

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

Wednesday, March 25, 2015

Present

Parents

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

Administration

Adrian Geller (principal)

Secretary

Renee Aspiotis

Staff

Phyllis Orofino
Mathieu Larocque
Sheila Dunwoodie
Kristin Eccles
Jutta Bouchard

Guests

Domenic Pavone (*Ward Council Rep*)

Absent

Joel Austen
Home & School Liaison
Grad Committee Rep

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 14-59 : Motion to approve the March 25, 2015 agenda.

Motioned by: Matt

Seconded by: Adolfo

Adopted Unanimously

3. ADOPTION OF MINUTES OF GB MEETING HELD ON FEB 26, 2015

Motion 14-60 : Motion to adopt the minutes of the GB meeting held on Feb 26, 2015 with following error to be corrected: Date on minutes should read 2015 and not 2014.

Motioned by: Kristin

Seconded by: Sheila

Adopted Unanimously

4. PUBLIC

4.1. HOME AND SCHOOL LIAISON - ABSENT

4.2. GRAD COMMITTEE - ABSENT

5. REPORTS

5.1. PRINCIPAL'S REPORT (A. GELLER)

The following is a brief summary of the Principal's Report that was communicated in advance to the GB committee. Any additional questions/comments arising from the meeting are also noted below.

a) Puppet Show

- with all cycle one students
- in support of our anti-bullying anti-violence plan; includes references to our WITS program

b) Report Cards

- 3rd term worth 60% has been reinforced with students to motivate them to really focus "down the home stretch"

c) Exam Period

- parents have been made well aware through hand-outs, website, parent communications and their children of upcoming exams in grades 3,4,5,6
- imperative that students are here for these exams

d) Comedy Night

- April 23rd - Home and School fundraiser
- liquor license is being obtained too

e) Sound of Music

- thanked amazing team of staff
- special mention to 3 directors: S. Dunwoodie, P. Orofino and K. Serniuk
- also to M. Larocque for coordinating stage crew for show and K. Eccles for helping out with choreography

f) We Day

- 12 Peace Pals + Mr. Geller, Mrs. Marchitello and Mme Deschamps
- at Theatre St. Denis as part of Free the Children
- full day event about making a difference while at the same time having a great deal of fun
- live performances by bands and other celebrities
- note: Mat Larocque, although not able to attend, also coordinates this group

5.2. TEACHERS' REPORT (SHEILA, MATT, KRISTIN AND PHYLLIS)

The following is a brief summary of the Teachers' Report that was communicated in advance to the GB committee. Any additional questions/comments arising from the meeting are also noted below.

a) Phys Ed.

i) Winter Carnival

- February 27 - great success
- Grade 6 students in charge of running the different stations
- thanked Home and School for providing hot chocolate

ii) Intramurals

- latest sign up sheets are up
- Grades 3 & 4 will be participating in hockey/ringette and grades 5 & 6 tchoukball

iii) Tournaments

• **basketball**

- April 24th at Thorndale from 8:30-11:30AM
- parents are responsible for drop off and pick up for this event because it is on a Ped Day.
- ~ 20 grade 6 students

• **soccer**

- PCHS soccer tournament in May with grade 5 students

b) Variety Show

- auditions have taken place and rehearsals underway
- scheduled for May 14

c) Way Way Off Broadway

- went very well; students performed beautifully and show went off without a hitch
- thanked all parent volunteers who helped bring everything together and for cleaning up afterwards

d) Robocup 2015

- robotics competition
- April 24 and 25 at John Rennie High School
- 18 members of team have formed 4 different groups

5.3. DAYCARE REPORT (Jutta)

- Nothing new to report

5.4. CHAIRPERSON'S REPORT (Julie-Ann)

- nothing new to add

5.5. REGIONAL PARENT'S REPORT (Adolfo)

- nothing new to add

5.6. COMMISSIONER'S REPORT - ABSENT

- nothing new to add

6. FIELD TRIPS / UPCOMING EVENTS

6.1. RATIFY E-VOTES

The following e-vote was unanimously approved by e-mail and is minuted below.

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
Mar 13 M14-60	We Day (Free the Children) at Theatre St-Denis <i>Unanimously Approved</i>	March 24, 2015 (7:15am-3:30pm)	3:12 (15 people total)	\$12, (incl. transportation, no entrance fee)									x	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
PCHS Soccer Tournament (Miss Eccles and Mrs. Poirier co-ordinating)	May 7 8:30am - 2 pm	1:8	\$17/student (covers bus, T-shirts, DJ, games and plaque for school)	5	M14-61	Motion to approve PCHS Soccer Tournament Moted by: Phyllis Secoded: Renee <i>Adopted Unanimously</i>
Basketball Tournament at Thorndale - parents are responsible for drop off and pick up for this event because it is on a ped day	Apr 24 (Ped Day)- 8:30-11:30 am	1:5	\$6/student	6	M14-62	Motion to approve Basketball Tournament at Thorndale Moted by: Matt Secoded: Jutta <i>Adopted Unanimously</i>

A:C = Adult : Child

Trip / Event / Location	Date & Time	Ratio A:C	Cost & Transp.	Gr.	Motion No.	Motion
Imagination Movie "Home" at Colisée - with Daycare	April 24 - Ped Day (9:30 - 11 am)	10:100	\$11/student (includes juice and bear paw; everyone will walk over)	K-6	M14-63	Motion to approve Movie Trip "Home" with Daycare at Colisée Motioned by: Renee Seconded: Adolfo <i>Adopted Unanimously</i>
Trip to Petting Zoo at Omega Park - with Daycare	May 15 Ped Day (8:30am -3:30 pm)	10:80	\$30/student (incl. bus & entrance fee)	K-6	M14-64	Motion to approve Petting Zoo Trip at Omega Park with Daycare Motioned by: Kristin Seconded: Matt <i>Adopted Unanimously</i>
Annual Babysitting Course with Pointe Claire	May 15 Ped Day (8:30am -4:00 pm)	1:20	\$72/student	6	M14-65	Motion to approve Babysitting Course with Pointe Claire Motioned by: Sheila Seconded: Phyllis <i>Adopted Unanimously</i>
Robotics Competition at John Rennie - for kids in Robotics Club	April 24 & 25th (8:00am -2:30 pm)	3:18	no cost (LBP sponsored event), parents must provide child's transport	6	M14-66	Motion to approve Robotics Competition at John Rennie Motioned by: Renee Seconded: Jutta <i>Adopted Unanimously</i>

A:C = Adult : Child

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

- nothing to report

7. BUSINESS ARISING FROM MINUTES

7.1. SCHOOL ANNUAL REPORT – UPDATE ON FEEDBACK / QUESTIONS RAISED (REFERENCED IN MINUTES)

- annual report
 - to be posted soon
 - working on executive summary for page 1
- bullying data from 2-3 years back
 - information forthcoming
 - to be presented at next meeting

Questions/Comments

Q: Is it possible to have Annual Report released prior to/at same time as Open House so that new parents have access to this information?

- Annual Report could be pushed a bit earlier but not all data available
- can provide some of raw data to incoming parents

Q: Do we want to draw attention to annual report to our own MMES parents?

- can provide link to parents
- to be highlighted in future newsletter(s)

7.2. SCHOOL PROMOTION – ACTION PLAN (1. WEBSITE; 2. FACEBOOK PAGE; 3. OTHER; 4; OPEN HOUSE)

A discussion around School Promotion was previously carried out and an action plan was set forth. Details include:

1) Website

High Priority Goals

a) Live feed

- very high priority
- **Mr. Geller to communicate with Cathy (webmaster) and to provide feedback at next meeting**

b) Photos

- archived photos to be uploaded but needs to be screened (Mr. Geller & Renee)

c) One Pager

- Margaret Manson difference
- difficult to place on front page of website already too worded - maybe OK to place on front page during Open House
- if placed within webpages, suggestion for a button as a link on front page
 - infographics - **Julie-Ann to send info on infographics**

d) French

- more french on website and in other sources

Other Suggestions

e) Website Appearance

- needs to reflect MMES spirit
- website will be refreshed by LBP end of this year
- new design will have same basic function with opportunity to individualize

f) Other (Brainstorming)

- Homework Help Tab - provide educational website links for parents (ex. Khan Academy; Reflex Math etc)
- Student Testimonials Section
- Student Work Tab - showcasing work; photos; ongoing projects etc...

2) Facebook Page

- must be driven by at least 2-3 official administrators representing school
- unidirectional (i.e. no comments allowed; strictly informational)
- must be able to push to website (embedding on website)
- sharing of photos also of great concern
 - policy, rules and guidelines must be in place and enforced
 - can take pictures of stage without child, or hands crafting an art project
- other - do we want closed group or public page?
- **Renee to research FB Page and to report back to GB**

3) Other Comments and Suggestion

- **Newsletter**
 - will remain; helps catalogue events
 - to be placed more forward on website
 - more french in newsletter
- **E-Signs**
 - suggestion that TV plasma screens in front entrance promoting school and events (Open House)
- **Publi-Sac**
 - Domenic suggested advertising Open House in Publi-Sac - can set up territories at a cost
- **Instagram and Twitter**
 - hold off
- **Spirit Wear**
 - to promote school; bilingual
 - Ex. front has name and back has all the stuff the school does
 - consult with H&S and ask how they did this in past
 - **Julie-Ann to look into information**
- **External Websites**
 - hold off on posting of some activities / initiatives (tree lighting ceremony; WWOB; environmental club etc.) on other websites such as West Island Chronicle or West Island Mommies Facebook Page

4) Open House

- staff ready to move Open House to evening
- suggestions: can have a rehearsal, intramurals, garage band playing from 6:00 - 7:30pm to showcase school
- need a committee

7.3.MMES FUNDRAISING GUIDE

Background

- at school board meeting for GB chairs, it was recommended that GB have

something documented that helps guide the school through fundraising to clarify what school will or will not fundraise for and the process to follow

Process

Julie-Ann presented form from Garden View, as an example, which included questions such as:

- What is name of event/campaign?
- What is start date/end date?
- Who is contact person?
- What is purpose /objective?
- What is financial goal?
- Will charitable tax receipts be issued?
- Who will benefit?
- Who will be solicited?
- How will you conduct the campaign?

In addition to the above, it was stressed by the GB that any fundraising guide for MMES also include the following points:

- what other fundraisers have taken place towards this event?; what funds were raised? - need for a plan (past, present, future)
- need to report back and update GB committee

Other items mentioned to consider:

- caps
 - board recommended that we consider caps on our financial goals for a group/organization (Grad fundraising for example)
- target audience - collection only for activity for school
- charities - local charities only?
- products
 - which product(s) do we allow/not allow for sale (examples: chocolates, pizza lunches, goods containing nuts - goes against school policy)
- bake sales - Are they supervised? Where will they take place?
- unspent funds - What happens to unspent funds?
- group fundraisers into manageable groupings - i.e. fundraiser lunch

Julie-Ann to provide a draft by pulling policies from other school sites and to present to GB at next meeting

8. NEW BUSINESS

- No new business

9. CORRESPONDENCE

- Major School Change consultation meeting Thurs. April 16th. GB members invited.

- Pearson Education Fund Grant - date change: now June 30th
- school bus material
- QFHSA newsletter

10. VARIA / QUESTIONS FROM THE PUBLIC

- parent rep availability
 - it was suggested we reach out to MMES parents who are interested in going to meetings where parent rep is unable to attend
 - rotation amongst other GB members

11. NEXT MEETING

11.1. PROPOSED TOPICS

Topics Pending:

- Legacy Initiative (GB gift in kind)
- Update on GB Funds Remaining
- Survey/assessment on anxiety for younger grades - pilot with grade 3s
- Annual Report:
 - MMES Bullying Data - Mr. Geller to provide info on:
 - MMES bullying rates vs LBP (via coordinator who looks after TTFM board wide survey)
 - 2011-12 and 2013- 2014 data for bullying
 - Executive Summary (page 1 of annual report) - Mr. Geller

New Topics:

- School Promotion
 - live feed for website - Mr. Geller to provide update
 - Facebook - Renee to present research
 - Infographics link and Spirit Wear - Julie-Ann to provide information
- Fundraising Guidelines - Julie-Ann to provide a draft by pulling policies from other school sites

11.2. ADJOURNMENT / DATE AND TIME OF NEXT MEETING: Apr 29TH at 7pm

Motion 14-67 : Motion that the meeting be adjourned at 8:40 pm

Motioned by: Sheila

Seconded by: Jutta

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	Completed	
Hockey Ticket Raffle	Oct 29, 2014	Oct 29 '14 M14-25	FR	Nov '14-March '15	asking \$5 per ticket; \$10 for 3 tickets	Completed	
Bake Sale	Oct 29, 2014	Oct 29 '14 M14-26	FR	Holiday Fair (Dec 5) & Way Way Off Broadway (March)	TBC	Completed	
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	Completed	

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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	First Fair Compl'd; 2nd 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	Completed	
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 2015	TBD	Completed	
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	End of School Year 2015	TBC	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
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	\$44 \$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 s coach, 5 sites but not lunch						x	x		

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

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	

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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
Jan 28 M14-50	Intermiel Les Abeilles, St. Benoit, Mirabel	June 5th, 9am-2:30pm	10 adults: 81 stud. (1:8)	\$27.50, bus		x	x						
Feb 26 M14-56	Chess & Ceramics - In house lunch activity program	Apr 9 - May 28 (8 weeks)	1:20	\$96		x	x	x	x	x	x	x	
Mar 13 M14-60	We Day (Free the Children) at Theatre St-Denis <i>Unanimously Approved</i>	Mar. 24, 2015 7:15am-3:30pm	3:12 (15 people total)	\$12, (incl. transp, no entrance fee)							x	x	
Mar 25 M14-61	PCHS Soccer Tournament	May 7 8:30am - 2 pm	1:8	\$17 incl. bus, T-shirts & plaque							x		
Mar 25 M14-62	Basketball Tournament at Thorndale - parents responsible for drop-off/pick-up	Apr 24 (Ped Day)- 8:30-11:30am	1:5	\$6/ student								x	
Mar 25 M14-63	Imagination Movie "Home" at Colisée - (Daycare) everyone walks over	Apr 24 (Ped Day) 9:30 - 11 am	10:100	\$11/ student (incl. juice & bear paw)	x	x	x	x	x	x	x	x	x
Mar 25 M14-64	Trip to Petting Zoo at Omega Park - with Daycare	May 15 (Ped Day) 8:30am -3:30 pm	10:80	\$30/ student (incl. bus & entrance fee)	x	x	x	x	x	x	x	x	x

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

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	5/5	6/6	D
Mar 25 M14-64	Trip to Petting Zoo at Omega Park - with Daycare	May 15 (Ped Day) 8:30am -3:30 pm	10:80	\$30/ student (incl. transp. & entrance fee)	x	x	x	x	x	x	x	x	x
Mar 25 M14-65	Annual Babysitting Course with Pointe Claire	May 15 (Ped Day) 8:30am -4:00 pm	1:20	\$72/ student									x
Mar 25 M14-66	Robotics Competition at John Rennie	April 24 & 25 (8:00am -2:30 pm)	3:18	free, parents must provide child's transport									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	