

**PIERREFONDS COMPREHENSIVE HIGH SCHOOL
GOVERNING BOARD 2015-2016
Minutes of the Meeting Held Wednesday, September 7, 2016
13800 Pierrefonds Blvd. (Library)**

Members Present: Claude Amatuzio, Diane Beach, Luciano Cannucci, Caroll-Ann Case, Angela Crosbie, Luc Forget, Bob Goyetche, Rowena Haines, Juan Lamosa, Isabelle Leduc, Anita Ochs, Justin Puma.

Administration: Colleen Galley, Lucia Coretti

Commissioner: Craig Berger

Regrets: Tracy Bieszcz, Aaryn Bradley, Line Grandchamp, Jaeda Khalilifar, Rosemary Murphy, Dayo Odubayo.

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 pm by A. Ochs.

2. Agenda

2.1 Additions

Remove item 7.2 Adoption of the GB Financial Statement 2015-2016 from the agenda.

2.2 Adoption

GB 16-09-01 It was moved by A. Crosbie and seconded by C. Amatuzio to adopt the agenda with one change. The motion passed unanimously.

3. Questions from the Public

None.

4. Minutes of the Meeting held June 8, 2016.

4.1 Corrections

None.

4.2 Adoption

GB 16-09-02 It was moved by J. Lamosa and seconded by I. Leduc to adopt the minutes of June 8, 2016 without correction. The motion passed unanimously.

5. Business Arising from the Minutes

None.

6. Reports

6.1 Principal's Report

C. Galley provided a verbal report. She spoke of the start-up of a new school-year, the number of students registered, the announcement of a new soccer field, the AGA and Curriculum Night.

6.1.1 Field trips

Two field trips were submitted for approval.

It was moved by C. Amatuzio and seconded by L. Cannucci 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 16-09-03 Peace Summit 2016; Oct. 19; 8:45am – 1:30pm; P. Aldred; 2 Sec. 5 students; car pool; 1:6 ratio at the event; no cost.

The motion passed unanimously.

GB 16-09-04 World Press Photo Montreal; Sept. 26; 12pm – 3:30pm; D. Yannakis; 43 Sec. 5 students + 4 adults; 1:11 ratio; cost \$20.

The motion passed unanimously.

6.1.2 Rentals

Eleven rentals were submitted for GB approval.

It was moved by R. Haines and seconded by I. Leduc 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 eleven rentals submitted by C. Galley as follows:

GB 16-09-05 Les Grands Explorateurs (City of Pfds); auditorium; Sept. 14 & Oct. 19, 2016; Jan. 25, Mar. 1st, Apr. 12 & May 17, 2017; 6:30pm – 10pm.

The motion passed unanimously.

GB 16-09-06 City of Pfd/Roxboro Volunteers' Night; cafeteria & kitchen; Nov. 5, 2016, 8am – 3am.

The motion passed unanimously.

GB 16-09-07 West Island Chorus; auditorium & cafeteria; Nov. 12, 2016, 3:30pm – 11:30pm.

The motion passed unanimously.

GB 16-09-08 Gujarati Samaj of Montreal; auditorium & cafeteria; Nov. 19, 2016 cafeteria 4pm – 8pm, auditorium 8pm – 1am.

The motion passed unanimously.

GB 16-09-09 St-Thomas High School Improv. Show; auditorium; Dec.5 to Dec. 7, 2016, 3pm – 6pm; Dec. 8, 2016, 3pm – 11pm; Dec. 9, 2016, 5pm – 11pm.

The motion passed unanimously.

GB 16-09-10 Encore Dance Studio; auditorium & cafeteria; Dec. 10 & 11, 2016, 8am – 11pm.

The motion passed unanimously.

GB 16-09-11 Canadian National Dance Studio; auditorium & cafeteria; Apr. 21, 2017, 4pm – 10pm; Apr. 22 & 23. 2017; 7pm – 10pm.

The motion passed unanimously.

GB 16-09-12 Center Stage - Cabaret Kids; auditorium; May 1 to May 5, 2017, 5:30 – 7:30pm; May 6 & 7, 2017, 11:30am – 3:30pm.

The motion passed unanimously.

GB 16-09-13 Studio 95 Dance Complex; auditorium & cafeteria; May 12, 2017, 4pm – 7pm; May 14, 2017, 9am – 6pm.

The motion passed unanimously.

GB 16-09-14 The Studio by Funky Feet; auditorium; June 11, 2017; 8am – 8pm.

The motion passed unanimously.

GB 16-09-15 Montreal Confucius School; auditorium; Oct. 8, 2016; 9am – 10pm.

The motion passed unanimously.

6.1.3 Fundraising

No fundraising requests were submitted for GB approval.

6.1.4 Service Contracts

No service contract was submitted for GB approval.

6.2 Teachers' Report

A verbal report was provided.

- 6.3 Support Staff Report**
See Library Learning Commons Report attached.
- 6.4 Students' Report**
A verbal report was provided.
- 6.5 Commissioner's Report**
A verbal report was provided.
- 6.6 Community Reps Report**
No report.
- 6.7 Parent Representative's Report**
See report attached.
- 6.8 PPO Report**
See report attached.
- 6.9 Chairperson's Report**
None. A. Ochs was thanked by C. Galley and the members present for her contributions to the GB.

7 New Business

- 7.1 Adoption of the PCHS Annual Report 2015-2016**
Members reviewed the draft document provided. Page numbers will be adjusted.

GB 16-09-16 It was moved by A. Crosbie and seconded by J. Puma that Whereas article 82 of the EA stipulates the Governing Board shall prepare and adopt an annual activity report and shall transmit a copy of the report to the school board;

Whereas a draft version of the 2015/2016 Annual Report was presented to the Governing Board and was read and understood by all of its members in function on this date;

Be it resolved that the PCHS Governing Board adopt the 2015/2016 Annual Report with the following modifications: to adjust the page numbers.

The motion passed unanimously.

- 7.2 Annual General Assembly of Parents**
As a point of information, it was noted that the AGA will take place on September 15th at 7pm. A Meet-and-Greet will take place beforehand. Parents are encouraged to attend.

8. Correspondence

- 8.1 Incoming**
PEF Newsletters July & August

8.2 Outgoing

None.

9. Varia

None.

10. Questions from the Public

None.

11. Adjournment.

GB 16-09-17 It was moved by J. Lamosa and seconded by J. Puma to adjourn the meeting at 7:36. The motion passed unanimously.

A. Ochs, GB Chair 2015-2016

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



PCHS LIBRARY LEARNING COMMONS REPORT 2016

Prepared by Caroll-Ann Case

THE BACKGROUND STORY

The library strives to meet the needs of our school's community by providing a safe and welcoming environment. Here, students and staff find the necessary resources to support inquiry-based learning and the expert assistance they seek for the development of information literacy.

PCHS was the proud beneficiary of a Lester B. Pearson School Board Library of the Future grant in 2015. The grant allowed for increased technology, new furniture, new signage, carpentry and painting, and MakerSpace supplies appreciated by the entire school community. The newly upgraded space was completed in September 2016 and launched our Library Learning Commons.

- serving approximately 750 students and 60 staff members
- print and digital resources
- over 18,000 books in three languages
- magazines in English and in French, in print and digital versions
- 7,500 sq. ft.

Our collection constantly changes in response to the programs offered at PCHS, the curriculum, and the vastly differing needs and abilities of our students.

Recommendation: The entrance to the PCHS LLC should reflect its new name and purpose.

REGARD DATABASE

The Library uses Regard, a GRICS product and a standard throughout the Lester B. Pearson School Board. The merged database for high schools makes it possible to share the combined knowledge of the Board's high school librarians. It also allows for inter-school loans. It is regularly updated. Contingency plans are in place when the database is inaccessible due to network failure.

TECHNOLOGY

ONLINE DATABASES

- available at school and at home via the library webpage & Single Sign On (SSO)
- an average \$1500.00 charged to the library's budget annually. \$500 paid by ESD in 2016
- password accessible
- include MLA Citations to help curb plagiarism
- currently offered as encyclopedias, media, news, research & curriculum: CPI.Q Infotrac , Encyclopaedia Britannica, Universalis, Edumedia + Scoop + Overdrive + more!

SMARTBOARD & LAPTOP

- convenient permanent installation in the library
- available to teachers & students with convenient meeting-style tables = increased use!
- practical, in demand addition to library learning commons bookings

HARDWARE & SOFTWARE

- 18 units equipped with Windows 7 and Google™ Apps, with built-in counters **NEW!**
- Microsoft Office Suite is no longer available **NEW!**
- 8 Chromebooks + charger
- Green screen kit
- Free password-accessible wi-fi access available to students **NEW!**
- headsets & disposable hygienic covers
- One-to-One laptop program in Secondary 1, 2 & 3
- **4512 computer sign-ins compared to 3874 last year. There is a noticeable increase in students' use of their own devices in the library.**

Recommendation

- Additional Chromebooks™ to complement the LBPSB switch to Google™
- upgrade or reconsider electrical configuration to minimize outages
- Consistent use of Google™ Apps must be encouraged throughout the school

SINGLE SIGN ON (SSO) & GOING GOOGLE™ **NEW!**

- all students & staff members have access to g-mail and electronic resources
- Google™ Apps For Education in place as of June 30th, 2015

Recommendation: A significant portion of our budget is spent on online resources. Students and teachers must continue to be taught to maximize use of this valuable investment. Teachers could consider embedding links to the databases in their assignments and projects.

E-READERS

- 12 KOBO Touch e-readers, 125+ uploaded titles. Max capacity 1000 titles each
- \$25.00 grant received from LBPSB Educational Services Department
- title selection is shared among 12 high school librarians

PRINTERS

- HP LaserJet 4050 - students pay 0.10 for each black-and-white page
- HP Colour Jet M452 – students pay 0.15 for each page **NEW!**
- teachers do not pay for prints

We may need to re-evaluate charges for printing to better reflect the rising costs of paper and ink. Students may be encouraged to submit their Google Docs electronically.

SCANNER

- HP ScanJet allows students to upload external images directly to their documents

PHOTOCOPIER

- Konica Minolta black-and-white photocopies cost 0.10 each to students **NEW!**
- teachers are asked to make use of the copy room

PCHS WEBSITE

- liaison with webmaster now managed by Vice-Principal L. Coretti
- **LIBRARY WEBPAGE** <http://pchs.lbpsb.qc.ca/>
- access to our catalogue, an assortment of databases, citation style guides and numerous useful web-links – a one-stop page for student homework & research needs

ACQUISITIONS

- 2015-2016 budget of \$10,556 for the purchase of books
- books, periodicals and periodicals database (code 421)
- specialized materials (code 420) are paid for by **school budget**
- **711 books were purchased, catalogued and processed**
- **some 600 french books previously on loan from ESD were donated to the LLC & are partially catalogued. The balance will be done in the new school-year.**
- selection is based on the curriculum, student needs and library usage
- extensive weeding of the collection, made necessary with annual purchases
- 2 meeting tables donated by Aquest Design increasing our total to 9 in that zone **NEW!**

COMMITTEES, CLUBS & EVENTS

LITERACY

- monthly reading themes chosen for book selection and displays
- computer literacy encouraged with the **Hour of Code Week** in December
- author & physicist Erin Bow spoke to about 100 students on October 28th **NEW!**
- weekly **Comic Book Club** with teacher A. Leiva. PCHS alumni are our current sponsors.
- compulsory library instruction & basic research methods for all Sec. 1 students
- offered numerous digital information literacy workshops upon teacher request
- increased Friendship, Love & Sexual Health (FLASH) resources – LGBTQ theme
- subject of 4 videos seen at QSLiN Library Hangouts <http://qslin.org/library-hangouts/> **NEW!**

BOOK SPINE POETRY CONTEST **NEW!**

- April challenge to all students – 107 entries!
- students created poetry from book spines, with photo entries submitted via email
- prizes awarded to Reanna Jalaluddin, Felicia Vieira, Josh Lloyd and Satrajit Chatterjee
- plans to include a French component next year due to popular demand

LEGO™ + MAKERSPACES **ONGOING!**

- expanded Comic Book Club resources to include art supplies & manga templates
- guest teacher-presenters invited to challenge students after school to “learn by making”
- **next year MakerSpaces will include jewelry making, take-apart days & more NEW!**

IB PERSONAL PROJECT & MENTORSHIP

- an on-going privilege to take part in the IB mentoring and judging process
- mentored 2 students in 2016 and assisted in students’ Personal Project research
- IB staff meetings take place in the library every Late Entry Day

VACCINATIONS

- 1 session scheduled in the Library resulted in its closure for that day

GOVERNING BOARD

- Support Staff representative & recording secretary for the tenth consecutive year
- monthly meetings are held in the library

PARENT WORKSHOPS

- the library hosted evening workshops organized by the PPO
- plans are underway to offer a workshop for parents “Digital Resources Offered by the PCHS LLC” for 2016-2017

BIBLIOMOBILE

- 600 French books donated by school board consultants
- the process of cataloguing and integrating the books into the collection is ongoing
- due to popular demand, 6 book bins will circulate to French classes in the new school-year

DIGITAL LIBRARY

- students and staff now have access to over 860 titles in OverDrive (e-books) through SSO
- details available on library webpage and <https://lbpsbqc.libraryreserve.com> **NEW!**

CLASSES BOOKED

- the library accommodated **372** classes compared to 314 last year during blocks 1, 2 and 4
- 2 lunch periods saw an estimated 150 students daily
- availability of bookings is subject to library closures

STUDENTS ON PASS

- **392** students were sent to the library by teachers during class time
- students using their Gold Pass require a date and signature from their teacher
- students who do not have independent work to complete are sent back to class
- students who choose to use the Atrium while on Pass are not supervised by the librarian Their numbers are not reflected in these statistics.

PARENT VOLUNTEERS

- 1 parent volunteered an average of two hours per week

STATISTICS

Statistics indicate a constant use of library resources. **4879** books were borrowed this year, an increase despite a smaller student base. On-site consultations, while significant, are not documented. A subtle shift towards digital consultations is evident. The obvious increase in digital consultations and e-book use greatly affects the numbers. Those statistics are not available.

English Fiction	1808
Non-Fiction & Reference (Eng., Fr. & SPA)	1034
French Fiction	567
Graphica	1410
Other (non-book material)	60
TOTAL	4879

- all but 8 borrowed books have been returned & shelved
- all books purchased this year have been catalogued, processed and shelved

LOOKING AHEAD TO 2016-2017

- Continue to upgrade & increase technological resources
- pursue additional 21st Century Library concepts to enhance services to our community
- increase MakerSpace options with help from teachers
- offer additional workshops to staff, students and parents **ONGOING!**
- encourage greater student participation in community service work in the library **ONGOING!**
- promote Going Google™ & increase awareness/use of Single Sign On (SSO)
- prepare for upcoming IB evaluation accreditation

Dear Governing Board,

The PCHS Parents Organization is pleased to report positive outcomes for the priorities it had set for the 2015 - 2016 year.

We had set a fundraising goal of approximately \$1800 for the purchase of a chilled water fountain with bottle-filling nozzle, to encourage students both to stay hydrated and use refillable bottles. Through various fundraisers, including two pizza lunches, two TCBY sales, a comedy night, mosaic night and magazine sales, we raised approximately \$1400 toward this goal, after setting aside \$125 for the annual School Spirit Award and \$400 for speakers. The administration has indicated that it will pick up the rest of the cost of the water fountain, including installation fees.

We had also set a goal of hosting a series of free seminars for parents on topics we felt might be useful to them. We hosted a session on "Conscious Happiness" with guidance counsellor Sheila Southon and a second seminar with her on "The Transition to CEGEP". We also invited parents to a session on teen sexuality with Dr. Laurie Betito, and an evening of parenting advice from the community group AMCAL.

In order to raise the profile of the Parents Organization and be of service to the school community, PPO volunteers staffed a number of events, including curriculum night, the open house, two rounds of parent-teacher interviews and the graduation ceremony.

Regards,

Trudie Mason

Chair

PCHS Parents Organization, 2015 – 2016

Dayo Odubayo, Parent Rep Report

PCHS, Governing Board

REGION

1. Over the summer, major changes will have been implemented before the AGA.
2. The changes are:
 - A. The CPC will now be known as the PC (“Parent Committee”)
 - B. There will be 5 to 6 meetings per year of the entire PC: reps and alternats included.
 - C. What used to be known as “Regions” will now be Eastern Elementary, Western Elementary, and High School
 - D. See (preliminary) organogram, included.
3. PC is making preliminary plans to present changes to the new Bill105 during the consultation process..
4. PC has directed the Parent Reps to give an End-of-Year Report to the Governing Board at the respective AGA’s.