

Royal West Academy

GOVERNING BOARD MEETING

Minutes - October 5th, 2015



Minutes of the meeting of the Governing Board of Royal West Academy held on Monday, October 5th, 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	Chloe Ginsberg	Ryan Ortiz
Nijad Dahdah	Gloria Koyounian (Secretary)	Lori Rinaldi (Chairperson)
Andrea Dillon	Jan Mateus	Patricia Taylor
Deidre Dimock	Karley McIlwaine	
Daniel Dupuis	Michael Mendelson	
ALSO PRESENT		
Tony Pita (RWA Principal)	Steven Manstavich (RWA Vice-principal)	
REGRETS / ABSENT		
Michael Delis (Vice-Chair)	Joseph Lalla (Commissioner)	Mahesh Sharma (Community Rep.)
Chantal Juhasz (RWA Vice-principal)	Sandy Roy	

1.1 Welcome by Principal

Meeting called to order at 7:00 p.m.

1.2 Adoption of Agenda

Additions and/or modifications to the Agenda:

1.6.: Business arising

- 1.6.1: Budget Update 2015-2016
- 1.6.2: Trip Policy Status
- 1.6.3: Portal Sub-committee Chairperson

1.6 changed to 1.7 Annual Report 2015-2016 was modified to read Annual Report 2014-2015

1.7 changed to 1.8 Operation

1.8 changed to 1.9 Dates and Times for Meetings

1.9 changed to 1.10 Reports

Former 1.10 day Trips was deleted and covered under 1.10 Reports (1.10-1 Principal's Report)

1.10 changed to 1.11 RWA Home & School and Foundation

1.11 changed to 1.12 Correspondence

1.12 changed to 1.13: Question Period (public)

1.13 changed to 1.14: Varia

1.14.1 India Exchange Funds

1.14.2 Petition (National Assembly)

1.14 changed to 1.15: Adjournment

It was moved by L Rinaldi; seconded by D. Dupuis.

VOTE: 16-0-0 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

1.3 Adoption of Minutes of June 10th, 2015 GB Meeting

The following corrections will be made to the June 10th, 2015 GB Minutes:

Article 4.4: Trip Policy

Is to be revised to read:

"A member commented that at the last governing board meeting, the Grade 9 Exchange Trip to India (from Feb 15 to Mar 2, 2016) was the only contested trip (with 4 votes against). It is the only trip where students would miss a total of 9 school days, while on the rest of the trips; students would miss a maximum of 3 school days.

T. Pita said that Mr. J. Zigby will be reviewing the trip policy with the Chair of the Staff Council (who will be elected at the beginning of the new school year) and will be presenting their findings to the new Governing Board."; and

Article 6.3: Parents' permission for contact by RWA organizations

Is to be revised to read:

"T. Pita explained that the contact information (email, home phone number, cell phones number etc) given by the parents/guardians to RWA is for communication between the school and the parents. The RWA organizations such as RWA Foundation, Home and School, Parent Advisory Committee (PAC), and Parent Participation Organization (PPO) are not allowed to use this contact information to communicate with the parents/guardians without their explicit consent. A new consent form will be added to the documents which are sent to the parents/guardians at the start of each school year.

It was moved by J. Bateman, seconded by L. Rinaldi to approve the policy that parents/guardians signed permission for contact by RWA organizations should be obtained in advance."

It was moved by A. Dillon; seconded by D. Dimock

VOTE: 10-0-6 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

1.4 Elections of:

1.4-1: Chairperson

Two nominees: L. Rinaldi and N. Dahdah (by proxy). The nomination of L. Rinaldi was confirmed following vote by secret ballot.

1.4-2: Vice-Chair

Two nominees: N. Dahdah and M. Delis (by proxy). The nomination was declined by N. Dahdah. The nomination of M. Delis by acclamation was confirmed.

1.4-3 Secretary

G. Koyounian accepted the position of Governing Board Secretary.

1.4-4 Treasurer

Monereau accepted the position of Governing Board Treasurer. The Treasurer is responsible for a Governing Budget of \$250 for the academic year.

1.5 Community representatives

A discussion took place regarding community representation at the Governing Board level. Several candidates were considered. Possible Community Representatives that were retained included Mr. or Dr. (?) Mahesh Sharma and Ms. Elysia Bryan-Baynes.

It was moved by P. Taylor; seconded by A. Monereau.

VOTE: 16-0-0 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

Mr. Pita will contact M. Sharma and L. Rinaldi will communicate with E. Bryan-Baynes in order to assess their interest in joining Governing Board as Community Representatives.

1.6 Business Arising from the Minutes

1.6.1 Budget Update 2015-2016

T. Pita is still waiting for final 2015-2016 budget. He asked that we begin to think about "payments for services not rendered" as part of annual Student Activity Fee. This discussion is needed once the budgets have been confirmed. Further discussions tabled till November meeting.

1.6.2 Trip Policy Status

T. Pita confirmed that the teachers were unable to meet the September 30th deadline for the revision of the Trip Policy. Governing Board was not prepared to discuss this point. Further discussions tabled till November meeting.

1.6.3 Portal Sub-Committee Chairperson

M. Delis submitted his nomination as Chairperson of the Portal Sub-Committee for the 2015-2016 academic year via proxy in an email dated September 29th, 2015. He was nominated by acclamation.

1.7 Annual Report for 2014-2015 – pending response from Patricia

T Pita shared the final 2014-2015 Governing Board Report with the members. A copy of the report will be posted on the school's website for future reference.

Approval of the report was motioned by A. Dillon; seconded by D. Dimock

VOTE: 14-0-2 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

1.8 .Operation

1.8.1 Internal Rules of Operation

Members were asked to review and discuss any changes that would be required to the Internal Rules of Operation document provided to members by T. Pita. The following modifications/clarifications are requested:

- a. **MOTIONS/VOTING** section: Under the extenuating circumstances when there is a need for an email vote, a non-response by a member is considered an absence.
- b. **MOTIONS/VOTING** section to be added: In the event of an email vote whereby a motion is carried, there will not be another vote on the same motion. However all email communications related to the

motion to be voted on will be conducted by "c.c." all members.

- c. **MINUTES** section: It will be the responsibility of the Chairperson to post all Governing Board minutes once approved by Governing Board members.

Approval of above-mentioned changes to the Internal Rules of Operation document. Motioned by N. Gharibian; seconded by M. Mendelson.

VOTE: 16-0-0 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

1.9 . Dates and Times for Meetings

It was agreed to hold Governing Board meetings on Monday evening at 7:00 p.m. in the school library. In addition to the October 5th, 2016 meeting, the dates for the 2015-2016 meetings are as follows:

November 16 th , 2015	April 25 th , 2016
January 18 th , 2016	June 6 th , 2016
February 22 nd , 2016	
March 21 st , 2016	

Governing Board reserves the right to call additional meetings for Governing Board ad-hoc matters. In the event of such meetings, the dates and times will be communicated to the RWA community via the school's website.

In addition, June 8th, 2016 has been identified as the tentative Volunteer Cocktail.

Motioned by D. Dupuis; seconded by D. Dimock

VOTE: 16-0-0 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

1.10 Reports

1.10-1 Principal: T. Pita reported the following points:

- (a) Welcomed new staff members: Ms. Samira Chawki (English and Ethics); Mme. Ariane Gouin (français); Mme Louise Moreau (français); Mme Melanie Gauthier (français et histoire); and Ms. Jennifer Pevec (Science Fair Coordinator). Mr. Steven Manstavich (Vice Principal)
- (b) SLA welcomed the Grade 7 students a tour annual Orientation day on August 27th, 2015.
- (c) RWA families received exchange students from Taiwan.
- (d) Start of the Year Celebration (SOY) took place on September 11th, 2015.
- (e) Administrative and Professional staff worked diligently to heighten security/safety awareness for students at rail crossings during the first week(s) of school.
- (f) Grade 7 "Meet the Teacher" was held on September 9th.
- (g) Grade 7 and Grade 10 class trips to the Eastern Townships and Boston, Massachusetts respectively took place.
- (h) Open House took place on September 21st.
- (i) Work-to-rule campaign by staff was reinforced, including the suspension if the ECA program. A delay in the issuing of Progress Reports has also been confirmed. Date expected for Progress Reports: October 26th.

- (j) Peer tutoring and Science Fair are still scheduled to occur.
- (k) Facilities improvements that have been completed are: painting; new floors in certain locations; fire alarm system; and heating system. Light fixtures are expected to be replaced in February 2016.
- (l) T. Pita asked that all day trips in the Montreal and surrounding areas be approved.

Article 10.1-1 (l) was motioned by P. Taylor; seconded by R. Ortiz

VOTE: 14-0-2 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

1.10-2 Regional Delegate (N. Gharibian)

A consultation session will be taking place at the EMSB on October 6th @ 7:00 p.m. to discuss the restructuring of the Regional Parents' Committee given that the EMSB now only has two (2) regions (East and West).

A General Assembly is scheduled on October 15th for Regional Delegates at the EMSB. The purpose of the assembly is elections of members of the Executive Committee for each Regional Parents' Committee and to elect members of the Central Parents' Committee (CPC).

1.10-3 Commissioner: Nothing to report

1.10-4 Student Leadership Association (SLA) – pending feedback Chloe and Karley

SLA representatives expressed their deep concern with the lack of a "stress outlets" for students as a result of the "Work-to-Rule" efforts in place by the teachers

The issue of stress and anxiety experienced by our students is serious and needs to be expressed. SLA is engaged and committed to addressing this concern. Governing Board Members shared their concerns and discussed some ideas for consideration. No resolution was concluded. On-going discussions are required.

1.11 RWA Home & School and Foundation

T. Pita clarified the roles of organization. Home and School function to raise monies for school activities and materials. The Foundation is focused on raising money specifically for the facilities. For example: auditorium.

T. Pita asked for a motion for Governing Board to continue to support these committees and their efforts.

Motion by D. Dimock; seconded by A. Monereau

VOTE: 15-0-1 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

1.12 Correspondence – None

1.13 Public Question Period – Nothing to report

1.14 Varia

1.14-1: India exchange funds:

Exchange trips take place over the course of three (3) years. YEAR 1: Fundraising efforts; YEAR 2: RWA families receive children from abroad; YEAR 3: RWA students travel to destination.

Parents fund all activities to host foreign students through a donation account which is tax deductible (referred to as FUND 4). Monies are raised for their children's travel and deposited in Fund 8. In the event of a surplus in Fund 4 following YEAR 2, funds must be transferred from FUND 4 to FUND 8, the latter of which is used for the Year 3 exchange trip for purposes benefiting the entire group (and not one particular student).

In the case of the India Exchange, a balance of \$768.09 currently remains in FUND 4. T. Pita is asking Governing Board for a motion to request a transfer of the left over money from Fund 4 to Fund 8 so that the money may be used for the students on the following exchange trip.

Motion by P. Taylor; seconded by N. Gharibian

VOTE: 16-0-0 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

1.14-2: Petition (National Assembly)

Governing Board members discussed the need to organize and distribute a petition to contest the current changes proposed to the Education sector, in support of the teachers. It was suggested that the petition be submitted to the National Assembly and that a concerted effort amongst School Boards be considered.

It was suggested that our Regional Delegate raise this point at the appropriate time in a future Regional Delegates meeting.

A motion was requested to have our Regional Delegate broach the subject of a province-wide petition to the National Assembly.

Motion moved by R. Ortiz; Seconded by P. Taylor

VOTE: 16-0-0 (format ACCEPTED; REFUSED; ABSTAINED)

MOTION CARRIED

1.15 Adjournment. The meeting was adjourned at 9:53 p.m. by Jan Mateus.

The next Governing Board meeting is scheduled to take place on **Monday, November 16th @ 7 p.m.** at the school library.



Lori Rinaldi
Governing Board, Chairperson



Tony Pita
Principal, Royal West Academy