

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

Thursday, October 27, 2015

Present

Parents

Renee Aspiotis
Julie-Ann Leblanc
Adolfo de la Rua

Staff

Phyllis Orofino
Mathieu Larocque
Sheila Dunwoodie

Principal

Adrian Geller

Secretary

Renee Aspiotis

Guests

Suanne Stein-Day (Chair LBPSB)
Domenic Pavone (*Ward Council Rep*)
Rosemary Luciano (Home & School)

Absent

Jutta Bouchard (staff)
Alexandra Andreiasi (staff)
Joel Austen (parent)
Nadia Naqvi (parent)

1. START OF MEETING - ASSESS QUORUM

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

2. ADOPTION OF THE AGENDA

Postpone 7.2 - Community Rep Update

Motion 15-21 : Motion to adopt the Oct 27, 2015 agenda.

Motioned by: Renee

Seconded by: Adolfo

Adopted Unanimously

3. APPROVAL OF MINUTES OF GB MEETING HELD ON OCT 8, 2015

Motion 15-22 : Motion to approve the minutes from the GB meeting held on Oct 8, 2015.

Motioned by: Matt

Seconded by: Phyllis

Adopted Unanimously

4. PUBLIC

4.1. HOME AND SCHOOL (Rosemary Luciano)

a) **Bingo** - Profited \$952.53

b) **Fundraising Goals** - H&S will indicate what they intend to fundraise for on all of their events going forward

- c) **Comedy Night** - Feb 5th may conflict with Sammy's Gala - looking at alternative date of Feb 19th as a backup
- d) **Concerns regarding offsite borrowing of donated/fundraised equipment**
 - Rosie brought forward parents concerns regarding the offsite use of school equipment fundraised/donated by H&S. Some of the equipment have been reported as malfunctioning after being borrowed or missing
 - Specific examples were given
 - i) **sound system** - H&S was unable to use little sound system during Bingo Night as it had been reported "malfunctioning" after being borrowed offsite.
 - ii) **school camera** - no one was able to locate school camera for Bingo Night
 - iii) **Lego Robotics** - MMES Lego Robotics equipment was spotted being used at a LBPSB summer camp.
 - It was asked whether the GB had approved of the borrowing of such equipment, to which the GB ensured that no such request had ever been brought forward to their knowledge.
 - Rosie reminded all of an agreement under the administration of Ms Thomson which allows H&S to use the camera for school related events and activities.
 - Rosie and Mr. Geller to meet and discuss further.

4.2.GRAD COMMITTEE - Absent

Julie-Ann recently met with Grad committee together with Mr. Geller to discuss the current Fundraising Guidelines. Grad expressed concerns regarding the recommended \$50/student amount, the need for a fixed budget; need for GB approval for budgets; the recommendation to transfer excess funds to H&S at the end of the year and overall complexity of the fundraiser forms. After much discussion, some consensus/recommendations were made.

a) **\$50/student amount** - no longer applicable

b) **overall target fundraising amount**

- Grad should come as early as possible to present their overall objectives which includes a target fundraising amount & key expenses
- amount can be an estimate based on the last 3 yrs

DISCUSSION

- some GB members felt strongly that a timeframe be put in place
- others suggested not to prescribe a date but to link it to their fundraiser - that is, fundraising will be approved after GB has had an opportunity to review budgets; only exception is TCBY which kicks off early

c) **excess monies raised**

- attempts should be made to raise only what they need
- should there be excess, there should be a discussion which includes the GB on what to do with the excess funds.

d) **paperwork**

- GB to provide support to Grad to help fill out fundraising forms

- extra copies of the forms would be made available in the office accessible to all

DISCUSSION

- Phyllis reminded all the agreement to simplify forms, as discussed at last meeting
- Julie-Ann preferred to keep sheets for a few more months in order to see where improvements are needed, then to modify accordingly

At this point, Suanne joined the meeting and talked about the limits of the GB's jurisdiction around regulating, monitoring, approving fundraising for H&S, Grad and others.

- she mentioned that there was nothing in Education Act regarding GB's powers in fundraisers and the fact that GB can't give themselves additional powers
- as a general guideline, school board has asked all principals to bring all fundraisers to GB; primary reason - example: shouldn't have 15 fundraisers in January (done for practical reasons)
- every school generally approve fundraisers, but they are not "legal" approvals
- there is a gov't document suggesting that GB do approve fundraisers but it is not in the Education Act
- GB do not have the right to force all fundraisers to come for approval at GB, but for practical reasons, to maintain the positiveness of the fundraiser in a school environment, it makes sense to have a co-ordinating body and GB is logical one to do so
- she also stated that GB does not report into the CPC; the Fundraising Guidelines that are brought forward by the CPC are a best practice to help make some schools work better

She then concluded that:

- Principal approves all fundraisers
- GB's role is simply to help with co-ordination of all the events from all the groups and to ensure that fundraiser adheres to values of the school (i.e. may not want to approve sale of lollipops during the nutrition week)
- H&S is a separate legal organization and theoretically does not have to report to the principal but they exist for the benefit of the school
- **Question:** Do we continue to process fundraisers the way we have been processing them to date?
- Mr. Geller
 - although he must make final decision on these matters, felt it was valuable to have fundraisers proceed through the GB where 5 parents, 5 teachers and some community members around could offer differing perspectives with regard to a fundraiser
 - talked about reasonableness of bringing forward a generalized budget and having fundraising aligned with budget with understanding once target is achieved, fundraising should stop even though you may be emotionally invested in it.

5. FIELD TRIPS / UPCOMING EVENTS

5.1. RATIFY E-VOTES

- none

5.2. NEW FIELD TRIPS

- The following field trips were presented for approval

GB Review Date, Motion #, Motions	Trip / Event	Date & Time	Ratio A:C	Transp & Cost	Grade(s)
Oct 27 M15-23 Motioned by: Sheila Seconded: Matt <i>Adopted Unanimously</i>	Daycare (PED DAY)- Bas de Plein Air outdoor snowshoeing; sledding; etc.	Feb 12 8:30-3 pm	1:8 (expecting 80 kids)	bus \$36/ student	daycare
Oct 27 M15-23 Motioned by: Sheila Seconded: Matt <i>Adopted Unanimously</i>	Daycare (PED DAY) Youth Stars Dynamix (inhouse) active games karate, dance	April 22 9:00 - 2:30pm	5:120	\$15	daycare

A:C = ratio adult to children

5.3. FUNDRAISERS, RENTALS AND OTHER TOPICS

Christmas Charity

- Julie-Ann looking to run a Christmas charity within school
- Charity: One of the West Island Missions/Centre Action de Benevoles - TBD
- to go out by kiddie mail ~Nov 16th
- “Fill This Bus” theme placed in front where non-perishable goods can be dropped off
- gr. 6 to collect funds/cans and help with sorting of goods
- parents will be asked to help load boxes and deliver to food bank

Motion 15-24 : Motion to approve Christmas charity fundraiser.

Motioned by: Renee

Seconded by: Sheila

Adopted Unanimously

6. BUSINESS ARISING FROM MINUTES

6.1. PRINCIPAL'S REPORT

a) Fire Drills and Code Red

- mandatory fire drills and code red procedures to be run this week

b) Cancelled School Days:

- Given the two school days that will be cancelled, Oct. 29 and Nov. 4, a PED day in the spring will be removed from the calendar – details to follow.

c) TTFM:

- November (and again in Apr/May) with gr. 4 - 6

- online survey to help us better understand how students are feeling at the school in many different domains including inclusiveness, engagement etc.
- survey is done independently and anonymously by students allowing for greater validity of responses.

d) Bilingual Book Fair:

- during parent teacher interviews, Nov. 19 and 20
- Thanked Mrs. Bernardo for coordinating this important fundraiser.
- Credits earned support both the library and classrooms directly.

6.2.TEACHER'S REPORT

a) CIVIX

- gr. 5 students participated in a mock election
- bilingual program
- parallel elections were a success

a) BAND PROGRAM

- positive responses; cheques even coming in!
- overall: looks like program will be moving forward

6.3.DAYCARE REPORT

- none

6.4.CHAIRPERSONS' REPORT

- none

6.5.REGIONAL PARENTS' REPORT - RENEE

Region 2 CPC Meeting

1) Next Meeting Dates: - Nov 12 & Dec 10 (3rd Thursday of the Month)

2) Current Year Priorities for CPC:

a) GB Training

- government looking to give more powers to GB therefore training is important
- someone can come in and give training at school - didn't go well
- produce 10 min budget videos & post on CPC webpage so GB can have access

b) Enrolment

- Last year CPC, enrolment was a big issue
- What could LBP do to increase enrolment? - Bill 101 restrictions - publish eligibility (ex. Grandfather Clause)
- Suanne argued Grandfather Clause loophole will most likely not exist in the near future

- she also mentioned eligibility rules will be published on a document distributed to daycares; like a report card for children

3) New school webpages

- St. Thomas and St. Anthony's
- Suanne added those schools that would like to implement it should speak up; St. Anthony's webpages are mobile friendly

Elementary Network Parent Committee Meeting

The following highlights were captured at the Elementary Network Parent Committee meeting

1) Major School Change

- Both Elementary & High School along with Regional (1, 2 & 3) submitted separate briefs
- CPC will take all and considerations and submit one condensed brief.

2) Change in School Governance:

- more powers to parents - more time to invest on topics and issues = more meetings

3) Libraries

- Objective : have functional libraries
- technician's came in and said no reading to children
- parent's volunteering run into problems with union
- Nov 4 strike

6.6.COMMISSIONER'S REPORT - Domenic Pavone

- Domenic gave an brief overview of September and October Council Meetings which can be found in detail at <http://www.lbpsb.qc.ca/eng/council/CommitteeReports.asp>
- Suanne highlighted group purchasing plan offered to employees of schools and the many purchasing opportunities - ex. can save up to 92% off retail price on basic school supplies!
- MSC
 - Briefs due by Oct 31st &
 - Public Hearings - Nov 17-19
 - Suanne mentioned not many came forward to present this time are coming forward to be heard
 - Press is saying if we don't make change, they will be made to us
 - this time MSC briefs are not "saving our school" campaigns; many out of the box
 - Decisions to be announced in December
 - Jan-May - will be out to help schools being affected with MSC
 - July 2016- changes implemented

6.7.LBPSB CHAIRPERSON'S REPORT

- Suanne briefly talked about labour negotiations - mentioned progress has been made
- Quebec is feeling the pressure
- Board is coming up with plans on how to deal with strike days

7. BUSINESS ARISING FROM MINUTES

7.1. MSC RESPONSE UPDATE

- brief was sent in with the response not to be heard at the Public Hearings
- all MSC documents will be visible online by Nov 7

7.2. COMMUNITY REPRESENTATIVE UPDATE

- tabled to next meeting

7.3. SPIRIT WEAR PROPOSAL

- tabled to next meeting

7.4.BULLYING DATA & GRADE 3 TTFM UPDATE

Grade 3 TTFM - Update - Mr. Geller

- looked into the possibility of a TTFM online survey for Grade 3s and the response was not age appropriate; grade 3s lack in literacy skills, self awareness & maturity
- would lead to a different kind of survey and not one they would work on as independently as they do
- TTFM surveys are already difficult for the 4s, some 5s and occasional 6s; teachers are finding it difficult; teachers must be distant from student so as to not coach them; some teachers amongst GB agreed
- Julie-Ann suggested a different survey where parents fill out survey for children in gr. 3
 - do we have accurate pulse on how kids are feeling at younger levels
 - waiting until grade 4-6 might be too late
- Mr. Geller argued that kids at the lower grades (K-3) already have mechanisms in place than a survey; have very open communication with their parents and through their teachers and administrator
- the TTFM survey is best suited for gr 4, 5 and 6, kids which are beginning to shift away from the adult in terms of dealing with some of these stressors such as social pressures, inclusion, bullying; survey gives them anonymity and outlet so the survey for this level is working

Bullying Data - Julie-Ann

- Group had asked if we can get more granular data - girls vs boys and different ages
- Mr. Geller said it was limited but invited those who wanted more specific data
- Julie-Ann: How are we doing relative to other LBP schools?

- Mr. Geller to bring data during presentation of annual report in Feb/March.

8. NEW BUSINESS

8.1. INTERNAL RULES OF MANAGEMENT

Julie-Ann presented some minor edits to IRM (see below) which was agreed upon by the GB. Updated version will be modified accordingly

Edits:

- changes to section 2 - will add that “reports” will also be circulated
- pending topics will be noted in the minutes and agenda for tracking
- #4 - Mr. Geller will pass on any e-votes in Chairs absence
- last page - fundraising

Motion 15-25 : Motion to approve Internal Rules of Management.

Motioned by: Matt

Seconded by: Renee

8.2. JANUARY OPEN HOUSE

- Thursday January 21st - day and evening
- will be impacted if pressure tactics still in place - ex tour guides, robotics, inter-murals going on, music playing etc - all will be impacted
- high priority - more info on website; more french; one pager that can highlight MMES difference (can be handed out during Open house)
- other things mentioned: pictures; e-signs; publi-sac; leveraging external websites etc
- Julie-Ann, Mr. Geller and Matt to meet, discuss and prioritize and bring to next meeting
- suggested parent volunteer to translate french - Matt didn't think that teacher was needed to do this
- Sheila mentioned kids could easily write small paragraph about in-curricular activities
- switching platform - Suanne mentioned that St. Anthony's platform is very easy to use and upload data; doesn't require major coding skills; minimal training involved

9. CORRESPONDENCE

- none

10. VARIA/QUESTIONS FROM PUBLIC

- none

11. NEXT MEETING

11.1. DATE OF NEXT MEETING: DEC 1, 7-9 PM (HOLIDAY DINNER)

Motion 15-26 : Motion to adjourn meeting at 9:00 pm

Motioned by: Matt

Seconded by: Phyllis

11.2. PRIORITY UPCOMING TOPICS

- Posting of Fundraising Guideline, Survey Data, GB Budget, Spirit Wear

11.3. TOPICS PENDING

- Legacy Initiative (GB gift in kind); School Annual Report (Update on feedback / questions raised); School Promotion Update (Website Soc Media etc); Workshop – Transition to HS
- Bullying Data (to be presented with Annual Report in Feb/Mar)

11.4. FUTURE TOPICS

- Online Ordering of School Supplies (Renee)

APPENDIX A:

The following is a consolidated list of Events, Fundraising and Field Trips for the 2015-2016 school year.

Grad Committee Events:

Event	GB Review Date & Status (Motion#)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
Hockey Raffle Tickets	Oct 5 '15 E-Vote #2 M15-12	yes	FR	Oct 8-20th	Ongoing	
TCBY	Oct 3 '15 M15-12	no	FR	2015-2016	Ongoing	

Home & School Events:

Event	GB Review Date & Status (Motion#)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
Pizza lunches – vendor Piccola Gioia	May 27 '15 M14-78 Sept 3 '15 M15-06	no	FR	at end of each month 2015-2016	Ongoing	
Mabel's Labels	May 27 '15 M14-78	no	FR	2015-2016	Ongoing	
QSP magazine subscription	May 27 '15 M14-78	no	FR	2015-2016	Ongoing	
FundScrip	May 27 '15 M14-78	no	FR	2015-2016	Ongoing	
Family Bingo Night	Sept 3 '15 M15-05	yes	FR	October 16	Planned	
Bake Sale and Refreshments	Sept 3 '15 Oct 3 '15	yes	FR	ad hoc 2015-2016	Ongoing	
Recipe Book	May 27 '15	no	FR	Sept-Dec		
Chocolates	May 27 '15 Oct 3 '15	yes	FR	~March Break-Easter	Planned	
Comedy Night	May 27 '15 Oct 3 '15	yes	FR	Feb 5th	Planned	

Home & School Events: cont'd...

Event	GB Review Date & Status (Motion#)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
Garage Sale	May 27 '15 need to come back	no	FR	May 2016 proposed		
Year End BBQ	May 27 '15 Oct 3 '15	yes	community	June 3 or 10th (rain date) 2016	Planned	

Field Trips:

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

GB Review Date	Trip / Event	Date & Time	Ratio A:C	Transp & Cost	K	1	2	3	3/4	4/4	4/5	5/5	6	D
Sep 3 M15-03	Daycare Lunch Activity programs - cartooning, chess & hip-hop	Sept - Nov	cartooning - 1:23 chess - 1:12 hip-hop -1-16	cartooning & chess = \$98; hip-hop = \$85										x
Sep 3 M15-04	Peace In/Peace Out - leadership conference in Lachine with Anne Vrana (2 students)	Oct 14 8:45 am-1:40 pm	1:6	carpool free									x	
Oct 8 M15-16	Daycare- The Putting Edge indoor glow in the dark mini-put; kids bring a lunch and one snack	Oct 19th 9-1:30pm	1:8 (expecting 80 kids)	2 buses \$15/ student										x
Oct 8 M15-17	Code Jeunesse after school program- coding and computational thinking program for 8 wks; 1hr/wk intro to HTML, CSS scratch and comp. science etc... use chrome books	2:45-3:45 pm Jan/Feb/ Mar start time - TBC	2:20 30 max per class (looking to run two classes)	\$100/ child				x	x	x	x	x	x	x

Field Trips: cont'd...

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

GB Review Date	Trip / Event	Date & Time	Ratio A:C	Transp & Cost	K	1	2	3	3/4	4	4/5	5	6	D
Oct 27 M15-23	Daycare (PED DAY)- Bas de Plein Air outdoor snowshoeing; sledding; etc.	Feb 12 8:30-3 pm	1:8 (expecting 80 kids)	bus \$36/ student										x
Oct 27 M15-23	Daycare (PED DAY) Youth Stars Dynamix (inhouse) active games karate, dance	April 22 9:00 - 2:30pm	5:120	\$15										x