

**PIERREFONDS COMPREHENSIVE HIGH SCHOOL  
GOVERNING BOARD 2013-2014  
Minutes of the Meeting Held Tuesday, November 12, 2013  
13800 Pierrefonds Blvd. (Library)**

**Members Present:** Neil Banerjee, Luciano Cannucci, Carroll-Ann Case, Angela Crosbie, Laura Derry, Line Grandchamp, Rowena Haines, Kathryn Hornby, Rafat Noor Khan, Rosemary Murphy, Alex Navarrete

**Administration:** Cristina Prata

**Commissioner:** Sue Williams

**Regrets:** Claude Amatuzio, Aaryn Bradley, Julia Escobar, Nicholas Fironi, Angelo Pace, Sheila Southon, Joe Vacirca

**Absent:**

**Recording Secretary:** Carroll-Ann Case

**1. Call to Order**

**1.1 Call to Order**

Quorum having been established, the meeting was called to order at 7:15 by K. Hornby. Rosemary Murphy was welcomed as Community Representative of the 2013-2014 PCHS Governing Board.

**2. Agenda**

**2.1 Additions**

Item 7.5 Review Success Plan was removed from the agenda.

**2.2 Adoption**

<p><b>GB 13-11-01 - It was moved by R. Khan and seconded by A. Navarrete to adopt the agenda with one change. The motion passed unanimously.</b></p>
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**3. Questions from the Public**

None.

**4. Minutes of Meeting held October 8, 2013.**

**4.1 Corrections**

None.

**4.2 Adoption**

<p><b>GB 13-11-02 It was moved by N. Banerjee and seconded by L. Grandchamp to adopt the minutes of October 8, 2013 without correction. The motion carried with one abstention.</b></p>
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## 5. Business Arising from the Minutes

### 5.1 GB Budget

Members reviewed the final 2012-2013 GB budget, and Income Statement. K. Hornby informed the committee that the allocation of funds for operating the 2013-2014 GB was \$688.00. Members agreed on a proposed budget as follows:

Meeting expenses (including AGM)	\$250.00
Supplies & Documentation	\$200.00
Honorarium (Secretarial)	\$150.00
Other (Action Plan, Babysitting)	\$88.00
Total	\$688.00

**GB 13-11-03 It was moved by L. Grandchamp and seconded by L. Cannucci that**

**Whereas article 66 of the EA stipulates the Governing Board shall adopt and oversee the administration of its annual operating budget and render an account thereof to the school board;**

**Whereas the PCHS Governing Board has been presented with a copy of the proposed 2013/2014 operating budget and it was read and understood by all of its members in function on this date;**

**Be it resolved that the PCHS Governing Board adopt the Governing Board proposed budget for 2013/2014.**

**The motion passed unanimously.**

### 5.2 GB Action Plan

A number of suggestions were submitted to K. Hornby via email. It was decided to limit the number of additional meetings as much as possible. Efficient use of email was recommended. School marketing proposals could be added to a regular agenda, GB Policies Review may be addressed via email or following the sub-committee's decision on how to proceed. The GB will also offer to assist the PPO in increasing/building parent involvement at PCHS.

**GB 13-11-04 It was moved by R. Haines and seconded by L. Cannucci that**  
**Whereas it is in the best interest of the PCHS student population to continue and/or create sub-committees responsible to report on the various consultations and school issues;**

**Whereas the PCHS community has benefited from these sub-committees on many levels;**

**Be it resolved that the PCHS Governing Board approves the continuation and/or creation of sub-committees for the 2013/2014 school year including the Policy and Procedure Review committee.**

**The motion passed unanimously.**

### 5.3 Bill 56 – Anti-bullying

C. Prata explained that the only changes to the PCHS Anti-bullying and Anti-violence Plan for 2013-2014 were to names and approval dates. It was recommended that page numbers be added to the document.

**GB 13-11-05** It was moved by L. Derry and seconded by N. Banerjee that Whereas Bill 56 *An Act to prevent and stop bullying and violence in schools* requires that every public and private educational institution adopt and implement an anti-bullying and anti-violence plan; and Whereas principal C. Prata submitted the document entitled “Pierrefonds Comprehensive High School Anti-Bullying and Anti-Violence Plan 2013-2014” to the governing board for approval where it was read and understood by all of its members in function on this date;  
Be it resolved that the PCHS Governing Board adopts said document.  
The motion passed unanimously.

S. Williams arrives at 7:50.

## 6. Reports

### 6.1 Principal's Report

C. Prata reported on the PCHS Open House, IB Entrance exam, school locks, Interim Report Cards, and a proposal for a soccer concentration.

#### 6.1.1 Field trips

Eleven field trips were submitted for approval, 2 via email. It was noted that the proposed trip to Costa Rica has been cancelled.

**It was moved by L. Grandchamp and seconded by R. Khan that** Whereas article 87 of the EA stipulates the governing board is responsible for approving the programming of educational activities proposed by the principal, which entail changes in the students’ regular time of arrival and departure or which require the students to leave the school premises; and Whereas the principal, Cristina Prata has requested approval of the following eleven field trips and where they meet with the PCHS Extra-Curricular and Field Trip policy;  
**Be it resolved to approve the eleven field trips submitted by Cristina Prata as follows:**

**GB 13-11-06** Apple Store – iMovie training (via email); Nov. 6; L. Brown & J. Tran; 28 students + 2 adults; school bus; 1:14 ratio; \$14 per student.  
The motion carried with 2 abstentions.

**GB 13-11-07** Eldercare art program (via email); Nov. 12 & Dec. 3; S. Allard; 15 to 20 students + 3 adults; own transp.; 1:7 ratio; no cost.  
The motion carried with 1 abstention.

**GB 13-11-08 “The Hobbit Movie” Dec. 13; L. Bastien; 99 Sec. 1 & 2 students + 6 adults; bus; 1:11 ratio; \$15 per student.**

**GB 13-11-09 Horizon Annual Leadership Conf. Nov. 21; 8 am – 2 pm; H. Bertrand; 15 students + 1 adult; own transp.; 1:15 ratio; \$25 per student.**

**GB 13-11-10 New York City Apr. 23 – Apr. 26, 2014; H. Bertrand & D. Beach; 102 Sec. 4 students + 10 adults; coach bus; 1:10 ratio; \$530 per student.**

**The motion carried with 2 abstentions.**

**GB 13-11-11 Europe Trip Mar. 1 – Mar. 9, 2014; N. Limoges; 5 students + 2 adults; plane, bus, boat; 1:6 ratio; \$2863 per student.**

**The motion carried with 1 abstention.**

**GB 13-11-12 McGill Career Development Science Dec. 4; J. Sholzberg; 3 students + 1 adult; own transp.; 1:3 ratio; no cost.**

**The motion passed unanimously.**

**GB 13-11-13 Gatineau Soccer Tournament Nov. 29 – Dec. 1; A. Navarrete & N. Banerjee; 30 students + 6 adults; school bus; 1:5 ratio; \$80 per student.**

**The motion carried with 2 abstentions.**

**GB 13-11-14 Soccer Tournament – St. Laurent Nov. 16 – Nov. 17; A. Navarrete, N. Banerjee, C. Bedic; 40 students + 8 adults; own transp.; 1:5 ratio; \$25 per student.**

**The motion carried with 2 abstentions.**

**GB 13-11-15 Spotlight on the Arts Palais des Congrès Nov. 22; H. Engel; 2 students Sec. 4 + 1 adult; 1:2 ratio; no cost.**

**The motion passed unanimously.**

**GB 13-11-16 California Leadership Conference Mar. 26 – Apr. 1, 2014; H. Bertrand; 12 students + 2 adults; plane, minivan, bus; 1:6 ratio; \$1650 per student.**

**The motion carried with 1 abstention.**

### **6.1.2 Rentals**

Four rentals were submitted for GB approval.

**It was moved by L. Derry and seconded by L. Cannucci that  
Whereas article 93 of the EA stipulates the governing board is responsible for approving the use of the premises or immovables placed at the disposal of the school, proposed by the principal, subject to the obligations imposed by law for the use of the school premises for election purposes and to**

agreements for the use of the school premises entered into by the school board before the issue of the deed of establishment of the school and;

Whereas the principal, Cristina Prata has requested approval of the following rentals and where they meet with the PCHS GB Criteria for the Approval of Rentals;

Be it resolved to approve the four rentals submitted by Cristina Prata as follows:

GB 13-11-17 Cadets 40<sup>th</sup> Anniversary; Sat. May 17, 2014, 7:30 – 22:00; auditorium & cafeteria.

The motion passed unanimously.

GB 13-11-18 WICC graduation; Thurs. May 29, 2014, 7 pm; auditorium & cafeteria.

The motion passed unanimously.

GB 13-11-19 Grands Explorateurs; 6 pm – 11 pm; Oct. 1, Dec. 3, 2013, Feb. 4, Feb. 25, Apr. 1, Apr. 22, 2014; auditorium & cafeteria.

The motion passed unanimously.

GB 13-11-20 8-Count Dance Company; Dec. 14 – 15; auditorium & cafeteria.

The motion passed unanimously.

### **6.1.3 Fundraising**

Four fundraising requests were submitted for GB approval.

It was moved by N. Banerjee and seconded by A. Navarrete that

Whereas article 94 of the EA stipulates the governing board may, in the name of the school board, solicit and receive gifts, legacies, grants and other voluntary contributions from any person or public or private organization wishing to provide funding for school activities and;

Whereas the principal, Cristina Prata has requested approval of the following fundraisers and where they meet with the PCHS GB Criteria for the Approval of Fundraisers;

Be it resolved to approve the following four fundraisers submitted by Cristina Prata:

GB 13-11-21 “Save Our Monkeys” Bake Sale; L. Bastien, M. Malhi, D. Hosni; Dec. 6; Mauritius.

The motion passed unanimously.

GB 13-11-22 “Painting for a Wish” IB Personal Project; sale of cards; M. de Meo; Dec. 2 – 6 in cafeteria.

The motion passed unanimously.

**GB 13-11-23 West Island Assistance Fund Holiday Gift Baskets; P. Aldred; TAG; dates TBD.**

**The motion passed unanimously.**

**GB 13-11-24 Lakeshore Hospital Foundation Gift Wrapping; P. Aldred; Fairview Pointe-Claire; dates TBD.**

**The motion passed unanimously.**

**6.2 Teachers' Report**

A verbal report was provided.

**6.3 Support Staff Report**

Report attached.

**6.4 Student Services Report**

No report.

**6.5 Students' Report**

No report.

**6.6 Commissioner's Report**

October 2013 report submitted.

**6.7 Community Reps Report**

A verbal report was provided by R. Murphy.

**6.8 Parent Representative's Report**

Report submitted.

**6.9 PPO Report**

A verbal report was submitted by R. Haines.

**6.10 Chairperson's Report**

K. Hornby provided a verbal report.

**7 New Business**

**7.1 Enrollment Criteria**

Comments due at the School Board by November 29, 2013. No changes to the 2014-2015 criteria. Members felt that last year's response should be re-iterated. K. Hornby to draft a response.

**GB 13-11-25 It was moved by R. Khan and seconded by L. Derry that  
Whereas the Lester B. Pearson School Board Council of Commissioners  
adopted a resolution to consult its partners regarding the 2014/2015  
Enrollment Criteria; and**

**Whereas the Pierrefonds Comprehensive High School Governing Board has reviewed the consultation document;**

**Be it resolved that approval be given to send this response to the board as our official response.**

**The motion passed unanimously.**

## **7.2 Capital Projects**

Members reviewed the document submitted by C. Prata entitled “Capital Projects 2015-2016.”

**GB 13-11-26 It was moved by N. Banerjee and seconded by L. Cannucci that Whereas article 96.22 of the EA stipulates that after consulting with the governing board, the principal shall inform the school board of the requirements of the school as regards goods and services, and of any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at the disposal of the school and;**

**Whereas the administration has forwarded to the PCHS Governing Board, a list of capital projects to submit to the LBP School board and;**

**Whereas the 2015/2016 list of Capital Projects was presented to and understood by the PCHS Governing Board in function on this date;**

**Be it resolved that the PCHS Governing Board approves submission of the capital projects summary as presented.**

**The motion passed unanimously.**

## **7.3 PEF Grants – Due Dec. 1**

An Application for Project Grant 2013-2014 was submitted to the governing board for approval by Angela Crosbie entitled “Stop Motion Animation Technology.”

**GB 13-11-27 It was moved by R. Murphy and seconded by R. Haines that Whereas the Pearson Educational Foundation requests that grant applications be approved by a school’s Governing Board and;**

**Whereas article 94 of the EA stipulates “The governing board may, in the name of the school board, solicit and receive gifts, legacies, grants and other voluntary contributions from any person or public or private organization wishing to provide funding for school activities and;**

**Whereas an application to the Pearson Educational Foundation has been submitted for approval at Governing Board;**

**Be it resolved that the PCHS Governing Board approves the submission of this grant request to the PEF.**

**The motion passed unanimously.**

**7.4 Review Final School Budget**

C. Prata presented the November Revised Budget for 2013-2014 for review. She then fielded questions from the members.

**GB 13-11-28 It was moved by R. Khan and seconded by N. Banerjee that Whereas the principal shall prepare the annual budget of the school and submit it to the Governing board for adoption as per article 96.24 of the Education Act; and**

**Whereas the Governing Board is responsible for adopting the school's annual budget proposed by the principal, and shall submit the budget and revised budget to the School Board for approval as per article 95 of the Education Act; and**

**Whereas the Governing Board of Pierrefonds Comprehensive High School has reviewed the 2013/2014 annual budget as submitted by principal C. Prata;**

**Be it resolved that the PCHS Governing Board adopts the revised school budget as presented.**

**The motion carried with one abstention.**

**7.5 Christmas Dinner**

Members decided to hold a short, early meeting on December 10<sup>th</sup> followed by dinner at Panama's at 7 pm. Members of the PPO will be invited to join.

**8. Correspondence**

**8.1 Incoming**

Consultation Closure – Students with Special Needs  
PEF October Newsletter  
Governing Board Training Invitation

**8.2 Outgoing - None.**

**9. Varia**

**10. Questions from the Public**

None.



## **11. Adjournment**

**GB 13-11-29 It was moved by L. Derry and seconded by A. Navarrete to adjourn the meeting at 9:30. The motion passed unanimously.**

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K. Hornby, GB Chair 2013-2014

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C. Prata, Principal P.C.H.S.

Pierrefonds Comprehensive High School  
Governing Board 2013-2014  
Support Staff Report – November 12, 2013

- On October 25<sup>th</sup> Two Canadian authors, Emily Pohl-Weary and Suzanne Sutherland, both from Toronto, were invited to speak to Sec. 4 students on the creative process and the publishing industry today. IB students often opt to draft a book for their personal projects. Speaking with published authors was a great experience for these students.
- National School Library Day was celebrated at PCHS with a book domino involving over 1000 discarded books. Thanks to our guests from the school board for attending. Thank you to A. Crosbie and her students for recording the event which can be viewed on our website as well as that of the LBPSB.
- The 2013-2014 Battle of the Books event begins this month. The book list and registration form appear on the Library webpage.
- LBPSB Librarians' Ped. Day takes place November 21<sup>st</sup> Workshops are planned for the entire day.
- November 22<sup>nd</sup> is Support Staff Convention Day. Attendance is mandatory.
- GB members may find useful links concerning Governing Boards on the GB page of our website.
- Digital resources, research databases, literacy projects and new technologies that promote reading are some of the expenses covered by the library budget, now half what it was two years ago.

Respectfully submitted by C.A. Case