

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

Tuesday, December 1, 2015

Present

Parents

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

Staff

Phyllis Orofino
Mathieu Larocque
Alexandra Andreiasi

Principal

Adrian Geller

Secretary

Renee Aspiotis

Absent

Domenic Pavone (Ward Council Rep)
Rosemary Luciano/Stephanie Shrader
(Home & School)
Stephanie Schrader/Alex Longlade (Grad)
Jutta Bouchard (staff)
Sheila Dunwoodie (staff)

1. START OF MEETING - ASSESS QUORUM

Verification of quorum was conducted and the meeting started at 7:15 pm.

2. ADOPTION OF THE AGENDA

November Revised Budget added under NEW BUSINESS - BUDGET (**Section 8.1**)

Motion 15-27 : Motion to adopt the Dec 1, 2015 agenda with the addition of November Revised Budget under NEW BUSINESS-BUDGET (Section 8.1)

Motioned by: Nadia

Seconded by: Phyllis

Adopted Unanimously

3. APPROVAL OF THE MINUTES FROM GB MEETING HELD ON OCT 27, 2015

Motion 15-28 : Motion to approve the minutes from the governing board meeting held on Oct 27, 2015.

Motioned by: Phyllis

Seconded by: Matt

Adopted Unanimously

4. PUBLIC

4.1. HOME AND SCHOOL - ABSENT

4.2. GRADUATION COMMITTEE - ABSENT

Julie-Ann/Matt gave update on behalf of Grad Committee (unconfirmed notes)

- received sweatshirts
- 3 fundraisers planned for the 2015-2016 year
 1. 1st raffle - raised ~\$3200 -was capped
 2. TCBY estimated to raise \$1700
 3. 2nd raffle - will be capped as well to ~ \$2000
- looking to raise \$7000 with three fundraisers
- \$7000 covers the following (all approx. numbers): 1000 Yearbook, 1400 sweatshirts, 650 DJ, 1000 Photobooth, 1000 Décor, 1000 Food and remaining 1000 is TBD buffer for now.
- \$3200 was in the grad account to begin with
- plan to leave ~\$3000 to next year's grad committee

5. FIELD TRIPS / UPCOMING EVENTS

5.1. RATIFY E-VOTES

GRAD HOCKEY TICKET RAFFLE (E-VOTE #3, UNANIMOUSLY APPROVED M15-29)

- 4 tickets for Jan 7 game
- primary contact - Kim Chatterson
- begin selling early in the week of Nov 30th and sell for 2 weeks so they can announce and hand out the tickets before school is out for holidays
- grade 6 students would be selling to families and friends
- price would be the same as the first raffle
- capped to ~\$2000

5.2. NEW FIELD TRIPS

- none

5.3. FUNDRAISERS, RENTALS AND OTHER TOPICS

- none

6. BUSINESS ARISING FROM MINUTES

6.1. MSC UPDATE

Dec 14th decisions will be publicly announced.
No major change visible to MMES

6.2. SPIRIT WEAR PROPOSAL

Last year several suggestions were brought forward in terms of school promotion/pride. Spirit wear was one of the options mentioned. Julie-Ann officially brought forward the

proposal. Mr. Geller and staff council have already approved.

Important Notes:

- this is strictly for school spirit/promotion
- this is not a school uniform - nor is it a Phys. Ed. uniform
- this is not a fundraiser
- points above need to be emphasized in the communication

Other:

- currently looking at 2 suppliers: Emblemtek and R. Longlade
 - both very customer focussed and able to help with design as long as we provide content (i.e. logo vs wording, taglines etc...)
- Julie-Ann to lead
- we would work on content on clothing - logo vs wording
 - it was mentioned that it must have Margaret Manson Elementary in full written on shirts
 - Mr. Geller has a more clear JPEG pic of our school logo
- will reach out to H&S/GB as potential volunteers to help with suppliers, collection of monies distribution, etc - looking for 3-4 people
- there will be no inventory (but a minimum order may be required)
- suggestions was made to survey community or even the kids
- timing - orders to go out before March break

Joel and Renee volunteered to help - Joel volunteered to help with taglines; Renee with forms/visuals/publicity; Subcommittee to form, meet and further discuss.

Motion 15-30 : Motion to approve sale of spirit wear to the MMES community.

Motioned by: Phyllis

Seconded by: Adolfo

Adopted Unanimously

6.3. JANUARY OPEN HOUSE UPDATE - A. GELLER

- January 21st - day and night
- Work to Rule - only barrier is using Peace Pals because as it requires a committee and training thus may need to recruit parent volunteers
- advertising - will use flyer from last year; will have a visual on front page of school website; asking parents to advertise on FB and other social media websites; Board will also put all schools Open Houses as a promotional ad on their website
- suggestions - bilingual flyer; have a room with a dedicated screen projecting a running loop of images of extracurricular activities, events and everyday student life at MMES (use Movie Maker for example)

6.4. SURVEY DATA REVIEW

- survey done end of June
- ~30 families responded

- Objective: to survey MMES parents and obtain a better understanding of certain points needed for MSC Brief
- 10 questions asked, some of which are highlighted below:
 - Language most often at spoken at home by families - 90% only English; 10% both English and French
 - 23% of families reside outside of designated school attendance zones (Zones 18, 19 and 20 see: https://transportation.lbpsb.qc.ca/eng/extra/img/lbpsb_mad.pdf) ; 40% reside within zone 20.
 - 82% of parents chose school due to location; 68% due to French Immersion; 36% due to new school facility; 36% due to it's reputation (word of mouth)
 - Most valued programs/activities/curriculum at MMES include: French Immersion (41%); teachers and staff (34%); strong results in academics/Daycare/ music & arts programs (including WWOB etc.) (28%)
- some additional comments/suggestions included: extending school attendance zones to improve enrolment; more french (Francais Plus or more emphasis on french language at higher levels); uniforms...

6.5. SCHOOL PROMOTION UPDATE (WEBSITE SOCIAL MEDIA ETC)

- postponed to next meeting

7. REPORTS

7.1. PRINCIPAL'S REPORT

a) Cancelled School Days

- following PED days will now become regular instructional days: January 22, May 20 and June 13. Should there be more strike days, other PED days may be affected

b) Bilingual Book Fair

- sizeable credit coming back to the school for library and classroom purchases.
- thanked Caterina Bernardo for coordinating fair, along with team of parent volunteers
- Clifford was Moe this year (day custodian)

c) Remembrance Day Ceremony

- held 2 assemblies (junior/senior) on Nov 11th
- community Life Animator Anne Vrana organized a number of videos, a reading of In Flanders Field and a minute of silence to the Last Post

d) Parent-Teacher Interviews and Portfolio Night

- Nov 19th and 20th
- commended teachers for their professionalism and stamina

e) Director General, Michael Chechile

- visited with students and staff on Nov 23rd
- will be visiting all schools and centers over the first few months of his tenure

f) Family Helping Families- Fill This Bus

- thanked Julie-Ann and students for making this event successful

7.2.TEACHER'S REPORT

- grade 6 students helping with food drive
- Grade 5/6 and 6 band instruments to be received on Jan 5th

7.3.DAYCARE REPORT

- none

7.4.CHAIRPERSONS' REPORT

- none

7.5.REGIONAL PARENTS' REPORT

- none

7.6.COMMISSIONER'S REPORT

- none

7.7.LBPSB CHAIRPERSON'S REPORT

- none

8. BUSINESS ARISING FROM MINUTES

8.1. BUDGET

Mr. Geller gave a detailed update on the Revised November Budget 2015-2016 for both school and daycare. Both budget reports are filed with the school.

Some points noted:

- Enrolment down this year by ~8% (290 students total)
- Anticipated Total Revenue for School is \$76,500 and for Daycare is \$426,001
- Library Grant Fund has increased by 38% this year to \$4060.

Motion 15-31 (e-vote #4, December 4, 2015) : Motion to approve Margaret Manson School and Daycare November Revised Budgets for 2015-2016.

Motioned by: Adolfo

Seconded by: Joel

Adopted Unanimously

9. CORRESPONDENCE

- none

10. VARIA/QUESTIONS FROM PUBLIC

- none

11. NEXT MEETING

11.1. DATE OF NEXT MEETING: JAN 12, 7:00 PM

Motion 15-32 : Motion to adjourn meeting at 9:00 pm

Motioned by: Adolfo

Seconded by: Alexandra

11.2. PRIORITY UPCOMING TOPICS

- Posting of Fundraising Guideline, GB Budget

11.3. TOPICS PENDING

- Community Representative; Legacy Initiative (GB gift in kind); School Annual Report (Update on feedback / questions raised Feb/Mar); 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 SUGGESTED 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 8 '15 E-Vote #2 M15-12	yes	FR	Oct 8-20th	Completed	\$3200
TCBY	Oct 8 '15 M15-11	no	FR	2015-2016	Ongoing	
Hockey Raffle Tickets	Nov 26 '15 E-Vote #3 Dec 1 '15 M15-29	yes	FR	week of Nov 30th (2 weeks)	Completed	n/a

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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	Completed	\$952
Bake Sale and Refreshments	Sept 3 '15 Oct 8 '15 M15-10	yes	FR	ad hoc 2015-2016	Ongoing	
Recipe Book	May 27 '15	no	FR	Sept-Dec		
Chocolates	May 27 '15 Oct 8 '15 M15-10	yes	FR	~March Break-Easter	Planned	
Comedy Night	May 27 '15 Oct 8 '15 M15-10	yes	FR	Feb 5th	Planned	
Garage Sale	May 27 '15 need to come back	no	FR	May 2016 proposed		
Year End BBQ	May 27 '15 Oct 8 '15 M15-10	yes	community	June 3 or 10th (rain date) 2016	Planned	

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Field Trips:

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

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

Fundraisers/Other

Event	GB Review Date & Status (Motion#)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
Family Helping Families- Fill This Bus	Oct 27 '15 M15-24	yes	FR	Nov 16 - mid December	Completed	
Spirit Wear	Dec 1 '15 M15-30	yes	spirit/ promotion	Jan to Feb - distribution- March break	Ongoing	n/a