GOVERNING BOARD MEETING MINUTES

Hull Adult Education Centre

Date: October 6, 2026

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1. Welcome and Introductions

Scott Cavers welcomed members and thanked everyone for participating on the Governing Board 2026-2027

Members present introduced themselves:

- Amanda Steinberg Alie
- Martin Sheinberg
- Verda Rochon
- Christella Nabintu
- Maelle Koumda
- Elinor Escalante Dias
- Scott Cavers
- Priscille Andresso

Scott provided an overview of the purpose and structure of the Governing Board. He explained that unlike youth-sector schools, the adult education governing board operates using parity between staff representatives and student representatives. Three student representatives hold voting rights while the Chair only votes to break ties.

Scott reviewed:

- The role of Governing Board in decision-making.
- How motions are proposed, seconded, and approved.
- The Board's responsibility regarding school finances, operations, and governance.
- The distinction between agendas and minutes.
- The process for carrying forward items from previous meetings.

Members were encouraged to actively participate, ask questions, and bring forward ideas throughout the year.

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2. Nominations and Elections

Chair

Amanda Steinberg Ali was nominated to serve as Chair of the Governing Board.

Motion: Elect Amanda Steinberg Alie as Chair. **Motion 2026-10-06-01**

Moved by: Martin Sheinberg
Seconded by: Verda Rochon

Carried

Vice-Chair

Martin Sheinberg was nominated to serve as Vice-Chair.

Motion: Elect Martin Sheinberg as Vice-Chair. **Motion 2026-10-06–02**

Moved by: Amanda Steinberg Alie
Seconded by: Verda Rochon

Carried

Community Representatives

Priscille Andreosso was nominated as a Community Representative.

Amanda Steinberg Ali was also appointed as a Community Representative.

Motion: Martin Scheinberg **Motion 2026-10-06–03**

Moved by: Maelle Koumda

Carried

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3. Approval of Agenda

Members reviewed the agenda and suggested the following additions under Varia:

Student Suggestions

- Cosmetics supplies for face-paint activities
    - Eyeshadow palettes
    - Lash extensions
- School merchandise
- Bathroom odour concerns
- Kitchen supply replacements
- Study groups
- French speaking "twinning" program
- Inclusion awareness initiatives
- Neurodivergent student awareness and support
- Cell phone storage / phone box proposal

Discussion took place regarding:

- Creating a more inclusive school environment.
- Promoting acceptance of neurodivergent students.
- Supporting students with ADHD and Autism Spectrum Disorder.
- Addressing excessive student phone use during class.

Motion: Approve the agenda as amended. **Motion 2026-10-06–04**

Carried by all.

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4. Governing Board Meeting Dates

The Board discussed scheduling six meetings for the 2026-2027 school year.

The following dates were approved:

Meeting	Date
1	October 6, 2026
2	November 24, 2026
3	January 12, 2027
4	February 9, 2027
5	March 30, 2027
6	May 25, 2027

Scott will circulate all dates by email. Alternate members may attend if regular members are unavailable.

Motion: Approve the 2026-2027 meeting schedule. **Motion 2026-10-06–05**

Carried by all

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5. Approval of Previous Minutes

Members reviewed the final minutes from the 2025-2026 Governing Board.

Amanda Steinberg Alie moved acceptance of the minutes.

Martin Sheinberg seconded.

Motion: Approve previous meeting minutes. **Motion 2026-10-06-06**

Moved by: Amanda Steinberg Ali

Seconded by: Martin Sheinberg

Carried

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6. Principal's Report

School Rentals

Scott reported that school rentals continue to be a major source of revenue.

Current renters include:

Returning Groups

- Karate Program (Mondays and Thursdays)
- Girl Guides (Wednesdays)

New Groups

- ICBA Basketball Program (Tuesdays and Fridays)
- Al Fajr Arabic Language School (Saturdays)

The building is currently rented six days per week.

Projected rental revenue is approximately **$35,750**.

Current contracts already represent more than **$22,000** in secured revenue.

Rental Revenue Usage

Rental revenue supports numerous student services and activities including:

Student Supports

- Steve's Closet
- Hygiene products
- Food support
- Transportation assistance
- Emergency student assistance
- Fidgets for students

School Activities

- Opening BBQ ($755)
- Fall Activity Day ($660.90)
- Winter Activity Day ($1,000)
- Spring Activity Day ($1,000 allocation)
- Graduation ($3,200 allocation)
- Christmas Potluck ($700)
- Wellness Fair ($1700)
- Remembrance Day activities ($200)
- National Arts Centre trips ($1,100 allocation)
- Volleyball Tournament

Student Recognition

- Monthly Recognition Program
- Gift Cards
    - Approximately $1,000 annually
    - 2X $25 gift cards awarded monthly

Food Program

$5,000 allocated for:

- Breakfasts
- Lunches
- Student food supports

Student Financial Assistance

- Book payment recovery fund
- $600 allocated to assist students unable to pay course material fees

Inclusion Initiatives

- Gym Flag Project ($500)

- Additional country flags planned

Merchandise

Scott reported that:

- Approximately $1,700 has been allocated for student merchandise.
- School-branded cross-body bags have been ordered.
- School toques remain in stock.
- Approximately 180 students will receive bags+ Another 80 students will get HAEC tuques

Students suggested exploring:

- Rubber bracelets
- Additional merchandise options

Future discussion will continue under Varia.

Governing Board Budget

Members discussed creating a Governing Board hospitality budget to cover refreshments during meetings.

Motion

Allocate **$150** from rental revenue for Governing Board hospitality expenses.

Moved by: Elinor Escalante Dias **Motion 2026-10-06-07**

Seconded by: Martin Scheinberg

Carried

Budget Approval

Members reviewed:

- Rental agreements
- Projected revenue

- Projected expenses
- Governing Board budget allocation

Motion

Approve rentals, projected expenditures, and Governing Board allocation.

Moved by: Elinor Escalante Dias **Motion 2026-10-06-08**

Seconded by: Martin Scheinberg

Carried

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7. Administrative Updates and Building Operations

Classroom Budgets

Each teaching option receives approximately **$600** annually for classroom resources and supplies.

Student ID System

A new student ID card machine has been ordered.

Features:

- On-site photographs
- Instant card production
- Professional quality IDs will be produced.

Cost: approximately **$4,300**

Tutoring Program

Tutoring resumes following Thanksgiving.

Available services include:

- Amanda Steinberg Ali (Pre-secondary Math)
- Secondary Math tutoring (Laurence Ketchemen)

Services begin October 14, 2026.

Ventilation Project

Scott reported that building ventilation issues are finally being addressed.

Expected benefits:

- Improved airflow
- Reduced CO2 levels
- Reduced odours throughout the building
- Improved air circulation in washrooms

Contractors are expected to begin work shortly.

Parking Lot

The complete parking lot reconstruction project has been delayed until **2028**.

Temporary repairs to the exit area will occur prior to winter.

The projected cost of the full project is approximately **$1 million**.

Student Support Services

Questions were raised regarding support services for students experiencing anxiety, stress, or substance-related concerns.

Scott explained that students can access support through Steve, who now performs many functions formerly supported by school social workers.

Student Enrollment

Enrollment continues to increase.

At orientation there were approximately **136 students**, which represented one of the lowest starting enrollments in recent years.

Enrollment numbers continue to rise and additional student registrations are expected throughout the fall. Number of students in the classroom by mid October is within range of previous years.

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8. Teacher Reports

Priscilla

- Small class sizes have allowed stronger teacher-student relationships.
- Student progress is positive.

Marty

- Computer lab examinations continue to be busy.
- Students were reminded to attend examinations as scheduled.
- Missed appointments create significant testing backlogs.

Bridge Program

Bridge Program staff reported:

- Strong student engagement.
- Continued enrollment growth.
- Weekly intake of new students.

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9. Student Report

Halloween Activities

Students proposed organizing a week-long Halloween celebration, including:

- Craft activities
- Decorations
- Halloween displays
- Costume photo area
- Haunted house concept
- Themed daily activities

Members referred planning to Student Council and encouraged collaboration with Steve and Michelle.

Students agreed to develop a detailed "Spooky Week" proposal.

Student Integration Initiative

Students discussed creating a peer-support network to assist newcomers.

Ideas included:

- Peer mentors
- Student ambassadors
- Bridge speakers
- Lunch-time support groups
- Newcomer orientation support

Members agreed the concept had merit and should be explored further.

Inclusion and Neurodiversity

Students discussed:

- Inclusive education
- Anti-exclusion messaging
- Awareness campaigns
- Supports for neurodivergent students
- Creating welcoming spaces for all learners

The topic will be revisited at a future meeting.

Cell Phone Use

Students proposed creating classroom phone boxes to improve focus and reduce distractions.

The existing school cell phone policy was reviewed, and further discussion was deferred.

10. Community Report

Community events shared included:

- Breast Cancer fundraising activities
- Church sales and fundraising events
- Local Halloween Markets
- Community music events

Members were reminded that community events should be forwarded to Steve for distribution through Band.

Event: **Hélo Rose à St-Andrew's**

Date : Saturday, October 17

Time: 6 PM - 8 PM

Address: Église presbytérienne St-AndrewOttawa, ON

Cost: 12,67$

Details:

A magical evening with Hélo Rose, pianist Damir Lavoie-Imelbaev, and guests from the local emerging music scene, in an exceptional venue in the heart of Ottawa.

We invite you to discover Hélo Rose's musical world through her songs and covers, accompanied by piano, in the unique atmosphere of St. Andrew's Church.

A predominantly francophone evening, featuring french chanson, jazz, pop, and compositions, all brought to life in a beautiful space with sublime acoustics.

Hélo Rose: Singer / Songwriter
Damir Lavoie Imelbaev: Pianist / Composer
Guest Artists: Émile Fleury, Matt Juelz, Éllie Lacroix

Event: **Westie Underground**

Date: Saturdays

Time:
We have two lesson options, for the newer as well as more seasoned dancers:
-7:45 PM Doors open
-8:00 PM-8:45 PM: Specialty Drop In lesson (topics announced weekly via social media; usually expects prior WCS experience)
-8:45 PM: FREE Intro to West Coast Swing (newbies welcome!)
-9:00 PM: DJ'd Social dancing

Schedule:
7:45 pm: Doors open
8:00-9:30 pm: Lessons - see schedule above
9:00-Midnight: DJ'd Social dancing

Address: 1574 Walkley Rd, Ottawa, ON, Canada, Ontario

Cost:
FREE - first timers
$15 - social dance

Details:

Join the Underground (parking & entrance behind the building) for a West Coast Swing/Hustle Social Dance!

New dancer?! Your first night is FREE! No partner, experience, or registration required!

Event: **Marché d'Halloween Templeton**

Date: October 24, 2026

Time: 10 :00AM – 4:00PM

Address :13 Rue Curé-Labelle, Gatineau

Cost: free

Details:
More than 25 exhibitors will be set up indoors, with several more outdoors as well.
Scares, thrills, and laughter are on the agenda for this fantastic day.
As in previous years, we invite you to come in costume for the event. All of our exhibitors will hand out candy or small surprises to everyone in costume.
Several themed activities are planned for the day

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11. Varia

The following items were carried forward for future discussion:

1. Cosmetics supplies
2. School merchandise ideas
3. Kitchen equipment replacement
4. Study groups
5. French twinning initiative
6. Inclusion promotion materials
7. Neurodivergent student supports
8. Phone box proposal

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12. Adjournment

Meeting adjourned following completion of reports and discussions.

Motion by: Elinor Escalante Dias **Motion 2026-10-06-09**

Seconded by: Christella Nabintu

Next Meeting: November 24, 2026.