

Royal West Academy 2016-2017
GOVERNING BOARD MEETING
 Minutes – February 20, 2017



Minutes of the Royal West Academy Governing Board meeting held on **Monday, March 27th, 2017** at 7:00 pm in the library of Royal West Academy, 189 Easton Avenue, Montreal West (Québec).

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

1. Welcome

Meeting was called to order at 7:00 pm by Lori Rinaldi.

2. Adoption of the Agenda

Motion to adopt the Agenda:

Moved by M. Mendelson; seconded by A. Dillon

VOTE RESULT: 15-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED

3. Adoption of Minutes of February 20, 2017

Motion to adopt the February 20, 2017 meeting minutes with the following changes:

- i. Attendance: remove Dimitra Dimopoulos; replace with Michal Wineberg

Moved by S. Macleod; seconded by M. Delis

VOTE RESULT: 12-0-3 (format: IN FAVOUR-AGAINST-ABSTENTION); MOTION CARRIED

4. Business arising from the minutes

4.1. Update Technology Portal Sub-Committee & Next Steps

GB thanked and congratulated Michael Delis and Ryan Ortiz for their hard work and thorough research. Portal Subcommittee members presented their final recommendation via a PowerPoint presentation.

- i. In order to get a 30% discount on the implementation fee and the Professional development fee, we had been asked to subscribe to the Enterprise version of Schoology by March 31, 2017. That deadline has been extended to April 30, 2017.
- ii. R. Ortiz discussed privacy issues. Very few schools, Boards comply with Compliance Act. As users of the free version, RWA is currently not compliant with the Quebec Act.
 - Enterprise User Privacy Contract Addendum for RWA was presented via the slide show.
 - Q: Will we propose language that is more precise?
 - R. Ortiz: This language is compliant with most binding service agreements.
 - Q: Could we incorporate our language?
 - R. Ortiz: We could look into this.



- M. Delis: Can we show this to the EMSB legal team?
- T. Pita: Yes, there are lawyers on retainer.
- Q: Point 1 says 'we will be compliant' with the Access to Privacy Act. Do we know if any other such companies in Canada are compliant, E.g. Google?
- R. Ortiz: There are no Canadian companies; they're all in USA. Google will never be compliant.
- iii. M. Delis discussed feedback from two references who currently use the Enterprise version: École d'Éducation Internationale in Quebec and West Side School in British Columbia. Opinion was the same from both schools:
 - Positive Experience
 - Excellent support
 - No regrets
 - No extra privacy addendum
- iv. Funding:
 - T. Pita explained that he pitched a possible pilot where the Board would pick up the 1st year of funding needed.
 - Alessandra Furfaro (Director, Educational and Technology Services) was invited to this GB meeting but she is out of town.
 - Interest seems to be there on the part of the Board to get involved. They are already doing pilots with other platforms/schools.
 - With all the work subcommittee has done, Mr. Pita feels Board could pitch in.
 - Hoping to have a meeting to bring interested parties together. Other schools may have interest.
 - Ms. Pela Nickoletopoulos (Regional Director, West Sector) is not sure if she can get an answer by April 30th.
- v. More discussion ensued.

A motion to accept the Portal Subcommittee's formal recommendation of the implementation of Enterprise Schoology at RWA beginning April 30th, 2017 as a pilot, on condition of securing funding for said services as summarized in the sub-committee report in addition to EMSB legal review of the proposed contract addendum.

Moved by M. Mendelson; seconded by D. Dupuis

VOTE RESULT: 13-0-2 (format: IN FAVOUR-AGAINST-ABSTENTION); MOTION CARRIED

5. Reports

5.1. Principal

- i. RWA would like to welcome our new librarian, Ms. Stephane Germain. We will be sharing her with Vincent Massey Collegiate. Ms. Germain will be here on Thursday's, Friday's, and every other Wednesday. This position is in addition to Ms. Supino, our Documentation Technician.
- ii. Staff Appreciation Week took place on February 20-23. Big thanks go out to the members of RWA Home & School Association, who coordinated a number of amazing events, including seated-massage sessions for staff members, luncheon for staff on Tuesday, and breakfast on both Monday and Wednesday of that week. Thank you very much to all of the parent volunteers who donated time and/or food to these events. Teachers and staff appreciated these efforts very much, and felt very appreciated themselves!
- iii. *Salon des inventions* and Science Fair took place on February 22 and 23, respectively. Secondary I students presented their inventions to their RWA peers during the morning periods that Wednesday. Congratulations to all Secondary I students who participated and a BIG Thank You to our Secondary I science teachers: Ms. Orlando, Ms. Kissin, Ms. Zuccaro, and Mr. Ohayon.
- iv. The next day, nearly over 320 students presented their Science Fair projects to judges, parents, elementary school students, and members of the general public. The projects were fantastic and



the calibre of scientific inquiry demonstrated by our students was, once again, awe-inspiring! Thank you to Ms. Pevec, the Science Fair Coordinator! Also, thanks to all the science teachers who helped students as advisors in the lead-up to the fair as well as the laboratory technicians and support staff, without whom the Science Fair would not be possible.

- v. Honour Band traveled to Cuba for a Cultural Exchange from March 1-8. Students and staff enjoyed visiting the country and playing with elementary schools and a cultural center. Special thanks to Ms. Purdy for organizing such an enjoyable and enriching experience for our students
- vi. The Snow Day that was called on Wednesday, March 15 will be made up on Friday, April 28 as per the school calendar. We still have one tentative Ped Day scheduled for June 1st.
- vii. Parents should have received their invitations to the EMSB Volunteer Reception which will be held on April 4 at Place Volare. We hope that you will attend.

5.2. Regional Parents Committee

The chairs, Suzanne de Jonge and Angela Mancini welcomed everyone. Everyone around the table introduced themselves.

i. STRATEGIC PLAN

- The CPC members outlined their plans for this school year and how the Parent Conference is a major project they are undertaking.
- CPC discussed with Council the organization of the parent structure following the resolution from last year to make one CPC. Council asked CPC what their priority and vision is for their committee and that their internal rules should reflect their vision.
- Discussion was also had on how to educate parents on governance, especially with Bill 105 coming into effect and asked that Administration look into a session to inform parents. Discussion also occurred on the possibility of virtual or video presentations that could be sent or viewed online by all making them more accessible.
- Discussion took place on the marketing of schools especially to the High Schools and how open houses are important and the appearance of the school building has an impact on students and parents. A suggestion was made to also ask students how they choose a school. An idea to reach out to student committees to their input, Facebook ads, revisit the TV commercials looking at High Schools. The EMSB needs to sell the value of the public system to the parents.

ii. IMPACT OF BILL 105

- There will be more power at the local level and things will be passed to schools and Governing Boards. Administration can come back to speak about the roles when more information is received.

iii. PARENT ISSUE ESCALATION

- CPC members asked what the proper steps are that a parent should take regarding the complaints procedures. They feel there is a lack of information available for parents to consult for procedures.

iv. INTERNATIONAL STUDENT DOSSIER

- Concerns were raised regarding the lack of resources for students and teachers. It was suggested that the resources offered by the Board, via professional consultants can be asked to work with the teachers and the schools.

v. ADMINISTRATIVE CHANGES

- Some members expressed concern over changing both the principal and the vice-principal at the same time and perhaps leaving one for the transition period.
- Suzanne de Jonge and Angela Mancini thanked everyone for coming out and expressed that this type of meeting be held again and perhaps schedule two or three per year.
- The meeting between CPC and Council ended at 9:10 pm.

vi. BUSINESS ARISING FROM THE MINUTES

UPDATE: INTERNAL RULES

The members discussed the changes made by the subcommittee and asked that everyone come prepared to adopt them at the next meeting.

vii. DATE OF NEXT REGULAR MEETING

- CPC: Thursday, April 6, 2017 @ 7:00 pm @ John F. Kennedy High School



- RPC West: Monday, April 10, 2017 @ 7:00 pm @ Administration Building
- RPC East: Tuesday, May 9, 2017 @ 7:00 pm @ John F. Kennedy High School
- ACSES: Monday May 29, 2017 @ 7:00 pm @ Administration Building

viii. PARENT CONFERENCE

- CPC is presenting a Parent PED DAY: Sat. April 29, 2017 @ St-Laurent Adult Centre (LaurenHill Jr.) Many morning and afternoon workshops to choose from. Lunch will be provided. Free for all EMSB adults (parents, vocational, etc.). Invitation with registration details will be sent soon.

5.3. Student Life Association

- i. Major activity: RWA Formal Dance, that was supposed to be on Feb. 17th, had to be cancelled because of lack of teacher chaperones. SLA members were in NYC and did not reach out to the teachers in time. The Formal Dance will not be rescheduled.
- ii. The next SLA dance will be on May 26th as scheduled on the school calendar.
- iii. Grad Committee is working on their Rock Show but it is not fully developed. If Rock Show does not happen, SLA will present a Battle of the Bands in its place.

5.4. Commissioner

- i. To add to the CPC report: there has not been a meeting with CPS and Commissioners in 2yrs. Things are back on track now. Good exchanges took place during the meeting that took place.
- ii. For the 3rd year in a row, EMSB has scored the highest success rate: 89.4% (over last year's 87.9%).
 - In its Partnership Agreement with the Ministry, the EMSB had a goal of 86% for the graduating class of 2016 and 88% percent for 2020. We have surpassed that target and our 2020 objective.
 - Congratulations to all administrators and staff for all their time & effort.
- iii. Resolution was passed for the renewal of 240 schools and has been sent to the Ministry
- iv. Deputy Director General and Director of Financial Services, Angelo Marino, submitted his resignation to the Director General and is effective April 21, 2017. This is 4th senior administrator resignation/retirement in recent months.

QUESTIONS FOR COMMISSIONER LALLA:

P. Taylor:

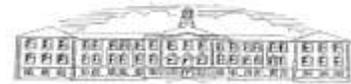
- In 2016 EMSB terminated the contract position in our office for secretary to help with finances and admissions. The position was cut in December 2016.
- Previously, when we were at full staff, we had Ms. Ibrahim as school secretary, 2-full time office employees and 1 50% office employee. As well we had an office employee doing the admissions for 4 days / week.
- Now we are running the office with 2 full time positions plus 1 at 50% that's it. Is there a status update regarding our office staffing need?

T. Pita:

- Years ago, we tried to get a permanent role of admissions clerk. As of 2016, the union said we could not tender it because it was a permanent position. When I met with the Board, I requested to be able to negotiate with the union; a written request was made.
- This GB approved funding (coming from the increased entrance exam fee) for admissions/secretarial support (4-days/week) on a contractual basis of 2x20 weeks. Union has since decided that the role was continuous and should be a permanent position.
- I had to make the pitch to explain the unique process of our entrance procedure: 400 interviews; process begins in August; ends the following August; etc. Other schools do not have the volume like we do. RWA is in the middle of private school territory.
- We are going through the process of requesting this as a permanent position.

Mr. Lalla: no news/update but I will follow up. This is the time of year when staffing for the following year is done. Prior to the staffing being done, we have a meeting.

T. Pita: If a positive response is granted, I will immediately ask for the Union to grant us this post starting at the end of this school year.



Q: Can GB do anything?

T. Pita: I have written to Board; GB can write as well. I asked for a full-time secretary and RWA will pay ½ of the salary. But this is not without risk; if applications go down, we still have to cover ½ of the salary.

Q: How long has admissions volume been at this level?

T. Pita: It has been many years; before 2006.

Q: Will this change?

T. Pita: It is not possible to forecast this. We know that the laws are not in our favour. We do bring in 55% out of EMSB territory who are interested in what RWA offers. The 50% position; keeps changing; we would pay but we will not decide who to hire. The ideal scenario would be to have a permanent, full-time position. In the past few years, we have had 18 different secretaries.

P. Taylor: This year's Grads are a small group however there is a full group of sec.1 students coming in this September, 2017. I asked if we are allowed another secretary because of our larger volume; we may reach 900 students in 2017-2018.

T. Pita: We do not know how the Board will react to our request but there are schools that have been staffing more than they are allowed.

Lori: If our request for the extra support staff is denied, we must reconsider the increase of the admissions exam fee.

P. Taylor: As mentioned, in recent years we have had 18 secretaries as well we have had 8 different Vice-Principals, Ms. Thomasson left huge shoes that must be filled and Ms. Ibrahim is off on sick leave. During all these transition periods, it is the secretaries on staff who help to fill in all those gaps. Now, with Schoology, we will have even more work with having to screen calls, etc.

M. Mendelson: I propose we make this critical motion:

Motion to mandate GB chair to write a letter to Pela Nickoletopoulos (Regional Director, West Sector); Cc Tony Pita and Christine Dénoimée (Director, Human Resources). Indicating the urgency of the situation at RWA and requesting immediate secretarial support.

Moved by M. Mendelson; seconded by D. Dupuis

VOTE RESULT: 15-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED

5.5. RWA Foundation

- i. P. Taylor reported that RWA Foundation is hosting a RWA staff/alumni production: Agatha Christie's 'An Appointment with Death'.
 - RWA staff and former students/parents are busy memorizing lines and putting the set together.
 - Ticket prices: \$20 for adults / \$10 for students
 - Wd. April 12th (7:30pm) and Thursday April 13th (7:30pm)
 - Proceed will go towards the RWA Auditorium renovation campaign.
 - Drama director, Mr. Floen is working hard on the dialogue and thinks it will be wonderful!
- ii. Please remember to purchase your hockey raffle tickets

5.6. Home and School

- i. Based on feedback, Staff Appreciation week was once again well received. Gratitude was offered to **Heidi Rackover** and **Antonia Kandilerakis Koziris** for taking charge of this event this year. Great thanks to all families who donated their yummy contributions. Special thanks to massage therapist, **Jodi Pichovich**, for offering 2-days of chair massages.
- ii. Science Fair Judges Luncheon as well went very well. Great thanks to H&S Vice-President, **Douglas Meldrum**, for heading this event and preparing sandwiches in an assembly line at the last minute when food was running low! Feedback: the luncheon being in the auditorium was a great thing!
- iii. It was agreed by all that in the future, Staff Appreciation will be held on a week different than the RWA Science Week as there are too many events for the same week.
- iv. We have found a supplier for drawing pencils so we will now be carrying them as a regular store item. Price: \$12/tin of 12.
- v. Next event will be the Book Fair on May 2 & 3. We have offered to give the bake sale to the Grad



- Committee this year. We have advised Ms. Orlando. If they need help, we are available.
vi. Painting weekend will be April 8 & 9 (1st floor west wing classrooms)

6. New Business

6.1. Timetable Proposal

- i. Discussions came up with staff to address some pressure students are feeling E.g. getting from one class to next within 3 minutes, especially for sec. 1 students.
- ii. In an effort to reduce student stress, a new timetable was discussed by staff and is being proposed.
- iii. Instead of 3 mins. between classes, students will now have 5 minutes to get to their next class. School day will end at 3pm instead of 2:57pm. Recess will now be 10 mins. long instead of 15 mins.
- iv. GB members are being asked for feedback.
- v. Would be implemented in the *2017-2018 Student Agenda* as part of the *Code of Conduct* that will be voted on at the next GB meeting.
- vi. Discussion ensued with suggestions for alternative changes:
 - leaving recess at 15 mins. and allowing 4-mins. between classes instead of the proposed 5 mins.;
 - Leaving recess at 15mins. and extending the end of school day to later than the proposed 3pm.;
 - If reducing recess to 10 mins., possibility for students to not be obliged to eat in the cafeteria;
 - Lunch time cannot be modified as it is part of collective agreement;
 - Etc.
- vii. Staff's recommended changes to the school time table are as follows:

2017-2018 RWA TIMETABLE		
PERIOD	CURRENT	PROPOSED
Homeroom	8:30 – 8:40	8:30 – 8:40
Period 1	8:43 – 9:33	8:45 – 9:35
Period 2	9:36 – 10:26	9:40 – 10:30
Recess	10:26 – 10:41	10:30 – 10:40
Period 3	10:41 – 11:31	10:40 – 11:30
Period 4	11:34 – 12:24	11:35 – 12:25
Lunch	12:24 – 1:14	12:25 – 1:15
Period 5	1:14 – 2:04	1:15 – 2:05
Period 6	2:07 – 2:57	2:10 – 3:00
Detention Period	3:10 – 3:45	3:10 – 3:45

Motion to approve the new timetable that will be in effect beginning in September 2017
Moved by P. Taylor; seconded by A. Monereau

VOTE RESULT: 11-4-0 (format: IN FAVOUR-AGAINST-ABSTENTION); MOTION CARRIED

6.2. Budget Update

- Mr. Pita went over some more budget items including the rollover of \$4,702 in the fund-5 account.
- Fund transfers will be requested as needed.
- All accounts are in good standing.

6.3. Code of Conduct: Recommended Changes for 2017-2018

- GB members received the current version via email.
- Comments/suggestions should be sent before April 7th to Lori R. who will consolidate the feedback.
- Vote to approve will take place at next GB meeting.

6.4. Trip to Vancouver for Canadian Debate Competition

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GB approval is requested for the RWA Debating Club trip to participate in the Canadian Debate Competition in Vancouver, BC. Details are as follows:

- Date: Apr. 20-24, 2017;
- Participants: 4 students in grades 8-11;
- Flying to British Columbia and will travel by bus while there;
- RWA will pay for the teacher and the Debate Competition fee;
- Cost is approximately \$875 per student;
- Part of Educational curriculum: ECA debating;
- Requested by Ms. Holloway

Motion to approve the trip to Vancouver for the Canadian Debate Competition

Moved by D. Dupuis; seconded by P. Taylor

VOTE RESULT: 15-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED

6.5. Prom fee 2017 (June 22, 2017)

- Proposed ticket price: \$110 per student
- \$98.00 will pay for the venue, meal, hall rental at LOFT hotel.
- Balance to cover DJ and some other incidentals
- Grad fundraising will cover decorations, theme, other extras.
- Grads are asked to sell 1 box of chocolates each. For every extra box of chocolates sold, they will get a reduction of \$20 off the prom ticket price.

Motion to approve the 2017 RWA Prom ticket price of \$110

Moved by A. Monereau; seconded by N. Gharibian

VOTE RESULT: 15-0-0 (format: IN FAVOUR-AGAINST-ABSTENTION); UNANIMOUSLY CARRIED

7 Correspondence

7.1 Nothing to report

8 Question Period

Q: Would it be possible to advise STM to adjust the 90-Express bus schedule in consideration of the new RWA end of day time?

T. Pita: The deadline to submit requests is tomorrow (March 28, 2017). It will be done.

9 Varia

None

10 Adjournment

Motioned by Sam at 9:05 pm

The next Governing Board meeting is scheduled to take place on
Thursday, April 20th, 2017 @ 7 pm at the school library.

Lori Rinaldi
Chairperson, RWA Governing Board

Tony Pita
Principal, Royal West Academy