

**PIERREFONDS COMPREHENSIVE HIGH SCHOOL
GOVERNING BOARD 2015-2016
Minutes of the Meeting Held Wednesday, February 10, 2016
13800 Pierrefonds Blvd. (Library)**

Members Present: Diane Beach, Caroll-Ann Case, Luc Forget, Line Grandchamp, Rowena Haines, Jaeda Khalilifar, Juan Lamosa, Rosemary Murphy, Anita Ochs, Dayo Odubayo.

Administration: Colleen Galley, Lucia Coretti

Commissioner: Craig Berger

Regrets: Claude Amatuzio, Tracy Bieszez, Aaryn Bradley, Luciano Cannucci, Angela Crosbie, Bob Goyetche, Isabelle Leduc, Justin Puma.

Recording Secretary: Caroll-Ann Case

1. Call to Order

1.1 Call to Order

Quorum having been established, the meeting was called to order at 7:14 by A. Ochs.

2. Agenda

2.1 Additions

It was decided to move item 7.1 Principal Criteria to 7.5.

2.2 Adoption

GB 16-02-01 It was moved by R. Haines and seconded by R. Murphy to adopt the agenda with one change. The motion passed unanimously.

3. Questions from the Public

None.

4. Minutes of the Meeting held January 13, 2016.

4.1 Corrections

Capital Budget Priorities page 5 should read 2017-2018.

4.2 Adoption

GB 16-02-02 It was moved by J. Lamosa and seconded by L. Forget to adopt the minutes of January 13, 2016 with one correction. The motion passed unanimously.

5. Business Arising from the Minutes

5.1 Criteria for the Approval of Extra-Curricular Activities and Field Trips.

The updated document was reviewed by members in attendance. Formatting adjustments were suggested and changes to wording were discussed. The newly approved criteria will be uploaded to the Governing Board webpage.

GB 16-02-03 It was moved by R. Murphy and seconded by J. Lamosa that Whereas article 87 of the Education Act stipulates that “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 departures or which require the students to leave school premises; and

Whereas the PCHS Governing Board has undertaken to revise its Criteria for the Approval of Extra-Curricular Activities and Field Trips at Pierrefonds Comprehensive High School; and

Whereas the PCHS Governing Board has read and understood said revision of the Criteria for the Approval of Extra-Curricular Activities and Field Trips at Pierrefonds Comprehensive High School;

Be it resolved that the PCHS Governing Board adopts the revised Criteria for the Approval of Extra-Curricular Activities and Field Trips at Pierrefonds Comprehensive High School.

The motion passed unanimously.

5.2 Safety Measures

The PCHS Policies Sub-Committee comprised of A. Ochs, R. Murphy and C.A. Case provided the members with updates and modifications as recommended in the 2014-2015 GB Annual Report. The Safety Measures will be uploaded to the PCHS website.

GB 16-02-04 It was moved by R. Haines and seconded by D. Odubayo that Whereas Pierrefonds Comprehensive High School has undertaken to revise the policy on safety measures of its student population; and

Whereas the PCHS Governing Board has read and understood said revision on this date;

Be it resolved that the PCHS Governing Board approves the Pierrefonds Comprehensive High School Safety Measures as recommended.

The motion passed unanimously.

5.3 Transportation Sub-Committee Report

A. Ochs provided a verbal report. A. Ochs has been invited to attend the Feb. 12th Transportation Advisory Committee meeting. The members present are still in agreement with last year’s GB position.

5.4 Marketing Sub-Committee Report

A verbal report was provided by A. Ochs. The last Marketing meeting was well attended. The next meeting will take place February 22nd. An invitation has been extended to potential new members.

6. Reports

6.1 Principal's Report

See report.

6.1.1 Field trips

Four field trips were submitted for approval.

It was moved by D. Odubayo and seconded by R. Haines 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, Colleen Galley has requested approval of the following field trips and where they meet with the GB Criteria for the Approval of Extra-Curricular Activities and Field Trips at Pierrefonds Comprehensive High School;

Be it resolved to approve the field trips submitted by Colleen Galley as follows:

**GB 16-02-05 New York City; Apr. 20-23; Sec.4; an additional \$20 cost to cover difference in current exchange rate.
 The motion passed unanimously.**

**GB 16-02-06 Peaceful Schools International Peer Mediation at Beechwood Elem.; Feb.17; 11am-2:30pm; P. Aldred; 4 students + 1 adult; carpool; 1:4 ratio; no cost.
 The motion passed unanimously.**

**GB 16-02-07 Toronto Heritage Music Festival (Muses); M. Guyver & D. Lortie; Apr. 28 – May 1; 20/24 students + 2 adults; bus; 1:10/1:12 ratio; \$901.
 The motion passed unanimously.**

**GB 16-02-08 PC Players Workshop at Cap St-Jacques; L. Brown; Mar. 16-17; 5pm-3pm (overnight) 30 students + 4 adults; own transp.; 1:6 ratio; \$94.
 The motion passed unanimously.**

6.1.2 Rentals

Four rentals were submitted for GB approval.

It was moved by R. Haines and seconded by D. Odubayo 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, C. Galley 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 C. Galley as follows:

GB 16-02-09 10th-Year Reunion Class of '06; cafeteria; May 28, 2016; 7pm-12am.

The motion passed unanimously.

GB 16-02-10 Lakeshore Baseball Training; gymnasium; March 18, April 1, April 8, April 15, April 22, April 29, May 6; 11pm-1am.

The motion passed unanimously.

GB 16-02-11 H4L Dance Company; auditorium & cafeteria; May 20 (4pm-10pm), May 21 (8am-10pm).

The motion passed unanimously.

GB 16-02-12 Cabaret Kids Performing Arts; auditorium & back rooms + 1 classroom; June 27 to Aug. 18, Monday to Friday (8am-6pm)

The motion passed unanimously.

6.1.3 Fundraising

Three fundraising requests were submitted for GB approval.

It was moved by R. Murphy and seconded by D. Odubayo 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, C. Galley 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 fundraisers submitted by C. Galley:

GB 16-02-13 PPO Comedy Night at The Firm; T. Mason; May 18th evening; to raise funds for water fountain with water bottle attachment.

The motion passed unanimously.

GB 16-02-14 PC Players Chocolate Drive; Mar. 7-21; to help reduce Cap St-Jacques workshop costs.

The motion passed unanimously.

GB 16-02-15 PC Players Grocery Store Bagging; dates TBD; to help reduce Cap St-Jacques workshop costs.

The motion passed unanimously.

6.1.4 Service Contracts

No service contracts were submitted for approval.

6.2 Teachers' Report

A verbal report was provided.

6.3 Support Staff Report

A verbal report was provided.

6.4 Students' Report

See report attached.

6.5 Commissioner's Report

See report.

6.6 Community Reps Report

A verbal report was provided.

6.7 Parent Representative's Report

See report.

6.8 PPO Report

See report attached. A request was made by A. Ochs for approval of a PPO expenditure.

GB 16-02-16 It was moved by A. Ochs and seconded by R. Haines to approve the PPO request for Emergency Back-Up Funds for an additional \$30.00 for Staff Appreciation Week. The motion carried with one abstention.

6.9 Chairperson's Report

No report.

7 New Business**7.1 Subject Time Allocation**

C. Galley distributed a copy of the 2015-2016 document and provided an overview of courses to be offered in 2016-2017.

GB 16-02-17 It was moved by R. Murphy and seconded by D. Beach that Whereas article 86 of the EA stipulates the Governing Board is responsible for approving the time allocation proposed by the principal for each compulsory or elective subject and shall satisfy itself that the compulsory objectives of the programs of studies established by the minister will be achieved and their compulsory contents will be acquired and that the rules governing the certification of studies prescribed by the basic school regulation are complied with and; Whereas the PCHS Governing Board has been presented with and has reviewed the subject time allocation proposed by the principal, Colleen Galley, and was understood by all its members in function on this date;

**Be it resolved that the PCHS Governing Board approves the proposed subject time allocation for the 2016/2017 school year.
The motion passed unanimously.**

7.2 Annual Report

C. Galley provided the *Pierrefonds Comprehensive High School Report on the School's Success Plan, Management and Educational Success Agreement, and Contribution to the School Board's Strategic Plan 2014-2015* for the GB members' consideration. No GB vote was called at this time.

L. Forget leaves at 8:50. Quorum is maintained.

7.3 Bill 86

A. Ochs shared information on the proposed bill obtained at a recent Central Parents' Committee presentation.

7.4 School Board Budget Consultation 2016-2017 – due Mar. 31, 2016

The item was deferred till the next GB meeting. Members were invited to review last year's GB response and to provide input via email.

C. Galley and L. Coretti leave the room at 9:20.

7.5 Principal Criteria – due Feb. 19, 2016

The annual consultation on the *Selection Criteria for the Appointment of Principal* was discussed, in camera, by the members in attendance. It was decided that the current GB document accurately reflected the PCHS GB's position on the matter. No modifications were required.

GB 16-02-18 It was moved by C.A. Case and seconded by J. Lamosa that Whereas Article 96.8 of the Education Act stipulates that school boards consult a school's governing board to prepare the selection criteria for a school's principal and;

Whereas the Lester B. Pearson School Board has requested that the PCHS Governing Board submit their criteria for the selection of a principal and;

Whereas the PCHS Governing board has reviewed and understood said criteria on this date;

Be it resolved that the PCHS Governing Board approves the Selection Criteria for the Appointment of a Principal 2016-2017 as outlined (attached).

The motion passed unanimously.

8. Correspondence

8.1 Incoming

PEF Newsletter Jan. 2016

Parent Workshop at LCEEQ Conference 2016

Letter to the Commissioners Response

8.2 Outgoing
Letter to the Commissioners

9. Varia
None.

10. Questions from the Public
None.

11. Adjournment

GB 16-02-19 It was moved by D. Beach and seconded by D. Odubayo to adjourn the meeting at 9:30. The motion passed unanimously.

A. Ochs, GB Chair 2015-2016

C. Galley, Principal P.C.H.S.

Pierrefonds Comprehensive High School Safety Measures

Adopted February 11, 2016 by Resolution #GB 16-02-04

Article 76 of the Education Act states:

“The governing board is responsible for approving the rules of conduct and the safety measures proposed by the principal.

The rules and measures may include disciplinary sanctions other than expulsion from school or corporal punishment; the rules and measures shall be transmitted to all students at the school and their parents.”

“Any disciplinary action must be fair, equitable, and consistent with the general aims and goals of education as well as the school’s anti-bullying and anti-violence plan. Whenever possible, the disciplinary action should allow for effective learning.” LBPSB Policy on Safe and Caring Schools, November 2008, p.7.

The following safety measures are implemented at P.C.H.S.

Laboratory Regulations for Science Courses

1. All labs are out of bounds to students who are not regular students registered in a Science course.
2. All accidents are to be reported immediately to the class teacher.
3. Extreme care is to be exercised in the use of lab equipment and chemicals.
4. Running, foolish and boisterous behaviour will not be tolerated.
5. Safety regulations posted in the labs are to be respected at all times.
6. Students may be held responsible for any breakage of lab equipment as a result of carelessness.
7. Students should dress appropriately. No outdoor clothing or bags will be permitted in the labs. Loose fitting clothing and long jewelry should be avoided.
8. Students must wear safety glasses during all Science experiments.

Fire Regulations

1. Fire regulations are posted in each classroom. When evacuation of the building is required, students will use the exit indicated on the map and proceed to the designated area.
2. Any person found guilty of tampering with the alarm system or safety equipment may be prosecuted.
3. Fire exits are to be used in cases of emergency only.

4. Students are expected to comply with the rules of fire safety. Playing with matches, lighters or flammable materials such as aerosol products is strictly forbidden.

Exiting Building After School

Students who are not involved in tutorials, or extra-curricular activities, must leave the building by 2:40 p.m. as there is NO supervision provided after this time.

Late Entry Days

Students are not supervised until 9:50 on Late Entry Days and therefore should not be in the building.

Code Red

If we should ever be required to go into a lock-down mode (stranger in the building etc.) a “Code Red” will be announced. During this time all students will remain in their classroom and out of sight lines. This is a practiced drill.

Emergency School Closing - Parental Responsibility

From time to time, it may become necessary to close the school unexpectedly during the day. A power failure, a burst pipe or a number of other reasons may require that students be sent home during the day. In such cases, the buses are recalled and the students who are bused are taken home by the usual routes. Parents are urged to make the necessary arrangements to deal with such emergencies.

Extracurricular Activities and Field Trips Safety Measures

1. Students whose behaviour is inappropriate or a threat to the safety of themselves or others will be sent home. This would include the use of alcohol and/or drugs. The parents/guardian will be directly contacted and must pick up their child. The following arrangements will be made:
 - a) day excursions - parent/guardian must pick the child up at the venue
 - b) overnight excursions - parent/guardian must pick the child up at the venue if possible or at the bus/train/airport terminal
 - c) outside Canada excursions - parent/guardian must pick up the child at the terminal

In cases b and c, the parent/guardian will assume the additional costs.
2. At all points of movement throughout the trip, mornings and evenings, a head count will be taken.
3. A reasonable curfew will be established for each night.
4. An emergency communication protocol will be in place that includes the presence

Pierrefonds Comprehensive High School Governing Board

of the Field Trip cellular phone, administrator's phone number and bus company phone number. Supervisors will travel with a binder that contains the Emergency Medical Treatment Forms and Parental Permission and Release Forms.

5. Trip organizers will ensure that certified supervisors are available for any activity (such as swimming and canoeing) that requires it.
6. Organizers of trips or excursions going into remote areas need to avail themselves with an emergency number (such as forest ranger, provincial or state police). A school first aid kit must also accompany the group.

Principal's report February 10th

- Ban of ECAs has been lifted
- Grad ski trip is underway
- Semi-formal scheduled for the 19th of February
- Work to rule as well
- Indoor soccer has begun; Teams have participated in two tournaments already. Bantam girls went to the finals. Juvy boys made it to the semis and midget girls brought home the banner. Second tournament of the season produced similar result. Great start
- Exam week went smoothly
- Re registration forms and option forms going home on Monday the 15th
- Student assemblies will be held for Sec. 2,3 and 4 students
- Parent information evening for Sec.3 and Sec.4 students on the 15th from 7-9
- T2 report cards will be going home on the 22nd.
- Parent teacher interviews are scheduled for the 25th
- March 1st is deadline for CEGEP applications

February 2016 PCHS Student Report

- There is a new student ambassador program at PCHS for enthusiastic and responsible secondary 1-4 students. Student ambassadors will be volunteering their time during special events planned at the school. Applications were due for the 5th of February.
- Secondary 5 grad photo retakes took place on February 5th.
- Sports are a go and the gyms are once again filled with the many athletes of PCHS. Various tryouts took place the first week of February, as well as many team practices for upcoming games and tournaments.
 - The last week of January, PC's trojans and lady trojans represented us at the Georges Vanier indoor soccer tournament, and the midget girls team brought home the winning banner and gold medals
 - February 4th, both the juvenile boys indoor soccer team and bantam girls team hosted their respective matches and won their games by an outstanding score
 - The weekend of February 5th-7th, all soccer teams represented PC at a Laval indoor soccer tournament

- The grade 10 New York trip has now opened its remaining spaces to grade 11 students
- The Grad Ski trip is taking place from February 10-12, at Mont Sainte-Anne
- The grad gear (shirts and sweaters) has arrived!
- The Pc Players have returned, as well as the stage band and Muses(school glee group)
- A mandatory IB personal project workshop will be held on February 22nd for all sec. 4 IB students, where student guides and project proposals will be distributed
- The annual grad Semi- Formal will take place on February 19, with a black and white theme.
- The term ended on Feb. 5th
- Students are awaiting their term grades and Sec 5 students have begun sending in their Cegep applications

Commissioner Report

Lester B. Pearson School Board

January 2016

Council News

Regular Meeting held January 25, 2016

Major School Change

Two of the resolutions adopted as a result of the Major School Consultation process were the subject of reconsideration by Council: closure of Lakeside Academy and the merger of Riverview Elementary with Verdun Elementary. Council agreed to reconsider the decisions and as a result of same both Lakeside Academy and Riverview Elementary will remain open for the 2016 - 2017 school year. However, the original resolutions will be brought back for a vote at the Council meeting of December 2016.

Attendance Zones Attribution

Council approved a resolution modifying the attendance zones for Margaret Manson, Dorset, St. Edmund and St. John Fisher Jr. and Sr. by adding zones 57, 52, 49 and 37 respectively. These zones are additions without free school bussing.

Annual Report 2014 - 2015

Council approved the School Board's Annual Report for 2014 - 2015. Copies of the report are to be sent to the Ministry of Education as well as to some of our consultative parties. It will also be made available via the Board website.

School Program Change

Council approved resolutions for the newly merged school formed from the former Orchard Elementary and St. Lawrence Jr and Sr. modifying the program change to allow students attending K-2 located at St. Lawrence Jr. and Grades 3-6 located at St. Lawrence Sr. the option of a Bilingual or Early Immersion program, students in zones 31, 32, 33 to follow an Early Immersion program at the St. Lawrence campuses, students in zones 32, 33 to follow a Bilingual program at the same schools, and students in zone 31 to follow a Bilingual program at Allion, effective July 2016.

For up to date news and emergency information please visit the LBPSB website

<http://www.lbpsb.qc.ca/eng/home.asp>

Contact Craig Berger: tel. 514-421-6570 e-

mail: cberger@lbpsb.qc.ca

Group Purchasing Plan

Council approved the School Board's participation in the public tender by the Centre collégial des services regroupés for the purchase of new computers, Chromebooks, monitors and peripherals. The group plan allows for a substantial savings to be realized by the Board.

Library at Pearson Adult Career Centre

The first library in an adult career centre was established at PACC by the Pearson Education Foundation with the help of several of its partners. PEF received a request from a group of teachers at PACC to help with setting up a lending library of literacy labs and easy-reader versions of the classics. The teachers will man the library on a volunteer basis. Our partner Community Born to Read took up the task of providing the easy-readers, plus an inventory of children's books for the library, book-bags for the new mothers and mothers-to-be enrolled at the school, and long-term maintenance for the books. The Board provided spare furniture for the library and the Sources Adult Career Centre's Interior Decorating and Visual Display class designed the layout.

Other Items of Interest

Consultations Present and To Come

<u>Launched</u>		<u>Deadline for Response</u>
Budget 2016-2017	-	March 31, 2016
Principal Selection	-	February 2016

To Come

3-Year Plan Buildings

All consultation launches and policies presently in place can be consulted on the School Board website. Any person and/or group may reply to any Board consultation whether or not they have been formally invited to do so.

On behalf of myself and my Council colleagues I wish each and every one of you a restful March break!

PPO Report (meeting on Feb 3, 2016) for GB

- Laurie Betito's *Understanding Teen Romantic Relationships* seminar was well attended with approximately 30 people
- AMCAL's seminar, *The Three Cs of Parenting*, is set for Wednesday, April 20th, at 7pm in the school library.
- Pizza lunch profit is \$209.45
- Approval requested for Emergency Backup Fund for Staff Appreciation of an additional \$30
- PPO would like to book a Fundraising Comedy Night at *The Firm* for the evening of May 18th (May 25th as backup). \$15/ ticket or \$25/ 2 tickets. The Goal of this event is to raise funds for a water fountain with a refilled water bottle attachment
- Next PPO meeting is set for March 9th, 2016

REGION

1. The major discussion, at Region2 a)Bill86 b)MSC

2. Major School Change consultation: There is concern that MSC has caused a rift among parents and administration. The CPC brief was to have been neutral. However our new Chair has inserted us into a no win situation. This means that Riverdale and PCHS will have to go through the process again because of a possible budget short fall. I will urge GB, PPO to implement some of the ideas that were not put in the MSC. We have some time but not much.

3. Bill 86 :Unlike the other school boards LBPSB is in a little disarray about the effects and possible problems that bill 86 will have. A presentation was made by our special needs commissioner to a small number of parents . The presentation may have been presumed to be biased but in any case no legal input was presented. A second presentation was presented a week later sponsored by Region 2. The attendance was about the same and there was some shock at what the legal ramifications are . It can be said however that some parents love the bill. The most important thing is a)Be informed b) How will this make our school better. A web site bill86.com set up by EPCA will have most of the information needed .LBPSB parents will also have to decide if they want to go it alone and support the bill as is, for the record all the other school boards are opposed. So we have a lot to decide. Region 2 will ensure that as much bias is removed from any final report sent to the parliamentary hearings. A third presentation will be given this Thursday .

4. The transportation committee will be meeting on Thursday .I will have a full report for the next meeting.

**GOVERNING BOARD
PIERREFONDS COMPREHENSIVE HIGH SCHOOL
2016-2017**

Selection Criteria for the Appointment of Principal

According to Article 96.8 of the Education Act: *The Principal of a school shall be appointed by the school board in accordance with the selection criteria established by the school board after consulting with the Governing Board.*

The school board may designate a person to fill the position of Principal temporarily, having regard to the provisions of the applicable collective agreements or regulations of the Minister.

It is the decision of this committee that a Principal of P.C.H.S. possess the following qualifications:

- At least five (8) years classroom teaching experience.
- At least two (2) years relevant experience as a high school level Vice-Principal and two (2) years as a Principal.
- Excellent proficiency in oral and written English and French.
- Up-to-date, sound overall pedagogical knowledge and visionary educational leadership abilities to maintain school and student success.
- A strong proponent of technology in education.
- A high degree of interpersonal and communication skills essential to the proper transmission of information to all the educational and community partners. The ability to build and bring together a school community.
- Commitment, a strong sense of ethics and a definite advocate of good teaching to ensure all students are provided with a school that is secure, stimulating and a place where everyone can learn and grow.
- Planning, organization and general administration knowledge and skills such as managing budgets, collective agreements, applying for additional grants and funding, organizing teachers' workload, managing and facilitating meetings.
- Thorough working knowledge of the Education Act as it pertains to High School and the Governing Board.
- Is willing to commit to an extended term so as to promote continuity in the educational process.