



**Minutes of the 2023-2024 Hillcrest Academy Governing Board
held on October 3 at 7 pm**

Present:

GB Parent voting members: Tania Creswell, Patrick Cristofaro, Jeffrey Drake, Peter Moschonas, Sylva Yapoudjian

GP Staff voting members: Nathalie Dranitsaris, Lella Georgakis, Valerie Guindi, Alexander Hetu, Jennifer Klein,

Non-voting: (alternate) N/A

Administration: Tania Marchitello, Christine Gosselin

Absent: Valerie Guindi, Marlene Knox, Steve Tobin

1) Call to Order

The Governing Board meeting was called to order at 7:01pm by T. Marchitello.

2) Welcoming Remarks

a. Meeting overview

T. Marchitello welcomed all members and asked if anyone had any objections to Sandie Szaniszló taking the meeting minutes (no objections).

b. Introduction of members

All members introduced themselves.

3) Adoption of the Agenda

The Governing Board (GB) members declare having received and reviewed the agenda for the meeting.

T. Marchitello requested that *Consultation on Information Security Policy* be added under New Business

- ✓ **GB-20231003-3.0** Upon motion made by Jeffrey Drake seconded by Peter Moschonas and carried by unanimous show of hands, the Governing Board agenda as proposed is approved with the above addition.

4) Approval of Minutes

a. AGA meeting 2023

Members advised of required corrections; remove section 5.4, section 7 – spelling mistake of HAUSA and replace the word Governing with HAUSA.

- ✓ **GB-20231003-4.0a** Upon motion made by Patrick Cristofaro seconded by Tania Creswell the AGA minutes are unanimously approved with the above corrections.

b. June 2023

- ✓ **GB-20231003-4.0b** Upon motion made by Tania Creswell seconded by Lella Georgakis the June 2023 GB minutes are approved (3 abstentions).

5) Procedure for the Election of GB Positions

a. Election of the Chairperson

T. Marchitello explained that the Chairperson works with the Principal to prepare the GB meeting and chairs the meeting ensuring that everyone stays on-track. At GB we are to keep the school as a whole in mind and not focus on our own children.

- ✓ **GB-20231003-5.0a** Peter Moschonas nominated Sylva Yapoudjian, she did not accept. Sylva Yapoudjian nominated Tania Creswell, seconded by Jeffrey Drake, accepted by Tania Creswell. Motion carried by a unanimous show of hands.

b. Election of Co-Chair

- ✓ **GB-20231003-5.0b** Patrick Cristofaro was nominated by Tania Creswell, seconded by Peter Moschonas, accepted by Patrick Cristofaro. Motion carried by a unanimous show of hands.

c. Appointment of the Secretary

- ✓ **GB-20231003-5.0c** Upon motion made by Tania Creswell seconded by Jeffrey Drake and carried by unanimous show of hands, Sandie Szaniszlo has been elected as Secretary.

6) Internal Rules of Order

a. Review of Rules of Operation

T. Marchitello distributed, by email, the latest information for review. T. Marchitello had taken into consideration what SWLSB recommended based on the Education Act. To be noted that section 10 was changed from ten days to seven. T. Marchitello confirmed items can still be added to the agenda on the day of the meeting. The blurb pertaining to electronic meetings was removed as the Covid restrictions are over. T. Marchitello to look into what the SB is using to track votes. Appendix to be added on meeting procedures

b. Approval / modification of internal rules of order

Corrections will be done and resent to GB members to vote.

7) Calendar of Meetings

A minimum of five GB meetings are required. It was suggested that the meetings be on Tuesday's following HAHS and Teacher council. It was decided that the following dates be tentatively scheduled for our GB meetings November 14, December 12, January 16, February 13, March 12, April 9, May 14 and June 11.

- ✓ **GB-20231003-7.0** Upon motion made by Peter Moschonas seconded by Sylva Yapoudjian and carried by unanimous show of hands, the dates of the upcoming GB meeting were approved.

8) Conflict of Interests

Conflict of Interest forms were distributed for all to sign, must be signed each year.

9) Business Arising from Minutes

a. Educational project development

T. Marchitello discussed the Educational Project and went over the new mission and vision at our school as well as our 4 values. It was stressed that we need to provide students with shared expectations for their behavior. Students feel safer if they know what is expected of them. This project is being worked on with staff members from all levels, several retreats are planned. GB members may be invited to future retreats to gain parental perspective. Once the document is completed it will be shared with our parent community.

SB Commitment to Success plan focuses on three priorities. 1. to support diverse learners, 2. attract, retain, support employees, 3. ensure all students possess strong bilingual competency and proficient skills.

T. Marchitello went over the results of the academic data summary and will provide the document after the meeting. T. Marchitello went over the "Our School" survey.

10) Reports

a. Principal

- School Entry was smooth, well organized, students arrived into their new classrooms very quickly.
- Progressive entry for K was also smooth however, K crew is rethinking their timeline. They are considering adding their PED Day after they have had an opportunity to meet all the students to establish final class lists.
- School climate matrix: noticeable difference in the school since we are all working with the same expectations of our students. This week we finalize our flow chart and PD around restorative practices.
- Picture day and Corn roast were so well appreciated and organized thanks to all the HAUSA efforts. The corn roast is a hard day of work for the volunteers but so worth it for the students.
- Last week we held a truth and reconciliation day. Leading up to the event many teachers did various projects within the classrooms. We did host an assembly with a speaker, however, we have decided that we would not necessarily call this speaker in again as the content was difficult to understand.
- Parents will be receiving the first communication on mosaic on October 11th.
- HAUSA and Grad committee have hosted meetings already – the year is off to a great start!

b. Chair

N/A

c. Parent Committee

N/A – Tania Creswell mentioned that parents are thankful that there is a PED day the day after Halloween.

d. Daycare

- Daycare fees for regular users have changed from \$8.95 to \$9.20 per day as of August 31, 2023
- The basic fee for a PED day will change from \$15.30 (\$8.95+\$6.35) to \$15.55 (\$9.20+\$6.35)
- The requirement to be considered regular status is at least 1 day every week with the minimum of 2 periods per year. The schedule has to remain the same for the entire year unless a monthly calendar is provided.

e. HAHSa report

HAHSA had its 1st meeting. Jeffrey Drake confirmed that due to the fundraising of the past years HAHSA has a healthy budget this year. Not as many fundraisers are planned. HAHSA is working with administration on the needs of the school.

8:04 Peter Moschonas left the meeting

Date	Purpose	Cost
October	Classroom material	150X24: 3600\$
October 13	QPAT	1000\$
October	Walkie-Talkie	\$4000 (12 walkie-talkie's)
October 3	Uniform sale (expand options)	Varies
October 31	Pumpkins & costumes	Up to \$800
November 23	Used uniform sale & sale of athletics merch	Varies

- ✓ **GB-20231003-10.0e** Upon motion made by Sylva Yapoudjian seconded by Lella Georgakis and carried by unanimous show of hands, all HAHSA activities were approved as presented.

11) New Business

a. Standing resolutions

	Activity	Date	Initiator	Purpose	Cost
1	Scholastic Book Fair	Nov 17-23 Evening for parents	Admin & HAHSA	Classroom material	Cost of books
2	Dress Down Days	Last Friday of every month	School	Children's hospital	Toonie
3	Terry Fox	Oct 17, 2023	M. Cucinotta	Terry Fox Foundation	Toonie & online donation

The profit from the Scholastic Book fair is given to Hillcrest in credits for the purchase of classroom materials. The fair is run by HAHSA.

It was asked that for Dress Down days we specify on the calendar where the money is going.

- ✓ **GB-20231003-11.1a** Upon motion made by Patrick Cristofaro seconded by Sylva Yapoudjian the scholastic book fair was approved by a unanimous show of hands.
- ✓ **GB-20231003-11.2a** Upon motion made by Jeffrey Drake seconded by Sylva Yapoudjian Dress Down Days on the last Friday of every month was approved by a unanimous show of hands.

- ✓ **GB-20231003-11.3a** Upon motion made by Patrick Cristofaro seconded by Lella Georgakis the Terry Fox run was approved by a unanimous show of hands.

b. Field trip approval

T. Marchitello presented upcoming field trips

Cycle / grade	Date	Location	Allocation	Cost per child
Grade 5/6 applicants	October 5, 2023	Centre de la nature	Bus on bouge mesure	
Grade 2	December 6	Maison des arts	\$1363 bus Culture mesure	\$19.00
PreK	May 9	Maison des arts	\$897 bus culture mesure	\$10.35
Grade 6	May 3	Abraska	? Grad committee	\$55.45
Ski Club participants	Jan 22, 29, Feb 6, 19	Mont St. Sauveur	\$1000 bus on bouge mesure (Total bus:\$2874.38)	Range- \$211.50 - \$158.65
Play Pal students	October 30	Arundel Science Center	On bouge to cover entire expense	\$0

The field trip on October 5th took place prior to our GB meeting and was not approved, T. Marchitello apologized for this.

The cost of the fieldtrip on May 3rd for grade 6 may be lower if money is contributed by the graduation committee.

The fieldtrip on October 30th will be a training day for our Play Pal students. They will work on team building, 2 teachers and 3 animators (2 spiritual animators and the CSSS community rep) will be present. Currently the Play Pals help pre-k/k students – in the future they may also help grade 1.

- ✓ **GB-20231003-11.0b** Upon motion made by Alex Hetu seconded by Jennifer Klein and carried by unanimous show of hands, all fieldtrips were approved as presented.

c. School-wide activities approval

T. Marchitello presented upcoming school-wide activities

Cycle / grade	Date	Initiator	Allocation	Cost per child
K4 nature walks	Multiple	Ms. Allison & Mme Julie	\$0	\$0
Learn to Bike	Oct 10	Grade 1	\$0	\$0
Halloween Dress Down	Oct 31	School wide	\$0	\$0

Pre-k obtains parental approval prior to their nature walks

Velesco will be coming to school with bikes and helmets for the Learn to Bike.

- GB-20231003-11.0c** Upon motion made by Patrick Cristofaro seconded by Sylva Yapoudjian and carried by unanimous show of hands, the school-wide activities were approved as presented.

d. ECA (extra-curricular activities)

T. Marchitello explained that in the past teacher ECA's were brought to GB but it is not necessary. GB approval is only needed if there is a cost to an ECA.

e. Rentals

T. Marchitello asked if GB could give her permission to approve last minute rentals without going to an e-vote. Any such rental would then be brought to GB. This would be for emergencies only and she would be logical about acceptance, no long-term rentals.

- ✓ **GB-20231003-11.1e** Upon motion made by Lella Georgakis seconded by Alex Hetu and approved by a unanimous show of hands, permission was given to T. Marchitello to approve last minute rentals.

T. Marchitello advised that CESDA Italian School would like to rent 3 classes on Saturday's from 9 to 11:30 for a total of 26 days, a caretaker would also be required. Total cost of \$8706, approximately \$3950 would go to the school with the remainder to pay for the caretaker.

- ✓ **GB-20231003-11.2e** Upon motion made by Patrick Cristofaro seconded by Jennifer Klein and carried by unanimous show of hands, the Italian school rental was approved.

f. Subject Time Allocation

T. Marchitello advised that there was an error on the previous document, many schools had the same error. November 2022 Ethics & Religious Culture (ECR) was changed to Culture & Citizenship in Quebec by the MEES. In June 2023 the MEES gave teachers a choice to stay with status quo for the 2023/24 school year or change to the new program. Our staff decided to stay status quo for this year as staff felt they would be better prepared for the new program for the 2024/25 school year.

- ✓ **GB-20231003-11.0f** Motion was made by Lella Georgakis seconded by Jeffrey Drake to approve the STA with correct title being Ethics & Religious Culture as being taught this year. It was approved by a unanimous show of hands.

g. Graduation fundraisers

T. Marchitello confirmed that the graduation committee will fundraise for graduation, administration will not. Grad committee can use the school to fund 1-2 events, the remainder of the fundraising should be done without affecting the entire school population. A chocolate fundraiser is being looked into and may affect all grades.

h. Monthly Assemblies

T. Marchitello advised that we are holding monthly assemblies (entire school / Junior / Senior grades). The first four months will be focused on our values and to promote school spirit and a sense of belonging.

- ✓ **GB-20231003-11.0h** Upon motion made by Sylva Yapoudjian by Jeffrey Drake and approved by a unanimous show of hands, the GB meeting was extended by 15 minutes.

i. **Consultation on Information Security Policy**

T. Marchitello advised that the deadline for GB to submit recommendations, if needed, is November 27th, 2023. Tania Creswell asked that all recommendations be sent to her by November 17th and she will forward them to administration.

12) Public Question Period

n/a

13) Confirm date and time of next GB meeting

The next meeting will be held on November 14th.

14) Meeting Adjournment

- ✓ **GB-20231003-14.0** There being no further business and upon motion made by Jeffrey Drake and seconded by Sylva Yapoudjian the meeting was adjourned at 9:10. All in Favor.

Minutes respectfully submitted by Sandie Szaniszlo

Minutes approved GB-20231114-4.0