

# Royal West Academy 2016-2017 GOVERNING BOARD MEETING

Minutes - October 19<sup>th</sup>, 2016



Minutes of the Royal West Academy Governing Board meeting held on **Tuesday, October 19<sup>th</sup>, 2016** at 7:00 pm in the library of Royal West Academy, 189 Easton Avenue, Montreal West (Québec).

MEMBERS PRESENT		
Lori Rinaldi (Parent / Chairperson)	Ryan Ortiz (Parent)	Patricia Taylor (Support Staff)
Michael Delis (Parent / Vice Chair)	Andrea Dillon (Teacher)	Sam Galler (Student Representative)
Arzine Brochu (Parent / Secretary)	Anjali Abraham (Teacher)	Jennifer Lynch (Student Rep.)
Anne Monereau (Parent / Treasurer / Parent Alternate Delegate)	Daniel Dupuis (Teacher)	
Norm Gharibian (Parent / Parent Delegate)	Marie-Alessia Zuccaro (Teacher)	
Deidre Dimock (Parent)	Sheila Macleod (Teacher)	
Michael Mendelson (Parent)	Dimitra Dimopoulos (will split meetings with Guidance Dept.)	
ALSO PRESENT		
Tony Pita (Principal)	Steven Manstavich (Vice-Principal)	
REGRETS / ABSENT		
Gloria Koyounian (Teacher)	Michal Wineberg (Guidance Dept.)	Chantal Juhasz (Vice-Principal)
Joseph Lalla (Commissioner)		

## 1. Welcome by Principal

Meeting was called to order at 7:05pm by Principal Pita.

### 1.1. Introduction of Members

Mr. Pita Welcomed all and asked members to introduce themselves to GB.

## 2. Approval of the Agenda

Motion to adopt the Agenda with no changes

*Moved by: D. Dupuis; seconded by N. Gharibian*

**RESULT: 17-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED**

## 3. Election of:

### 3.1. Chairperson

N. Gharibian nominated Lori Rinaldi who accepted the nomination; P. Taylor nominated Arzine Brochu who declined the nomination.

*The election of Lori Rinaldi was confirmed by acclamation.*

### 3.2. Vice-Chair

L. Rinaldi nominated Michael Delis who accepted the nomination.

*The election of Michael Delis was confirmed by acclamation.*

### 3.3. Secretary

D. Dimock nominated Arzine Brochu who accepted the nomination.

*The election of Arzine Brochu was confirmed by acclamation.*

### 3.4. Treasurer

M. Delis nominated Anne Monereau who accepted the nomination.

*The election of Anne Monereau was confirmed by acclamation.*

## 4. Adoption of Minutes of June 6<sup>th</sup> 2016

Motion to adopt the June 6<sup>th</sup>, 2016 meeting minutes with no changes

*Moved by: P. Taylor; seconded by A. Monereau*

**RESULT: 13-0-4 (format: IN FAVOUR-AGAINST-ABSTENTION); MOTION CARRIED**



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## 5. Business arising from the minutes

### 5.1. History Program Sec III

Tabled to next meeting.

## 6. Annual Report 2015-2016

Lori referenced the 2015-2016 Annual Report that had been shared at the Annual General Assembly on September 29<sup>th</sup>, 2016. A copy will be posted on the RWA website.

Motion to adopt the Annual Report 2015-2016 with no changes

*Moved by: A. Dillon; seconded by R. Ortiz*

**RESULT: 14-0-3 (format: IN FAVOUR-AGAINST-ABSTENTION); MOTION CARRIED**

## 7. Internal Rules of Operation

Members were asked to review the *Internal Rules of Operation* document.

- Concern was raised regarding the clause titled "Conflict of Interest" as there is no procedure stipulated (E.g.) in a situation where a conflict of interest must be escalated beyond a member's recusal from a meeting or a vote. It was not clear at the time of the meeting if the Education Act offers a precise course of action pertaining to this type of circumstance.
- Suggestions were made as possible clauses that could be incorporated into the RWA Internal Rules of Operation.
- Suggestion that consideration be given to have all GB members sign Conflict of Interest form going forward.

Motion to table the approval of the Internal Rules of Operation to the next meeting

*Moved by: M. Mendelson; seconded by N. Gharibian*

**RESULT: 17-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED**

## 8. Community Representatives

Motion to once again have 2 Community Representatives join the 2016-2017 RWA GB as non-voting members

*Moved by: N. Gharibian; seconded by D. Dupuis*

**RESULT: 17-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED**

The following 3 candidates were suggested: Dr. Mahesh Sharma, Ms. Elysia Bryan-Baynes, Mr. Jason Novak.

The many merits of what each of the individuals could bring to the RWA GB table were shared.

Motion to invite last year's Community Reps: Dr. Mahesh Sharma and Ms. Elysia Bryan-Baynes to join RWA GB again this year

*Moved by: M. Mendelson; seconded by A. Dillon*

**RESULT: 15-0-2 (format: IN FAVOUR-AGAINST-ABSTENTION); MOTION CARRIED**

Mr. Pita will communicate with Dr. Sharma; Lori Rinaldi will communicate with Ms. Bryan-Baynes.

## 9. Dates and Times of Meetings 2016-2017

Meetings will take place in the school library at 7:00pm unless otherwise stated.

The December 19, 2016 meeting will take place if necessary. The Volunteer Appreciation Evening will take place on Thursday June 8, 2017 and a GB meeting will be held before the event if necessary.

Including tonight's meeting, the 9 GB meeting dates for the 2016-2017 school year were agreed upon.



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They are:

1	Wednesday October 19, 2016	4	Monday January 23, 2017	7	Thursday April 20, 2017
2	Monday November 28, 2016	5	Monday February 20, 2017	8	Monday May 29, 2017
3	Monday December 19, 2016 (if necessary; TBC)	6	Monday March 27, 2017	9	Thursday June 8, 2017 (before the Volunteer Appreciation event; if necessary; TBC)

Motion to adopt the 2016-2017 RWA GB meeting dates as listed above

*Moved by: R. Ortiz; seconded by D. Dupuis*

**RESULT: 17-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED**

## 10. Reports

### 10.1. Principal

- i. Mr. Pita extended a warm welcome to new staff members:  
Mme Alissa Bakouri (*français*); Mme Nancy Blouin (*français*); Ms. Stephanie Leech-Pepin (*Visual Art and Social Studies*); Ms. Jaimie Dimopoulos (*Guidance Counsellor*); Ms. Jag Trehin (*Spiritual and Community Animator*); Ms. Anna Supino (*Librarian*); and Connie Reese (*SOT*).
- ii. Between September 22<sup>nd</sup> and September 23<sup>rd</sup>, over one hundred and sixty students (160+) participated in the annual Grade 7 Level Trip to the Laurentians. Special thanks were expressed to trip organizers, Mme Bourdeau and Mme Dupaul, as well as the teacher chaperones for their time and effort in making these trips possible.
- iii. On September 19<sup>th</sup>, Royal West opened its doors to over one thousand visitors at the annual Open House. Special thanks to the volunteer students and parents who were great ambassadors for RWA.
- iv. Qualifying tests were written on September 24<sup>th</sup> and 25<sup>th</sup>. Special thanks to Mr. Mateus, Ms. Wineberg, Ms. Dimopoulos, Ms. Di Pietro, Ms. Taylor, and our student monitors for all their hard work in organizing and administering these tests. NOTE: Over 320 students are being interviewed at this time.
- v. RWA facility improvements are ongoing. Thanks to the Home & School Association and the EMSB, over 700 new lockers were installed this September. Delays in the manufacturing of the lockers meant that some students did not have lockers during the first week of school. The RWA students handled the inconvenience extremely well. Over 50 years of rust and deterioration will be replaced by beautiful and functional lockers that meet students' needs.
- vi. Functional and aesthetically pleasing improvements were also made to the Art Room (103) thanks to the generosity and hard work of Mr. Michael Mendelson and Mr. Daniel Rametta from the Home & School Association. The funding for this project was made possible after schools received surplus budget allocations from the EMSB and with contribution from the Home & School Association. This summer also saw a masonry project completed on the main building by the Material Resources Department. The water entry will now be upgraded with new water fountains; a \$90,000 project.
- vii. Home and School has allocated \$15,000 towards installing A/C in the Computer labs.
- viii. Royal West Academy has a long tradition of acceptance, awareness, and action on social justice issues. Royal West has responded to requests from our students to include an all-gender washroom in the second floor West Wing area of the school. Students uncomfortable using this space can still use six gender-specific washrooms located throughout the school.
- ix. RWA would like to congratulate Esme Bale, a Secondary IV student who is presently featured in a special marketing campaign promoting the EMSB's slogan "Être bilingue, c'est gagnant!"



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Television commercials, signage, and promotional items help promote the fact that being bilingual represents a winning formula for Montrealers.

- x. The following students were congratulated for being selected from across Montreal for the Hospital Opportunity Program at the Jewish General Hospital: Dean Bizogias, Tyler Baum, Nathaniel Ouellette, Alexander Valerio, George Hua, Olivia Mendelson, Madison Mclauchlan
- xi. Special thanks to Mr. Michael Mendelson and Ms. Kathleen Cawthorn for their generous donation that allowed RWA to furnish the new MindPOP Resource Center.

## Questions for Principal Pita:

- a) Q: Did the increase from \$50 to \$70 of the entrance exam fee appear to have any impact?  
A: No, the number of applicants this year was approximately the same as recent years; 600.  
Q: Why was increase necessary?  
A: Increase needed to cover costs: exam invigilators, correctors, interviewers, etc.
- b) Q: Do we know how many families visited during the Sept. 19<sup>th</sup> Open House?  
A: Exact number is not known but it was over 1000 people. Many families were from grades 4 and 5.
- c) Q: Have there ever been any marketing ideas, recommendations discussed at GB? Can this be discussed before the next Open House?  
A: This has not come up at GB before. Branding can be brought up in the future.
- d) Q: Would it be possible to provide guidelines to students using the gender neutral washroom?  
E.g. closing the door when in a stall.  
A: Yes, maybe education is needed.
- e) Q: Do we know anything about GB website traffic?  
A: P. Taylor is able to monitor traffic via Google tools, E.g.:

Page Title	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit
	30,737	24,478	00:01:29	13,169	42.07%	42.84%
	% of Total: 100.00% (30,737)	% of Total: 100.00% (24,478)	Avg for View: 00:01:29 (0.00%)	% of Total: 100.00% (13,169)	Avg for View: 42.07% (0.00%)	Avg for View: 42.84% (0.00%)
1. Royal West Academy   An alternative high school in Montreal, Canada	10,620 (34.55%)	8,599 (35.12%)	00:01:08	8,288 (62.94%)	24.52%	27.33%
2. Daily Bulletin   Royal West Academy	8,155 (26.53%)	6,323 (25.83%)	00:02:29	2,666 (32.54%)	73.41%	68.49%
3. RWA 2017-2018 Application Procedure - Royal West Academy	1,655 (5.38%)	1,385 (5.66%)	00:02:04	446 (3.23%)	67.49%	49.49%
4. School Calendar   Royal West Academy	1,310 (4.26%)	1,135 (4.64%)	00:02:13	374 (2.84%)	77.27%	60.53%
5. RWA News   Royal West Academy	965 (3.14%)	790 (3.23%)	00:02:06	469 (3.56%)	79.74%	56.48%
6. Contact Us   Royal West Academy	780 (2.54%)	588 (2.40%)	00:01:48	94 (0.71%)	72.34%	44.49%
7. Curriculum   Royal West Academy	596 (1.94%)	430 (1.76%)	00:01:16	20 (0.15%)	60.00%	18.96%
8. Extra-Curricular Program   Royal West Academy	568 (1.85%)	457 (1.87%)	00:02:46	55 (0.42%)	63.64%	39.79%
9. Staff   Royal West Academy	533 (1.73%)	446 (1.82%)	00:01:36	32 (0.24%)	78.12%	41.84%
10. Info Document   Royal West Academy	493 (1.60%)	361 (1.47%)	00:02:34	35 (0.27%)	60.00%	51.72%
11. Staff and Course Outlines   Royal West Academy	402 (1.31%)	308 (1.26%)	00:00:37	69 (0.52%)	23.19%	14.18%
12. Mission and Goals of RWA   Royal West Academy	361 (1.17%)	268 (1.09%)	00:01:02	11 (0.08%)	45.45%	16.34%
13. School Day   Royal West Academy	313 (1.02%)	269 (1.10%)	00:01:30	35 (0.27%)	74.29%	35.78%
14. Bullying Reporting   Royal West Academy	279 (0.91%)	239 (0.98%)	00:00:46	15 (0.11%)	53.33%	22.94%
15. School History   Royal West Academy	162 (0.53%)	141 (0.58%)	00:02:03	23 (0.18%)	82.61%	33.33%
16. (not set)	159 (0.52%)	157 (0.64%)	00:20:15	157 (1.19%)	98.73%	98.74%
17. Policies   Royal West Academy	142 (0.46%)	102 (0.42%)	00:00:25	2 (0.02%)	100.00%	7.75%
18. Mathematics   Royal West Academy	139 (0.45%)	76 (0.31%)	00:01:16	7 (0.05%)	42.86%	20.14%
19. Home and School Store   Royal West Academy	138 (0.45%)	104 (0.42%)	00:01:38	28 (0.21%)	71.43%	42.03%
20. Student Services   Royal West Academy	130 (0.42%)	98 (0.40%)	00:01:23	9 (0.07%)	66.67%	41.54%
21. Code of Conduct   Royal West Academy	117 (0.38%)	102 (0.42%)	00:02:29	6 (0.05%)	16.67%	29.91%
22. Governing Board   Royal West Academy	112 (0.36%)	83 (0.34%)	00:00:48	24 (0.18%)	25.00%	16.96%
23. Guidance / Student Services   Royal West Academy	110 (0.36%)	88 (0.36%)	00:01:05	14 (0.11%)	64.29%	36.36%

P. Taylor was thanked for all her work posting and monitoring on the RWA website, Facebook, Twitter, etc.

## 10.2. Regional Delegate

### i. The CPC/RPC AGA was held on October 13<sup>th</sup>



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- Thanks were extended to Anne Monereau for being one of the only alternates to attend.
- Some discussion about RPC CPC Structure took place

## ii. RPC WEST

- More discussion about RPC CPC Structure took place. Many new members around the table.
- Electronic election results for the RPC West:  
Norm Gharibian – Chair / Joseph Bondi – Vice Chair / Suzanne de Jonge – Treasurer /  
Sophie Antippa – Secretary / Felipe Morales – Alt Secretary \* not an official position

## iii. CPC Meeting

- More discussion about RPC CPC Structure took place
- Electronic election results for the RPC:  
Suzanne de Jonge – Chair / Stephen Hudon – Vice Chair / Frank Mazzariello – Treasurer /  
Jason Trudeau – Parent Commissioners (Elementary)  
Mario Bentrovato – Parent Commissioner (Secondary)  
Joanne Charron – Parent Commissioner (ACSES)  
Norm Gharibian – Parent Commissioner (no designation)  
Additional members appointed to the CPC Executive: Joseph Bondi / Sonia Pecora / Benny Berneti

## iv. Tentative meeting dates for RPC and CPC:

CPC - 7PM @ EMPB	RPC WEST - 7PM @ EMPB	RPC EAST - 7PM @ EMPB
Nov 3	Nov 14	Nov 8
Dec 1	Dec 12	Dec 13
Jan 12	Jan 9	Jan 10
FEB 2	Feb 13	Feb 14
Mar 2	Mar 13	Mar 14
Apr 6	Apr 10	Apr 11
May 4	May 8	May 9
Jun 1	Jun 12	Jun 13

Members were asked to advise N.Gharibian of any feedback, follow-up.

## 10.3. Commissioner

No report. Mr. Lalla sent his regrets for not being able to attend the meeting.

## 10.4. Student Life Association

- i. SLA has participated in the following events:
  - August 29 : Orientation Day
  - September 9: Welcome back BBQ
  - September 16: SOY & Dress Down Day
  - September 19: Open House
  - October 7: Homeroom breakfast
- ii. Upcoming Events include:
  - October 31: Dress Down Day
  - November 18: First school dance (replaces the Oct.21 dance listed on the school calendar)
  - SLA is considering the possibility of making the Homeroom breakfast a monthly event

## 11. 240 Application

- For RWA to be able to function as it does, a permit must be obtained via application every three years. RWA's permit expires this year, 2016-2017, therefore a new application must be submitted. The process is a lengthy one; will take months. The RWA application will be submitted to EMSB in October 2016 will then be verified by the Council of Commissioners and modifications will be made as needed. It will be sent to the Ministry in February/March 2017 for review after which RWA will



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receive confirmation of its status as a 240 school. It has happened in the past that for some schools, the Ministry did not accept everything that was submitted and thus only a one-year permit was granted. RWA has not experienced this situation.

- Governing Board must approve the *Gilles-Matières* and the *Request for Renewal of Specific Project Status*.

## 11.1. Grilles-Matières

- i. Correction to the *Gilles-Matières* chart included in Section V. on page 20 of in the '240 Renewal Request' document: for Secondary - cycle2, year 1 (sec.III) the History subject is now called *Histoire du Quebec et du Canada* (and not *Histoire et education à la citoyenneté*).
- ii. For sec.IV students, the History subject is still called *Histoire et education à la citoyenneté*. Next year sec.IV History will be called *Histoire du Quebec et du Canada*. Other grades' History subject name will remain the same.
- iii. It was explained that the controversial new History curriculum is not very different from the previous curriculum in sec.III. Some deem the new text book to be better. As well, a teacher is permitted to add other information to the course however because of time constraints, most will follow the guidelines in order to optimally prepare the students for the exam. The sec. IV curriculum has been a source of concern but not at EMSB. Nevertheless, the Council of Commissioners has made an official request with the Ministry to modify the program but this will not be considered before 2017. As well, schools must implement and experience the course before consideration is made regarding any changes.

Resolution Approving the Grilles-Matières

Moved by: Norm Gharibian; Seconded by: Daniel Dupuis

"Whereas the English Montreal School Board has requested that the Royal West Academy Governing Board approve the Grille-Matières for Royal West Academy as proposed in the document presented for the extension to the Special Status proposal of Royal West Academy under section 240 of the Education Act,

Be it resolved that the Governing Board of Royal West Academy approves the Grille-Matières for Royal West Academy as proposed in the document presented for the extension of the Special Status proposal for Royal West Academy under section 240 of the Education Act."

**VOTE RESULT: 17-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED**

## 11.2. Request for Renewal of Specific Project Status

- Question was asked regarding the possibility of receiving the '240 Renewal Request' document in digital format. Mr. Pita explained that this would not be possible since the document is a consolidation of many documents that are signed, scanned and digital. It was further explained that if needed, sections of the .pdf version can be extracted using MS Office 365 software that can be downloaded and installed on up to 5 PCs - for free - by any EMSB family.
- A suggestion was made for a one-word addition to the document. It was agreed that since the modification would not change the meaning of the sentence or the rest of the document and that copies had already been signed, it would facilitate the process to leave the document as is.

Resolution Regarding Article 240 School Application Renewal

Moved by: Andrea Dillon; Seconded by: Michael Mendelson

"Whereas the MELS has requested that Governing Board approve the extension to the Special Status Proposal of Royal West Academy under Article 240 of the Education Act,

Be it resolved that the Governing Board of Royal West Academy expresses its full endorsement of



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the enclosed document approving the extension of the Special Status of Royal West Academy under Article 240 of the Education Act.”

**VOTE RESULT: 17-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED**

## 12. Trips in Montreal and Surrounding Area

Once again GB is requested to approve field trips in Montreal and surrounding areas; primarily part of the ECA and GMAA programs.

Question was asked regarding some field trip criteria, specifically, ratios.

- Mr. Pita explained that teacher to student ratio is at the discretion of school administration and depends on the type of trip; could be 1 teacher/class, 1 teacher/15 students, 1 teacher/10 students.
- On busses, generally RWA Admin.'s preference is to have 2 teachers per school bus. It was also pointed out that there are no teachers on board school busses transporting kids to and from school.
- RWA procedure is in accordance with CGTSIM, Council of Commissioners and EMSB guidelines.
- It was suggested and agreed by many that since it is the responsibility of school administration to ensure the safety of students, GB should be confident that this is RWA Administration's priority.

Motion to approve all 2016-2017 RWA trips in Montreal and surrounding area

*Moved by: S. MacLeod; seconded by D. Dimock*

**RESULT: 17-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED**

## 13. Home & School and Foundation Mandates

Although RWA Home & School Association and RWA Foundation are legal entities within themselves, each year GB must approve their right to exist in the school.

- Home & School's mandate is to fundraise via the school store in order to help subsidize the cost of RWA's day-to-day needs.
- Foundation's mandate is to fundraise via long-term campaigns to help subsidize the cost of substantial changes to the RWA physical plant.

Motion to renew RWA Home & School Association and RWA Foundation mandates for 2016-2017

*Moved by: S. Galler; seconded by A. Monereau*

**RESULT: 17-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED**

## 14. Correspondence

- L. Rinaldi reported that there has been no correspondence so far this year.
- In reflection of the considerable amount of correspondence received by GB last year, a suggestion was made to have a general generic email address for RWA GB. Discussion ensued:
  - Will this new email address be easy to verify regularly?
  - An "info@emsb.qc.ca" email account currently exists will this new email address be confusing?
  - Some have experienced no problems with a designated GB email address previously, at the elementary level.
  - Suggestion: the RWA GB email address should be an "xx@emsb.qc.ca" email address.
  - Other suggestion: RWA GB email address should still be created even if cannot be under EMSB email umbrella.
  - Mr. Pita will verify with the Board to know if RWA GB can be assigned an EMSB email address.
- L. Rinaldi followed-up on correspondence from last year of a parent requesting a reimbursement of student activity fees due to some missed activities caused by the 'work to rule' situation early last year. Explanation was provided to parent, parent accepted and no further action is needed.

## 15. Question Period



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- A. Monereau would like to create a RWA GB 'blurb' to inform the community of GB's work.
- Point was raised that this 'blurb' should not be a summary of the minutes as this could create situations of minutes being incorrectly paraphrased.
- It was agreed that an advertisement-type box could be created for RWA News that would include a hyperlink to the GB minutes webpage.
- A. Monereau will share more thoughts at next GB meeting.
- L. Rinaldi will contact the RWA News editor.
- GB workshop for new members will be offered by EMSB. Interested members should see Mr. Pita.

## 16. Adjournment

**Motioned by:** D. Dupuis at 9:01pm

**VOTE RESULT: 17-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED**

The next Governing Board meeting is scheduled to take place on  
**Monday, November 28<sup>th</sup>, 2016 @ 7 p.m.** at the school library.

Lori Rinaldi  
Governing Board, Chairperson

Tony Pita  
Principal, Royal West Academy