

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

Wednesday November 26, 2014

**Present**

**Parents**

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

**Recorder**

Renee Aspiotis

**Guests**

Rosie Luciano (*Home & School Chair*)

**Staff**

Phyllis Orofino  
Mathieu Larocque  
Sheila Dunwoodie

**Absent**

Domenic Pavone (*Ward Council Rep*)  
Jutta Bouchard  
Kristin Eccles  
Nadia Naqvi

**Administration**

Adrian Geller (principal)

**1. START OF MEETING - ASSESS QUORUM**

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

**2. ADOPTION OF THE AGENDA**

**Motion 14-32** : Motion to approve the Nov 26, 2014 agenda.

Motioned by: Mat

Seconded by: Adolfo

*Adopted Unanimously*

**3. ADOPTION OF MINUTES OF GB MEETING HELD ON OCT 29, 2014**

**Motion 14-33** : Motion to adopt the minutes of the GB meeting held on Oct 29, 2014.

Motioned by: Joel

Seconded by: Mat

*Adopted Unanimously*

**4. PUBLIC**

**4.1. HOME AND SCHOOL (Rosie)**

**a) Holiday Fair**

- Dec 5th; 6:30-8:30pm

- vendor room, craft room, ginger bread room; face painter; food; raffle prizes etc... same as last year
- will be charging for raffle tickets and food (prices TBD) and for ginger bread room (~\$1 per cookie)
- vendors are charged \$25 per table

**Motion 14-34** : Motion to approve The Holiday Fair on December 5th with activities as described above .

Motioned by: Phyllis

Seconded by: Sheila

*Adopted Unanimously*

### **b) Families Helping Families**

- previously did gift baskets for handful of families
- this time will collect monetary funds, canned foods, new/used toys and donations will go to either Children's / St. Justine Hospital (preferably) and/or to some other local community (West Island Community Centre, YMCA...)
- will be delivered last week of school
- Phyllis suggested to use Holiday Concert as a venue to collect canned goods - this idea was well received
- In addition to monetary donations, Rosie suggested that sales from raffle tickets from Holiday Fair to be donated to a local community drive

**Motion 14-35** : Motion to approve Family Helping Families initiative in the December time frame involving a food collection, toy drive and monetary collection giving back to local charity (exact charity TBC).

Motioned by: Phyllis

Seconded by: Mat

*Adopted Unanimously*

### **c) FundScrip**

- gift card fundraiser
- supporters pay for their shopping (groceries, gas, home & garden, entertainment, restaurants, and much more) with gift cards bought from FundScrip
- portion of contribution comes back to MMES which will then be used to fund activities for the children for example
- companies participating include: Metro, Loblaws, Starbucks, Canadian Tire, Gap, Old Navy and more

**Motion 14-36** : Motion to approve FundScrip as a fundraising initiative by H&S throughout the school year (Sept-June).

Motioned by: Sheila

Seconded by: Joel

*Adopted Unanimously*

**d) Year End BBQ**

- Friday June 5th or 12th
- face painter, DJ, inflatable, popcorn and/or cotton candy etc...same as previous years
- community will be charged for meals (prices TBD)

**Motion 14-37** : Motion to approve Year end BBQ with planning details to come.

Motioned by: Mat

Seconded by: Phyllis

*Adopted Unanimously*

**d) Comedy Night**

- re-scheduled for March (details to follow)

**4.2. GRAD COMMITTEE (Sheila)**

- in addition to previously approved TCBY sales, grads wanted to sell TCBY à la carte at Holiday Fair @ \$2.50 per unit
- with adult supervision

**Motion 14-38** : Motion to approve the sale of TCBY à la carte at the Holiday Fair by grade 6 grads at \$2.50 per unit.

Motioned by: Adolfo

Seconded by: Renee

*Adopted Unanimously*

**5. REPORTS**

**5.1. PRINCIPAL'S REPORT**

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

**a) WITS**

- new community life animator (A. Vrana) with help of Suzanne (librarian) has been going into classes and doing follow up literature reading and lesson plans (Cycle 1 & 2 complete, Cycle 3 to start)

**b) High School Pathways**

- part of success plan is to become better read and more aware of different pathways after elementary school
- work oriented training pathway - gives certification to students in a variety of skilled trades (chef, nurses aid etc..)
- board will be giving workshops further elaborating on this
- high school guidance councillors can be made available to GB to give insight
- Joel suggested it be opened up to parents

**c) Book Fair**

- thanked families for library Wish Box purchases, volunteers and Mrs. Bernardo (organizer)
- very profitable; portion of sales given back as credits to teachers and library

**d) Newsletter**

- next publication ~January 2015

**e) Remembrance Day assembly**

- Respect mosaic - A. Vrana got every student and staff to put a piece of tile on art piece; mounted in front foyer

**f) School Success Plan**

- 2015-2020 success plan will be enforced Jan 2016 but to be worked on in spring into fall
- next workshop on data mining - big part of planning is the results get back from Tell Them From Me survey completed November (anonymous, gr. 4-6)

**g) Council**

- Domenic Pavone - Ward Council Rep
- Suanne Stein Day - Council Chair (re-elected)
- Noel Burke - Vice Chair

**h) Aide Staffing Change**

- Gail Sumeraj to replace Cheryl Benoit

**i) Celebration of Excellence**

- singers, dancers, recorder players

**i) Math Olympics**

- Dec 3 with Mme Ladouceur and Mrs. Newton

**5.2. TEACHERS' REPORT**

**a) Remembrance Day (Phyllis)**

- all students sang Imagine and one student played drums

**b) Beethoven and Bullying (Phyllis)**

- received \$900 grant for event

**c) Environment Club (Phyllis)**

- games on recycling and composting are almost ready
- to be presented by students to the Ks and Cycle 1 classes before holidays

**d) Way Way Off Broadway (Sheila)**

- cast list posted for Sound of Music
- 50 kids grade 5 & 6; grade 4s will be invited to sign up next week

**e) Grad Preparations (Mat)**

- kids fitted for sweatshirts and T-shirts

**f) Tree Lighting Ceremony (Phyllis)**

- Town of Kirkland asking students to sing at Tree Lighting Ceremony at Town Hall (steps) on December 6th
- 15-18 students grade 5&6

**5.3. DAYCARE REPORT (Mr. Geller)**

- nothing to add except daycare budget which was presented later on - refer to Section 8.1

**5.4. CHAIRPERSON'S REPORT (Julie-Ann)**

- nothing to add

**5.5. REGIONAL PARENTS' REPORT (Adolfo)**

- nothing to add

**5.6. COMMISSIONER'S REPORT - absent**

- absent

**6. FIELD TRIPS / UPCOMING EVENTS**

**6.1. RATIFY E-VOTES / OTTAWA TRIP**

The following field trips / events needed to be ratified/minuted.

e-vote# and date	Trip / Event	Date & Time	Ratio A:C	Cost & Transp.	K	1	2	3	3/4	4	4/5	5	6	D
Nov 26 <b>M14-39</b>	Ratification of previously approved Ottawa Trip ( <b>M14-06</b> ); it was suggested that we re-motion to approve change in date for trip. Motioned: Joel Seconded: Renee <i>Adopted Unanimously</i>	Dec 11 (new date) 7:30am -8:30pm	1:10	\$85, includes coach, 5 sites but not lunch								x	x	
Nov 26 <b>M14-40</b>  (Nov 12 e-vote#3)	Hockey Tickets Raffle during daycare hrs; unanimously approved by e-vote on Nov 12; involving grade 6 grads with adult supervision	Dec 5 6:30-8:30 pm	n/a	asking \$5 per ticket; \$10 for 3 tickets										x

A:C = Adult : Child

**6.2. NEW FIELD TRIPS**

The following new field trips / events were presented for approval.

Trip / Event / Location	Date & Time	Ratio A:C	Cost & Transp.	Gr.	Motion No.	Motion
Beethoven and Bullying field trip at Auditorium de l'École Le Plateau; with McGill Chamber Orchestra & Jeunesse Musicale	Jan 15 -8:00 to 10:30 am (exact times TBC)	15:1	\$12.50/ student by bus	3,4,5	<b>M14-41</b>	Motion to approve Beethoven and Bullying field trip for gr. 3, 4 & 5s. Motioned: Adolfo Seconded: Sheila <i>Adopted Unanimously</i>
Beauty and the Beast field trip at John Rennie; part of Buddy Program between grades 6 and K; matinee designed for elementary students	Dec 12 8:45 am-noon	9:1	\$10/ student by bus	K, 3,4,5,6	<b>M14-42</b>	Motion to approve Beauty and the Beast field trip for grades K, 3, 4, 5 and 6s. Motioned: Joel Seconded: Renee <i>Adopted Unanimously</i>

A:C = Adult : Child

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Trip / Event / Location	Date & Time	Ratio A:C	Cost & Transp.	Gr.	Motion No.	Motion
Daycare In-House Lunch Activity Winter Programs -offering school of wizardry & magic; chess; funky beading	Jan 19-March 19 during lunch	1:20	~\$96	1-6	<b>M14-43</b>	Motion to approve in-house daycare lunch activity programs (Winter Session) at a cost of ~ \$96 per activity. Motioned: Adolfo Seconded: Renee <i>Adopted Unanimously</i>

A:C = Adult : Child

**6.3. FUNDRAISERS, RENTALS AND OTHER TOPICS**

- none

**7. BUSINESS ARISING FROM MINUTES**

**7.1. GOVERNING BOARD BUDGET**

- MMES GB allocated \$320 (\$225 base amt plus \$0.30/student)
- can be used towards babysitting, training, special projects, meeting expenses, printing, recording of minutes, publicity, travel expenses etc...
- cannot be use towards text books, capital expenditures, donations, bursaries, scholarships, to name a few, & towards any item financed by school or LBPSB
- surplus funds must be returned to Board
- ***GB will discuss allocation of these funds at next meeting.***

**7.2. REQUEST FOR 3-5 PARENT PRIORITIES**

There was a written request for parent reps to document 3-5 parent priorities. The group came up with the following 5 parent priorities to be presented at next CPC meeting.

- 1) A safe and healthy environment where all individuals feel a sense of belonging and contribute to our school community.
- 2) An environment that fosters personal and academic growth.
- 3) The promotion of personal growth through diverse learning opportunities (academic, athletic, arts, etc).
- 4) Sense of responsibility to contribution to local and global communities.
- 5) Discussion around homework (what is the right amount, time to complete, support available, etc).

**8. NEW BUSINESS**

**8.1. SCHOOL/DAYCARE NOVEMBER REVISED BUDGET**

Mr. Geller gave a detailed update on the Revised November Budget 2014-2015 for both school and daycare. Both budget reports are filed with the school.

Some points noted:

- Enrolment down this year by ~7%
- Anticipated Total Revenue for School is \$75,184 and for Daycare is \$458,785
- Cuts in revenue particularly noted when comparing Actual 2013-2014 Budget with Revised November Budget for 2014-2015 included:

**School**

- Library Grant Fund (-50%)
- School Fees (-20%)
- Admin Fee to Daycare (-50%)

**Daycare**

- Salaries/Materials (-9%)
- Handicapped (-50%)
- Pedagogical Days (-19%)

- Typo noted: Admin. Fee charged by school for Daycare Expenses should read \$10,000

**Motion 14-44** : Motion to approve Margaret Manson School November Revised Budget for 2014-2015.

Motioned by: Mat

Seconded by: Renee

*Adopted Unanimously*

**Motion 14-45** : Motion to approve Margaret Manson Daycare November Revised Budget for 2014-2015.

Motioned by: Adolfo

Seconded by: Sheila

*Adopted Unanimously*

**8.1. DATE FOR GB CELEBRATION**

- January 28th

**9. CORRESPONDENCE**

- none

**10. VARIA / QUESTIONS FROM THE PUBLIC**

- none





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**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 <b>M14-24</b>	FR	1st campaign: Nov 19, Dec 12, Jan 15, Feb 19 2nd campaign: TBC	\$2.50/ unit	Planned	
Sale of TCBY à la carte at Holiday Fair; sold by grade 6 grads	Nov 26, 2014	Nov 26 '14 <b>M14-38</b>	FR	Holiday Fair (Dec 5)	\$2.50/ unit	Planned	
Hockey Ticket Raffle	Oct 29, 2014	Oct 29 '14 <b>M14-25</b>	FR	Nov '14-March '15	asking \$5 per ticket; \$10 for 3 tickets	Planned	
Bake Sale	Oct 29, 2014	Oct 29 '14 <b>M14-26</b>	FR	Holiday Fair (Dec 5) & Way Way Off Broadway (March)	TBC	Planned	
Valentine's Family Bingo Night	Oct 29, 2014	Oct 29 '14 <b>M14-27</b>	FR	Feb 12, 2015	TBC	Planned	
Hockey Ticket Raffle	Nov 12, 2014 <b>e-vote#3</b>	Nov 26 '14 <b>M14-40</b>	FR	sale during daycare hours December	asking \$5 per ticket; \$10 for 3 tickets	Planned	

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**Home & School Events:**

<b>Event</b>	<b>GB Reviewed Date</b>	<b>GB Approved Status</b>	<b>Type of Event</b>	<b>Timing</b>	<b>Cost</b>	<b>Event Status</b>	<b>\$ Raised</b>
Fundraising lunches – vendor Piccola Gioia/Subways	May 29 '14	May 29 <b>M13-55</b>	FR	2014-2015	TBC	Planned	
Mabel's Labels	May 29 '14	May 29 <b>M13-55</b>	FR	2014-2015	TBC	Planned	
QSP magazine subscription	May 29 '14	May 29 <b>M13-55</b>	FR	2014-2015	TBC	Planned	
English/French Book Fair – twice a year	May 29 '14	May 29 <b>M13-55</b>	FR	Twice a year 2014-2015	TBC	Planned	Mr. Geller
Bake Sale and Refreshments Fundraiser during activities	May 29 '14	May 29 <b>M13-55</b>	FR	Ad-hoc during activities 2014-2015	\$0.50-\$2 / unit	Planned	
Welcome event – corn roast	May 29 '14	May 29 <b>M13-55</b>	Community	Start of year 2014-2015	TBC	Completed	need
Comedy Night	May 29 '14	May 29 <b>M13-55</b>	Community	April 2015	TBD	Planned	
Recipe Book	Oct 29 '14	Oct 29 <b>M14-23</b>	FR	Dec-May 2014	asking \$10-\$12/ unit	Planned	
Holiday Fair	Nov 26 '14	Nov 26 <b>M14-34</b>	Community	Dec 5, 2014	charging food, raffle tickets & \$1/cookie	Planned	
Family Helping Families	Nov 26 '14	Nov 26 <b>M14-35</b>	FR for local community	Dec 2014	asking for toys, food, money	Planned	
FundScrip	Nov 26 '14	Nov 26 <b>M14-36</b>	FR	2014-2015	TBC	Planned	
Year End BBQ	Nov 26 '14	Nov 26 <b>M14-37</b>	Community	End of School Year 2015	TBC	Planned	

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**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 <b>M14-06</b>	Lunch Activity programs In-house	Sept-Nov	n/a	\$95- chess \$98- mosaics \$108- film making									x
Sept 11 <b>M14-06</b>	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 <b>M14-06</b>	Board Phys-Ed Ultimate Frisbee St-Anthony	Sept 23	1:8	\$20 \$15, bus							x	x	
Sept 11 <b>M14-06</b>	Board Phys-Ed Handball Westpark	Oct 8	1:8	\$17 \$15, bus							x	x	
Sept 11 <b>M14-06</b>	Board Phys-Ed Cross Country Run Morgan Arboretum	Oct 22	1:8	\$14 \$15, bus				4	x	x	x	x	
Sept 11 <b>M14-06</b>	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		

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**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 <b>M14-12</b>	RCMP Musical Ride @ PCHS	Sept 26 9:00-11:30am	1:6	free, bus		x				x	x	x	
Oct 1 <b>M14-13</b>	Interactive Music Educational Workshop -in-house	Nov 7 1:30-2:15pm	n/a	\$9	x								
Oct 1 <b>M14-14</b>	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 <b>M14-15</b>	Théâtre : Vadrouille l'épouvantail et le voleur de citrouille -in-house	Oct 31 1-2 pm	n/a	\$5.50		x	x						
Oct 1 <b>M14-16</b>	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 <b>M14-17</b>	Théâtre : Rosette La Mouffette -onsite	Jan 16 1-2 pm	n/a	\$5.50		x	x						
Oct 1 <b>M14-18</b>	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 <b>M14-28</b>	Grade 6 Grad Trip Jouvence-Orford	Feb 23 7am - Feb 25 4pm	44 stud 1:11	\$225 room, board & transp.									x

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**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 29 <b>M14-29</b>	Daycare Field Trip - Laurentian Lanes (Bowling) - in lieu of Pointe-à-Callière (cancelled due to double booking)	Nov 21 (Ped Day)	~1 : 9 ~80 stud.	\$16 (incl bus)	x	x	x	x	x	x	x	x	x
Nov 26 <b>M14-39</b>	Ottawa Trip - new date; previously approved as <b>M14-06</b>	Dec 11 (new date) 7:30am -8:30pm	1:10	\$85, includes coach, 5 sites but not lunch						x	x		
Nov 26 <b>M14-41</b>	Beethoven and Bullying field trip at Auditorium de l'École Le Plateau	Jan 15 ~8:00-10:30 am	15:1	\$12.50/ student by bus				x	x	x	x		
Nov 26 <b>M14-42</b>	Beauty and the Beast field trip at John Rennie	Dec 12 8:45 am-noon	9:1	\$10/ student by bus	x			x	x	x	x		
Nov 26 <b>M14-43</b>	Daycare In-House Lunch Activity Winter Programs-wizardry & magic; chess; funky beading	Jan 19-March 19 during lunch	1:20	~\$96		x	x	x	x	x	x	x	x

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**Fundraisers:**

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