

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, October 12, 2016**

ATTENDANCE

Parents	Present	Administration	Present
Julie-Ann Leblanc	✓	Adrian Geller	✓
Renee Aspiotis	✓	Jutta Bouchard	✓
Joel Austen	✓	Kyla Laforest	✓
Nadia Iacino	✓	Jennifer Vaillancourt	✓
Karen Sauve	✓	Catherine Guillemette	✓
Rosemary Luciano	✓	Aline Lajoie	✓
		Suane Stein Day	✓

1. START OF MEETING – ASSESS QUORUM

- Meeting started at 18:05

2. ADOPTION OF THE AGENDA

Motion 16-09: Motion to adopt the Agenda

Motioned By: Aline Lajoie

Seconded By: Jennifer Vaillancourt

3. ADOPTION OF THE MINUTES HELD SEPTEMBER 8, 2016

- No corrections to be made to Minutes.

Motion 16-10: Motion to adopt the Agenda

Motioned By: Kyla Laforest

Seconded By: Jennifer Vaillancourt

4. BUSINESS ARISING FROM MINUTES

4.1 ONLINE ORDERING OF SCHOOL SUPPLIES

- Visit from Mr. Claude Lahaise from company Edition Vaudreuil – manufacturer of Ecolo workbooks, stationary store, been in business since 1965, 55 schools and colleges chose to propose the services to Parents.
- Stated a 92% satisfaction rate from the parents; goal is to simplify the parent’s task when it comes to school supplies.
- Voluntary service school supply management by supplying school materials.
- Parents can order by fax or on the web; have it delivered (extra charge); pick-up in the store; or delivered to the school.
- Website available (<http://scolaire.editionsv.qc.ca>)
- Competitive prices

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Side note:

- Rosemary mentioned that MMES had used this service in the past and there were a tremendous amount of issues (wrong items delivered; half the order received).
- Jutta has suggested that we survey the parents on the Service.
- Joel mentioned that he has been approached by many Parents in the past regarding this type of service.
- Jennifer stated that parents use the service if they want to use it if they want to.
- Joel will look at Bureau en Gros service, as well as other competitors. Rosemary to send Joel some additional services names to research.
- Bureau Plus is more apparently expensive; some liked it and some did not.
- Sueanne mentioned that the price should match the cost of the big stores and something is wrong; the feedback needs to be given to the Supplier; prices should be much lower.
- Mr. Geller will speak with other Principals to discuss their experience.

5. FIELD TRIPS AND UPCOMING EVENTS

5.1 E-VOTES

- Peace Summit - 8 people motioned in favor; 2 abstained
- Halloween Bingo (Oct-21-2016) - 9 people motioned in favour; 1 abstained
- Replacement Daycare Activity - 8 people motioned in favor; 2 abstained
- Agreed that Nadia would be the Alternate Parent Rep (to support Renee as Main Parent Rep) - 8 people motioned in favor; 2 abstained
- Terry Fox and Guest Speak (Aerospace educator) - 8 people motioned in favor; 2 abstained

If there are any concerns with e-votes, do not hesitate to address it with Julie-Ann directly.

5.2 NEW FIELD TRIPS

Bowling Trip to Laurentian Lanes

- Date: November 1, 0900-1400
- School Bus required for all Grades
- Ped-Day Activity
- Ratio: 1:8
- Price for Activity is \$18.00 and Supervision is \$10.00. Total cost of \$28.00

Motion 16-11: Motion to accept activity.

Motioned By: Catherine Guillemette

Seconded By: Jennifer Vaillancourt

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Reptile Visit – Group that specializes in Reptiles (Ecomuseum) for Kindergarten

- Date: November 21
- Three (3) 1-hour session for 3 K classes
- In-house activity
- Ratio is 1:15
- Cost is \$8.00

Motion 16-12: Motion to accept activity.

Motioned By : Jutta Bouchard

Seconded By: Renee Aspiotis

Quebec Cinema – group to teach about the history of animated cinema, produce a short animated film

- Date: December 6
- Grade 5
- In-house activity
- Ratio: 1:20
- Cost is \$7.50

Note: Cultures in the School Grant proposal is in for this activity which would result in a lower cost (if the grant is approved). Mr. Geller expects to hear decision by end of October.

Motion 16-13: Motion to accept activity.

Motioned By: Catherine Guillemette

Seconded By: Joel Austen

Science Center Secrets of the Heart and Humpback Whales

- Date: December 8, 0805-1515
- Grade 3 and Grade 4
- Offsite activity
- Ratio: 1:8
- Cost is \$25.00
- The date could be moved to March 2 if there are continued issues with the Vieux Port strikers
- Parents, whose children take the school bus, would be required to pick up their children from school that day, as children will miss the afternoon school bus
- Mrs. Bouchard could work with the parents on a case-by-case basis if children would have to stay at daycare.

Motion 16-14: Motion to accept activity.

Motioned By: Joel Austen

Seconded By: Rene Aspiotis

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Sherrifville – Wild, Wild West Outdoor Activity

- Date: May 19 – 0900-1430
- Ped Day Activity
- All Grades
- School bus required
- Ratio:1:8
- Cost is \$28.00

Note: The activity was recently cancelled the last time as a large group could not be accommodated for.

Motion 16-15: Motion to accept activity

Motioned By: Jennifer Vaillancourt

Seconded By: Nadia Iacino

Droulliard Iroquoian Village

- Date: June 8th 0800-1400
- Grade 3
- Ratio:1:10
- School Bus required
- Cost is \$26.00

Motion 16-15: Motion to accept activity

Motioned By: Karen Sauve

Seconded By: Catherine Guillemette

5.3 FUNDRAISERS, RENTALS, AND OTHER TOPICS

Holiday Collection: Non-perishable food items.

- Food would possibly go to On Rock organization.
- Money will be collected to purchase perishable items or to donate to a fundraiser
- Idea is to donate a new item (Gloves, Hats, and Mittens – Dans la Rue or Salvation Army) or to Lester B Pearson Foundation (Snowsuit Fund) – Sueanne stated that snowsuits are handed to many children all over the community; They used to supplement the donation with hats and gloves but have not been able to do this.
- There is no target profit for this fundraiser.
- Beginning on November 28th (communicated the week before) and collections stopping on December 13th
- Take place at school in the entrance, during school hours.
- Would involve students and parents; Grade 6 to help with the packing and moving of the boxes

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- Option to contribute, no obligation from parents.
- Kids would place the non-perishable items in a box located either in the classroom or to the main entrance (as decided by the Teachers)
- No special permits or licenses needed.
- Rosemary suggested that it would be a good idea for this initiative to be part of the Home & School as it is a good way to bring in Parent volunteers; Julie-Ann is open to this and moving it to a Home & School event.
- Rosemary to add it to the Home & School meeting agenda on October 19, 2016
- Spirit Wear is also to be added to the Home & School meeting on October 19, 2016

6. PUBLIC

6.1 HOME & SCHOOL

- Pizza Lunch - \$1700 Profit
- Mabels Labels \$140.00
- QSP \$140 +summer cheque (unknown amount)
- FunScript – did not proceed with this.
- Corn Roast – do not have the final number yet
- Chocolates \$3080; used money to purchase the Risers
- Goal for Pizza and Chocolates this year is to purchase a sound system for the school (budget of \$3500)
- End of Year BBQ (not a fundraiser) \$980
- Bake Sales – no events held due to teacher strikes
- Bake Sales and Refreshment Sales (Water, Popsicles)

Motion 16-16: Motion to approve Bake Sale and Refreshment throughout the year

Motioned By: Catherine Guillemette

Seconded By: Renee Aspiotis

Year End BBQ (not a fundraiser);

- To be held in June

Motion 16-16: Motion to approve Year End BBQ

Motioned By: Nadia Iacino

Seconded By: Jennifer Vaillancourt

- Mr. Geller asked if Parents would be open to paying more if there was a fundraising component added to the Year End BBQ.
- Rene stated that this would not work if there is a goal for the fundraising activity and a reason for the fundraising.
- Universal design for learning (purchasing desks and chairs that allow for movement without noise; adaptable and manipulative toys,

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- Joel has stated that it should be decided by Teachers and Parents what the priorities are for the fundraising ideas.

Motion 16-17: Motion to approve the Year End BBQ and to turn the event into a Fundraiser (possibility)

Motioned By: Nadia Iacino

Seconded By: Jennifer Vaillancourt

Holiday Breakfast

- Teachers would like it
- Would prefer the food to be simpler; juice box, croissants, buffet style, continental breakfast; snack rather than a full meeting.
- Mr Geller to review the event and then to get back to Home & School

Holiday Fair

- Vote not to have it for 2016.
- Home & School would prefer not to have the Holiday Fair.

6.2 GRADUATION COMMITTEE

TCBY

- Offered throughout the year; all money went to graduation year.
- Sold for \$2.50, profit of \$1.00 per item (delivery charge may reduce it to .95c profit)
- Sell 200-300 TCBY per month
- Target is about \$1800.00
- Julie-Ann to take this over for Sheila
- Will be done on the following dates: Oct 21 - Nov 11 -Dec 2 and Jan 13; remaining dates to be set at a later date; might be added to year end BBQ
- During school hours at lunch; logistics remain the same.
- Money is collected in three month intervals

Motion 16-18: To continue with TCBY Sale

Motioned By: Jennifer Vaillancourt

Seconded By: Catherine Guillemette

Raffle

- Hockey Tickets (if possible) or event tickets for purchase
- \$1500-\$2500 profit
- 2-3 Raffles; 2 is sufficient and will plan 3 if required
- To be held between now and May
- Tickets to be sold by Grad parents; asked to sell to friends and family; ask for a table at Home and School; Book Fair; if required.
- Cost of Raffle Ticket is about 1 for \$5 or 3 for \$10

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- Person selling the ticket would collect the money and submit it to a Grad parent
- Suggestion by Catherine to have pick-up dates so that the Teachers don't keep the money for an extended period of time.
- Grad is looking \$5000-\$6000 range; ticket sales were about \$2500; go with a goal for each raffle amount so that we don't keep asking for money when we don't need to and less exciting when there are too many names in the hat; parameters need to be set or how much money is generated from the raffle.
- Suggestion to reinvest money into the school with the surplus Grad committee fund.
- RoseMary stated that the reason for the surplus was because at the beginning there was no money; the money is carried over so that the next Grad meeting does not need to start from \$0; In the past, it was not more than 10 raffle tickets to be sent home to each child;
- Mr. Geller stated that we don't have the scope to insist upon this surplus carry-over; Grad Committee to decide what is a reasonable amount to roll over to the next year or to look at another suggestion on how to reduce the surplus amount.
- Suggestion: if there is any surplus, the rest could be to lower the cost of the Jouvence trip.

Motion 16-19: To continue with Raffle Sale

Motioned By: Catherine Guillemette

Seconded By: Jutta Buchard

7. NEW BUSINESS

7.1 INTERNAL RULES OF MANAGEMENT

- Suggestions and alterations could be made throughout the year, if needed.

Motion 16-20: Motion to approve Internal Rules of Management

Motioned By: Renee Aspiotis

Seconded By: Jutta Bouchard

7.2 DISCUSS COMMUNITY REPRESENTATIVE

- Moved to the next GB Meeting.

7.3 EMERGENCY PREPAREDNESS REVIEW

- Three copies (Mr. Geller, Daycare and Lead Custodian) covers every eventuality
- Broken down into Emergency phone numbers, class lists, transportation, emergency locations, plans for different situations, what to do if, debriefing.
- Confidential information contained in the Emergency Binder
- Chair to sign off on the Binder. Julie-Ann to review the Emergency Binder
- Sueanne has stated that the process has worked very well and is effective
- Julie-Ann has stated that she is comfortable with the Emergency Binder

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7.4 DISCUSS GB OPERATING BUDGET (S 66)

- Moved to the next GB Meeting.

8. REPORTS

8.1 PRINCIPAL'S REPORT

- Expressed thanks to Home & School for corn roast; looking forward to the Halloween bingo Oct. 21st and the many other spirit and fundraising activities this year.
- Grad Committee – The committee has already met and is moving forward with lots of great energy and ideas for fundraising.
- Facilities Upgrades – We have had the parking lot repainted, along with the cross walks at the bus zone to enhance visibility and consequently, safety and security for students; added several cubic yards of wood chips to the Kindergarten play structure surface.
- Club Action! – Peace Pals, Environment Club, Robotics, Cheerleading, WWOB, Intramurals (and in time Variety Show). Expressed thanks to the staff for making these activities possible.
- Special Guests – Brian Ewanson, spoke to our grade 5 about outer space.; A veterinarian to speak to our Kinderkids about animal care; Mme Guillemette will be bringing along her own trained dog, Emma to introduce to the Kinderkids.
- Fire Drills and Code Red – All required autumn drills have been completed. Students and staff really handled these drills well, moving students quickly and quietly along in the fire drills and maintaining complete silence during the lock down.
- Tournaments – Our senior students competed well at the recent Ultimate Frisbee and Handball tournaments.
- Star Days – Due to the fact we lose a lot of Mondays and Fridays to PED days and holidays, we've, once again, modified our calendar to compensate for these lost days by creating Star Days, The website calendar has been updated to show the Star Days and an ERMS message will also be sent to parents.
- UDL – Universal Design for Learning will be a focus of our PD this year. UDL is a pedagogical approach that builds in flexible learning spaces with standing desks, comfy chairs etc.

8.2 TEACHER'S REPORT

- None at this time.

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8.3 DAYCARE REPORT

- Stats – Daycare #172; Lunch #114; Sporadic #8; Last year – Daycare #172; Lunch #119; Sporadic #4
- Chartwells – hot meals started mid-September; a new variety of meals and side dishes are offered this year; the students seem pleased with the change.
- Educ-action – lunch activities – Chess #12 students; Ceramics #18 students
- September was ‘String along’, a variety of art was made using string, wool, etc.; games using cord and ribbon were played.
- October is ‘Fall into Autumn’ leaves and pumpkins
- November is the ‘Giving month’
- December will be ‘Holidays around the world’
- Ped Days – Sept. 23rd – in-house; ‘Fun with Ribbons’ theme; Oct. 7th – in-house; Everblast / Dynamics animators; the giant slingshots were amazing! The team games were fun and challenging.
- Friday Fun Days – every regular Friday the students can chose from a variety of activities.
- The first 2 weeks include active games (basketball and pillo polo tournaments) , art , parachute, chess and Connect 4 tournaments!

8.4 CHAIRPERSON’S REPORT

- None at this time.

8.5 REGIONAL PARENTS’ REPORT

- None at this time.

8.6 COMMISSIONERS’ REPORT

- None at this time.

8.7 LBPSB CHAIRPERSON’S REPORT

- Educ-Action numbers are lower, usually the case in the beginning of the year.
- Sue Ann – summer projects for updating school have been completed; parking lots and cross walk to be looked into for MMES; MMES is a newer school; focus is on preventative measures for doors and windows, air quality.
- Transportation Plan for Grades 5/6 is done so parents are aware of where the school buses will go to. There is no rezoning for High Schools
- Currently there is bus transport to Beaconsfield High School, Pierrefonds Comprehensive and St. Thomas.
- Major School Changes will not be done for two years.
- If Teachers do want to submit a Report, they are welcome to do so.
- Terry Fox was a tremendous success; goal was \$4000 but we are already at \$6000 and counting.

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9 CORRESPONDANCE

- No Correspondence

10 VARIA/QUESTIONS FROM THE PUBLIC

- No Varia from the Public

11 NEXT MEETING

- Next meeting is **December 14, 2016 at 18:00pm.**
- Topics Pending will be coming through.
- Dec 14th – Potluck plus partially sponsored;
- Part of the Budget does cover the cost of babysitting for the GB Meeting; If you need Babysitter to be here, there is a budget.

12 MOTION TO CLOSE MEETING

- Meeting ended at 20:07

Motion 16-21: Motion to end GB Meeting

Motioned By: Jennifer Vaillancourt

Seconded By: Renee Aspiotis

13 SIGNATURES

Mr. Adrian Geller (Principal)

Date

Mrs. Julie-Ann Leblanc (Chair)

Date

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APPENDIX

The following is a consolidated list of Events, Fundraising and Field Trips for the 2016-2017 school year.

FUNDRAISER/OTHER

Event	GB Review Date & Status (Motion #1)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
Pizza Lunch			Fundraiser	2015-2016	Closed	\$1700
Mabel's Labels			Fundraiser	2015-2016	Ongoing	\$140
Corn Roast			Welcome Back	Sept 2016	Closed	N/A
Chocolate			Fundraiser		Closed	\$3500
End of Year BBQ			End of Year	June 2016	Closed	\$980
Bake Sales and Refreshment			Fundraiser	Throughout 2016-2017	Ongoing	TBD
Pizza Lunch			Fundraiser	Throughout 2016-2017	Ongoing	TBD
Mabel's Labels				Throughout 2016-2017	Ongoing	TBD
Spirit Wear	November 14 th , 2016			November – June 2016	Ongoing	TBD

GRAD COMMITTEE

Event	GB Review Date & Status (Motion #1)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
TCBY			Fundraiser	Throughout 2016-2017	Ongoing	TBD
Raffle (Hockey Tickets)			Fundraiser			TBD

