



# École FACE School

3449 Rue University, Montréal, QC H3A 2A8

TEL: 514-350-8899 courriel/email: [face@emsb.qc.ca](mailto:face@emsb.qc.ca) [www.face.emsb.qc.ca](http://www.face.emsb.qc.ca)

## Governing Board – Minutes

<b>Date/ time:</b>	October 20, 2025 6:30PM	<b>Location:</b>	Zoom (Virtual)
<a href="https://mcgill.zoom.us/j/81694387792?pwd=SEFDdC9GZ2NsUERDK0Jma2NRL0JJZz09">https://mcgill.zoom.us/j/81694387792?pwd=SEFDdC9GZ2NsUERDK0Jma2NRL0JJZz09</a>			

Present	
<b>Parents:</b>	Elsa Acem (EA) Elizabeth Foley (EF) Hannah Nelson-Teutsch (HNT) Carissa Springer (CS) Vincent Tam (VT)
<b>Teachers/Staff:</b>	Christelle Akl (CA) Safa Bahget (SB) Eva Hassel (EH) Theodora Stathopoulos (TS) Maddalena Amanda Triassi (MAT)
<b>Students:</b>	Isla McDade (IMD) Elizabeth Roy (ER)
<b>Principal:</b>	Jennifer Harriet (JH)
<b>Vice-Principal:</b>	Mireille Tehbelian (MT)
<b>Regrets:</b>	Alex Megelas
<b>Absent:</b>	
<b>Also Present:</b>	Anne Krag, CE Representative; PPO president (AK) Gillian Woodford, PPO representative (GW) Allison Gonsalves (AG) (alternate)



	Action	
1.		<b>Welcome</b>
1.1	Information	<b>Introduction of members</b>  JH is the chair of the meeting to begin
2.	Approval	<b>Approval of the agenda</b>  <b>Moved:</b> EF   <b>Second:</b> VT   <b>Approved:</b> Unanimous
3.		<b>Elections (Four positions which are reserved for parents and/or students)</b>
	Approval	Chair (prepares the agenda, ensures the respect for the rules of the GB, prepares annual report, term 1 yr.)  VT nominates HNT, and HNT nomination VT Everyone supports VT's nomination, and has deep appreciation for his work as GB Chair.  <b>Vincent Tam is elected Chair</b> <b>Moved:</b> HNT   <b>Second:</b> SB   <b>Approved:</b> Unanimous
	Approval	Vice Chair (Supports the Chair)  <b>Elizabeth Foley is elected Vice Chair</b> <b>Moved:</b> EF   <b>Second:</b> VT   <b>Approved:</b> Unanimous
	Approval	Secretary (drafts the minutes which are first sent to the Chair and Principal for review before approval by GB, and then published on website) HNT volunteers to update the template for the minutes and to look into the AI transcriptions  <b>Elsa Acem is elected secretary</b> <b>Moved:</b> VT   <b>Second:</b> SB   <b>Approved:</b> Unanimous

	Approval	<p>Treasurer (prepares the budget report at the end of the school year)</p> <p><b>Carissa Springer is elected treasurer</b>  <b>Moved: CS   Second: EF   Approved: Unanimous</b></p>
3.1	Discussion	<p>The members welcome back VT as Chair.  VT thanks the members for their kind comments.</p> <p><b>Governing Board Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Governing Board Manual</li> <li>• Presentation video</li> </ul> <p>VT presents the documents sent by email, and encourages all members to read through them and watch the GB presentation.</p>
4.	Approval	<p><b>Adoption of the minutes of the meeting of June 09, 2025</b></p> <p><b>The minutes are adopted as is</b></p> <p><b>Moved: CS   Second: EF   Approved: Unanimous</b></p>
5.		<b>Business Arising</b>
5.1.	Subjects to add to December GB meeting agenda	<ul style="list-style-type: none"> <li>- Transportation</li> </ul> <p>EF: reminds the Governing Board that a transportation survey was administered by the Governing Board to parents in June 2025 to evaluate transportation needs to the new elementary school location – follow up?</p> <p>After discussion, this will be added to the agenda of the next meeting as the GB will have the analysis of the survey results by then which will be reviewed. GB members HNT, CS and EF will work on this question.</p> <ul style="list-style-type: none"> <li>- Advance notice for parents of upcoming school trips</li> </ul> <p>The members discuss the importance of parents receiving advance notice of upcoming trips, notably in order to plan for these extra expenses. The members agree that ideally that information</p>





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		<p>concerning school trips should be made available to parents on the English and French sides at approximately the same time.</p> <p>JH will address this in her Principal's report.</p>
6.		<b>New Business</b>
6.1.	Approval	<p>Electronic Votes</p> <ul style="list-style-type: none"><li>○ Outing<ul style="list-style-type: none"><li>1. World Photo Exhibition<ul style="list-style-type: none"><li>• Requested by : Ms Rita Saad</li><li>• Class : 11E</li><li>• Date : Sept 30 2025 a.m.</li><li>• Cost \$10 paid by students</li></ul></li><li>2. Apple Picking - Blair's Orchard in Franklin and Lunch in Huntingdon<ul style="list-style-type: none"><li>• Requested by : Mr Al Finalyson</li><li>• Class : 9E, 10E, 11E</li><li>• Date : Oct 14 2025 8 am – 4pm</li><li>• Cost \$30 paid by students</li></ul></li></ul></li></ul> <p><b>These two outings were already approved by GB members prior to this meeting in email votes</b></p>
6.2.	Approval	<p>Presentation and adoption of the Rules of Conduct – these need to be approved every year.</p> <p><b>The Rules of Conduct are approved for 2025-2026.</b></p> <p><b>Moved: HNT   Second: VT   Approved: Unanimous</b></p>
6.3.	Approval	<p>Dates, times and modality of meetings 2025-2026</p> <p>The members discuss the dates and times of meetings for this school year, and agree that they will try to schedule meetings immediately after the CSSDM conseil d'établissement meetings, in order to be able to have the most up to date information from the French side. A survey will be sent to GB members.</p>





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		<p>VT proposes that the last meeting be in person. All members agree.</p> <p>Following the meeting the following dates were selected by GB members:</p> <p>December 8<sup>th</sup> - virtual  February 2<sup>nd</sup> - virtual  March 23<sup>rd</sup> - virtual  May 18<sup>th</sup> (to be modified due to Victoria Day) - virtual  June 15<sup>th</sup> - in person</p> <p>Start time 6.15 pm.</p> <p><b>Dates of upcoming GB meetings were communicated by VT by email to members.</b></p>
6.4.	Information  &  Add for follow-up December meeting	<p>Conflict of interest form</p> <p>JH : The conflict of interest form needs to be filled out by all members (parents and staff), excluding students. Members should send their form to JH, and a follow-up will be done in the next meeting.</p>
6.5.	Discussion  Add for follow-up December meeting	<p>Governing Board Community Members (two seats available)</p> <p>This year Anne Krag has one seat as a community member and CE representative. The members discuss ideas for the second community member.</p> <p>Suggestion that someone from the Save FACE group might be interested.</p> <p>HNT suggests Victoria May as a potential candidate.</p> <p>The members recognize the possibility of a conflict of interest, and the importance of distinguishing the official positions of the GB.</p> <p>HNT will reach out to Victoria May.</p>



7.		Reports	
7.1.	Information	<p><b>Principal</b></p> <p><b>Introduction</b>            JH : It has been a very busy year given that there are now two buildings to administer. JH thanks MT as they have been assuring a presence in each building on a daily basis.</p> <p>The priority has been FACE students, as well as helping the teachers going through this period. JH is very thankful for the support of parents and staff and their trust in the FACE administration.</p> <p>This year is FACE's 50<sup>th</sup> year and there will be events to mark this milestone.</p> <p>Open house was a success with lots of interest this year. Special activities are upcoming, notably in collaboration with the Face foundation.</p> <p><b>Daycare services</b>            JH: There has been an increase in the fees related to lunchtime daycare. Before, in the main building on University Street there were only supervision fees because we had a cafeteria. At the new elementary school there needs to be classroom supervision for lunchtime.</p> <p>The changes were included in the new regulations of the service de garde, which were approved by the French side (as it stems from the CSSDM). All fees are tax deductible.</p> <p>VT: Given all the questions received from parents, should another communication be sent?</p> <p>JH: All questions were answered.</p>	





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JH: With the new system and fee structure, if children are not registered for the service de garde, yes they will be paying more for lunchtime supervision.

The higher lunchtime supervision fees this year is linked to the fact that at the University building we have a cafeteria. Parents can contact the daycare technician directly as well for any inquiries.

### Student activities

JH: There has been a student fair at the high school for extracurricular activities in collaboration with Erick Ung, our recreation technician. There is a knitting club, mentoring by older students, Student Council (EMSB and CSSDM), as well as the Grand Council in order to allow the two groups to work together.

There is also a partnership with the McGill Quebec Studies Program (tutors' day internship), the cross-country meet at Parc Lafontaine, a homework program in high school, and a career fair.

### Staffing

JH: We are doing well on recruiting new teachers. For instance CA is a new teacher.

### Attestation Day

JH: 148 elementary students and 133 high school students. The numbers are slightly lower because of the move to the new elementary school.

### Standards and Procedures

JH: Standards and Procedures documentation available on our website following curriculum night. Cross Curriculum Competencies will be evaluated in Term. Term weighting for the year is 20%, 20% and 60%

### Budget constraints

JH: Due to the government cutbacks and delays, we have only received 20% of our normal budget at this point. This has been very challenging with the



		<p>relocation.</p> <p><b>Course for parents</b> There is an online course for parents about the transition to high school called EPIC which is very good. MT concurs. This course is forthcoming.</p> <p><b>Open house</b> JH: This year open house was done at two different locations on the same day. We also offered a webinar which parents were grateful for.</p> <p>Approximately 1200 people attended and we had TS's 5<sup>th</sup> grade class playing chamber music outside the elementary school which was much appreciated.</p> <p>November 17<sup>th</sup> is the date for the lottery for next year. Usually have a parent and student present.</p> <p><b>Best elementary and high school</b> JH: FACE is nominated once again for best elementary and high school on the best of Montreal website. Voting continues until November 13<sup>th</sup>. FACE won both categories last year, and we encourage everyone to vote.</p> <p><b>Governing Board email</b> JH: Each school was asked that the GB correspondence be migrated to a school email address, managed by the principal instead of a private email address (such as gmail for example).</p> <p>HNT: This issue came up at the EMSB parent committee meeting. There was a consensus that parents need a way to directly contact GB members. There is no legal impediment to stop the GB from setting up a private email account, and this seems consistent with the founding GB documents.</p> <p>Although not deemed to be an issue currently given the transparent communication between the school</p>	
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		<p>administration and the Governing Board, a discussion followed as to the need for parents to have a means of contacting the Governing Board directly without going through the administration.</p> <p>The Governing Board also recognizes that this is a directive of the EMSB. The Board will conform to this directive. However, the maintenance of a private email address can be revisited at another time.</p>	
8.1.2	Approval	<p><b>Scholastic book club</b> JH : We need approval of this so that teachers can earn class points with purchases.</p> <p>The motion is approved. <b>Moved:</b> TS   <b>Second:</b> VT   <b>Approved:</b> Unanimous</p> <p><b>Trips to Laurier Park during school time</b> JH: Parents will still be notified of such trips.</p> <p>The motion is approved. <b>Moved:</b> VT   <b>Second:</b> MAT   <b>Approved:</b> Unanimous</p> <hr/> <p><b>Budget constraints</b> JH: The school was audited two years ago and told to spend more of its accumulated surplus on a yearly basis. The elementary budget has a \$46,000 surplus, and the high school budget has a \$40,000 surplus.</p> <p><b>Special internal events budget</b> JH: I am requesting that, given the rising costs, the GB allows the administration to increase the special internal event policy by an additional \$3. This would bring the amount to \$5 per student. Last year's budget for this was \$600, and if approved, this year's amount would be \$1500.</p> <p><b>The special internal event amount is increased to \$1500</b> <b>Moved:</b> VT   <b>Second:</b> CS   <b>Approved:</b> Unanimous</p>	





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### Teachers' budget

JH: Each year the school gives each teacher and support staff a small amount to use for their classes and/or activities. The proposal is to increase the amount this year from \$600 to \$1000; that translates roughly to \$50 for each teacher.

**The amount for the teachers' budget is increased to \$1000.**

**Moved:** HNT | **Second:** EF | **Approved:** Unanimous

### Budget to support student trips

JH: We would like to increase the amount allocated to trips' support to \$5000. This amount is to help with special needs students, and to avoid increasing costs. The amount for last year was \$4400.

**The budget amount to support student trips is increased to \$5000.**

**Moved:** EF | **Second:** NHT | **Approved:** Unanimous

### Technology budget

JH: Our technology needs are quite important, but the government has not yet allocated our IT budgets. If we do not receive funds from the government, we would like permission to use some funds from our surplus. For instance, a laptop costs approximately \$700.

Given that this is usually part of the annual school budget, the Governing Board will revisit this question once the budget allocations are confirmed.

### Student trips

JH: Concerning the issue raised earlier about the English side getting the information about trips at the same time as the French side, we are aware of this. The problem is that we cannot announce a trip before it has been approved, and before chaperones have been confirmed. If a trip is not led by an EMSB teacher, it is more difficult to get the information in a



		<p>timely manner. However, Mr. Abran has been informed of our wish to have this information as soon as possible.</p> <p>Parents express that they really just want to be made aware of the possibility of a trip so that they can begin to budget and/or plan with their children.</p> <p>Having cross-representation on the CÉ and the Governing Board will also help to disseminate information in a more timely manner.</p> <p><b>Jouvence trip</b> June 10<sup>th</sup> to 12<sup>th</sup> for Sec 5 students (\$285)</p> <p><b>The Jouvance trip is approved.</b> <b>Moved:</b> VT   <b>Second:</b> IMD   <b>Approved:</b> Unanimous</p> <p><b>Portugal trip</b> March 1<sup>st</sup> to March 10<sup>th</sup> for Sec 4 students (\$3385)</p> <p><b>The Portugal trip is approved.</b> <b>Moved:</b> VT   <b>Second:</b> EF   <b>Approved:</b> Unanimous</p> <p><b>New York Trip</b> April 23<sup>rd</sup> to April 25<sup>th</sup> for \$700</p> <p><b>The New York trip is approved.</b> <b>Moved:</b> HNT   <b>Second:</b> SB   <b>Approved:</b> Unanimous</p> <p><b>Toronto Trip</b> May 14<sup>th</sup> to May 16<sup>th</sup> for Sec 2 students (\$645)</p> <p><b>The Toronto trip is approved.</b> <b>Moved:</b> VT   <b>Second:</b> SB   <b>Approved:</b> Unanimous</p>	
		JH: There are no trip planned for Sec. 3 this year.	
8.2.	Information	<p><b>Teachers/Staff</b> TS : There are staff members on both student councils.</p>	01+





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		<p>For the high school, there are Finlay, Arsenault, ?? For the elementary, there are Carly?, and myself.</p> <p>For the open house we performed at the elementary school.</p> <p>Previous concerns about splitting the music program is mostly quieter. We have confidence in our colleagues, but the new environment does present challenges, especially with the way we use the space. There may be long term effects to the move, such as whether or not as many students go on to the instrumental program in HS.</p> <p>During open house many parents inquired as to whether they could sign up for both the English and French schools to increase the chances of their child being admitted. They were very enthusiastic to come to FACE.</p>	
8.2.	Information	<p><b>Students</b></p> <p>Many activities are planned around Halloween, we have pumpkin carving, a treasure hunt, a horror movie and a costume contest.</p> <p>We also have many activities such as reopening the bistro, painting tiles, the green committee, the fashion show on November 7<sup>th</sup>, Volleyball and Basketball. There is a very interesting resource on the credits needed for high school as well.</p> <p>Also a first impact meeting at Lester B. Pearson school. Bill 21..?</p> <p>There is also an education fair coming up on Wednesday.</p>	
8.3.	Information & Follow-up	<p><b>EMSB Commissioner Report</b></p> <p>JH : The representative for FACE, Maria Corsi, sends her regrets. When the dates for future meetings are set, they will be communicated to the representative.</p>	





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	by JH		
8.4.	Information	<b>EMSBPC Delegate</b>  HNT: the first meeting is next week.	
8.5.	Information	<b>Parent participation organization (PPO)</b>  AK : Thank you to Shannon (former president of PPO). Several activities are upcoming, notably for Halloween.  E.R: Will try to do the haunted house in the high school; too difficult to do one as well in the elementary school.  JH: We had to make a choice given that we already have the costume parade at the elementary.  Question arose as to PPO consultation on the educational project linked to the PPO. The educational project is in its implementation phase until 2028. The Governing Board ensures annual follow on its progress	
8.6.	Information	<b>FACE Foundation</b>  JH: The school scholarships will be distributed during a special ceremony. There is also the September solidaire fundraiser to help with school fees.	
9.		<b>Correspondance</b>	
10.		<b>Varia</b>	
		A suggestion was made to start the Governing Board meetings earlier than 6:30  An email will be sent to GB members regarding the possibility of an earlier start time.	





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		We will send out an email to solicit GB members who would be interested to sit on the Conseil d'Établissement as a community representative.	
11.		Date of the next meeting: December 8 <sup>th</sup> at 6:15 pm via Zoom.	
12.		Adjournment –  Moved: TS   Second: ER   Approved: Unanimous	

*Manit* 2025-12-08  
Principal

*[Signature]*  
Governing Board Chair

2025-12-08

