

**MARGARET MANSON ELEMENTARY SCHOOL
GOVERNING BOARD MEETING MINUTES**

Wednesday October 1, 2014

Present

Parents

Renee Aspiotis
Joel Austen
Adolfo de la Rúa
Julie-Ann Leblanc
Nadia Naqvi

Staff

Phyllis Orofino
Mathieu Larocque
Sheila Dunwoodie
Kristin Eccles
Jutta Bouchard

Administration

Adrian Geller (principal)

Recorder

Julie-Ann Leblanc / Renee Aspiotis

Guests

1 member of the public

Absent

Commissioner

1. WELCOME

Verification of quorum was conducted and the meeting started at 7:05 pm.

2. ADOPTION OF THE AGENDA

Motion 14-09 : To approve the agenda.

Motioned by: Jutta

Seconded by: Renee

Adopted Unanimously

3. ADOPTION OF MINUTES OF GB MEETING HELD ON SEPT 11, 2014

Sheila pointed out that the field trip to Ottawa was omitted from sections **8a** and **Appendix A** in the Sept 11, 2014 GB meeting minutes (**Motion:14-06**).

Trip to Ottawa Details (Motion: 14-06)

- Canadian Government in Action Theme
- **Grades:** grades 4/5 split class and 5
- **Date & Time:** Nov 5th; 7:30 am - 8:30 pm
- **Transportation & Cost:** coach; \$85 (includes coach, 5 sites but not lunch)
- **Ratio (adults:children) = 7 adults: 66 students**

- **Other:** MP Francis Scarpellegia will give personal tour of House of Commons with photo op

Motion 14-10 : To adopt the minutes of the GB meeting held on Sept 11, 2014 with the addition of the Ottawa Field Trip described above (**Motion 14-06**).

Motioned by: Phyllis

Seconded by: Mat

Adopted Unanimously

4. PUBLIC

4.1. H&S LIAISON - ABSENT

4.2. GRAD COMMITTEE - ABSENT

5. BUSINESS ARISING FROM MINUTES

5.1. PARENT REPRESENTATIVES

After discussion, Adolfo and Nadia accepted to split the role as parent representatives and were thus elected by acclamation.

5.2. UPCOMING MEETINGS

- group proposed the following schedule for GB meeting for 2014-2015
- all meetings to be held at 7pm

Approved (Motion 14-05):

September 11th
October 1st
October 29th
November 26th

Proposed:

No meeting in December
January 28
February 25th
March 25th
April 29th
May 27th
June 17th (if needed)

Motion 14-11 : To approve proposed GB meeting dates for the remaining 2014-2015 calendar year

Motioned by: Kristin

Seconded by: Sheila

Adopted Unanimously

6. NEW BUSINESS

6.1. INTERNAL RULES OF MANAGEMENT

Julie-Ann presented a revised version of the Internal Rules of Management to the GB. Topics/points that were extensively reviewed/modified included:

- circulation times for agendas, minutes and other documentation of a complex nature that needed to be reviewed by members prior to voting
- process for a decision during a motion period
- process on how to approve activities in-between GB meetings
- field trips, fundraisers, rentals and other school related activities will each be moved and seconded individually
- GB minutes will be posted on the school website
- plus other minor modifications

A final version will be presented for approval at the next meeting.

6.2. NEWSLETTER

Julie-Ann presented a newsletter article that will be published in upcoming fall school newsletter.

6.3. GB WEBSITE: NAMES, CONTACT INFO (1 EMAIL)

GB website will be updated to include the following content

- names and titles of GB members
- a general e-mail address MMESGB@hotmail.com
- upcoming GB meeting dates
- option to include part of newsletter on website
- minutes from GB meetings

7. REPORTS

7.1. PRINCIPAL'S REPORT

Mr. Geller gave updates on the following initiatives/events:

a) RCMP Musical Ride at PCHS

- held on Sept 25th
- thanked all staff, volunteers and LBPSB for the transportation

b) Rental Update with Laurentide Controls for Ball Hockey (Motion 14-07)

- cancelled due to insufficient registrations

c) School Success Planning

i. Student Anxiety Workshop

- teachers & staff received a 1/2 day workshop with 2 psychologists (E. Bloom and J. Weintraub) who sit in on mental health excellence committee at school board
- how to identify and address student anxiety and at what point to refer
- possibility for future consults
- arose from Smart Goals meetings at the end of last year

ii. W.I.T.S. Program

- pro-social behaviour program that will be integrated in school curriculum addressing conflict, potential violence and potential bullying
- co-coordinated by Mr. Geller and Anne Vrana
- W.I.T.S. = Walk away, Ignore, Talk it out, Seek help
- program written by teachers, bilingual, low-cost, grass roots and literacy based
- successfully implemented at Greendale
- October 15 = launch assembly with police officers, fire fighters, public security; with grades K-2 and 3-6
- posters, magnets, badges, banners, stuffed animals and brochures for students/parents
- Peace Pals will also be involved

Questions/Suggestions raised by parent committee members

- one concern was whether program will reach out to those individuals not using their “WITS” and how we intended to address these particular individuals
- suggestion was made to bring in guest speakers to compliment program and further connect with children like they did last year with Josh Bourque from the Allouettes (ex. Chris Nilan Montreal Canadians etc...)
 - *will be evaluated perhaps later in the year once WITS program has been implemented; additional guest speakers/performers were welcomed as suggestions and would also be considered*
- another question arose whether there was a program specifically targeted for parents (ex. last year’s Dare to Care program at St. Edmonds)
 - *brochure will be distributed to parents introducing them to WITS program and providing them general information along with additional references to online resources, videos and books*

d) EpiPen Training

- staff underwent intensive review of EpiPen protocol
- nurse has updated all notes, pictures and files of students
- 2 staff (J. Bouchard & A. Couto) received 2 day emergency responder training plus other staff certified with CPR and first aid

e) School Board Elections

- Sunday Oct 26 (pre-election) and Sunday, Nov 2
- MMES site for upcoming school board elections for council commissioner and chair

f) Celebration of Excellence

- Oct 2 - 8 performances for MMES Has Talent with 2 student MCs (grade 6)
- thanked Mme Gervais and Mme Orofino for helping with auditions

g) Important Dates

- Oct 3 - PED Day
- Oct 10th - Interim Reports due - appraisal of how child is adapting to program with real focus on work habits: not an assessment of academic progress
- Nov 20-21 - parent teacher interviews

h) Clubs

- Environment (composting) and Math Clubs up and running
- Peace Pals - Mat, Lori, Jennifer Deschamps, and Anne Vrana (new Community Life Animator) helping co-ordinate WITS initiatives; consulting with Diana Jackson who started these initiatives at Lakeshore School Board

i) Correspondence

- **Thinking Traps**- interactive seminar on how to develop strategies to help you avoid common thinking traps
- workshop offered by LBPSB in partnership with Concordia
- open to members of the LBPSB community
- Registration Fee = \$25; Saturday, Oct 18 or Sunday Oct 19 (9 am - 4 pm)

7.2. TEACHERS' REPORT

a) Peace Pals (Mat)

- grade 6 are helping K-2 students in the yards and also mentoring grade 5s
- general Roles and Responsibilities include:
 - helping out at recess, assemblies, mornings, open house, mentoring & promotions of events/initiatives (WITS)
 - providing resolution for conflicts between younger children
 - generally look out for well-being of all students
 - some will be selected to represent MMES for WE Day (Free the Children)
 - meet every 2nd week at lunch

b) Corn Roast (Phyllis)

- thanked H&S and parent volunteers for our first community event and for the delicious corn

c) Way Way Off Broadway (Sheila)

- The Sound of Music - March
- rehearsals have already begun
- mid-Nov - auditions for speaking roles
- beginning of Dec - after school rehearsals
- grade 4 = choir (~ 30 students); grades 5 & 6 = speaking roles (55 students)

d) Tournaments (Kristin)

- Ultimate Frisbee Tournament - Sept. 23 (grade 5)
- Kristin thanked all parent volunteers for successful tournament

Upcoming tournaments

- Handball = Oct 8
- Cross Country Run = Oct 22

7.3. DAYCARE REPORT (Jutta)

a) Training

- J. Bouchard - first responder certified
- all daycare staff - first aid certified
 - will also be trained on WITS program

b) New Daycare Routine

- more structured to encourage children's participation in activities children where they normally would not take part in
- each educator has their own group from 2:30 - 4:45 pm
- includes snack, recess, homework period + an assigned activity for the day
- assigned activity - gym, board games, science, sewing, crafts etc...
- free flow Fridays - kids can chose any activity

c) Lunch Program

- Chess and Mosaic Madness has started

d) Composting

- kids are successfully composting at lunch
- concern with wasps/bees circulating near composting bins near front entrance
 - *Jutta commented on how bins are closed and how they pour baking soda and vinegar to deter wasps/bees; kids have been instructed not to eat outside in school yard; not ideal to relocate bins*

e) PED Days

- Sept 19 - Friendship Theme - 85 students
- Oct 3 - Shérif Ville- 86 students

f) New Daycare Fees

- increased to \$7.30 / day

7.4. CHAIRPERSON'S REPORT - NO NEW INFORMATION

7.5. REGIONAL PARENT'S REPORT

- No new information
- first meeting Oct 2

7.6. COMMISSIONER'S REPORT - ABSENT

8. FIELD TRIPS / UPCOMING EVENTS

8.1. RATIFY E-VOTES - The following field trips/events were voted on and approved unanimously by e-mail on Sept 21, 2014.

e-vote date	Trip / Event	Date & Time	Ratio A:C	Cost & Transp.	K	1	2	3	3/4	4	4/5	5	6	D
Sept 21 e-vote#1	RCMP Musical Ride @ PCHS	Sept 26 9:00-11:30am	1:6	free, bus		x		x			x	x		
Sept 21 e-vote#2	Terry Fox Run gr. K-3 onsite; gr. 4-6 on sidewalk east of school & school property loop - staff distributed along route (special supervision of intersections) No door to door collection	Oct 16 12:45-2:15pm	1:12	n/a	x	x	x	x	x	x	x	x	x	

A:C = Adult : Children ; Gr. = Grades; D = Daycare; K = Kindergarten

Motion 14-12 : To ratify e-votes for RCMP musical ride and for Terry Fox Run that were approved unanimously by e-mail on Sept 21, 2014.

Motioned by: Jutta

Seconded by: Kristin

Adopted Unanimously

8.2. NEW FIELD TRIPS

Trip / Event / Location	Date & Time	Ratio A:C	Cost & Transp.	Gr.	Motion No.	Motion
Music Educational Workshop - interactive African percussion/song/dance with visual imagery - cafeteria	Nov 7 1:30-2:15pm	n/a	\$9	K	M14-13	To approve interactive music educational workshop Motioned: Joel Seconded: Jutta <i>Unanimously Approved</i>
Blanket permission to give 2 km radius for walking field trips in the immediate community ex. trips to local park, movie theatre, St. Anthony's -applies to teachers and daycare	2014-2015 school year	1:8 (gr. 5/6) 1:4-6 (gr. K-4)	n/a	K-6 & D	M14-14	To approve request for a blanket permission to give 2 km radius for walking field trips within immediate community for all staff (including daycare) Motioned: Mat Seconded: Adolfo <i>Unanimously Approved</i>
Théâtre : Vadrouille l'épouvantail et le voleur de citrouille -onsite	Oct 31 1-2 pm	n/a	\$5.50	1,2	M14-15	To approve french theatre Vadrouille l'épouvantail et le voleur de citrouille Motioned: Sheila Seconded: Adolfo <i>Unanimously Approved</i>
Daycare Trip to Pointe-à-Callière -exploring history	Nov 21	1:8	\$30 - includes entry and bus	K-6, D	M14-16	To approve daycare trip to Pointe-à-Callière Motioned: Renee Seconded: Kristin <i>Unanimously Approved</i>
Théâtre : Rosette La Mouffette -onsite	Jan 16 1-2 pm	n/a	\$5.50	1,2	M14-17	To approve french theatre Rosette La Mouffette Motioned: Mat Seconded: Adolfo <i>Unanimously Approved</i>
Daycare: Base de Plein Air de St. Lazare -animators, cross country skiing; sledding, snowshoe, treasure hunt, snow soccer and more	Feb. 6 8:30-3 pm	1:8	\$32, bus	K-6, D	M14-18	To approve daycare trip Base de Plein Air de St. Lazare Motioned: Phyllis Seconded: Adolfo <i>Unanimously Approved</i>

The following field trips/events were presented at the meeting.

A:C = Adult ; Children ; Gr. = Grades; D = Daycare; K = Kindergarten

OTHER

Mr. Geller finalized prices for following tournaments:

- Handball = \$15;
- Ultimate Frisbee = \$15;
- Cross Country Run = \$15.

These new prices will be reflected in **Appendix A** of this month's minutes.

8.3. UPCOMING EVENTS

Shave to Save Breast Cancer Awareness Fundraiser Event

- Oct 28 - gym; MMES target goal = \$750
- Mat Larocque has offered to have his head shaved
- asking donation of \$2/student for the cause

Motion 14-19 : To approve Shave to Save fundraiser event asking students to contribute \$2 each for the cause.

Motioned by: Jutta

Seconded by: Sheila

Adopted Unanimously

9. CORRESPONDENCE

- letter was received for the 2 parent reps for the Central parents committee

10. VARIA / QUESTIONS FROM THE PUBLIC

Questions From The Public

What is status with our commissioner?

Suanne Stein Day is a candidate for our region running as Chair of the Council of the Commissioners. As a result, chair can no longer sit in on our GB meetings as regional representative.

11. NEXT MEETING

11.1. PROPOSED TOPICS

- Review outstanding business in minutes
 - governing board website
 - carpooling
- Correspondence: Enrolment Criteria (response due Nov 15)

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- Other : Math Scores: Actions taken from what we have learned -tabled to Nov 26 meeting

11.2. ADJOURNMENT / DATE AND TIME OF NEXT MEETING: Oct 29th at 7pm

Motion 14-20 : Motion that the meeting be adjourned at 9:30pm

Motioned by: Jutta

Seconded by: Kristin

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Event	GB Reviewed Date	GB Approved Status	Type of Event	Timing	Cost	Event Status	\$ Raised

Appendix A:

Event	GB Reviewed Date	GB Approved Status	Type of Event	Timing	Cost	Event Status	\$ Raised
Fundraising lunches – vendor TBD	May 29 '14	May 29 M13-55	FR	2014-2015	TBC	Planned	
Mabel's Labels	May 29 '14	May 29 M13-55	FR	2014-2015	TBC	Planned	
QSB magazine subscription	May 29 '14	May 29 M13-55	FR	2014-2015	TBC	Planned	
English/French Book Fair – twice a year	May 29 '14	May 29 M13-55	FR	Twice a year 2014-2015	TBC	Planned	
Bake Sale and Refreshments Fundraiser during activities	May 29 '14	May 29 M13-55	FR	Ad-hoc during activities 2014-2015	TBC	Planned	
Welcome event – corn roast	May 29 '14	May 29 M13-55	Comm-unity	Start of year 2014-2015	TBC	Planned	
Comedy Night:	May 29 '14	May 29 M13-55	Comm-unity	TBD – Nov 2014	TBD	Planned	

The following is a consolidated list of Events, Fundraising and Field Trips for the 2014-2015 school year.

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Grad Committee Events:

GB Review Date	Trip / Event	Date & Time	Ratio A:C	Transp & Cost	K	1	2	3/4	4/4	4/5	5/5	6	D
Sept 11 M14-06	Lunch Activity programs In-house	Sept-Nov	n/a	\$95-chess \$98-mosaics \$108-film making									x
Sept 11 M14-06	Daycare Field trip Base de Plein Air des Cèdres Le Wild Wild West	Oct 3 Full Day	1:10	\$30, bus		x	x	x	x	x	x	x	x
Sept 11 M14-06	Board Phys-Ed Ultimate Frisbee St-Anthony	Sept 23	1:8	\$20 \$15, bus							x	x	
Sept 11 M14-06	Board Phys-Ed Handball Westpark	Oct 8	1:8	\$17 \$15, bus							x	x	
Sept 11 M14-06	Board Phys-Ed Cross Country Run Morgan Arboretum	Oct 22	1:8	\$14 \$15, bus				4	x	x	x	x	
Sept 11 M14-06	Ottawa Field Trip Canadian Gov't In Action Theme	Nov 5 7:30am -8:30pm	1:10	\$85, includes coach, 5 sites but not lunch						x	x		
Oct 1 M14-12	RCMP Musical Ride @ PCHS	Sept 26 9:00-11:30am	1:6	free, bus		x				x	x	x	

Home & School Events:

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GB Review Date	Trip / Event	Date & Time	Ratio A:C	Transp & Cost	K	1	2	3/ 4	4	4/ 5	5	6	D
Oct 1 M14-13	Interactive Music Educational Workshop -in-house	Nov 7 1:30-2:15pm	n/a	\$9	x								
Oct 1 M14-14	Blanket permission request- 2 km radius for walking field trips -teachers and daycare	2014-2015 school year	1:8 (gr. 5/6) 1:4-6 (gr. K-4)	n/a	x	x	x	x	x	x	x	x	x
Oct 1 M14-15	Théâtre : Vadrouille l'épouvantail et le voleur de citrouille -in-house	Oct 31 1-2 pm	n/a	\$5.50		x	x						
Oct 1 M14-16	Daycare Trip to Pointe-à-Callière	Nov 21	1:8	\$30 - includes entry and bus	x	x	x	x	x	x	x	x	x
Oct 1 M14-17	Théâtre : Rosette La Mouffette -onsite	Jan 16 1-2 pm	n/a	\$5.50		x	x						
Oct 1 M14-18	Daycare Trip Base de Plein Air des Cèdres - St. Lazare	Feb. 6 8:30-3 pm	1:8	\$32, bus	x	x	x	x	x	x	x	x	x

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Field Trips:

Fundraiser	GB Initial Reviewed Date	GB Approval Date Motion No.	Timing	Cost	Event Status	\$ Raised
Annual Terry Fox Run - onsite and near school	Sept 11, 2013	Oct 1 M14-12	Oct 16		Planned	
Shave to Save - Breast Cancer Awareness - Board-wide	Oct 1, 2014	Oct 1 M14-19	Oct 28	asking \$2/ student	Planned	

A:C = Adult : Children ; D = Daycare; K = Kindergarten

Field Trips:

A:C = Adult : Children ; D = Daycare; K = Kindergarten

Fundraisers: