

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

Tuesday, January 12, 2016

**Present**

**Parents**

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

**Principal**

Adrian Geller

**Secretary**

Renee Aspiotis

**Staff**

Phyllis Orofino  
Mathieu Larocque  
Alexandra Andreiasi  
Jutta Bouchard  
Sheila Dunwoodie

**Absent**

Domenic Pavone (Ward Council Rep)  
Rosemary Luciano/Stephanie Schrader  
(Home & School)  
Stephanie Schrader/Alex Longlade (Grad)  
Suzanne Stein Day (LBPSB Chair)

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

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

**2. ADOPTION OF THE AGENDA**

Additions: Implementation of Basic School Regulations (**Section 7.2**);

**Motion 15-33** : Motion to adopt the Jan 12, 2016 agenda with the addition of Implementation of Basic School Regulations (Section 7.2).

**Motioned by:** Jutta

**Seconded by:** Nadia

*Adopted Unanimously*

**3. APPROVAL OF THE MINUTES FROM GB MEETING HELD ON DEC 1, 2015**

**Motion 15-34** : Motion to approve the minutes from the governing board meeting held on Dec 1, 2015.

**Motioned by:** Matt

**Seconded by:** Alexandra

*Adopted Unanimously*

**4. PUBLIC**

**4.1. HOME AND SCHOOL - ABSENT**

**4.2. GRADUATION COMMITTEE - ABSENT**

**5. FIELD TRIPS / UPCOMING EVENTS**

**5.1. RATIFY E-VOTES**

**E-VOTE #4, DEC 4 - SCHOOL AND DAYCARE BUDGETS**

An e-vote was put forward to pass the budgets for school and daycare as it was omitted from Dec 1 meeting. The December 1 minutes were modified to include this e-vote.

Motion #: **M15-31**: To approve the School and Daycare budgets, as reviewed during the GB meeting on December 1, 2015.

**Motioned by:** Matt

**Seconded by:** Adolfo

*Adopted Unanimously*

**E-VOTE #5, JAN 7, - PED DAY ACTIVITY (M15-35)**

- Friday, Jan 22, 2016
- Supplier: SPORTBALL
- In-House activity
- 2 instructors will teach sportsmanship, team-building and cooperation through playing football, golf and volleyball.
- Ratio: 1 adult/20 students (100students total)
- \$15.00 per child.

**5.2. NEW FIELD TRIPS**

Following New Field Trips were presented for approval.

<b>Trip / Event / Location</b>	<b>Date &amp; Time</b>	<b>Ratio A:C</b>	<b>Cost &amp; Transp.</b>	<b>Gr.</b>	<b>Motion No.</b>	<b>Motion</b>
Daycare -Edu-Acton -chess, hip hop, cartooning, funky beadwork and crazy chem work-Mad Science -inhouse	January 8weeks 11:30-12:30	1:20	\$85-\$102	1-6	<b>M15-36</b>	Motion to approve Daycare Lunchtime activities with Edu-Action Motioned by: Alexandra Seconded: Adolfo <i>Adopted Unanimously</i>
Grad Trip -Jouvence <b>PENDING TEACHER VOTE</b>	Mar 21-23 2 nights & 3 days	6:52 + animator onsite	\$225 bus	6	<b>M15-37</b>	Motion to approve Grad Trip Jouvence Motioned by: Adolfo Seconded: Jutta <i>Adopted Unanimously</i>

A:C = adult to child ratio

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

- none

## **6. BUSINESS ARISING FROM MINUTES**

### **6.1. MSC RECAP**

- MMES - status quo
- we were not granted our request for zones 15 & 16 - given to St Charles instead as it has less students
- Other: St. Pauls and Sherwood will merge, St. Paul's will become an FP school (junior campus) and Sherwood Forest will also become an FP school (senior campus); potential for EI or B students to be attracted to MMES due to its EI program.
- other potential for MMES - proposal for 5000 homes in L'Anse-à-L'Orme area in immediate future

### **6.2. TEACHERS STRIKE UPDATE**

- union rep accepted gov't offer and teachers will vote to see if they ratify decision on Thursday
- support staff is also voting but next Monday Night (including custodians)
- it was noted that french board teacher's union have not accepted agreement
- The Agreement accepted was: class sizes remain same except K where max decreases by one; special needs status quo (no coding); salaries = 7.75% over 5 years
- What about activities? Prepared to launch ECAs pending vote - teachers had a meeting and a wish list of ECAs was generated, ready to be implemented

### **6.3. OPEN HOUSE UPDATE (GIVEN 6.2)**

- Mr. Geller will be tour guide and work with Peace Pals
- January 21st - day and night - morning, afternoon, evening slots
- will post on MMES website, social media websites and share with friends; Mr. Geller to send ERMS with PDF and asking parents to share Open House with other parents they may know
- it was mentioned that English Registration happens sooner than French so we should try to ensure we get the message out sooner as many daycares are unaware about LBP school's registration dates
- Coming Soon - there will be pamphlet developed from CPC for daycares discussing eligibility and LBP registration dates

### **6.4. COMMUNITY REPRESENTATIVE EMAIL**

- Julie-Ann shared email template for review that will be sent to 2 community representatives

### **6.5. SCHOOL PROMOTION UPDATE (WEBSITE SOC MEDIA ETC)**

#### **WEBSITE**

- photos uploaded; more French and other information added
- Q: Should we switch to new website (ex. St. Anthony)?

- **Pros**
- clean website
- anyone can upload (according to Suanne from last meeting); functionality on new websites allows for easier push from Board in terms of banner
- **Cons**
- St. Anthony's website catching, too long and difficult to scroll on Mac computer; glitchy; not view well on mobile
- **Conclusion:** Hold off until above issues mentioned sorted out. In the meantime, continue to look for ways to improve current website
  - Mr. Geller and Renee to sit together and discuss perhaps the potential to make our website fresher looking (ex. look at websites of other schools)

### **SOCIAL MEDIA**

- tabled until committee can meet again
- leveraging MM Parents Page and other external social media websites for the time being

## **7. NEW BUSINESS**

### **7.1. GB BUDGET 2015-2016**

- \$312 allocated to GB; can be used toward meals, prof development; babysitting; promotion
- to date \$50 + \$25 (prof development) used
- proposing: \$75 for year end and remaining funds toward promotion such as pamphlet or bookmark (summer reading for the kids)
- Note: last years suggestion of magnets were too pricey

### **7.2. BASIC SCHOOL REGULATIONS APPROVAL**

- postponed to next meeting
- Julie-Ann to forward links for all to read

### **7.3. TIME ALLOCATION APPROVAL**

- postponed to next meeting
- Julie-Ann to forward links for all to read (including time allocation spreadsheet for MMES)

### **7.4. UPCOMING MEETING TOPICS REVIEW**

- Feb-March busy months
- anti bullying and anti violence plan- Julie-Ann to send link so we can review for upcoming meeting; send questions and comments in advance
- suppose to also review following:
  - success plan that's in place every year (Feb)
  - code of conduct and safety measure (Feb)
  - capital budget (today)

- school annual report (Feb March) along with answers to questions that were previously propose
- stragglng items carried over
- Workshop - Transition to High School removed from Pending Topic in Agenda
  - Renee and Nadia to bring up at next Regional meeting - perhaps it can be offered to broader community
  - Mr. Geller added that we have 6s go to high school and spend entire day in transition mode with staff, gr 9-11 and student council
  - This year, M. Larocque, Mrs. Newton and Mme Vaillancourt will bring in Tolerance Caravan - in class; will do a lot of work on social and emotional aspect (fitting in etc..)

## **7.5.CAPITAL BUDGETS**

### **Capital expenditures under \$50,000**

1. upgrading domestic water entry
  - not at code; cost \$15,000
2. moving basket ball hoop in gym
  - not aligned; hoop near door way therefore a safety hazard; cost = \$5000

### **Capital expenditures over \$50,000**

1. doubling kindergarten exit doors
  - cost = \$175,000
  - to take place during summer months
  - concerns were raised about the cost associated with this expenditure
  - question was also raised why doors have yet to be fixed given this was approved 3 yrs ago - it was speculated that our fire drill times were considered highly efficient and could be reason why this is not a high priority item
2. replacement of K windows
  - currently windows open bottom out at height of child's head (safety hazard)
  - want to install sliding windows
  - rubberized material has been temporarily installed on edges to reduce chance of injury
  - cost = \$150,000

### **Other requests brought forward by GB**

- air conditioning for gymnasium
  - gym is too hot during warmer months; external door are often opened for circulation
  - Julie-Ann raised concern of potential strangers wandering into building if Phys Ed doors need to be opened due to lack of air circulation
  - Mr. Geller mentioned air circulation need to be tested

## **8. REPORTS**

### **8.1. PRINCIPAL'S REPORT**

- thanked H&S and volunteers for Holiday Breakfast on Dec 18
- gave a shout out to Phyllis and volunteers for smooth role out of instruments last week for Band Program

## **8.2. TEACHER'S REPORT**

### **Band Program**

- thanked Julie-Ann and Renee for Band Program role out and Matt and Sarah for their patience, flexibility and help
- kids are in love with instruments
- took videos and pictures of children's first attempts on instruments
- if EAC ban lifted, will do lunch after school practices

## **8.3. DAYCARE REPORT**

- a) Long-time Daycare Educator, Mrs. Peel, has retired
  - worked here at MMES since day one - last few years was with Kindergarten.
  - very missed and is currently replaced by Miss Demers in Kindergarten to the end of June
- b) Daycare Fees have risen to \$8.10 per day. All other Fees have remained the same.
- c) Kids Code Jeunesse will be starting February 2nd. Every Tuesday and Thursday from 2:45 to 3:45 (gr 3&4), and 4:00 to 5:00 (Gr. &6). 8 classes each in 4 weeks.
- d) Lunch Program Activities will start the week of January 25th for 8 weeks. Chess, cartooning, Funky Beads, Crazy Chemworks, Hip Hop.
- e) Open house – Jan 21 Daycare will present/display some of many activities.
- f) Next Ped Day is Jan. 22 – Sportball will be in to enthrall the students with football, golf, tennis, volleyball. With emphasis on sportsmanship, Teambuilding and cooperation

## **8.4. CHAIRPERSON'S REPORT**

- none

## **8.5. REGIONAL PARENTS' REPORT**

- MSC was topic of major discussion at meeting
- Bill 86 - 56 pages long - summary to be communicated to GB Chairs

## **8.6. COMMISSIONER'S REPORT**

- none

## **8.7. LBPSB CHAIRPERSON'S REPORT**

- none

## 9. CORRESPONDENCE

- 2015 Enrolment Criteria - consultation - to be passed out
- PEF newsletter

## 10. VARIA/QUESTIONS FROM THE PUBLIC

- none

## 11. NEXT MEETING

### 11.1. DATE OF NEXT MEETING: FEB 16, 7:00 PM

### 11.2. TOPICS PENDING

- Basic School Regulations and Time Allocation Approvals (email review - Feb); Anti-bullying (email review); Success Plan/ Education Project (incl. implementation actions)/ Management Success Agreement (Feb); Code of Conduct & Safety Measures (Feb); 2014-2015 School Annual Report (Feb/Mar Update on feedback / questions raised & new Report); Bullying Data (Feb/Mar); Posting of Fundraising Guidelines, Legacy Initiative (GB gift in kind); Online Ordering of School Supplies

### 11.3. SUGGEST TO REMOVE: WORKSHOP – TRANSITION TO HS - removed; see discussion in Section 7.4

### 11.4. FUTURE SUGGESTED TOPICS: TBD

## 12. MOTION TO CLOSE MEETING

**Motion 15-38** : Motion to adjourn meeting at 9:00 pm

Motioned by: Jutta

Seconded by: Alexandra

**APPENDIX A:**

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

**Grad Committee Events:**

<b>Event</b>	<b>GB Review Date &amp; Status (Motion#)</b>	<b>Fundraiser Form</b>	<b>Type of Event</b>	<b>Timing</b>	<b>Event Status</b>	<b>\$ Raised (Profit/Loss)</b>
Hockey Raffle Tickets	Oct 8 '15 E-Vote #2 <b>M15-12</b>	yes	FR	Oct 8-20th	Completed	\$3200
TCBY	Oct 8 '15 <b>M15-11</b>	no	FR	2015-2016	Ongoing	
Hockey Raffle Tickets	Nov 26 '15 E-Vote #3 Dec 1 '15 <b>M15-29</b>	yes	FR	week of Nov 30th (2 weeks)	Completed	n/a



**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 <b>M14-78</b> Sept 3 '15 <b>M15-06</b>	no	FR	at end of each month 2015-2016	Ongoing	
Mabel's Labels	May 27 '15 <b>M14-78</b>	no	FR	2015-2016	Ongoing	
QSP magazine subscription	May 27 '15 <b>M14-78</b>	no	FR	2015-2016	Ongoing	
FundScrip	May 27 '15 <b>M14-78</b>	no	FR	2015-2016	pending	
Family Bingo Night	Sept 3 '15 <b>M15-05</b>	yes	FR	October 16	Completed	\$952
Bake Sale and Refreshments	Sept 3 '15 Oct 8 '15 <b>M15-10</b>	yes	FR	ad hoc 2015-2016	Ongoing	
Recipe Book	May 27 '15	no	FR	Sept-Dec		
Chocolates	May 27 '15 Oct 8 '15 <b>M15-10</b>	yes	FR	~March Break-Easter	pending	
Comedy Night	May 27 '15 Oct 8 '15 <b>M15-10</b>	yes	FR	Feb 5th	pending	
Garage Sale	May 27 '15 need to come back	no	FR	May 2016 proposed		
Year End BBQ	May 27 '15 Oct 8 '15 <b>M15-10</b>	yes	community	June 3 or 10th (rain date) 2016	pending	

**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 <b>M15-03</b>	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 <b>M15-04</b>	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 <b>M15-16</b>	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 <b>M15-17</b>	Code Jeunesse after school program- coding & computational thinking program; intro to HTML, CSS scratch and comp. science etc... use chrome books	1 h / wk 2:45-3:45 pm -8 weeks Jan/Feb/ Mar	2:20 30 max per class (looking to run two classes)	\$100/ child				x	x	x	x	x	x	x
Oct 27 <b>M15-23</b>	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 <b>M15-23</b>	Daycare (PED DAY) Youth Stars Dynamix (inhouse) active games karate, dance	April 22 9:00 - 2:30pm	5:120	\$15										x
Jan7 <b>evote#5 M15-35</b>	Daycare PED Day Sportball; in-house; football, golf and volleyball	Jan 22	5:100 (includes 2 instructors)	\$15										x

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

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GB Review Date	Trip / Event	Date & Time	Ratio A:C	Transp & Cost	K	1	2	3	3/4	4	4/5	5	6	D
Jan 12 <b>M15-36</b>	Daycare -Edu-Acton -chess, hip hop, cartooning, funky beadwork and crazy chem work-Mad Science -inhouse	January 8weeks 11:30-12: 30	1:20	\$85- \$102		x	x	x	x	x	x	x	x	
Jan 12 <b>M15-37</b>	Grad Trip -Jouvence PENDING TEACHER VOTE	Mar 21-23 2 nights & 3 days	6:52 + animator onsite	\$225 bus										x

***Fundraisers/Other***

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