduled at a later date:
 - *Monday, October 22, 2018*
 - *Monday, November 26, 2018*
 - *Monday, December 10, 2018 (tentative if November meeting is held)*
- ✓ Upon motion made by M. Arfanis, seconded by S. Zoghby and carried by unanimous show of hands, the calendar of meeting dates for October, November and December are approved. (*GB-20180924-6.0*)

8.0 Declaration of Interest

- Declaration of interest forms were distributed to the members, completed, signed and collected
- Administration to send forms to the SWLSB

9.0 Business arising from Minutes

9.1 Last year's GB Funds to purchase art supplies

- Question raised regarding the use of last year's Governing Board budget funds that were to be used for the purchase of art supplies
- M. Lazaris requested that Ms. Diana (previous school secretary) use these funds for the intended purpose and she presumes that they were so used
- Following a discussion on the importance of making an early and timely decision with respect to the use of the GB Budget, A. Kosciuk proposes that members the partial use of GB Budget funds to hold a parent networking night (wine and cheese), where parents and GB members would be able to socialize and discuss their needs, questions and concerns so that GB may be better able to address and represent parents at the meetings.

- GB Members are asked to bring proposals for use of the GB Budget for the next meeting

10.0 Reports

a. Principal [M. Lazaris]

- See report attached as Exhibit A
- Many new students this year
- Changes in staff include Mme Amanda (Grade 5), Ms. Pina who is replacing Mme Raymond and Ms. Sandie as the new school secretary
- May 2 and June 5 will be ped days if not used as snow days during the winter
- Fire Drill was conducted on September 20, school was evacuated rapidly in under 3 minutes
- Friday, September 28 will be the school's first Dress Down Day
- New Parking Lot
 - Will be built in June
 - Parking will be available for approximately 80 vehicles
 - Daycare parking will have separate entrance and exit
 - Daycare parking will also be used by lunch monitors during the lunch periods
 - Kindergarten playground will also be redone
- M. Lazaris to provide M. Guglielmino will plans for parking lot

b. Chair [C. Mourad]

- GB workshop scheduled for Monday, October 10 open to any GB member that would like to attend. Workshop will be held at the SWLSB office in Rosemère at 7 pm
- C. Mourad to email new members a document entitles "Roles and Powers of Governing Board"

c. PC Report [C. Mourad]

- Nothing to report as no meeting held so far. Next meeting is October 4, 2018. Official meeting minutes to follow upon distribution.

d. Daycare [M. Knox]

- See Daycare report attached as Exhibit B
- Currently 209 students are registered (170 regular and 39 sporadic users)
- Application was made for a \$1,000 grant granted by Metro to be used towards educating students on healthy eating. Proposal involved teaching students to use a crockpot. Response expected some time in February.
- Next Ped Day on October 1, 2018 – request is made for approval to allow students to go apple-picking at Méli-Mélo at St-Joseph-du-Lac at a cost of \$29 per student

- ✓ Upon motion made by K. Koscher, seconded by V. Bond and carried by unanimous show of hands, the apple-picking outing at St-Joseph-du-Lac for daycare students at a cost of \$29 per student and planned on October 1, 2018 is approved. (**GB-20180924-10.0d**)

e. HAHSR Report [8:50 pm]

- Elections took place

- Book Fair being organized
- New members have registered

11.0 New Business

- See Chart attached as Exhibit C
- a. Field Trip Approval
- GB approval is required due to cost incurred by parents and removal of students from school property
 - P'tit Bonheur
 - October 17-19
 - Voluntary activity
 - Cost per student \$155
 - HAUSA will cover bus costs for this trip
 - 75/85 students will attend, other 10 to be accommodated by 5-6 Split class
 - Cross-Country Club
 - October 4 at Centre de la Nature
 - Cost per student \$15
 - Voluntary activity organized by Ms. Bond and Mr. Crosbie
 - Grades 5 & 6
 - GPS Adventure
 - October 17, 2018 for Grade 5 students
 - Cost \$17.68, wellness grant will offset some costs
- ✓ Upon motion made by V. Bond, seconded by M. Guglielmino and carried by unanimous show of hands, the above-described three (3) fieldtrips are approved. (*GB-20180924-11.0a*)
- b. School-Wide Activities Approval
- Included in item c. below
- c. ECA (Extra-Curricular Activities)
- The following eleven (11) activities were presented to the members
 - Cross-country
 - Harry Potter Club
 - Reading Club
 - Lego Club
 - TCBY
 - Funds to be used for special needs equipment – maintenance of Frequency Modulation (FM) systems (2 students at Hillcrest are hearing impaired)
 - Flag Football
 - Basketball
 - Variety Show
 - Student Council
 - Application forms sent home today
 - 9 members: 4 (Grade 6), 3 (Grade 5) and 2 (Grade 4)
 - Announcement will be made on Friday
 - Construction Club
 - Mandala and Relaxation
- ✓ Upon motion made by M. Guglielmino, seconded by L. Andradi and carried by unanimous show of hands, the above-described eleven (11) activities are approved.

(GB-20180924-11.0c)

d. Fundraiser Approvals

- The following two (2) fundraising activities were presented to the members
 - Dress Down Day
 - Last Friday of every month, students will be able to dress down and not wear their school uniforms in exchange for a \$2 donation
 - Funds raised to benefit the Montreal Children's Hospital (unless other specific cause is identified for a particular month)
 - Scholastic Book Fair for Literacy
 - November 14, 2018
 - Part of proceeds returned to the school as coupons for teachers to purchase books and supplies for classrooms (15-60% of product depending on value of sales)
- ✓ Upon motion made by M. Knox, seconded by M. Guglielmino and carried by unanimous show of hands, the above-described two (2) fundraising activities are approved.

(GB-20180924-11.0d)

e. Rentals

- Laurus Camp rental was paid in full
- Camp was a success except for last two (2) weeks during which some damages in the amount of \$4,000 were incurred (inadequate supervision)
- If damages are not paid, 2nd year of contract will be rescinded (value of \$12,000)
- Next year, school administration will propose for campers to have a field trip on the last day since teachers are back at school

f. Volunteer Criminal Checks

- M. Lazaris confirmed with SWLSB that the Judicial Declarations for volunteers are valid for five (5) years
- School has developed a color-coded identification system for approved volunteers and visitors

g. After-School Activities [*L. Andradi*]

- After-School activities have started and are running smoothly
- Certain activities run a deficit (for example: Mad Science, as it has a price per child and a maximum number of students requirement), while others run at a profit (for example: Bricks for Kids, where they charge per class with no maximum number of students requirement), so amounts are expected to even out in the end
- Last year, the after-school activities made a profit of approximately \$21,000 which was used to purchase Chromebooks for the school
- Registration numbers approximately the same as last year's numbers, 200 or so
- Movie Night had a good turnout
- Comedy Night will be held in March this school year, rather than February as in previous years

- L. Andradi to provide members with numbers of registrants for after-school activities and amounts of profits, as compared to last year, by email

h. Initial Student/Parent Feedback re: Caterer [8:43 pm]

- Mixed reviews have been received from parent and student population who use the catering services
- Negative comments included soggy bread and salty, menus options too sophisticated for young palates
- Positive comments included good variety/selection of menu options
- Staff mentions that while students don't appear to enjoy the food as much, the selection is healthier, and the quality/quantity of food is better
- Proposal is made allow till Christmas to assess performance

- M. Lazaris to obtain and compare responses to other schools at the SWLSB (JFK and Mountainview) who use the same caterer

12.0 Public Question Period

- Not applicable

13.0 Confirm Date and Time of Next Meeting

- Next meeting is scheduled for October 22, 2018

14.0 Meeting Adjournment

- ✓ There being no further business and upon motion duly made by V. Bond, seconded by K. Koscher and carried by unanimous show of hands, the Chair declared the meeting to be adjourned at 8:50 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 26, 2018

M. Lazaris

(s) M. Lazaris

Charbel Mourad

(s) Charbel Mourad

EXHIBIT A

Principal's Report

(See document included hereafter)

Approved & final

Governing Board Meeting
Monday September 24, 2018
Principal's Report



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AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE

UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD
www.swlauriersb.qc.ca

HILLCREST: We have had a successful start to the new school year. We have 24 home rooms with 530 students. Our numbers are up from last year and we have 4 K's.

Change in staff: I would like to welcome Mme Amanda, Mme Stéphanie, Miss Stephanie, Miss Aysha, Miss Amanda, Miss Pina as our replacement teaching staff. We have a new secretary, Miss Sandie, who is starting to fit in very nicely.

Photos: They have been taken. Retake date to be announced.

Corn Roast and ice cream truck: This took place on the 13th and we had a spectacular day, totally organized by HAUSA.

Floating Ped. Days: These will take place on Nov 21st, Dec 21st, April 1st, May 2nd and June 5th.

Curriculum Night: This was very well attended again this year and parents were very happy with the new format.

FIRE DRILL: This took place on the 20th and we were able to efficiently evacuate the building in under three minutes.

TCBY: This has begun, and our first dress down will be on Friday.



EXHIBIT B

Daycare Report

(See document included hereafter)

Approved & final

Governing Board Meeting

Daycare Report

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