



**Laval Junior Academy  
Governing Board Minutes  
Tuesday, March 16, 2021**

---

**Present:** Pino Alberga, Betty Aliftiras, Theresa Andrusko, Alexandra Antonopoulos, Pol Christodoulakis, Dominic Di Stefano, Valerio Gazzola, Kellie George-Bernard, Evan Goudis, Maria Katiforis, Effie Kontakos, Mary Anne Lapenna, Nathalie Potier, Maria Tsakris and Laura Wittebol

Principal: Eric Ruggi (Interim)     Vice-Principals: Charles Chagnon and Sunday Skoufaras

**Regrets:** Jimmy Abraham and Helen Morrison (Community Representative)

**0. Opening of the meeting / Quorum:** The meeting was called to order by Pino Alberga at 7:02 pm. Quorum was met. The meeting will be recorded.

**1.0 Adoption of Agenda:** There were no additions.

*LJA-GB160321-01: Alexandra Antonopoulos motioned to approve the agenda, Kellie George-Bernard seconded, unanimous. Motion carried*

**2.0 Adoption of Minutes of February 9, 2021:** No amendments.

*LJA-GB160321-02: Alexandra Antonopoulos motioned to approve the Minutes of February 9, 2021, Pol Christodoulakis seconded, unanimous. Motion carried*

**3.0 Introduction of new member:** The LJA Governing Board welcomed Mary Anne Lapenna as its newest member. There had been an open position for a staff member.

**4.0 Business Arising:**

**4.1 Parking Lot and Parental Drop Off Area (Phase 2):** Submitted the 2<sup>nd</sup> phase of the modifications and changes to the Material Resources department. Received notification that they will be following through and work will be done as the weather permits or conditions of the ground. Phase 2 of pick-up and drop-off area will be implemented in the coming weeks. Some work needs to be done in the spring when the ground is not frozen. In summary, numerous renovations will be done. Crossing zones will be clearly marked for drivers and walkers. Crossing zones will be elevated to allow for students to be in an elevated position. All parking spots will be repainted. Drive through zone will be divided into two lanes. There will be posts and/or signs between the two lanes. Signage will be implemented which includes road signs all along the path of cars entering the property from Daniel Johnson, speed limit signs, signs to clearly indicate the speed bumps and signs for directions that cars can go, for example, signs to indicate cars can only go straight, cars can only turn right to enter drop-off area. All the changes that will be made are to make the zones safer. Continuously monitoring the areas in the morning and afternoon. For next year, are considering adding another supervisor in the zones. Will be finalized when the supervision fees are presented to the Governing Board members.

**4.2 E-votes since the last GB Meeting:**

**4.2.1 E-vote St. Patrick's Day:** LJA GB was asked to consider approving a St. Patrick's Day Dress Down Day fundraiser on March 17, initiated by 2 students on the leadership project. The cost is \$2. Half of the funds will go towards supporting families in need, the other half will be used for prizes for students who participate in the St. Patrick's Day quiz. Quorum met (response from majority of regular members including at least half of parents).



Domenic Di Stefano recommended that for spirited days LJA should not collect money for dress down days and simply encourage students to participate. So as not to conflict with sending two different messages.

*LJA-GB110321-EV01: Alexandra Antonopoulos motioned for the LJA Governing Board to approve the proposed St. Patrick's Day Dress Down Day fundraiser on March 17, 2021, Maria Tsakris seconded, 13 votes in favour and 3 abstentions.*  
*Motion carried*

**4.2.2 E-vote Easter Food Drive:** The LJA GB was asked to consider approving an Easter Food Drive. The food drive will begin once parents are notified in March, (after approval), until April 5, 2021. Quorum was met (response from majority of regular members including at least half of parents).

*LJA-GB110321-EV02: Alexandra Antonopoulos motioned for the LJA Governing Board to approve the proposed Easter Food Drive starting mid-March and ending April 5, 2021, Betty Aliftiras seconded, 11 votes in favour and 5 abstentions.*  
*Motion carried*

**4.3 Cell Phone Policy:** Teacher Council recently discussed LJA's Cell Phone Policy at their meeting. After a lengthy discussion, they recommended maintaining the current Cell Phone Policy for LJA. The policy states that a student can use their cell phone in Block C or outside. With students confined in their classroom for recess and lunch, students become bolder and find the opportunities to use them in the classroom. Supervisors supervise 2 or 3 classrooms at the same time. We all need to do a better job of enforcing the current policy and that improved job needs to start with reeducating the students with the policy. In addition, all staff needs to be made aware of what is permissible by law. For the upcoming March 19 PED, the staff will have a meeting to explain what the rules are, and at the same time, what is permissible by law, when enforcing the Cell Phone Policy. Will have a General Assembly via Zoom on Monday, March 22, to inform students regarding the Cell Phone Policy.

## 5.0 Reports:

### 5.1 Principal:

- Feb. 9 – Student assembly, Teacher Council meeting, Governing Board meeting
- Feb. 10 – Management meeting
- Feb. 11 – Staff Pizza lunch
- Feb. 12 – Sport-Études meeting
- Feb. 15 – Dress down for Student Council
- Feb. 16 – Site visit for the special education renovation project
- Feb. 18 – 23 – Basketball Sport-Études physical evaluations
- Feb. 19 – RAC meeting, Saliva test meeting with CISSS
- Feb. 23 – Home & School Meeting
- Feb. 24 – Management meeting, High School Principals meeting, RSEQ Division 2 Hockey Presentation
- Feb. 26 – Ped day, Workshop regarding online learning & evaluation
- Mar. 1 – 5 – March Break
- Mar. 8 – Start of after school tutoring program (Spring session)
- Mar. 9 – 16 – Sexting Presentations to Secondary 1 classes
- Mar. 10 – Management meeting, start of outdoor morning recess, start of study skills presentations for Secondary 1 classes
- Mar. 15 – Transition to High School Meeting, Teacher Council Meeting
- Mar. 15 – Had the first COVID case in over 3 months and March 16 a second. So, have isolated two classes. Students in the isolated classes were given saliva test kits – voluntary but encouraged to use it.
- Mar. 16 – Governing Board Meeting
- No government final exams. School Board final exams also cancelled.
- Each department will choose how to conduct end of year exams which can only be given last week of June.



- Government has mandated students to stay in school until end of June (June 23).

#### Upcoming

- Mar. 19 – PED, workshop for teachers, staff meeting
- April 1 – Parent Teacher Interviews via Zoom, 6-9pm by appointment.
- April–May – Breathe Program will start in mid-April and continue in May. One session for all classes in Sec. 1 and Sec. 2. 45 sessions to schedule.
- June 30 – Student marks are due
- July – Report cards will be produced first week of July

**5.2 Chairperson:** Parents' Committee Initiative for Publicity tabled.

**5.3 Parents' Committee:** Report given by Evan Goudis.

- Presentation by Alisa Pehi, LSA PC Delegate, regarding EPCA. New portal launched PARENTS.QUEBEC, a hub that centralizes services to parents and students from across Quebec.
- Parents were sent a survey regarding special needs.
- National Day of Remembrance for COVID.
- Air quality testing was done in our schools. Results will be shared at the school level.
- Air purifiers – a call to tender.
- Extra-curricular activities have resumed as of March 15<sup>th</sup>. Class bubbles must be respected.
- CDC offering security courses and Terrebonne a machinery course.
- Hope Fest 2021 will be on May 28<sup>th</sup> – a Facebook live event.
- Next meeting in April has been rescheduled to April 8<sup>th</sup>, 2021.

**5.4 Home and School Committee:** Report given by Effie Kontakos.

- FlipGive – so far has raised \$166.
- H&S would like to start selling TCBY again at lunch to students for \$3, once a week. The day will be selected according to volunteer availability. Hopefully, it can be arranged for Thursdays like last year.  
*LJA-GB160321-03: Effie Kontakos motioned for the LJA Governing Board to approve selling TCBY at lunch once a week for \$3, respecting all COVID protocols, Alexandra Antonopoulos seconded, unanimous. Motion carried*
- Adopt a Tree – participants received their certificates digitally and a hard copy was given to the students. Received positive comments from parents.
- Next H&S meeting is scheduled for Tuesday, March 23<sup>rd</sup> at 7pm via Zoom.

**5.6 Treasurer's Report:** To date, the secretary has been issued the stipend for three meetings. For the three subsequent meetings, it is pending.

#### 6.0 New Business

**6.1 Criteria for Selection of a Principal:** The Governing Board is consulted annually on the Criteria for the Selection of the Principal. The members can choose the criteria for selecting a Principal for their school reflective of their school needs. The Criteria from 2019-2020 was reviewed. The members discussed the criteria and voted to keep the same criteria with no amendments. The following is the 2020-2021 Criteria for the Selection of a Principal for Laval Junior Academy that will be submitted to the board. This was a discussion among the Governing Board members without the presence of the administration and guests.

*LJA-GB160321-04: Valerio Gazzola motioned for the LJA Governing Board to approve the 2020-2021 Criteria for the Selection of a Principal for LJA as presented, Domenic Di Stefano seconded, unanimous.*

*Motion carried*



## LJA CRITERIA FOR THE SELECTION OF A PRINCIPAL FOR 2020-2021

### 1. MINIMUM QUALIFICATIONS:

- a permanent teaching certificate issued by the *Ministère de l'éducation et de l'enseignement supérieur du Québec*
- administrative experience at the High School level; knowledge of Elementary is beneficial;
- a mastery of the English and French languages;
- eight (8) years teaching experience;
- three (3) years as a school administrator;
- relevant experience in budget and financial management within the educational milieu;
- proficiency in the use of computer technology.

### 2. ADDITIONAL IMPORTANT QUALIFICATIONS:

- a graduate university program in education administration;
- commitment to a minimum three (3) year term in the position;
- evidence of ongoing professional development;
- recognized as a good teacher;
- strong interpersonal skills and a very effective communicator;
- leadership skills to motivate people to work together towards the vision and continuity of common goals;
- is invested in understanding the needs of the community and shows creativity and innovation in addressing those needs.

### 3. DEMONSTRATED ABILITY IN THE FOLLOWING AREAS:

#### Effective School Management

- works together with the Vice-Principal(s), staff, and parents to develop a strong team spirit and cohesive approach;
- liaises effectively with municipal and business communities and other stakeholders;
- demonstrates high-quality, positive communication skills which are essential to foster unity between administration, staff, parents, and students alike;
- regularly and promptly informs parents of developments within the school in an effective manner, as well as communicating those elements that are required by the Education Act;
- ensures the safety and security of the students and staff;
- supports efforts to decrease the “environmental footprint” of the school, i.e., promotes and implements procedures to increase energy efficiency, decrease waste, promote sustainable practices, make the school “greener”.



### **Progressiveness in School Programming**

- committed to supervision of teachers and supporting the implementation of new curricular initiatives;
- adapts school scheduling considering the complexity of the school programs;
- understands and implements the necessary special need programs;
- promotes arts and culture in school;
- promotes good physical health in school, through nutrition awareness, sports, and healthy outdoor activities;
- committed to overall excellence in the school and the active promotion of enrolment, particularly by finding resources to support modernization and improvements to school facilities, equipment, and academic programs as well as adequate administrative and teaching staff resources, to make the school more competitive in retention of students within the school board.

### **Student Body - Effective Management and Interaction**

- effectively handles adolescent problems and situations in an appropriate manner;
- is sensitive to the needs of special needs students;
- implements positive behavior strategies and is a key player in the development and implementation of the anti-bullying anti-violence plan of the school;
- delivers equitable and consistent discipline and must apply the school policies. This is a priority in maintaining the goal of respect between all stakeholders of the surrounding community;
- appropriately manages the challenges of adolescent drug and alcohol use;
- shows leadership in implementing strategies to support good mental health in students and staff;

shows leadership in understanding the use and impact of social media among students and the community.

**6.2 Selection of the Last Pedagogical Day:** The MEES mandated the schools to select 3 PED days to be used for professional development. LJA has chosen January 29, 2021 and March 19, 2021. The third PED day will be proposed at the next GB meeting.

### **6.3 Fundraisers:**

**6.3.1 April Dress Down Day for Home & School:** Home & School would like to propose a Be U Dress Down Day 2 on April 23 for \$2 donations. The PDF of the poster was presented to the members. All monies raised will go to H&S to organize events for the students.

*LJA-GB160321-05: Laura Wittebol motioned for the LJA Governing Board to approve the Be U Dress Day 2 for \$2 for Home & School, Kellie George-Bernard seconded, unanimous. Motion carried*

**6.4 Rentals:** None.



**7.0 Question Period for the Public:** None.

**8.0 Confirmation of Date/Time of the Next GB Meetings:**

Next meeting is scheduled on April 13, 2021 at 7pm via Zoom.

**9.0 Adjournment:** The meeting was adjourned at 8:57 pm.

*LJA- GB160321-06: Pol Christodoulakis motioned to adjourn the meeting at 8:57pm, Betty Alifiris seconded, unanimous. Motion carried*

---

Jimmy Abraham  
Chairperson

*Effie Kontakos*  
Effie Kontakos  
Secretary