

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

Tuesday, April 26, 2016

Present

Parents

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

Staff

Phyllis Orofino
Mathieu Larocque
Alexandra Andreiasi
Jutta Bouchard
Sheila Dunwoodie

Principal

Adrian Geller

Secretary

Renee Aspiotis

Guests

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

Absent

Stephanie Schrader/Alex Longlade (Grad)

1. START OF MEETING - ASSESS QUORUM

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

**2. WELCOME MR LUCIANO PICIACCHIA MUNICIPAL COUNCILLOR DISTRICT 2 –
HOLLEUFFER – COMMUNITY REPRESENTATIVE**

Absent

3. ADOPTION OF THE AGENDA

Additions - time permitting:

7.9 Emergency Prep Plan

7.10 Code of Conduct Review

7.11 Update Strategic Plan response from GB

Motion 15-39 : Motion to adopt the April 26, 2016 agenda with the following additions (time permitting): **7.9** Emergency Prep Plan, **7.10** Code of Conduct Review and **7.11** Update Strategic Plan response from GB

Motioned by: Renee

Seconded by: Joel

Adopted Unanimously

4. ADOPTION OF THE MINUTES FROM MEETING HELD JAN 12, 2016

Motion 15-40 : Motion to approve the minutes from the governing board meeting held on Jan 12, 2016.

Motioned by: Jutta
Adopted Unanimously

Seconded by: Alexandra

5. PUBLIC

5.1. HOME AND SCHOOL - ROSEMARY LUCIANO

- Update on fundraisers/events to date:
 - **Pizza Lunches** ongoing; better than Subways in terms of no. of people ordering
 - **Mabel's Labels** - \$95.08 ...ongoing
 - **QSP** \$138.01 ...ongoing
 - **Bingo** - \$954.53
 - **Refreshments** - did not have any throughout the year
 - **Chocolates** - to date sold \$13662.02 worth of chocolates which covers costs; still some orders coming in; will provide an update in future; company has agreed to purchase back returned chocolates; overall, H&S achieved their primary objective of purchasing 4 new risers for the school
 - **Comedy Night** - \$535.17
 - **Year End BBQ** - scheduled
 - **Fundscript** - on hold until next year

DISCUSSION:

- Several suggestions were made on possible alternative fundraising, including: an auction like at West Park; citrus fruit sales; cheese; entertainment books, raffle prizes / half and half
 - some were stated to be very successful (raffles, half and half) while others did poorly at MMES (cheese and entertainment books); citrus sales were considered too common in the community
 - to Suanne's knowledge, the chocolates sales at MMES were the ones that stood out and were the most successful
 - topic of further discussion for H&S

Motion 15-41 : Motion to approve Mabel's Labels, QSP, Fundscript, Pizza Lunch, Welcome Back Corn Roast (date to be communicated)

Motioned by: Joel **Seconded by:** Nadia
Adopted Unanimously

5.2. GRADUATION COMMITTEE - ABSENT

- Mr. Geller commented on how impressed he was and how well organized they were as a team

6. FIELD TRIPS / UPCOMING EVENTS

6.1. RATIFY E-VOTES

The following activities/events were approved via e-vote and are minuted below. Consult Appendix A for full details.

- Science Centre Daycare **e-vote #6, M15-42**
- Lunch Activities **e-vote #7, M15-43**
- Undies and Socks Charity **e-vote #8, M15-44**
- Grade 6 Babysitting Course **e-vote #9, M15-45**
- Robotics Competition **e-vote #10, M15-46**
- Les Drouleurs with Grade 3s **e-vote #11, M15-47**
- Les MiniDoux - French Theatre - **e-vote #12, M15-48**
- 4 sports tournaments **e-vote #13, M15-49**
- junior leadership day **e-vote #14, M15-50**

6.2. NEW FIELD TRIPS

Following New Field Trips were presented for approval. Consult Appendix A for full details.

1. **Dynamix (M15-51)** -May 20th (Ped Day) - Motioned by: Joel; Seconded: Nadia - *Adopted Unanimously*
2. **Grade 4-5 Ottawa Trip (M15-52)**- June 15 - Motioned by: Alexandra; Seconded: Adolfo - *Adopted Unanimously*
3. **Cepsum (M15-53)**- June 9th - grade 1-2 Motioned by: Matt; Seconded: Renee - *Adopted Unanimously*

6.3. FUNDRAISERS, RENTALS AND OTHER TOPICS

- none

7. NEW BUSINESS

7.1. GB COMPOSITION (DUE MAY 10)

Motion 15-54 : Motion to keep GB composition the same - 5 parent reps; 4 staff; 1 daycare; up to 2 community members

Motioned by: Jutta **Seconded by:** Nadia
Adopted Unanimously

7.2. THREE-YEAR PLAN OF ALLOCATION AND DESTINATION OF IMMOVABLES (DUE MAY 18)

- one deed of establishment per school; changes only noted when program changes that requires changes in building use (ex Berling, Riverdale ...etc.)
- MMES - no changes planned for next 3 years
- **QUESTIONS/COMMENTS:**
 - Mr. Geller expressed concerns on estimates tied to capital expenditure recommendations for MMES - ex. \$175,000 estimate quoted for replacement of a single door to double door; wanted to know if this estimate is a common situation
 - Suanne Day mentioned that in general, it costs more to bid to a public sector organization and that LBP thoroughly vets vendors

- estimates have gone down by 15% over past few years
- Domenic added that estimates include architects and engineering costs; up to 12% goes to architect

7.3. TIME AND PLACE OF MEETINGS (DUE MAY 3)

- time and place of meetings for both executive committee and council of commissioners were shared; no comments from GB

7.4. TIME ALLOCATION APPROVAL

- The subject time allocation for MMES was reviewed by GB. The following questions/ comments were made:
 - **Question:** Why is science and math taught in french and english respectively for Cycles 2&3 as both subjects seem to go hand in hand?
 - Answer (Mr Geller):
 - primarily done to reach a balanced number of minutes for both languages
 - both subjects mirror the language instruction in high school
 - added that math is becoming more language based requiring more comprehension and understanding of text (ex. situational problems) so it helps to have this subject taught in English
 - **Preschool/Maternelle (A. Geller)**
 - 3 main goals
 1. entry point where we want children to begin to like school
 2. foster academic potential
 3. social and cognitive development
 - competencies include:
 - to communicate in french
 - to construct his/her understanding of their world
 - to complete an activity/project
 - to perform sensory motor actions - gross & fine motor, co-ordination
 - affirm his or her personality
 - interact harmoniously with their peers
 - **Question:** What is the difference between MMES and a Français Plus school?
 - 50:50 English:French instruction begins in Cycle 3 (grade 5) for a Français Plus school whereas it begins in Cycle 2 (grade 3) at MMES

Two main adjustments noted to cycle 3 Time Allocation

- Phys. Ed & Health will decrease to 150 minutes (from 180 minutes)
- Music will increase to 120 minutes (from 90 minutes) to accommodate new band initiative. Mr. Geller added that sports/intramurals held after school and/or at lunch help make up for loss in minutes in Phys. Ed.

Motion 15-55: Motion to adopt time allocation with noted adjustments.

Motioned by: Nadia
Adopted Unanimously

Seconded by: Adolfo

7.5. SAFETY & WELLNESS INDICATORS (RESPONSES TO 2013-2014 ANNUAL REPORT)

- Three Years of Bullying Data from the TTFM survey were presented (see below)

Safety and Wellness Indicators
 MMES vs LBPSB vs Canada

Data below represents the average results from the two surveys taken by students in the MMES, LBPSB and Canada respectively. Surveys are usually taken in late fall and spring.

The survey is done online and in an entirely anonymous manner. Students are given some basic guidance and instructions in terms of how to navigate the survey. They are reminded that there is no discussing or looking at other students' responses.

As the table below indicates, our results are very similar to the LBPSB results over the last few years, and better than the Canadian results.

Prevalence of Bullying	2012-13	2013-14	2014-15
MMES	23.5	26	21.9
LBPSB	21	24	25
CANADA	26	26	26

Four other notable safe school related results (3 year average, 2013-2015). Note: no Canadian averages provided for these items.

Heard Students Make Threats		Made an Effort to Include the Victim	
MMES	27	MMES	74
LBPSB	33	LBPSB	65

Student Reporting to Teacher of Bullying		Teachers Help Students Understand Bullying	
MMES	55	MMES	86
LBPSB	44	LBPSB	80

NOTES:

- ***sample size: ~140 students and data is in percentages
- data for 2015-2016 is currently being processed

COMMENTS/QUESTIONS

- some of the parents felt the percentages in general were a little high
- others were glad to see that children are talking about bullying and are being surveyed through TTFM unlike 5 years ago
- some felt the qualitative aspect of data was more important to look at...i.e. Is there certain groups being bullied (girls vs boys)? Is it age related? Are there certain trends/subgroups that we need to focus down into?
- others commented on the need to define a standard/ set an objective; school annual report only measures initiatives but don't tie it to a percentage in the survey; this very question will be asked when it comes to reviewing school strategic plan (What are we setting? What do we want our standard to be and how do we want to evaluate it?)

- there was also a request if GB could view the questions from the survey and results
 - Mr Geller responded that a team is currently in place that looks at all the data; team then brings broader picture to GB in terms of some of the measures
- the trending topic of ethno-cultural or socio-economic inequality and bullying was raised; need to be proactive in ensuring our kids are good citizens; does TTFM survey have open ended questions that would help identify sources/subjects of bullying (ex. racism)
 - Mr. Geller mentioned that there was an open ended question that asked the children “is there anything that stresses you or makes you anxious at school and if so can you tell us what it is” - allows staff to determine if anxiety is arising from academic, social, or ethnic factors
 - Mr. Geller also added that many programs are brought in-house to work with kids. Examples included: Caravan de la Tolerance; Dynamix (Character Traits); WITS: ERC program; Pink T-Shirt Day (Bullying); social Community officer from police force; community animator Anne Vrana; athletics and extracurricular activities
 - Mr Laroque added that in Grade 6 they have focussed on Canadian black history (Feb-May) and subject of racism has been discussed
 - in music, Mme Orofino mentioned how the kids are learning about history of African American Music (Songs of the Slave)
- in general, teachers commented that kids were very good and very little if any real bullies existed at MMES
- others strongly felt that we need to stop looking at the strict definition of what a bully is (i.e. according to Bill 56 definition) and need to look at it from a relative context of what our kids know; hope is that when our children are answering TTFM survey, they have a sense of belonging in the school and that they don't feel excluded

SUMMARY (Mr. Geller)

- recent data is really promising and is showing that 80-90% of the measures scored on right side of data
- acknowledged there was room for improvement
- will ask success plan team to bring a more comprehensive perspective on some other measures to next GB meeting

7.6. 2014-2015 SCHOOL ANNUAL REPORT

The annual report was presented and each objective was looked at independently

GOAL 1- Increase Graduation and Qualification Rate

• OBJECTIVE # 1

- fell short of target by 15%; however if you looked at 6 year avg, only fell short by 5% due to fact that baseline average for 2009 was high
- math exam was difficult as noted by board wide success rate of 77.8%
- number of students struggled on cognitive and emotional/ social area
- small group size sampled easily affects overall result
- the average on the math exam was 80% whereas for Board it was 73%

COMMENTS:

- every year different math exam; important to look over 6 years
- suggestion: maybe we should be looking at percentage above average; if variable is exam, then let's start quantifying ourself based on the average - apples to apples comparison
- historically, success rates arose from Quebec's dismal graduation rates in the past
- in future conversations: would like to see what we are doing proactively to identify students in Cycle 2 that may be struggling in math, for example
- Joel: able to get a free cloud based math program (called Math Help Services) if school is interested

GOAL 2- Improved Mastery of English and French Language Skills

- no comments

GOAL 3: Improved Levels of Success and Perseverance for Students with Handicaps, Social Maladjustments or Learning Difficulties

- no comments

GOAL 4: Promoting Wellness in a Safe and Caring Community

- no further comments as subject covered in detail in section 7.5 of minutes.

Motion 15-56: Motion to approve 2014-2015 Annual Report.

Motioned by: Nadia

Seconded by: Adolfo

Adopted Unanimously

7.7.JUNE MEETING (DATE AND CHAIR)

- June 14th no go; will survey other meeting dates and communicate to all

7.8.MMES ANTI-BULLYING AND ANTI-VIOLENCE (TIME PERMITTING)

7.9.EMERGENCY PREP PLAN

7.10. CODE OF CONDUCT

7.11.UPDATE STRATEGIC PLAN RESPONSE FROM GB

- 7.8-7.11 all postponed

8. BUSINESS ARISING FROM MINUTES

8.1. REGISTRATION UPDATE (FOLLOWING OPEN HOUSE & MSC CHANGES)

- numbers very positive
- although did not get zones, restructuring and mergers had some new surprising registrations
- numbers slightly shy of this year's registration numbers however numbers still going up

9. REPORTS

9.1. Will be shared by email only. Due to time constraints, we will only cover questions during the meeting.

9.2. Principal's Report; Teacher's Report; Daycare Report; Chairpersons' Report; Regional Parents' Report; Commissioner's Report; LBPSB Chairperson's Report

- other- tentative date for band concert - June 1st

10. CORRESPONDENCE:

- April PEF - will send after meeting
- 2016-17 PEF Application for Project Grant - came through; will send to everyone; includes application; Suanne added that PEF Grant now funds chrome books, iPADS, robotics kits if they fit project criteria; huge benefactor giving toward science and technology projects; this year received \$35,000 to date

11. VARIA/QUESTIONS FROM THE PUBLIC

12. NEXT MEETING

12.1. DATE OF MEETING: MAY 24

12.2. TOPICS PENDING / FUTURE TOPICS: Bill 86; Online Ordering of School Supplies; Basic School Regulations Approval; Success Plan/ Education Project (incl. implementation actions)/ Management Success Agreement; Code of Conduct & Safety Measures; Revision of Fundraising Guidelines, GB Budget 2015-2016; Legacy Initiative (GB gift in kind); School Promotion: Social Media (pending committee due to WTR)

Spirit Wear Update

- 100 families ordered; countless hours spent on designing and on negotiating with vendor, need to move it to school
- GB would like to see it as a fundraiser; may have to run through H&S if it is fundraiser out of courtesy
- H&S still has 2nd objective of raising money for sound system for school

Motion 15-57: Motion to approach H&S and turn Spirit Wear into a fundraiser for spring campaign; from a price perspective, add an extra \$1 per item (minimum) up to a maximum of 10% per item; profits would go toward H&S goals (risers and/or stereo sound system).

Motioned by: xx **Seconded by:** xx

Note: names of individuals not noted for minutes but motion was adopted unanimously.

13. MOTION TO CLOSE MEETING

Motion 15-58: Motion to close meeting at 9:30 pm

Motioned by: Adolfo

Seconded by: Renee

APPENDIX A:

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

Grad Committee:

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

MMES GOVERNING BOARD MEETING MINUTES: Tuesday, January 12, 2015

Home & School:

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	to date = \$95
QSP magazine subscription	May 27 '15 M14-78	no	FR	2015-2016	Ongoing	to date = \$138
FundScrip	May 27 '15 M14-78	no	FR	2015-2016	n/a	postponed to next year
Family Bingo Night	Sept 3 '15 M15-05	yes	FR	October 16	Completed	\$955
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	n/a	cancelled
Chocolates	May 27 '15 Oct 8 '15 M15-10	yes	FR	~March Break-Easter	pending	
Comedy Night	May 27 '15 Oct 8 '15 M15-10	yes	FR	Feb 5th	completed	\$535
Garage Sale	May 27 '15 need to come back	no	FR	May 2016 proposed	n/a	not happening
Year End BBQ	May 27 '15 Oct 8 '15 M15-10	yes	community	June 3 or 10th (rain date) 2016	pending	

Home & School 2016-2017:

Event	GB Review Date & Status (Motion#)	Fundraiser Form	Done Before?	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
Pizza lunches – vendor Piccola Gioia	Apr 26 '16 M15-41	no	yes	FR	at end of each month 2016-2017	pending	
Mabel's Labels	Apr 26 '16 M15-41	no	yes	FR	2016-2017	pending	
QSP magazine subscription	Apr 26 '16 M15-41	no	yes	FR	2016-2017	pending	
FundScrip	Apr 26 '16 M15-41	no	no	FR	2016-2017	pending	
Welcome Back Corn Roast	Apr 26 '16 M15-41	no	yes	FR	2016-2017	pending	

MMES GOVERNING BOARD MEETING MINUTES: Tuesday, January 12, 2015

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 & 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 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
Jan7 evote#5 M15-35	Daycare PED Day Sportball; in-house; football, golf and volleyball	Jan 22	5:100 (includes 2 instructors)	\$15										x

MMES GOVERNING BOARD MEETING MINUTES: Tuesday, January 12, 2015

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 M15-36	Daycare -Educ-Action -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	x
Jan 12 M15-37	Grad Trip -Jouvence PENDING TEACHER VOTE	Mar 21-23 2 nights & 3 days	6:52 + animator onsite	\$225 bus									x	
April 26 e-vote #6, M15-42	Daycare Science Centre Science in the World Around Us	Feb 12 9am-3:30 pm	8 Adults : 75 students (1:9 ratio)	\$25 bus									x	x
April 26 e-vote #7, M15-43	Lunch Activities Ceramics with Maria Vila; creativity Chess with the Chess and Math Association - logical thinking and math skills; Bricks4kids - math and science workshop	April 4 to May 26; 11:30am -12:30 pm	n/a	\$106, \$109; \$111 resp.										x
April 26 e-vote #9, M15-45	Grade 6 Babysitting Course In-House	May 6 8:30am-4:30pm)	1:20	\$73									x	x
April 26 e-vote #10, M15-46	Robotics Competition- Vanier College Parents Will Drive Their Own Children (weekend)	April 29, 30	1:7	\$30									x	
April 26 e-vote #11, M15-47	Les Drouleurs with Grade 3s St. Anicet, PQ	May 26	1:8	\$25 Bus				x	3					
April 26 e-vote #12, M15-48	Les MiniDoux - French Theater in house	May 17	1:18	\$6.50		x	x							
April 26 e-vote #13, M15-49	4 sports tournaments Basket ball (grade 6), Jr. X Country Run (gr. 1-3; Soccer (gr. 5), Track & Field (gr. 4-6)	Apr 22 , May 10, May, May 31 resp.	1 to ~6/8	\$5-\$20		x	x	x	x	x	x	x	x	
April 26 e-vote #14, M15-50	junior leadership day - St Pat's Elementary	May 6, 8-2pm	1:10 ratio	\$0; School Bus										

MMES GOVERNING BOARD MEETING MINUTES: Tuesday, January 12, 2015

GB Review Date	Trip / Event	Date & Time	Ratio A:C	Transp & Cost	K	1	2	3	3/4	4	4/5	5	6	D
Apr 26 M15-51	Daycare Ped Day- Dynamix -Electro Tag -inhouse	May 20th 1 h morning 1 h afternoon	1:20	\$17.25										x
Apr 26 M15-52	Ottawa Trip - museums, cruise, dinner	Jun 15 7 am - 8:30 pm	1:9	\$84 coach					4	x	x	x		
April 26 M15-53	Cepsum Université de Montreal - arrangements made with daycare for after school busing	Jun 9 8:15-3:15	1:10	\$26 -bus, entrance, rock climb. & obst. course		x	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
Undies and Socks Charity	April 26 e-vote #8, M15-44	??	FR	May-June	Ongoing	n/a