

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

Tuesday, June 21, 2016

Present

Parents

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

Principal

Adrian Geller

Secretary

Renee Aspiotis

Staff

Phyllis Orofino
Mathieu Larocque
Alexandra Andreiasi
Jutta Bouchard
Sheila Dunwoodie

Guests

Rosemary Luciano (Home & School)

Absent

Domenic Pavone (Ward Council Rep)
Suanne Stein Day (LBPSB Chair)
Stephanie Schrader/Alex Longlade (Grad)
Nadia Naqvi (Parent Rep)

1. START OF MEETING - ASSESS QUORUM

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

2. ADOPTION OF THE AGENDA

Motion 15-59 : Motion to adopt the June 21, 2016 agenda with the following additions: **7.2 Spirit Wear** .

Motioned by: Matt

Seconded by: Renee

Adopted Unanimously

3. ADOPTION OF THE MINUTES FROM APRIL 26, 2016

Call out: **Motion 15-57 in Section 12.2:** Names of who people who motioned and seconded Spirit Wear were not recorded even though it was unanimously approved.

Motion 15-60 : Motion to adopt the minutes from the governing board meeting held on Apr 26, 2016.

Motioned by: Jutta

Seconded by: Adolfo

Adopted Unanimously

4. PUBLIC

4.1. HOME & SCHOOL SUMMARY - ABSENT

- Final updates for Pizza, Chocolates and Year End BBQ to be communicated in Sept

4.2. GRADUATION COMMITTEE SUMMARY - ABSENT

- Stephanie Schrader (summary via e-mail): Overall, Grad gave back \$500 to the Cancer Wellness Centre and donated \$500 to the Children's Hospital
- stayed well below budget of ~\$6000.

5. FIELD TRIPS / UPCOMING EVENTS

5.1. RATIFY E-VOTES

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

- LBPSB Aboriginal Day Event – Sent may 12 **M#15-61**
 - *Approved: 10; Abstained: 0; Rejected: 0*
- Colissee – Sent June 3 **M#15-62**
 - *Approved: 9; Abstained: 1; Rejected: 0*
- School Calendar – Sent June 4 **M#15-63**
 - *Approved: 9; Abstained: 1; Rejected: 0*
- Pool Day – Sent June 6 **M#15-64**
 - *Approved: 9; Abstained: 1; Rejected: 0*

5.2. NEW FIELD TRIPS

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

Lunchtime Extracurricular Activities - Daycare

- fall/winter/spring
- 8 wk sessions
- gr.1 to grade 6
- \$96-\$105
- examples chess, Mad Science, ceramics, bricks for kids, circus, painting, drawing etc...

Motion 15-65 : Motion to pre-approve lunchtime daycare extracurricular activities for 2016-17 year.

Motioned by: Adolfo

Seconded by: Matt

Adopted Unanimously

5.3. FUNDRAISERS, RENTALS AND OTHER TOPICS

- none

6. NEW BUSINESS

6.1. SCHOOL BUDGET

- student enrolment 290 for 2016-17
- overall operating budget of \$80,490 proposed
- **COMMENT:** A large net surplus of \$55,370 was noted for March 31st Actuals. It was clarified that this surplus was mainly due to 3 factors:
 - last year's surplus of \$5465 carried over
 - in trust funds set aside for prof development
 - results reported are as of March 31st - still have 3 months of school remaining

Motion 15-66 : Motion to approve May-June proposed school budget for 2016-17.

Motioned by: Alex

Seconded by: Phyllis

Adopted Unanimously

6.2. DAYCARE BUDGET

- student enrolment for daycare 160 for 2016-17 and ~134 for lunch
- overall operating budget of \$399,279 proposed

Motion 15-67 : Motion to approve May-June proposed daycare budget for 2016-17.

Motioned by: Matt

Seconded by: Renee

Adopted Unanimously

6.3. CONSUMABLES

- this year, 5-10% increase in fees
- in future looking toward digital agendas to help decrease overall costs

Motion 15-68 : Motion to approve proposed consumables fees for 2016-17.

Motioned by: Adolfo

Seconded by: Alex

Adopted Unanimously

6.4. CODE OF CONDUCT & SAFETY MEASURES

The Code of Conduct Parent and Student Contract for 2016-17 was modified to include a new behaviour pass system, focussing on improving 4 particular areas of student conduct, these being:

- To walk in a safe manner
- I am punctual
- I am polite
- I use an indoor voice
- passed unanimously by staff
- any infraction of the above rules will result in a ticket being issued to the student
- ticket will be signed by both parents and teacher/supervisor
- after 3 tickets, student will serve a detention after school hours

- parents will be responsible for picking up children after the planned detention
- there are 3 behaviour passes (one bp per term)
- details will be presented within the student's agenda
- being piloted for 2016-17 year, will also be used in daycare

DISCUSSION: There was strong concern about holding a child accountable for getting to school on time in the morning. Argued that it should be the parent that deserves the embarrassment or consequence and administration should be addressing morning tardiness directly with the parent rather than through child. Others disagreed. Some pointed out that children are often found sauntering in hallways in mornings after bell has rung. Mr. Geller reminded everyone that consequences are not meant to be harsh, just a notice that parents have to sign with hope that behaviour/habit would change. Each case evaluated on an individual basis using professional judgement. This will be presented on curriculum night to the parents.

Motion 15-69: Motion to adopt Code of Conduct Parent and Student Contract for 2016-17.

Motioned by: Matt

Seconded by: Jutta

In favour: 6 ; Opposed : 1; Abstained: 2

6.5. EMERGENCY PREP PLAN

- comprehensive binder full of information (plans, private numbers of senior administrators, maps, fire escape routes, staff list, bussing info, evacuation procedures etc...) in the case of emergency situation; 3 binders in total
- no changes from prior years in terms of basic template
- general plans and procedures are also posted on LBP website in case binders are destroyed/inaccessible

Motion 15-70 : Motion to approve Emergency Prep Plan.

Motioned by: Sheila

Seconded by: Renee

In favour: 8 ; Opposed : 0; Abstained: 1

6.6. SCHOOL SUCCESS PLAN (TBD)

- postponed

6.7.MMES ANTI-BULLYING AND ANTI-VIOLENCE PLAN

MMES Anti-Bullying And Anti-Violence Plan was presented to GB and can be found on school's website. More inclusive document, includes parents into the conversation. Sexism was also added to definition of bullying.

Motion 15-71: Motion to approve MMES Anti-Bullying And Anti-Violence Plan.

Motioned by: Adolfo

Seconded by: Jutta

In favour: 8 ; Opposed : 0; Abstained: 1

6.8. GB ANNUAL REPORT

Motion 15-72: Motion to approve GB Annual Report for 2015-16.

Motioned by: Sheila

Seconded by: Matt

Unanimously approved

6.9. GB BUDGET 2015-16

- under budget by ~\$10
- remaining budget used to print mini calendars with save the date to be distributed with report cards

7. BUSINESS ARISING FROM MINUTES

7.1. FUNDRAISING GUIDELINES FORM (TIME PERMITTING)

- modified and much shorter
- will present to GB at next meeting with the intention of implementing next yr

7.2. SPIRIT WEAR

- postponed

8. REPORTS

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

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

Teacher's Report - Communicated in meeting

Following events took place in June:

- Band Concert - June 1st
- Disneypalooza June 8th & 9th
- K - Orientation - June 13th
- Ottawa - June 15th
- Career Week
- Public Speaking June 16th and 17th
- Volunteer Tea - June 14th
- Power Hour - June 16th
- Summer Carnival - June 17th
- Grade 6 Pool Party - June 20th
- Grade 6 Grad - Wed June 22
- K Picnic - June 22
- Finding Dory - June 23

9. CORRESPONDENCE:

- none

10. VARIA/QUESTIONS FROM THE PUBLIC

- none

11. NEXT MEETING

11.1.DATE OF MEETING: AGM NEXT YEAR

11.2.TOPICS PENDING / FUTURE TOPICS: Online Ordering of School Supplies; School Success Plan; Presentation of Fundraising Guidelines; Use of Social Media (delayed due to WTR); Spirit Wear (final update); H&S summary (pizza, chocolates, Year End BBQ)

12. MOTION TO CLOSE MEETING

Motion 15-73 : Motion to close meeting at 9:20 pm

Motioned by: Jutta

Seconded by: Sheila

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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	Completed	
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:

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	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	Completed	
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	Completed	

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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	

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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 & 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

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 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	

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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
April 26 e-vote #14, M15-50	junior leadership day - St Pat's Elementary	May 6, 8-2pm	1:10 ratio	\$0; School Bus							5	x	x	
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 Mtl-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							
May 12 e-vote #15, M15-61	LBPSB Aboriginal Day Event Greendale 2 gr. 3 students with A. Vrana	May 18 9:30-1:00pm	1:2	free carpool				2						
June 3 e-vote #16, M15-62	Colissee Kirkland Finding Dory	June 23 9:30-11:30am	1:11	free (covered through activity day) walking	x	x	x	x	x	x	x	x		
June 4 e-vote #17, M15-63	School Calendar	-	-	-										
June 6 e-vote #18, M15-64	Pool Day	June 20th, 9:15 - 2:00pm	10:52 (incl. 5 lifeguards)	free bus									x	
June 21 M15-65	Lunchtime Extracurricular Activities - Daycare ex. chess, Mad Science, circus, ceramics, painting, drawing	fall/winter/spring; 8 wk sessions during lunch		\$96-\$105		x	x	x	x	x	x	x	x	x

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