

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

Wednesday October 29, 2014

Present

Parents

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

Staff

Phyllis Orofino
Mathieu Larocque
Kristin Eccles
Jutta Bouchard

Administration

Adrian Geller (principal)

Recorder

Renee Aspiotis

Guests

Tamara Di Giglio (*Home & School Liason*)
Mirella Di Caprio (*Grad Committee Chair*)

Absent

Sheila Dunwoodie
Commissioner

1. WELCOME

Verification of quorum was conducted and the meeting started at 7:00 pm.

2. ADOPTION OF THE AGENDA

Motion 14-21 : To approve the Oct 29, 2014 agenda.

Motioned by: Kristen

Seconded by: Jutta

Adopted Unanimously

3. ADOPTION OF MINUTES OF GB MEETING HELD ON OCT 1, 2014

Motion 14-22 : To adopt the minutes of the GB meeting held on Oct 1, 2014 with the addition of Jennifer Deschamps name to section **7.1 Principal's Report (h) Clubs (Peace Pals)**.

Motioned by: Joel

Seconded by: Mat

Adopted Unanimously

4. PUBLIC

4.1. HOME AND SCHOOL (Tamara - H&S Liason)

- proposed sale of spiral bound recipe book as a fundraiser
- anyone from MMES can submit a recipe

- asking \$10-12 (depending on size of book)
- was done ~8 yrs ago and made good profit for H&S
- to be distributed by Valentine's Day
- requirements: 3-4 weeks binding time; 100 recipe minimum
- cost example : 500 books = \$4.35 (the more books you sell, the cheaper the price)

Motion 14-23 : To approve recipe book fundraiser which will be distributed by Valentine's Day.

Motioned by: Joel

Seconded by: Mat

Adopted Unanimously

4.2. GRAD COMMITTEE (Mirella)

a. TCBY Fundraiser

- 2 TCBY campaigns to be offered to entire school
- 1st campaign; Nov 19, Dec 12, Jan 15 and Feb 19 (4 month period)
- 2nd campaign will be for March - June period (exact dates TBC)
- option to choose which dates you would like to receive TCBY on order forms
- cost \$2.50 per order per child
- run by Mrs. Dunwoodie with gr. 6 students

Motion 14-24 : To approve two TCBY fundraiser campaigns to be held during Nov-Feb period and March-June period.

Motioned by: Mat

Seconded by: Renee

Adopted Unanimously

b. Hockey Tickets Raffle

- 2 pairs of hockey tickets available to be raffled off (Dec 18 and March)
- \$5 per raffle ticket or \$10 for 3 raffle tickets
- sold only by grade 6 students to family and friends

Motion 14-25 : To approve raffling off of two pairs of hockey tickets for Dec 18 and March games respectively at a cost of \$5 per raffle ticket or \$10 for 3 raffle tickets.

Motioned by: Kristen

Seconded by: Phyllis

Adopted Unanimously

c. Bake Sale

- two bake sale fundraisers to be run during Holiday Fair and Way Way Off Broadway Show
- nut free goods will be provided by grade 6 parents
- coffee sponsor for Way Way Off Broadway only

Motion 14-26 : To approve two bake sales to be held during Holiday Fair and during Way Way Off Broadway Show respectively.

Motioned by: Jutta

Seconded by: Adolfo

Adopted Unanimously

d. Valentine's Family Bingo Night

- to be held on February 12, 2015 for entire school
- combo meals to be offered (ex. hot dogs + chips + drink + 2 bingo cards - prices and exact combinations TBD)
- prizes will also be offered (ex. gift certificates, coffee maker and other non-dollar store items/donations from parents)
- raffle tickets for March hockey game will also be sold during this event

Motion 14-27 : To approve Valentine's Family Bingo Night to be held on February 12, 2015.

Motioned by: Joel

Seconded by: Phyllis

Adopted Unanimously

e. Graduation Date

- set for June 19, 2015

5. REPORTS

5.1. PRINCIPAL'S REPORT

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

a) Google Growth at LBPSB

- Google platform being integrated/phased in throughout LBPSB schools by end of this year
- Google summit - December
- PD session for teachers already took place during Oct 27 PED Day
- plans to use Google chrome mini laptops

b) TTFM Student Survey

- annual Tell Them From Me senior grade survey - November
- feedback helps guide staff / school success planning committee
- some open ended questions for children to share their feedback in a more personalized way in terms of anxiety, belonging, health/nutrition etc...
- revisited again in April - get snapshot of how kids progressed over the year

c) Digital Resource Budget

- elementary schools receive a few thousand dollars from school board
- allows teachers/administrators to buy software (apps, site licenses, and other software)
- does not include hardware - separate budget
- opportunity to purchase digital media - fall and spring)

d) W.I.T.S. Launch

- implemented throughout school including daycare
- Anne Vrana successfully helped organize first launch assembly
- Peace Pals on board
- Suzanne (librarian) and Anne are also developing french & english literature kits - books and lesson plans for teachers to be used throughout year
- overall, WITS teaches and empowers individuals to diffuse and /or de-escalate inappropriate conflict
- Adolfo mentioned how Chris Nilan gave successful anti-bullying talk at Mt Pleasant in Hudson

e) Shave and Save

- M. Larocque, Mr. Chilton and Mrs. Gualtieri participated
- over \$1,300 raised (goal was \$750); over \$51,000 raise board wide
- thanked Mrs. Bernardo for shaving/cutting hair and to parents/children for donations

f) Fire Drills / Code Red

- successfully implemented
- only one child reported having hard time processing code red training but now doing fine

g) Elections

- LBPSB elections Nov 2 in gym at MMES 10am-8pm
- Mr. Pavone and Mrs. Place candidates for our region
- Chairperson candidates -S. Stein Day, C. Eustace, A. Nolet

h) Ottawa Trip

- Ottawa trip (**M14-06**) postponed until further notice

i) Remembrance Day Assembly

- assembly on Nov 12 with songs, poems, video, guest speaker, Peace Pals

5.2. TEACHERS' REPORT

a) Robotics (Mat)

- programs installed on 4 different computers
- goal: extra curricular activity during lunch or after school

b) Holiday Concert (Phyllis)

- Dec 18, 9:30 -10:15 am
- grades: K, 1, 2 ,3 (but not split class)

c) Way Way Off Broadway (Phyllis)

- rehearsals underway; auditions to start soon
- once songs are learned grade 4s will be invited to sing as well

d) Beethoven and Bullying (Phyllis)

- with Jeunesse Musicale and McGill Chamber Orchestra
- approved by Staff Council
- grades 3, 4, 5
- will be brought to governing board once hear back from school grant

e) Handball / Terry Fox / Cross Country (Kristin)

- **Handball** - teams won all their games
- **Terry Fox** - raised \$6,300; run was followed by dance after
- **Cross Country** - Oct 22; MMES did outstanding and placed 1st for grade 6 boys, gr. 5 boys and gr. 5 girls; they also placed 2nd and 3rd for grade 4 boys. They also placed 1st and 10th overall in 3 km run!

f) Professional Improvement Committee - (Phyllis)

- committee members: Mat, Phyllis, Sarah and Adrian
- funds allocated by LBPSB for teachers for professional development
- committee sets goals & priorities to be inline with school boards strategic direction (eg advancement of technology with Google Docs workshops, team building activities with cooking activities at Provigo etc...)

g) Variety Show - (Phyllis)

- May 14 (dress rehearsal on the 13th)

h) Environment Club - (Phyllis)

- 14 grade 5 students
- recycling program at recess and composting at lunch creating games for younger students to teach them about reducing waste
- will collect organic waste from recess snacks in January
- Green News to be communicated in upcoming newsletter

i) Math Club (Phyllis)

- 22 grade 6 students meet every Wed
- with Mme Ladouceur & Mrs. Newton
- Nov 5 qualification exam for team (12 students chosen + 2 alternates)
- Math Olympics - Dec 3 at Riverdale High School at 6 pm

5.3. DAYCARE REPORT (Jutta)

a) Ped Day Oct 3rd - Field Trip to Shérif Ville

- Wild West theme
- Grade 1 - 6: archery, paddle boats, bouncing castle, wall climbing, mini putt, obstacle course, zipline
- Ks stayed behind and made ponies and cactus crafts; played indoor and outdoor games.

b) Ped Day Oct 27th - In-House

- 'Creepy Crawly' theme
- Grades K - 2 played 'creepy' games in the gym with the help of Grade 6 students
- Grade 3 - 6 played Halloween themed 'Minute to win it' games
- Crafts included masks, paper plate spiders; played spider bingo as well.

c) Door decorating

- Grade 5 & 6 decorated some classroom doors with Halloween theme

d) October Club = cooking

- smoothies, brownies, pancakes, mini pizzas, apple crisp, veggie skeleton, brain dip & more were made during month of Oct with all grades participating

e) W.I.T.S

- Lunch Supervisor & Daycare Educators encouraging students to use their WITS

5.4. CHAIRPERSON'S REPORT (Julie-Ann)

- names submitted for parent reps
- budget information for governing board - tabled for next meeting
- upcoming election - chairperson receiving lots of information; maintaining impartiality thus will not distribute election information and encouraged others to do the same

5.5. REGIONAL PARENTS' REPORT (Adolfo)

- cpc asked regional parent reps to bring back 5 issues from parents within schools
- need to clarify if cpc would like parent reps to act on behalf of parents of MMES or as a governing board member
- new communication tool - Base Camp - social media platform/blog for parent reps and chairpersons

5.6. COMMISSIONER'S REPORT - ABSENT

6. FIELD TRIPS / UPCOMING EVENTS

6.1. RATIFY E-VOTES

- no e-votes to ratify
- Ottawa trip **M14-06** on hold and future date to be announced at a later time

6.2. NEW FIELD TRIPS

The following field trips / events were presented for approval.

Trip / Event / Location	Date & Time	Ratio A:C	Cost & Transp.	Gr.	Motion No.	Motion
Grade 6 Grad trip- Jouvance - Orford	Feb 23 7am - Feb 25 4pm	44 stud 1:11	\$225 room, board and transp.	6	M14-28	To approve grade 6 Jouvance trip to Orford Motioned: Jutta Seconded: Adolfo <i>Unanimously Approved</i>
Daycare Field Trip - Laurentian Lanes (Bowling) - in lieu of Pointe-à-Callière (cancelled due to double booking) -lunch not served	Nov 21 (Ped Day)	~1 : 9 ~80 stud.	\$16 (incl bus)	K-6	M14-29	To approve daycare field trip (Bowling) to Laurentian Lanes on Nov 21 Motioned: Joel Seconded: Phyllis <i>Unanimously Approved</i>

A:C = Adult : Child

6.3. FUNDRAISERS, RENTALS AND OTHER TOPICS

- nothing new to add

7. BUSINESS ARISING FROM MINUTES

7.1. INTERNAL RULES OF MANAGEMENT

- section 4 (second last bullet) to be reworded along the lines “If the activity is approved by the majority (considering rules of quorum) the activity shall be considered approved and will be logged in the minutes of the next meeting”
- revised version to be shared with GB

Motion 14-30 : Motion to approve the Internal Rules of Management with change to bullet in section 4 described above.

Motioned by: Matt

Seconded by: Renee

Adopted Unanimously

7.2. GOVERNING BOARD WEBSITE

- consensus was not to form a subcommittee and just update as we go along
- Open House with Ks (along with AGM) good time to introduce and promote GB to new parents

7.3. CARPOOLING

- current carpooling form and its Addendum I were reviewed and it was agreed that no new changes needed to be made
- it was mentioned that this topic could be addressed at next CPC meeting with one of our regional parent reps - How do other schools address/handle carpooling?

8. BUSINESS ARISING FROM MINUTES

8.1. ENROLMENT CRITERIA

- enrolment criteria was reviewed
- some questions/recommendations raised included :
 - At what point of the year do they cap the schools? When do they decide and when do they cap?
 - points 3 and 7 on page 4 needs to be worded a bit more clearly

9. CORRESPONDENCE

- a) GB budget (ex. funding for babysitting costs etc)
 - tabled for next meeting; information will be distributed prior to next meeting
Q: Does money get reinvested in school if you don't use GB funding?
Answer: NO
- b) extra manual for GB received; also accessible online through LBPSB website
- c) flyer

10. VARIA / QUESTIONS FROM THE PUBLIC

-none

11. NEXT MEETING

11.1. PROPOSED TOPICS

- **Math Scores: Actions taken from what we have learned**
 - Administration was to discuss recommendations/actions taken to address math scores from the previous year at upcoming Nov 26 GB meeting. However, after a lengthy discussion, it was decided that Joel and Mr. Geller meet off line to discuss these math scores in depth, and that if need be, it be brought back to GB at a future date. Mr. Geller as per usual will continue to bring forward results from student success plan in the coming months.
- **GB budget** -tabled to next meeting

11.2. ADJOURNMENT / DATE AND TIME OF NEXT MEETING: NOV 26th at 7pm

Motion 14-31 : Motion that the meeting be adjourned at 9:10pm

Motioned by: Kristen

Seconded by: Jutta

MMES GOVERNING BOARD MEETING MINUTES - Wednesday, October 29, 2014

Appendix A:

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

Grad Committee Events:

Event	GB Reviewed Date	GB Approved Status	Type of Event	Timing	Cost	Event Status	\$ Raised
TCBY 2 main campaigns (4 dates per campaign or 8 dates in total)	Oct 29, 2014	Oct 29 '14 M14-24	FR	1st campaign: Nov 19, Dec 12, Jan 15, Feb 19 2nd campaign: TBC	\$2.50/unit	Planned	
Hockey Ticket Raffle	Oct 29, 2014	Oct 29 '14 M14-25	FR	Nov '14-March '15	asking \$5 per ticket; \$10 for 3 tickets	Planned	
Bake Sale	Oct 29, 2014	Oct 29 '14 M14-26	FR	Holiday Fair (Dec 5) & Way Way Off Broadway (March)	TBC	Planned	
Valentine's Family Bingo Night	Oct 29, 2014	Oct 29 '14 M14-27	FR	Feb 12, 2015	TBC	Planned	

Home & School Events:

Event	GB Reviewed Date	GB Approved Status	Type of Event	Timing	Cost	Event Status	\$ Raised
Fundraising lunches – vendor Piccola Gioia	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	

MMES GOVERNING BOARD MEETING MINUTES - Wednesday, October 29, 2014

Home & School Events cont'd:

Event	GB Reviewed Date	GB Approved Status	Type of Event	Timing	Cost	Event Status	\$ Raised
QSP 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	\$0.50-\$2 / unit	Planned	
Welcome event – corn roast	May 29 '14	May 29 M13-55	Community	Start of year 2014-2015	TBC	Planned	
Comedy Night:	May 29 '14	May 29 M13-55	Community	TBD – Nov 2014	TBD	Planned	
Recipe Book	Oct 29 '14	Oct 29 M14-23	FR	Dec-Feb 2014	asking \$10-\$12/unit	Planned	

Field Trips:

GB Review Date	Trip / Event	Date & Time	Ratio A:C	Transp & Cost	K	1	2	3/4	4	4/5	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

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

MMES GOVERNING BOARD MEETING MINUTES - Wednesday, October 29, 2014

Field Trips cont'd:

GB Review Date	Trip / Event	Date & Time	Ratio A:C	Transp & Cost	K	1	2	3/ 4	4	4/ 5	5	6	D
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 on hold until further notice	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	
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

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MMES GOVERNING BOARD MEETING MINUTES - Wednesday, October 29, 2014

Field Trips cont'd:

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 M14-15	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 - include s 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
Oct 29 M14-28	Grade 6 Grad Trip Jouvence- Orford	Feb 23 7am - Feb 25 4pm	44 stud 1:11	\$225 room, board and transp.									x
Oct 29 M14-29	Daycare Field Trip - Laurentian Lanes (Bowling) - in lieu of Pointe-à- Callière (cancelled due to double booking) -lunch not served	Nov 21 (Ped Day)	~1 : 9 ~80 stud.	\$16 (incl bus)	x	x	x	x	x	x	x	x	x

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MMES GOVERNING BOARD MEETING MINUTES - Wednesday, October 29, 2014

Fundraisers:

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	