

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

Wednesday January 28, 2015

Present

Parents

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

Administration

Adrian Geller (principal)

Recorder

Renee Aspiotis

Staff

Phyllis Orofino
Mathieu Larocque
Sheila Dunwoodie
Kristin Eccles
Jutta Bouchard

Guests

Mirella DiCaprio (*Grad Committee*)
Domenic Pavone (*Ward Council Rep*)

Absent

Nadia Naqvi

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 14-47 : Motion to approve the Jan 28, 2015 agenda with the following changes: omit all of Section 8 (error).

Motioned by: Phyllis

Seconded by: Sheila

Adopted Unanimously

3. ADOPTION OF MINUTES OF GB MEETING HELD ON NOV 26, 2014

Motion 14-48 : Motion to adopt the minutes of the GB meeting held on Nov 26, 2014 with the following changes:

- Annual Terry Fox Run in Appendix A: 2013 should be changed to 2014
- Home and School : Recipe Book Fundraiser extended to May 2015; Comedy Night date changed to April 2015

Motioned by: Sheila

Seconded by: Phyllis

Adopted Unanimously

4. PUBLIC

4.1. HOME AND SCHOOL LIAISON - ABSENT

4.2. GRAD COMMITTEE (Mirella)

- **Bingo Family Night**
 - February 12th; 5 Games for \$5; hockey raffle; TCBY; snacks and prizes
 - RSVP needed
- **Bake Sale** -planned for WWOB
- **Hockey Ticket Fundraiser**
 - mentioned Mr. George winner of last hockey raffle tickets
 - new pair hockey tickets Canadians vs Hurricanes (March 19th game)
- **Grad Theme** -picked
- **Spirit Week**
 - last week of school; promoted by Grads
- **Paying It Forward**
 - possibility of purchasing school supplies for kids or purchasing animal for 3rd world community
- **TCBY**
 - 2nd order dates : March 25, Apr 29, May 27 and Jun 17
 - must be preordered end of February
 - in newsletter

5. REPORTS

5.1. PRINCIPAL'S REPORT

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

a) Google and Chromebooks

- Google platform being implemented throughout school
- 12 new Chromebooks - affordable and practical
- kids given user ID and Password
- advantages
 - Google Drive eliminates need for USB and other thumb devices to store and transfer data
 - offers up to 2 GB free storage
 - create, share & edit files in real-time with other students and teachers
 - green

b) Francisation

- french remediation program

- Lilly Ann Franco - to work with students needing additional support in french

c) Holiday Fair

- Dec 5th; success

d) Newsletter

- end of January/beginning February

e) School Success Planning / TTFM

- driven by high dropout rate and lack of certification from high school students in Quebec
- **next meeting to present and discuss annual report**- less about past and more about present and future; should be able to situate where we are at and where we want to go and our plan to get there
- just had 1/2 day full teaching staff PD session with Sheila, Matt, Annie and Phyllis
- time frame - looking at 2015-2020
- *Joel mentioned that it would be nice to have a good conversation about annual report*

f) Celebration of Excellence

g) Open House & Registration

- overall - went very well
- registration enrolment slightly higher than last year
- thanked Peace Pals
- received feedback from parents who enjoyed interactive, live tour guide

h) Beauty And The Beast

- Dec 12 at John Rennie

i) Club Updates (Glee, Enviro, Math)

- **Environment Club**
 - weekly challenges being planned; planning for Earth Week
 - Riverdale (CFER) to give a presentation to students and some student members from Enviro club will be sent to Riverdale for onsite visit
- **Math Club**
 - got Bronze
 - currently working toward QAMT Competition (Quebec Association of Math Teacher's Contest) - province wide contest written at home or at school; cash prizes available
- **Robotics Club** - with M. Larocque and Mme Deschamps

- **Glee Club** - underway with Mrs. Baldoni

5.2. TEACHERS' REPORT

a) Way Way Off Broadway (Sheila)

- March 19th
- costumes from previous shows being repurposed (Mrs. Ferracane and mother working on costumes)

b) Trip to Ottawa (Sheila)

- success; details in newsletter

c) Kirkland Tree Lighting Ceremony (Phyllis)

- MMES choir sang acapella, enjoyed hot chocolate followed by horse and carriage ride

d) Variety show (Phyllis)

- all registrations in; first meeting already held
- May 14th in evening
- Auditions start on Feb 23

e) Junior Holiday Concert (Phyllis)

- success; K-3s

f) Beethoven and Bullying (Phyllis)

- gr. 3, 4, 5s
- with McGill Chamber Orchestra and 11 year old piano prodigy

g) Robotics Club (Matt)

- 18 students
- Thursdays after school; 1hr
- robotics competition at John Rennie end of April (on a Saturday)
- working with school board consultant

h) Peace Pals (Matt)

- Gr 6 were tour guides for Open House (with Mrs. Marchitello)
- Gr 5s - involved in initiative to collect underwear and socks for homeless

i) Volleyball + Intramurals (Kristin)

- Staff vs Student Volleyball Tournament
- Tournament at John Abbott
- Omnikin Intramurals underway - gr 3-6

5.3. DAYCARE REPORT (Jutta)

a) Lunch Program

- **Pizza Fundraising Lunch**
 - students really like the pizza
 - having some issues with the orders as some parents assume they ordered but in reality did not
 - Rosie (H&S) is working on this

- **TCBY**
 - distribution working very well; with Miss Dunwoodie

- **Extra-curricular Activities**
 - Chess (15 students) and Wizardry (13 students) have started
 - Beading did not due to low interest
 - nothing to add except daycare budget which was presented later on - refer to Section 8.1

b) Daycare Program

- Jan 23rd Ped theme was “At the Beach”
 - students wore shorts, sunglasses and ball caps
 - brought beach towels to picnic on
 - Ice cream sundaes also served
 - photos in newsletter

c) New Program

- **Destination Imagination**
 - educational program for students to learn and experience creativity, teamwork and problem-solving
 - global initiative involving students from K to University
 - **Mission : To develop opportunities that inspire the global community of learners to utilize diverse approaches in applying 21st century skills and creativity.**
 - encourages teams of learners to have fun, take risks, focus and frame challenges while incorporating STEM (science, technology, engineering, and mathematics), the arts and service learning
 - participants learn patience, flexibility, persistence, ethics, respect for others and their ideas, and the collaborative problem solving process
 - teams may showcase their solutions at a tournament
 - students placed in teams of 7, and a daycare educator will be their team manager
 - this year’s challenges include a Fine Arts challenge called “Feary Tales!” (for seniors) where students will present a team-created fairy tale

about a character that faces and deals with a phobia and another challenge called “Animal Mish-Mash” (for juniors) in which students will design and create a new animal (from two other animals) which will live and grow in its new habitat

- MMES will work on the Feary Tales and have one senior team this year
- teams will be working on their challenges for the next 12 weeks
- Friday, April 24th is the date of the board-wide event
- teams from CWA will join students from other LBPSB schools to exhibit their projects and share experiences
- Mrs. Cadieux and Mrs. Bouchard will be the Educators animating this program
- there are 7 other LBPSB School Daycares participating

5.4. CHAIRPERSON’S REPORT (Julie-Ann)

- date change for next GB meeting - **Feb 26th 7pm**
- Governing Board Training session at LBPSB - ***Julie-Ann to share at next meeting***

5.5. REGIONAL PARENT’S REPORT (Adolfo)

a) LBPSB Budget

- LBPSB has surplus but tied up into land and accumulated teacher’s sick days
- currently operating with \$10 Million deficit but keeps changing
- need to maximize usage of teachers

b) Chartwells

- many parents not satisfied with offerings
- Chartwells - monopoly
- further presentations to be given at next Regional Parent meeting

c) Parental Consent of Media Production

- many questions surrounding who owns what children produce

5.6. COMMISSIONER’S REPORT - (Domenic Pavone)

a) Education

- Resolution passed so that we can combine requirements with Commission Scolaire de Montreal for educational games and Lego robotics
- try to combine buying power and let CSDM manage tender process

b) Facilities

- Fee charge for gym rentals to increase by 3% to cover cost increases and wear and tear

c) Communications and Innovations Committee

- disbanded 2-3 yrs ago but brought back to market and help attract and retain students to LBPSB
- over last several years have lost 300-500 students in total, biggest loss happening after grade 6 where they go to private or other school boards

d) Budget Consultation

- coming out soon so if MMES has comments or response, can do so
- question and answer guide also available to look at

e) Government Changes

- French sector voter turnout low at last school board election (5% vs 17% for english)
- gov't looking to combine city elections with school board elections on same ballot to improve voter turnout
- next general election is November 2017

f) Food Services

- contract going out to tender 2015
- *When asked why we always renew Chartwell's contract, Mr Pavone explained that one must look at a provider that covers entire LBPSB region in Montreal and company must have strict adherence to nutritional guidelines and safety protocols. Often, little or no companies meet these criteria.*

g) Enrolment

- a Major School Change process would be initiated on any changes that impacts 10%+ of student population - feedback from community would then be sought
- many schools are currently dipping below minimum requirement for enrolment
- last time this happened is 4 years ago

h) Pearson Education Foundation

- every dollar donated, 98 cents goes back to LBP community
- see LBPSB website for further information

6. FIELD TRIPS / UPCOMING EVENTS

6.1. RATIFY E-VOTES - NONE

6.2. NEW FIELD TRIPS

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

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Trip / Event / Location	Date & Time	Ratio A:C	Cost & Transp.	Gr.	Motion No.	Motion
Junior Leadership Day at Westpark; with Mr. Larocque and Mrs. Newton	Fri Feb 6, 8am-2pm	1:4 (8 students+ 2 adults)	free, shared bus with other schools	6	M14-49	Motion to approve Junior Leadership Day at Westpark Motioned: Adolfo Seconded: Kristin <i>Adopted Unanimously</i>
Intermiel Les Abeilles, St. Benoit, Mirabel	June 5th, 9am-2:30 pm	81 students; 10 adults (1:8)	\$27.50, bus	1&2	M14-50	Motion to approve Intermiel Les Abeilles field trip Motioned: Matt Seconded: Shiela <i>Adopted Unanimously</i>

A:C = Adult : Child

6.3. FUNDRAISERS, RENTALS AND OTHER TOPICS (Mr. Geller)

a) Welcome Home Mission Fundraiser

- carried out by Peace Pals
- asking for new underwear and socks and/or cash donations (\$5-\$10)
- running for 2 weeks during February

Motion 14-51 : Motion to approve Welcome Home Mission Fundraiser. carried out by Peace Pals.

Motioned by: Jutta

Seconded by: Matt

Adopted Unanimously

b) Capital Projects

- i) Upgrading to building code of the domestic water entry.
 - \$15,000
- ii) Installation of magnetic door holders on all 11 doors.
 - as recommended by firefighters
 - already completed
- iii) Request to replace Kindergarten entrance fire door and replace with double doors.
 - \$75,000
 - Must break brick, reinforce frame and install industrial doors
- iv) Replacement of Kindergarten windows with vertical sliders.
 - although initially designed to deter intruders, there is an inherent design flaw with current windows that tip out - sharp steel 90 degree angled windows are at level of children's heads and thus are a safety hazard

- sharp window corners have been rounded and surrounded with rubberized material but needs to be replaced

Motion 14-52 : Motion to approve List of Capital Projects presented by Mr. Geller.
Moted by: Adolfo Seconded by: Jutta
Adopted Unanimously

7. BUSINESS ARISING FROM MINUTES

7.1. PRINCIPAL CRITERIA (DUE FEB 16)

- Principal Selection Criteria from 2014 was reviewed by GB
- no changes or additions recommended to past (2014) criteria for 2015 and thus will be submitted as is

7.2. SCHOOL SPIRIT / LEGACY BRAINSTORMING (FOLLOWING GB BUDGET DISCUSSION)

- after much discussion it was decided that school spirit and legacy should be treated as two separate agenda items
- group felt school promotion was important and thus should be targeted first over legacy (ex. school website need more photos, promote school though community news etc..)
- Mr. Geller also suggested that we could allocate a portion of GB funds toward school promotion/community awareness/materials
- legacy example could involve something donated to school in kind; it should support values that GB holds close in our success plan (ex. offer to finance the cost of Respect mosaic done by Mrs. Vrana) ; legacy initiative should not be too broad; GB to come up with initiative then subcommittee to be formed
- next meeting we will focus on framing a tangible objective surrounding school promotion; legacy should be topic of discussion at another meeting

8. NEW BUSINESS

- none

9. CORRESPONDENCE

- none

10. VARIA / QUESTIONS FROM THE PUBLIC

- none

11. NEXT MEETING

11.1. PROPOSED TOPICS

Topics Pending:

- Annual Report and Tell Them From Me survey results
- GB will discuss allocation of GB funds at next meeting

New Topics:

- school promotion - bring specific and tangible objectives to table
- Governing Board Training session at LBPSB - Julie-Ann to share at next meeting

11.2. ADJOURNMENT / DATE AND TIME OF NEXT MEETING: Feb 26TH at 7pm

Motion 14-53 : Motion that the meeting be adjourned at 9:00 pm

Motioned by: Sheila

Seconded by: Phyllis

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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 M14-24	FR	1st campaign: Nov 19, Dec 12, Jan 15, Feb 19 2nd campaign: March 25, Apr 29, May 27 and Jun 17	\$2.50/ unit	1st cam'gn compl'd; 2nd cam'gn ongoing	
Sale of TCBY à la carte at Holiday Fair; sold by grade 6 grads	Nov 26, 2014	Nov 26 '14 M14-38	FR	Holiday Fair (Dec 5)	\$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	Ongoing	
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	Completed	
Hockey Ticket Raffle	Nov 12, 2014 e-vote#3	Nov 26 '14 M14-40	FR	sale during daycare hours; December	asking \$5 per ticket; \$10 for 3 tickets	Planned	

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Home & School Events:

Event	GB Reviewed Date	GB Approved Status	Type of Event	Timing	Cost	Event Status	\$ Raised
Fundraising lunches – vendor Piccola Gioia/Subways	May 29 '14	May 29 M13-55	FR	2014-2015	TBC	Ongoing	
Mabel's Labels	May 29 '14	May 29 M13-55	FR	2014-2015	TBC	Ongoing	
QSP magazine subscription	May 29 '14	May 29 M13-55	FR	2014-2015	TBC	Ongoing	
English/French Book Fair – twice a year	May 29 '14	May 29 M13-55	FR	Twice a year 2014-2015	TBC	Planned	Mr. Geller
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	Completed	
Comedy Night	May 29 '14	May 29 M13-55	Community	April 23 2015	TBD	Planned	
Recipe Book	Oct 29 '14	Oct 29 M14-23	FR	Dec-May 2014	asking \$10-\$12/ unit	Planned	
Holiday Fair	Nov 26 '14	Nov 26 M14-34	Community	Dec 5, 2014	charging food, raffle tickets & \$1/cookie	Completed	
Family Helping Families	Nov 26 '14	Nov 26 M14-35	FR for local community	Dec 2014	asking for toys, food, money	Completed	
FundScrip	Nov 26 '14	Nov 26 M14-36	FR	2014-2015	TBC	Planned	
Year End BBQ	Nov 26 '14	Nov 26 M14-37	Community	June 12 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 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, include \$ coach, 5 sites but not lunch						x	x		

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

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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 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
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
Oct 29 M14-28	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 M14-29	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 M14-39	Ottawa Trip - new date; previously approved as M14-06	Dec 11 (new date) 7:30am -8:30pm	1:10	\$85, includes coach, 5 sites but not lunch						x	x		
Nov 26 M14-41	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 M14-42	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 M14-43	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
Jan 28 M14-49	Junior Leadership Day at Westpark; with Mr. Larocque and Mrs. Newton	Feb 6, 8am-2p m	1:4 (8 student s+ 2 adults)	free, shared bus with other schools								x	

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

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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	6/6	D
Jan 28 M14-50	Intermiel Les Abeilles, St. Benoit, Mirabel	June 5th, 9am-2:30pm	81 students; 10 adults (1:8)	\$27.50, bus		x	x					

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

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, 2014	Oct 1 M14-12	Oct 16		Completed	
Shave to Save - Breast Cancer Awareness - Board-wide	Oct 1, 2014	Oct 1 M14-19	Oct 28	asking \$2/ student	Completed	
Welcome Home Mission Fundraiser - PEACE PALS	Jan 28, 2015	Jan 28 M14-51	2 wks during Feb.	asking for new underwear & socks &/or cash donations (\$5-\$10)	Completed	