

# Royal West Academy

## GOVERNING BOARD MEETING



Minutes - November 23, 2015

Minutes of the meeting of the Governing Board of Royal West Academy held on Monday, November 23, 2015 at 7:00 p.m. in the library of Royal West Academy, 189 Easton Avenue, Montreal West (Québec).

MEMBERS PRESENT		
Anjali Abraham	Norm Gharibian (Parent delegate)	Anne Monereau
Samira Chawki	Sandy Roy	Ryan Ortiz
Nijad Dahdah	Gloria Koyounian (Secretary)	Lori Rinaldi (Chairperson)
Andrea Dillon	Jan Mateus	Patricia Taylor
Michael Mendelson	Michael Delis (Vice-Chair)	
Daniel Dupuis		
ALSO PRESENT		
Tony Pita (RWA Principal)	Steven Manstavich (RWA Vice-principal)	Chantal Juhasz (RWA Vice-principal)
Joseph Lalla (Commissioner)	Elysia Brian-Baynes (Community Rep)	Dr. Mahesh Sharma (Community Rep)
REGRETS / ABSENT		
Deidre Dimock	Karley McIlwaine, SLA Representative	Chloe Ginsberg, SLA Representative

### 1. Welcome

Meeting called to order at 7:00 p.m. by L. Rinaldi

### 2. Adoption of Agenda

#### i.) CHANGE OF MEETING DATE:

The following motion was PASSED on November 9th, 2015 following an e-mail vote:

"As a result of the work-to-rule strike scheduled to take place on Monday, November 16th and consequently, limited access to the building on this day, a motion to approve a change in the date of the Governing Board meeting scheduled to take place on November 16th is required. The meeting will be postponed to Monday, November 23rd, 2015 at 7 p.m. at the RWA School Library."

*It was moved by N. Gharibian; seconded by J. Mateus*

**VOTE: 15-0-2 (format ACCEPTED; REFUSED; ABSTAINED) MOTION CARRIED**

#### ii.) Addition of point 4.7: "Secretarial Duties" to the Agenda.

*Moved by J. Mateus and seconded by P. Taylor*

**VOTE: 15-0-0 (format ACCEPTED; REFUSED; ABSTAINED) UNANIMOUS**

### 3. Adoption of Minutes of October 5th, 2015

*It was moved by A. Monroe; seconded by D. Dupuis*

**VOTE: 13-0-2 (format ACCEPTED; REFUSED; ABSTAINED) MOTION CARRIED**

### 4. Business Arising from the Minutes of October 5th, 2015

#### 4.1 Welcome/Introduction Community Representatives

4.1-2 Dr. Mahesh Sharma introduced himself

4.1-3 Ms. Elysia Bryan-Baynes introduced herself

#### 4.2 Expectations/objectives of GB members for 2015-2016

All members expressed what their expectations and/or objectives were as members of Governing Board for 2015-2016. Frequently cited objectives included:

- Ensuring a sound environment for staff and students to promote learning and teaching ;
- Recognizing and alleviating student stress and anxiety (looking beyond the “data” to determine how students are doing);
- Forum for discussion and exchange (a place to “stay connected” with the school community and to develop a “balanced” platform between students, staff and parents);
- Influencing successful outcomes for students and staff;
- Ensure accuracy of information and facilitate communications as acting liaison with parents (alleviating parental stress);
- Reviewing Trip Policy (specifically related to Exchange Trips);
- Identify key resources to achieve school’s goals;
- Address issues that the Board brings to RWA for consultation/adoption etc.;
- A sounding board for students’ voices to be heard;
- Guiding the evolution of technology at RWA

#### 4.3 Update Guidelines and Procedures for Overnight Trips: Next Steps

There is no progress to report at this time. Due to “work to rule”, teachers are not involved in committees outside of Governing Board and Staff Council. There was a call for feedback on forming a parent sub-committee.

A motion was requested that would see the Governing Board create a sub-committee to begin the process of creating guidelines for Exchange program trips. The sub-committee will initially be created by a parent group with the input from teachers and stakeholders before presentation to Governing Board for final approval.

*It was moved by A. Monreau seconded by N. Gharibian*

**VOTE: 15-0-0 (format ACCEPTED; REFUSED; ABSTAINED) UNANIMOUS**

#### 4.4 Revised Internal Rules of Operation

All Governing Board members received the revised Internal Rules of Operation by email on November 10<sup>th</sup>, 2015 by L. Rinaldi.

#### 4.5 Attestation of Conflict of Interest

As per RWA’s Governing Board Internal Rules of Operation, members were asked to see the chair in the event that they were concerned with a potential Conflict of Interest.



#### **4.6 Progress report on technology review**

A presentation has been made to teachers regarding Schoology. At this stage, the Sub-Committee will evaluate the most effective means of gathering additional teacher feedback/insights, as well as comments from students. The Sub-Committee will also evaluate the Enterprise level of the Schoology tool, and report back to Governing Board.

#### **4.7 Secretarial Duties**

G. Koyounian will continue with the responsibilities of Governing Board Secretary for the 2015-2016 year.

### **5. Reports**

#### **5.1 Principal**

- Two Secondary I seminars for parents have taken place. They were well received. The next one is scheduled to take place on January 17<sup>th</sup>, 2016 at 7 p.m. in auditorium.
- CÉGEP information session was a huge success. Over 300 students/parents attended.
- Finalizing the Admissions process. All students will have an answer by mid-December.
- In November, school began a daily routine that includes a mindful moment after recess. To be evaluated.
- There has been an increase in traffic around the school. Police officers have been out in the morning as well as administration to guide and monitor foot traffic. A traffic light will be installed at the corner of Westminster and St. Jacques in the coming months.
- A play on cyber intimidation was presented by the police this afternoon to Secondary II students.
- Special thanks to Home and School for volunteering to paint various rooms and doors in the school, in addition to the installation of a new counter in the Environmental Committee room.
- Sec V students will be conducting 3 French exams (FSL) over 2 days. Oral exams will be held by appointment and the 2 written exams are on January 14<sup>th</sup>, 2016. As a result, Sec V students will not have classes on January 14<sup>th</sup>.
- Principal congratulated Ms. S. Chawki for her initiative and participation in the "Make my Library Shine" contest. As well, he recognized the RWA winning team, comprised of three students (E. Peters-Mark, S. Trager and J. Schafer-Abisdri).

#### **5.2 Regional Parents Committee**

- A series of meetings have gone on at the board level to address the East/West regional structure. Key parent concerns included meeting locations and travel time for parents.
- Subsequent meeting was to determine the number of representatives for each region. Nomination and election of CPC members was also concluded.
- First CPC meeting was held on November 5<sup>th</sup>. At this time several issues were addressed including:
  - Internal Rules of Operation
  - ACSES Parent selection process

- NAQ petition and approval by CPC for RWA to move forward on this initiative.
- Next CPC meeting is scheduled to take place on December 3<sup>rd</sup> at EMSB office.
- On November 9<sup>th</sup>, the Regional Parent Committee (PRC) took place at the EMSB offices. Discussion included:
  - H&S and Governing Board related issues (fund raising etc.)
  - Internal Rules of Operation
  - Establishment of Traffic Sub-Committee to assist schools with lobbying efforts to improve traffic flows and reduce risks in school surrounding areas. N. Gharibian is part of this Sub-Committee.
  - Next PRC meeting is scheduled to take place on December 8<sup>th</sup> at the EMSB office.

### 5.3 Student Life Association

Nothing to report.

### 5.4 Commissioner

- Mr. Lalla confirmed that he too was part of the Traffic Sub-Committee, and he offered his assistance to the Regional Parent Delegate moving forward.
- EMSB received \$23 million to build a new school on Terrebonne Street at the corner of Madison Ave. It will be the location of the new Mackay Centre School.
- The Jennings report, also referred too as *"English School Boards – Election Systems Study Panel (Report 2015)"* was sent to all GB members by Mr. Lalla on October 5th, 2015. The report has includes an extensive number of recommendations. In addition, it concludes to maintain the elective process.
- EMSB has the highest success rate in the province at a rate of 87.4%. This is significant because the data reported includes students from all schools that are part of the EMSB.
- Over past 7 years, the EMSB has been challenged with \$20 million cutbacks from MELS. Through the development of Adult Education courses and the resulting influx of international students registered in these programs, the resulting monies have helped to maintain schools' needs.
- Projects related to RWA's upgraded ventilation system are waiting approval from the MEESR. Estimated value of the projects total \$440K. This initiative will help the auditorium project which has been a focus for RWA's Foundation.

### 5.5 RWA Foundation

- Foundation will be meeting with engineers to fianlise plans next week.
- If ventilation requests are approved, the work is expected to begin in June 2016.
- The foundation has raised a significant amount of money to date.



## 5.6 Home and School

- Upcoming events were discussed. Painting and Enviro. Kitchen renovation efforts by H&S are ongoing under the leadership of M. Mendelson, K. Cawthorne, and Mr. D. Rametta.
- Used Uniform Sale: Wednesday, November 25<sup>th</sup> between 6:30 p.m. — 7:30 p.m.
- Next meeting December 2<sup>nd</sup>, 2015.

## 6. New Business

### 6.1 Approval 2015-2016 Budget

Principal reviewed report with Governing Board members. A small correction will be made FUND 3 following a typing error. The budget information that will be revised as follows:

SCHOOL BASED FUNDS (Fund 3 & 8)			
		Original Budget received for adoption	Revised Budget as per November 23 <sup>rd</sup> , GB meeting
Special internal events	305	\$130 000	\$3 000
Materials/supplies	4XX		\$127 000

Governing Board members were asked to adopt the following motion:

***"Whereas the Education Act requires that the Governing Board is responsible for adopting the school's Annual Budget proposed by the Principal;***

***Whereas the Education Act requires that the Governing Board submits the adopted Annual Budget to the School Board;***

***Whereas Budget allocations and roll overs were received by the schools on November 6, 2015;***

***Whereas the Royal West Governing Board adopted an Annual Budget, for student fees only, on Wednesday, June 10, 2015;***

***MOVED BY S. Roy, SECONDED BY M. Mendelson AND RESOLVED THAT the 2015-2016 Annual Budget be adopted and submitted to the English Montreal School Board."***

VOTE: 15-0-0 (format ACCEPTED; REFUSED; ABSTAINED)      UNANIMOUS

### 6.2 Student Fees & Payment for "Services Not Rendered"

Both L. Rinaldi and Principal received requests from parents regarding payment for services not rendered as a result of the ECA suspension; this regarding the portion of student fees that are allocated to ECA's (\$160 per student).

It is important to note that the \$160 portion of the Student Activity Fees that covers ECA's includes fixed and variable factors. The fixed costs are costs incurred prior to the ECA suspension being announced by unions. Discussions took place as to how to address the issue with parents.

A general letter will be prepared by the Chairperson and will be distributed following Governing Board approval.

### **6.3 Grille des matières/Curriculum 2016-2017**

- Proposal by Principal to maintain the status quo.
- Motion to approve 2016-2017 curriculum as presented to the Governing Board.

*It was moved by D. Dupuis seconded by A. Dillon*

**VOTE: 15-0-0 (format ACCEPTED; REFUSED; ABSTAINED)      UNANIMOUS**

### **6.4 Alternate Delegate – Regional Parents' Committee**

N. Dahdah has decided to resign from the position of Alternate Delegate – RPC.

A. Monreau was nominated and approved by acclamation.

### **6.5 Labour Update:**

#### **6.4-1 Teaching staff**

There is no news to report at the time of the meeting from the MTA. There is a requirement to give notice of seven business days for strike days.

#### **6.4-2 Support staff**

Nothing new to report.

#### **6.4-3 Professionals**

Nothing new to report.

### **6.6 Allocation of Governing Board Budget 2015-2016**

To be tabled to next meeting.

### **6.6 Criteria Selection of Principal**

To be tabled to next meeting.

## **7. Correspondence**

None at this time.

## **8. Question Period**

No questions.

9. **Varia**

None at this time.

10. **Adjournment:** the meeting was adjourned at 10:07 p.m. by M. Mendelson.

The next governing Board Meeting is scheduled to take place on Monday, January 18th @ 7 p.m. in the school library.



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Lori Rinaldi  
Governing Board, Chairperson



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Tony Pita  
Principal, Royal West Academy