

# MINUTES

## Honoré Mercier Elementary School Governing Board

Monday, September 30th, 2024 @ 7 PM | Meeting called to order by Verena Garofalo

### In Attendance

Verena Garofalo (Chair)	X	Cynthia Canale (Principal)	X
Merika Ramundo (CPC)	X	Peter Tsatoumas (teacher)	X
Robert Panetta	X	Andrew Martinez (teacher)	X
Diego Di Stefano	X	Veronica Graniero (teacher)	X
Saffiran Ali (secretary)	X	Tonie Morena (teacher)	R
Lino Faratro	X	Marco DeCrescentis (BASE)	X
Giuseppe Fazzari	X		
Sonia Ranellucci (Alternate)	X	Mario Pietrangelo (Commissioner)	R
Sally Behjoudi (Alternate)	X		
Romina Mancini	XP	Lucy Cancilla	XP
Felicia Spadafino	XP	Adriana Giannini	XP
Arianna Holowka	XP		

X = Present

R = Regrets

XP = Present Public

**Assign minute-taking duties:** Saffiran Ali

**Assign time-keeper duties:** Robert Panetta

### 1. Additions to Agenda

Motion to Approve: Robert Panetta Seconded by: Giuseppe Fazzari

**Motion Passed – Unanimously**

14.1: Fundraiser (Yoga Fundraiser)

14.2: Raising awareness of the upcoming elections

14.3: Hot lunch supplier

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## **2. Approval of the Agenda**

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Motion to Approve: Diego Di Stefano and Seconded by: Merika Ramundo

**Motion Passed – Unanimously**

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## **3. Adoption of Minutes**

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- Merika provide updated wording for motion passed
  - June minutes will be updated by chair and sent by email.
- June minutes will be updated, reviewed and motioned at a later date.

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## **4. Nominations and Vote**

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4.1: Secretary: Saffiran Ali

Motion: Diego Di Stefano and Seconded it: Giuseppe Fazzari

4.2: Treasurer: Giuseppe Fazzari

Motion: Robert Panetta and Seconded it: Diego Di Stefano

4.3: Chair: Verena Garofalo

Motion: Robert Panetta and Seconded it: Giuseppe Fazzari

Above motions were passed unanimously.

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## **5. Business Arising**

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5.1: Update: Safety concerns (pick-up + drop off):

- Ms. Canale provided the following update:
  - SPVM Meeting (Safety Drop Off Zones) Constable Danny Labonte Poste 42
  - Area reserved for the school bus drop-off point (3 buses minimum). The coveted area will be on rue Honfleur. The zone must extend from the side of the schoolyard between the entrance to the schoolyard to the opposite of 6105 Honfleur at least. Regarding the hours, I suggest keeping the prohibited hours between 7:00 a.m. and 4:00 p.m. in order to avoid ending up with people parked in the priority zone. (landing point and special school outing).
  - Drop-off zone for parents. The desired zone will be on Nantes Street, on the schoolyard side. It should extend from opposite 8345 Nantes to opposite 8265 Nantes. I suggest a blackout period between 7:00 a.m. and 9:00 a.m. and a second period between 2:00 p.m. and 4:00 p.m.
  - Parents will have to take a special route to avoid being caught behind school buses with their lights on! A letter will have to be sent to them in order to take Guyenne Street followed by Honfleur Street and then take Nantes Street. The DROP-OFF zone for parents will have to be for DROP-OFF their children only. They will then have to leave without turning around to head towards Loranger Street.

**Motion to not reserve two parking spots in front of the Pre-K entrance by Merika Ramundo and  
Seconded by: Robert Panetta**

5.2: Update: Man Made donation: Confirmation of use for outdoor learning space + can we publicize the donation:

- ManMade donated \$5000 to HM last June 2024 for outdoor learning spaces.
- How can we use it? How can we publicize this with ManMade?
- Verena and Merika confirmed that the school board will match this, as per their conversation with EMSB Director General, Nick Katalifos. Ms. Canale will send an email to the board. Funds in Fund 4
- Learning space should be next to the tennis courts.

5.3: Dress down day: amount raised and how will it be spent?

- Beautification Fund: Ms. Canale will verify with May minutes.

5.4: Status of ECAs- do you need GB support?

- Di Bella Karate started, was approved last year.
- Cortese soccer: 8-week session: Start Oct 21-Dec 9<sup>th</sup>, 2024.
  - o Verena will contact Cortese Soccer to negotiate a better price/kick back to the school.
  - o **Motion Robert Panetta Seconded by: Lino Faratro**
- **Motion to include the following ECAs by Merika Ramundo and Seconded by: Lino Faratro**
  - o Fall Art and Creative Studio: Grade 1-6 by Enfant et Compagnie @ \$128 for the session
  - o Kid Science: Pre-k-6 by Enfant et Compagnie @ \$128 for the session
  - o Kid Chef: Pre-k-6 by Enfant et Compagnie @ \$128 for the session
- **Motion to raise the registration fee for HM Band to \$340 by Andrew Martinez and Seconded by: Robert Panetta**
  - o HM Band will have 57 classes @ 1 hour 15 minutes and it will be 2 times a week starting October 10<sup>th</sup> -June 11<sup>th</sup>, 2025. The fee is higher this year because we are renting better quality instruments. Max of 30 students. Letter will be sent to parents.
- **Motion to transfer the responsibility of vetting and proposing and planning ECAs moving forward to the GB by Giuseppe Fazzari and Seconded by: Robert Panetta**

5.5: Creation of a GB email address and inclusion on HM's website:

- In order to safely keep record of GB emails and communications, Robert Panetta has created a GMAIL account for GB. This will be available on our website, once the website is updated. Ms. Canale will also send a memo to parents about GB about our GB Gmail.

5.6: Confirmation needed regarding hot lunches from Le Doral:

- Mr. Peter mentioned there is not much food once again.
- Mr. DeCrescentis mentioned Le Doral does not do 2 drop offs', even though Le Doral committed to 2 drop offs during a meeting with GB Chair and HM Principal last June

- Mr. DeCrescentis mentioned the temperature and the food gets cold and he would need insulated bags to keep the food warm.
- There have been numerous complaints and conversations with Le Doral.
- GB can support as and when needed in conversations with Le Doral.

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## **6. Principals' Report**

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### **6.1: Welcome Day – Tuesday, September 10th, 2024**

- I would like to thank all the staff and parents for their combined efforts in making the day truly memorable. I also want to acknowledge both Peter and Andrew for acquiring the corn and cook it, WOW Foam and Angelo Di Bella for partnering with us on that day and to all the parent volunteers as well. The students had a wonderful time!

### **6.2: Curriculum Night – Thursday, September 12th, 2024**

- This evening was dedicated to teachers sharing their standards and procedures documents with parents. I want to thank all the parents who attended and made the evening a success.

### **6.3: Annual General Assembly (AGM) – Monday, September 16th, 2024**

- We had a great turnout of parents at this year's AGM. I'm thrilled to see such strong involvement and I look forward to a fantastic year ahead.

### **6.4: Fire Drill Practice – Monday, September 23rd, 2024**

- Our first fire drill of the year was successful. The students were well-behaved and quickly learned where they needed to line up. Veronica graciously ordered the number signs, which have been securely placed along the school fence.
- This will help students and staff, including substitute teachers, know exactly where to stand so teachers can quickly take attendance and display the appropriate status cards. I am grateful for the team effort.

### **6.5: Home and School Association – Monday, September 23rd, 2024**

- Thank you to all the parents who attended and shared their ideas for enhancing the students' experience. Your collaborative efforts are key to our success, and I truly appreciate the positive energy and teamwork.

### **6.6: Vision Screening for Preschool Students – September 24th, 2024:**

- We successfully completed vision screening for our preschool students.

### **6.7: Attestation Day – September 30th, 2024**

- Each year, September 30th is Attestation Day, and it is crucial that all students are present as this allows us to receive proper funding. I am pleased to report that we have had a few additional registrations this week, bringing our current total to 246.

#### 6.8: MEQ Tutoring

- I am happy to report that we have already secured an English tutor who has started working with us. I am currently in the process of finding a French tutor to further support students with academic challenges. (funding)

#### 6.9: Website Update

- The website is currently being updated with a fresh new look. Once we finalize the roles of the Governing Board, I will also forward the minutes and the names of the newly appointed members. I have sent the school board my Principal's Message, along with the September and October newsletters, calendars, updates on staff, and our standards and procedures document.

#### 6.10: PELO Meeting – Thursday, October 3rd, 2024

- I have a meeting scheduled with the two PELO instructors where we will discuss this year's instruction time and other important details. Ester Diodati Nunzia Manzione D'Elia\*

#### 6.11: Open House NOVEMBER 27th, 2024

- I am meeting with my committee of teachers this Thursday October 3rd, 2024 to discuss our vision for marketing Honoré Mercier. We have a lot to offer, and I am excited to enhance our social media presence. I would also like to create flyers or pamphlets that can be distributed at local daycares, stores, or even displayed on a digital banner, such as at LDV. It's important that we foster the right approach to help increase enrollment, as this truly is a wonderful school.
- Must look at both short term and long-term goals to successfully promote our school and gradually increase our school enrollment.

#### 6.12: Field Trips

- Cross Country Run @ Mont Royal on Thursday Oct. 10 (selected grade 4,5,6 students)
- OSM Maison Symphonie on October 24th
  - Grades 3 - Grades 6
  - The concert starts at 10:15 a.m. and we will be leaving the school around 9:00 a.m. and coming back for 12:15 p.m.
- Mini Volleyball Playday @ LMAC or Rosemont HS (to be conformed) on Wednesday Nov. 20 (grade 5,6 students)
- Winter Camp @ LesCampsReps on Jan 29, 30, 31 (grade 6)
  - More information to follow regarding approximate price.
- Futsal @ LMAC on Friday March 28 (grade 6)
- Halo Road Race @ Mont Royal on May 7 or 8

### 6.13: High School Visits (Cycle 3)

- LBP: Wednesday September 25<sup>th</sup>, 2024
- JFK: Monday October 7<sup>th</sup>, 2024
- LMAC: Friday October 11<sup>th</sup>, 2024

### 6.14: STEAM Education: A Whole School Approach at Honoré-Mercier 2024 – 2027

- Led by our Two STEAM consultants Jason Bixby and Valerie Hoing (3-year initiative) Professional Development Sessions
- DAY ONE WORKSHOP: SEPTEMBER 13<sup>th</sup>, 2024 (Ped Day)
- Interdisciplinary Content from 2 or more subject areas are implicated.
- Collaborative Teacher - Teacher & Student – Student
- Problem Based Students are able to identify a problem, question or challenge to be addressed.
- Connection to World Connection to the real world is evident (when age appropriate).
- Student Driven Emphasis on student inquiry, creation and agency.
- Design Process Used
- Either Engineering Design or Design Thinking processes are used.
- Community Involvement Involving organizations or individuals from the community to deepen students' understanding and support goals.
- 21st Century Skills Engagement Learning skills, literacy skills & life skills

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## 7. Teachers' Report

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### 7.1: Mr. Andrew reported:

- Students participating in Cross country have started their training.
- Class-specific field trips have not been decided yet by the teachers.
- Winter Camp will be for the grade 6 this year. Would need to be approved by GB once additional information is provided (additional context in Principal's report)
- Futsal: Can be approved once we have the price. This can be sent as an e vote.

### 7.2: Ms. Veronica reported:

- Ms. Melissa and Ms. Veronica are exploring the possibility of starting a choir for grades 3-6
- Eva the Louse is be launched on October 30<sup>th</sup> at the Palace in Laval.
  - First rehearsal is at PDC, 6-8 pm on October 17
  - Second rehearsal is at the Palace, 6-8 p.m. on October 29

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## 8. Daycare Report

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- October will be busy at BASE.
- Gratitude ceremony / cleaning outside/ plant tulips and then sell tulips.
- Introduce a garden bed.
- Mr. DeCrescentis will be applying for grants.
- First ped day (apple picking) was amazing!

**Motion:** BASE will organize an outdoor harvest activity with the BASE students. During that harvest they will be setting up to sell to the public tulips in a box (10 bulbs) the price will be between 5.00\$-8.00\$

**Motion to Approve:** Lino Faratro Seconded by: Robert Panetta

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## 9. Central Parents Committee Report

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- Merika Ramundo reported: Nothing to report.

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## 10. Treasurer's Report

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- 366.71\$ Carry over from last year.

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## 11. Commissioner's Report

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- Mr. Pietrangelo was not present.

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## 12. Home and School Report

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12.1: TCBY for the kids every second Tuesday. H&S pays 2.10\$ a cup and charge 3.00\$ a cup.

**Motion:** Every 2 weeks Home and School will be selling TCBY at a charge 3.00 per cup.

**Motion to Approve:** Robert Panetta Seconded by: Merika Ramundo

12.2: Pizza Lunch (Vincent Pizzeria) H&S pays 2.50\$ each will charge 5.00\$ per slice every second Friday.

**Motion:** Home and School every second Friday alternating with TCBY. A jumbo slice of Vincent pizza at a cost of 5.00 per slice.

**Motion to Approve:** Robert Panetta Seconded by: Veronica Graniero

12.3: Big Box of cards replacing the chocolates. 35.00\$ for 35 cards. School makes 11\$ each box sold.

**Motion:** Home and School would like to do the big box cards fundraiser 35.00\$ for 35 cards. 4 options to choose from. For the months October-November. All the funds raised will be for the school all grades.

**Motion to Approve:** Lino Faratro Seconded by: Diego Di Stefano

12.4: Arancini and Co. / 25.00\$ a dozen. Different options to choose from. They come frozen. Christmas fundraiser. After discussed, GB agreed that there were too many fundraisers at the same time and the price is a bit too high.

12.5: H&S would like to possibly keep the Haunted House and/or the Winter Wonderland open after school hours as a fundraiser (donations by visitors), and during BASE for BASE kids. Money raised for Halloween will go to Winter Wonderland and Winter Wonderland money will be going to Fun in the Sun.

**Motion to Approve:** Diego Di Stefano Seconded by: Merika Ramundo

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## 13. Email Approvals

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- Virtual call in June 2024: minutes will be on the website.

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## 14. New Buisness

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14.1: Creation of HM's GB's Internal Rules of Management: Brought our attention Merika and Verena.

- a sub-committee will be created

14.2: Open House 2024

- GB will be present

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## 15. Varia

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15.1: Fundraiser (Yoga Fundraiser)

- Starting October 23 until May 28, 2025, we will offer Yoga sessions in the school gym.
- Wednesday night from 7:00 – 8:00 p.m.
- 10\$ per person per session.
- 25 people, 13 years and over only.

**Motion:** Yoga to be offered every Wednesday from October 23- May 28th, 2025 @ 10\$ per session. Offered by a community member as a donation of her time. All the monies go straight to the school. There will be one session where all monies raised will go to grade 6. Money raised from all other session with go towards improvements (beautification).

**Motion to Approve:** Veronica Graniero Seconded by: Lino Faratro

15.2: Raising awareness of the upcoming elections

15.3: Hot lunch supplier

- Vincent Pizzeria: Verena will send an email to Ms. Canale about this.
- We would like to know if the EMSB can start the vetting process for Vincent as our hot lunch provider. Ms. Canale will contact the EMSB for further information.

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## 16. Next Governing Board Meeting Dates

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Monday, October 21<sup>st</sup>, 2024 @ 7:00 p.m. at Honore Mercier.

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## 17. Questions

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17.1: Outdoor maintenance – how can we ensure that the outside of our school is kept as clean as the inside?

- Ms. Canale will speak to the teachers; caretakers and we will get back to GB at our next meeting in October.

17.2: Are we moving forward with FearlesslyGirl program?

- Ms. Canale spoke with FearlesslyGirl and she will be back for a Winter session.
- Ms. Canale will speak to teachers first to find out where the needs are. Make sure we present the right needs with the right students.



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**18. Adjournment**

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Motion to adjourn the meeting 10:25 pm

**Motion to approve:** Saffiran Ali and Seconded by: Diego Di Stefano

**Motion Passed - Unanimously**

V. Harjo

Oct. 25 - 2024

Alphia Samuel

Oct 25<sup>th</sup> 2024