

**PIERREFONDS COMPREHENSIVE HIGH SCHOOL
GOVERNING BOARD 2016-2017
Minutes of the Meeting Held Tuesday, February 21, 2017
13800 Pierrefonds Blvd. (Library)**

Members Present: Amy Campbell, Luciano Cannucci, Carroll-Ann Case, Angela Crosbie, Laurie Fournier, Ronak Gandhi, Rowena Haines, Juan Lamosa, Sarah Larkin, Isabelle Leduc, Susan Meisels, Dayo Odubayo, Marisa Petruzzo.

Administration: Colleen Galley, principal

Commissioner: Craig Berger

Regrets: Aaryn Bradley, Rosanna Magnone, Aidan Matthews, Matt Randle.

Absent: Heather Himbury

Observer:

Recording Secretary: Carroll-Ann Case

1. Call to Order

Quorum having been established, the meeting was called to order at 7:00 by J. Lamosa.

2. Agenda

2.1 Additions

7.5 Projet Particulier

2.2 Adoption

<p>GB 17-02-01 It was moved by A. Cambbell and seconded by M. Petruzzo to adopt the agenda with one change. The motion passed unanimously.</p>

3. Questions from the Public

None.

4. Minutes of Meeting held January 10, 2017.

4.1 Corrections

None.

4.2 Adoption

<p>GB 17-02-02 It was moved by R. Haines and seconded by A. Crosbie to adopt the minutes of January 10, 2017 without change. The motion passed unanimously.</p>
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5. Business Arising from the Minutes

5.1 GB Budget

J. Lamosa presented the 2016-2017 Proposed GB Budget as follows for discussion.

The GB Financial Statement will be presented in September 2017.

Meeting expenses (including AGA)	\$340.00
Honorarium (Secretarial)	\$150.00
Other (Action Plan, Babysitting)	\$151.00
Total 2016-2017	\$641.00

GB 17-02-03 It was moved by I. Leduc 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 2016/2017 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 adopts the Governing Board proposed budget for 2016/2017.

The motion passed unanimously.

5.2 Subject Time Allocation

Item deferred to March.

5.3 Capital Budget Projects

C. Galley submitted the 2017-2018 Capital Budget Priorities to the governing board for approval. Members suggested that the updating and renovating of fieldhouse washrooms and that wheelchair accessibility to a washroom be added to the list.

GB 17-02-04 It was moved by S. Larkin and seconded by I. Leduc 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 C. Galley has provided the PCHS Governing Board with a list of capital projects to submit to the LBP School board and;

Whereas the 2017/2018 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 prepared by C. Galley with additions discussed by the members (washroom upgrades, wheelchair accessibility).

The motion passed unanimously.

6. Reports

6.1 Principal's Report

See report attached. C. Galley provided additional information thanking the PPO for Staff Appreciation Week treats, a letter from MP F. Scarpaleggia, clarification on GB e-votes, and letters to parents regarding IB fees.

6.1.1 Field trips

Four field trips were submitted for approval, one via e-vote. It was noted that a day trip to Quebec City approved in May 2016 had been cancelled.

It was moved by R. Haines 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 PCHS Extra-Curricular and Field Trip Policy for the Approval of Field Trips;

Be it resolved to approve the four field trips submitted by C. Galley as follows:

GB 17-02-05 Junior Leadership Day at Westpark Elem. (via e-vote); Feb. 10; 8 am – 2 pm; H. Bertrand; 30 students + 2 adults; own transp.; 1:15 ratio; no cost. The motion carried with 12 in favour.

GB 17-02-06 Mock United Nations at LPHS; Mar. 2, 8:30 am – 8 pm, Mar. 3, 8:30 am – 3:30 pm.; H. Bertrand; 27 Sec. 5 students + 2 adults; school bus; 1:13.5 ratio; no cost. The motion passed unanimously.

GB 17-02-07 PC Players Retreat at Cap St-Jacques; Mar. 13, 5 pm to Mar 14, 3 pm; L. Brown; 30 students + 4 adults; own transp.; 1:5.1 ratio; \$110. The motion passed unanimously.

GB 17-02-08 Stratford Festival; Oct.19-21, 2017; D.Yannakis; 40 students Sec. II-V + 4 adults; coach bus; 1:10 ratio; \$380. The motion passed unanimously.

6.1.2 Rentals

One rental was submitted for GB approval.

It was moved by C.A. Case and seconded by S. Larkin 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, Colleen Galley has requested approval of the following rental and where it meets with the PCHS GB Criteria for the Approval of Rentals;
Be it resolved to approve the rental submitted by Colleen Galley as follows:

**GB 17-02-09 Saiva Mission of Quebec; May 27, 2017; 2 pm – midnight; auditorium.
The motion passed unanimously.**

6.1.3 Fundraising

Two fundraising requests were submitted for GB approval.

It was moved by D. Odubayo and seconded by I. Leduc 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, Colleen 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 two fundraisers submitted by C. Galley as follows:

**GB 17-02-10 PC Players Bagging at Walmart; L. Brown; Feb. 24 – 26; to help defray cost of retreat and production.
The motion passed unanimously.**

**GB 17-02-11 Pink Shirt Cotton Candy Sale; P. Aldred; Mar. 24 at lunch; proceeds to Kids Help Phone.
The motion passed unanimously.**

6.1.4 Service Contracts

No service contracts were submitted for GB approval.

6.2 Teachers' Report

No report.

6.3 Support Staff Report

No report.

6.4 Students' Report

See report attached.

C. Berger arrives at 7:55

- 6.5 Commissioner’s Report**
Verbal report.
- 6.6 Community Reps Report**
No report.
- 6.7 Parent Representative’s Report**
No report.
- 6.8 PPO Report**
See report attached.

It was moved by M. Petruzzo and seconded by A. Campbell to approve the following five PPO activities:

GB 17-02-12 PPO Paint Night with R. Leclaire; Apr. 25; PCHS students \$15; parents \$20.

The motion carried with one abstention.

GB 17-02-13 AMCAL presentation “Digital Age”; May 10 or 11; cost \$200 – no cost to parents.

The motion carried with one abstention.

GB 17-02-14 Presentation by Dr. Laurie Bettito; Mar. 27 (tentative); cost \$200 – no cost to parents.

The motion carried with two abstentions.

GB 17-02-15 Positive Parenting workshop; Grendon Haines; May 29 (tentative); cost \$60 – no cost to parents.

The motion carried with one abstention.

GB 17-02-16 Yoga Night with S. Southon; Mar. 21; cost \$60 – no cost to parents.

The motion carried with one abstention.

- 6.9 Chairperson’s Report**
See report.

7 New Business

- 7.1 Principal Criteria – due Feb. 20, 2017.**

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 17-02-17 It was moved by I. Leduc and seconded by R. Gandhi 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 2017-2018 as attached.

The motion passed unanimously.

- 7.2 School Board Budget Consultation 2017-2018 – due Mar. 31, 2017**
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.
- 7.3 Annual Report**
Item was discussed at a previous meeting.
- 7.4 Resolutions on Grant 30170**
C. Galley provided information on the nature of grant 30170, fielded questions and provided the prescribed resolution. Members were reminded that service contracts were allocated and approved by the GB in November.

GB 17-02-18 It was moved by A. Campbell and seconded by S. Larkin that *The governing board of Pierrefonds Comprehensive High School confirms that the financial resources allocated by the Lester B. Pearson School Board for the mesure 30170 in the amount of \$15,709 were allocated to the schools in accordance with the purposes stated in the Règles budgétaires amendées de fonctionnement des commissions scolaires for school year 2016-2017, and to be used for support mesures and required personnel to:*

- *Provide ongoing support to students at risk of dropping out as of Secondary I;*
- *Offer students a stimulating learning environment by funding concrete and innovative initiatives related to the arts for teaching and learning;*

- *Provide ongoing support to students at risk of not completing the requirements of MEES for graduation;*
- *Provide ongoing support in order to equip students to pursue vocational educational pathways;*
- *Encourage the development of collaborative action among secondary educational institutions and vocational training centres;*
- *Support all initiatives that foster physical activity and healthy lifestyle habits in school;*
- *Provide access to career planning through technology*

The motion passed unanimously.

7.5 Projet Particulier

C. Galley requested GB approval for the continuation of the VEEP program at PCHS.

GB 17-02-19 It was moved by I. Leduc and seconded by A. Crosbie that Whereas article 85 of the EA stipulates the Governing Board is responsible for approving the overall approach proposed by the principal for the enrichment or adaptation by the teachers of the objectives and suggested content of the program of studies established by the Minister and for the development of local programs of studies to meet the specific needs of the students at the school and;

Whereas article 110.2 of the EA stipulates the functions of the governing board include approving the proposals of the principal on the following matters: (2) the implementation of the programs of studies and;

Whereas C. Galley has requested approval from the PCHS Governing Board for the continuation of the VEEP Program “Projet Particulier” to complement the Work Study program;

Be it resolved that the PCHS Governing Board approves the implementation of the VEEP Program for the 2017- 2018 academic year as requested.

The motion passed unanimously.

GB 17-02-20 It was moved by D. Odubayo and seconded by A. Crosbie to extend the meeting by 15 minutes as stipulated in the PCHS Governing Board Internal Rules.

The motion passed unanimously.

S. Meisels leaves at 8:35. Quorum is maintained.

8. Correspondence

8.1 Incoming

Parent Workshop at LCEEQ Conference 2017
Emergency Preparedness Policy
Safe and Caring Schools Policy
Hooked on School Days flyer
Invitation to Mar. 2 Parents' Committee Meeting
PEF Newsletter

8.2 Outgoing

None.

9. Varia

Parent members raised questions about the Fusion Portal, STEAM, IB fees, coding courses, junior options courses, and Universal Learning classrooms.

10. Questions from the Public

None.

11. Adjournment

GB 17-02-21 It was moved by A. Crosbie and seconded by R. Haines to adjourn the meeting at 8:45. The motion passed unanimously.

J. Lamosa, GB Chair 2016-2017

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

Principal's report

- We had several students succeed on supplementals. Thanks to teachers who offered after school tutorials to help students attain their goals

Support to students being offered using funds from fund 5 , specifically measure 30170

- Francisation offered to students new to the province.
- Support in FSL for International students
- Homework program in place for junior students.
- Homework program for sec.3 students twice a week
- Additional support in CST 5 classes
- After school support offered 3 days a week for CST 4 & 5 students
- Social studies classes have been split at cycle 1 level
- Additional support in grade 8 math class

Resolution to be passed by GB stating that this is how the GB agrees to spend the funds. Service contract for these supports have all been approved from Sept-Dec 2016 at GB. The principal must then sign a statement confirming that the funds will be spent to support students and that any surplus funds at the end of the year will be returned to the Ministry.

Registration

- We will be piloting Fusion for re registration
- We have 106 new registrations and that is without redirects so good news

Quebec city shootings

- This was acknowledged over the intercom. Activity was planned and done in TAG classes
- Messages of support were plastered on pillars in cafeteria
- Teachers felt it was an effective exercise

Report cards/Parent teacher interviews

- T2 ended Feb.3rd
- Report cards home on the 20th
- Parent/teacher interviews Feb 23rd. On line appointments

Model U.N

- Lindsay Place and P.C.H.S. will be teaming up to present a model U.N. at LPHS on March 2nd and 3rd. Thanks to Hughes Bertrand for taking initiative on this with his IB Contemporary world class. Students from LPHS and PCHS will meet here in the library on the 28th for a Pot Luck and final planning session.
- Model U.N to take place at Lindsay on March 2nd and 3rd

Pink T Shirt week March 20th-24th

- School with a heart theme

- Focus on anti-violence awareness
- All students will get pink t shirts...activities planned to personalize shirts
- Guest speaker on the 22nd
- School wide picture planned
- Media should be informed and involved....
- Daily activities to increase awareness and empathy

Aidan Matthews
Ronak Gandhi

GB Meeting #5

January-February 2017 Student Report

- January 23-Feb 3: Mid-year exam period.
- February 3rd: End of term 2.
- February 8-10: Grad Ski Trip at Mont Sainte-Anne.
- A mandatory grad ski meeting for students and parents/guardians was rescheduled to January 31st due to the weather on January 24th.
- The comic book club had their first meeting on January 19th.
- There was a pizza lunch sale in the cafeteria on January 19th selling slices for \$2 each.
- The Muses continue to meet twice a week. They performed Christmas music at a nearby retirement home right before the holidays. They were a hit!
- Painting for the PC Players took place on January 27th. They're working on the sets for the play. The performances begin the week of April 3rd.
- Chinese good luck bracelets were sold on January 25th in the cafeteria for \$1 in order to commemorate the Chinese New Year.
- Leadership students hosted a crossbar challenge at lunch on January 26th for any hockey enthusiasts. Prizes were also given to the winners. Many juniors participated.
- Crush-O-Grams were sold this week at lunch for \$1. Students could purchase Crush sodas, each flavour conveying a different message and have them delivered to someone special for Valentine's Day.
- The girls and boys indoor track & field teams competed on February 6th and 7th, respectively, at Complexe Sportif Claude-Robillard in Ahuntsic-Cartierville. It was a great showing for both teams, quite a few individual medals were brought home.
- Secondary Four students who are attending the New York City trip in April must submit a photocopy of their passports and their rooming lists to either Ms. Yannakis or Mr. Bertrand.
- Report cards will be distributed on February 20.
- The Junior Math Contest will take place on February 21 and the Senior Math Contest will take place on February 28 for students who were asked or who volunteered to participate.
- February 22 is Pink T-Shirt Day to raise awareness for breast cancer.
- March 1 is the deadline for Secondary 5 students to apply to CEGEP.
- Parent/Teacher interview will take place on February 23 from 5:30pm- 8:00 pm. Our school has once again decided to use the Parental Fusion Portal for parents to book appointments with teachers as it was a success in Term 1.

**REPORT OF THE
PIERREFONDS COMPREHENSIVE HIGH SCHOOL
PARENTS ORGANIZATION
FEBRUARY 2017**

PAINT NIGHT: Needs Approval

- Roxanne Leclair has agreed to facilitate a paint night on Tuesday, April 25th.
- The cost to parents will be \$20.00 and there will be a special PCHS student price of \$15.00.
- The night will be held either in the cafeteria or the art room, depending on the turnout.

SPEAKERS: Needs Approval

- AMCAL
 - Tentative dates: Wednesday May 10th or Thursday May 11th.
 - Cost: \$200
 - Free for parents
- Dr Laurie Bettito
 - Tentative date of Monday, March 27th.
 - Cost: \$200
 - Free for parents
- Positive Parenting workshop: Grendon Haines
 - Tentative date of Monday May 29th,
 - Cost: Free, but will need photocopies for material to distribute to parents.
 - Free for parents.

YOGA: Needs Approval

- Sheila Southon has agreed to have a yoga night for parents on Tuesday, March 21st
- 90 minute session
- Costs: \$60
- Free for parents

PERMANENT OUTDOOR SIGN

- \$2000 just to start.
- Possibility of doing a garage sale in September and possibly a Fall Fair to raise money for the sign.

TREASURER

- Spending balance \$1391.27.
- This does not include money allocated for the water fountain

NEXT MEETING

- Monday, March 13

Chairperson's Report

Governing Board Chair Networking evening

Bill 105 impact on GB

- Success Plan replaced by Education Project
- Director General of the School Board can delegate directly to the GB
- Can name substitutes to GB, but can't have more substitutes than GB members. Also, will need to write a process on how to use substitutes
- Resource Allocation committee – to be created this summer

True or False review

- The term of the GB is from one AGA to the next – true (parents are elected for 2 years, but the GB sits for one year)
- A vacated position must be filled at the next GB meeting – false (all parent positions must be filled at the AGA, but if vacated during the year, it can remain vacant)
- The parent representative position for the school is elected from the general parent population at the AGA – true and false (it has to be filled at the AGA, but it has to be from the GB members)
- If not all parent positions up for election are filled before Sept 30th, the GB is dissolved – true
- Parents of children in the school cannot be community reps – false
- Teacher and staff GB positions do not have to be approved by the GB – true
- In the absence of the GB Chair, the principal runs the meeting – false (the vice-chair runs the meeting or you have to choose a parent to run the meeting)
- All the rules for running the GB are in the Education Act – false
- All issues that affect the school must come before the GB – false
- Quorum is achieved when 50% of the GB members are present – false (quorum also requires that half the parents are present)
- Once a motion is moved, discussion is over and it's time for a vote – false (discussion can occur until the vote is done)
- The GB chair votes a second time in the event of a tie – true
- Approved minutes must be available to the public – true
- Anyone can attend a GB meeting and offer his/her opinion – true
- It is acceptable for a GB to approve a field trip after it has happened – false
- Funds for GB can be used anyway the GB likes – false
- A controversial issue has come up in the school. The GB can table the issue and opt to survey the parents for their opinions – true
- Anyone, not only GB members, may sit on sub-committees – true
- School budgets are confidential documents, not to be shared outside GB – false
- The law requires all GB's to adopt the school budget before June 30th – false

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

Selection Criteria for the Appointment of Principal 2017-2018

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 eight (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.

Regards,

Juan Lamosa
PCHS Governing Board Chair
2016-2017