

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, December 14, 2016**

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**ATTENDANCE**

<b>Parents</b>	<b>Present</b>	<b>Administration</b>	<b>Present</b>
Julie-Ann Leblanc	✓	Adrian Geller	✓
Renee Aspiotis	✓	Jutta Bouchard	✓
Joel Austen	x	Kyla Laforest	✓
Nadia Iacino	✓	Jennifer Vaillancourt-Furtado	✓
Karen Sauve	✓	Catherine Guillemette	✓
Domenico Pavone	✓	Aline Lajoie	✓
		Suanne Stein Day	✓

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

- Meeting started at 18:20

**2. ADOPTION OF THE AGENDA**

**Motion 16-30:** Motion to adopt the Agenda

**Motioned By:** Aline Lajoie

**Seconded By:** Jennifer Vaillancourt-Furtado

**3. ADOPTION OF THE MINUTES HELD OCTOBER 12, 2016**

- No corrections to be made to Minutes.

**Motion 16-31:** Motion to adopt the Agenda

**Motioned By:** Catherine Guillemette

**Seconded By:** Jennifer Vaillancourt-Furtado

**4. PUBLIC**

**4.1 Home & School**

- There has been some generous fundraising initiatives stemming from the Home and School Committee,
- \$2500 has been raised from H&S, along with \$1000 from the School's Audiovisual budget has resulted in a new sound system being installed in the gymnasium (wireless, microphone, headset, show videos on the big screen).
- H&S was leading the food drive; thanks to Jutta and teachers for their support.
- The food drive resulted in 27 boxes of food for 27 families; along with 3 boxes of hats, gloves and mittens.
- Mr. Geller took the opportunity to say thank you to Julie-Ann, Vira and the team who helped with this.

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, December 14, 2016**

---

#### **4.2 Graduation Committee**

- Second meeting took place last week; three extra parents participated.
- Raffle took place – there was \$1900 in profits collected.
- One of the mother donated muffin pans from her company; accent Fairchild; donated \$1800 worth of pans.
- Originally looking for a third fundraiser; we were going to do a third fundraiser and decided to hold a pool party.
- Grade 6 were assisting with the food drive.
- If there are funds left over, then we might consider donating; wanted the kids to donate their time rather than their money.
- TCBY also part of grad and on average brings \$1400-\$1700; runs once a month until June; next form will go out in January for upcoming months

#### **5. FIELD TRIPS/UPCOMING EVENTS**

##### **5.1 Ratify the e-votes**

EVOTE	Date	For	Against	Abstained	Motion #
La Petite Valise Theatre	06-Dec-16	7		3	16-32
Class Walking Excursion w 2km radius	28-Nov-16	9		1	16-32
Grade 5 Community Organization support	22-Nov-16	8		2	16-32
Ped Day Outing to Cap Saint Jacques	18-Nov-16	8		2	16-32
Spirit Wear products as fundraisers	15-Nov-16	9		1	16-32
Cheerleading Training Session w/ Northshore Extreme All Star	31-Oct-16	6		4	16-32
In-house Aboriginal Dance for Grade 3	31-Oct-16	8		2	16-32

**Motion 16-32:** Motion to ratify the e-votes

**Motioned By:** Catherine Guillemette

**Seconded By:** Jennifer Vaillancourt-Furtado

##### **5.2 New Field Trips**

- No new field trips at this time.
- Later on this year, Grade 6 trip to Jouvence, 3 days/2 nights; bonding between students;

##### **5.3 Fundraisers, Rentals, and other topics**

- No other fundraisers at this time.

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, December 14, 2016**

---

**6. NEW BUSINESS**

**6.1 Review Finalized School Budget (\$95,110.4)**

- Governing Board reviewed MMES budget

**Motion 16-33:** Motion to approve school budget

**Motioned By:** Jennifer Vaillancourt-Furtado

**Seconded By:** Kyla Laforest

**6.2 Review Finalized Daycare Budget**

- Governing Board reviewed MMES Daycare budget

**Motion 16-34:** Motion to approve school daycare budget

**Motioned By:** Catherine Guillemette

**Seconded By:** Jennifer Vaillancourt-Furtado

**6.3 Discuss GB Operating Budget (\$66)**

- Governing Board reviewed GB Operating budget
- Budget can be used for printing, posting, stationary, special materials, travel expenses, meeting expenses, training
- Ideas to promote our school; using social media to promote our schools; open house for parents; Mr. Geller to create something to be posted with social media; Julie-Ann to review the prices of Publi-Sac, Montreal Families, Etoile, etc.

**6.4 Community Representative**

- As part of GB membership, we can elect to have community representatives to join our governing board, such as MMES alumni, police officers, anyone in the community who can add value to the governing board, usually a city councillor who participates.
- Suanne has suggested Wanda Morrison. Mr. Geller to reach out to police community.

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Online ordering of school supplies**

- Joel was not present to discuss his findings on the other companies who offer this service.
- Mr. Geller followed up with two principals and result was positive, however mentioned that the service was never was extremely popular. One principal thought it was a little more expensive; In one of the schools, the service faded out and the other school maintained a low popularity.

**8. REPORTS**

**8.1 Principal's Report**

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, December 14, 2016**

---

- Recently received a sizable grant for something called Initiatives, or Innovation Grant;
- The grant consists of \$9000 and can be spent on technology, intercultural studies, health and well-being.
- Plan is to visit a fellow elementary school to see their innovations.
- First grant may be only a trial to see how the projects work out.
- English school boards are expected to come up with some amazing projects.
- Mr. Geller thanked the support for the Families helping families.
- Universal design for learning – \$3000 used for adaptable and flexible classroom structures; reading corners; curtains, high and low desks.
- Students have been enjoying guest speakers and trips, such as the Ecomuseum for Kindergarten, Native Dance expert in Grade 3, Quebec Cinema for Grade 5, BHS Improv and Band for all Grades, and Cycle 2 trip to the Science Center.
- Student Safety Campaign – kicking off with a renewal with our partnership with The Missing Children’s Foundation to promote street safety, personal safety, online safety, etc.
- Open House will take place in January 2017 and team is working hard to prepare.
- Tell them from Me (TTFM) – annual survey, due to contractual problems, we were unable to do a Fall survey; anticipate those are resolved and will do April survey.
- Success Plan – province wide have been halted and put on the back burner; will give direct bearing on how the Bill 105 passed last week Nov 23<sup>rd</sup>; will be part of the law; changed school success plan method; workshops are being held and administrators learning; law is not a huge change; the names are the major change.
- Biggest change is giving parent commissioners the vote and parent representatives will take part (4 in total).
- Resource Allocation Meeting (15 principals) main purpose is to make recommendations to the budget; not a huge change in our board as principals here are already part of the budgeting process.

## **8.2 Teacher’s Report**

- We are starting the holiday festivities for Holiday week.
- Holiday week will take place December 19-23, 2016 and will include holiday bingo, theatre, holiday breakfast, pajama day, etc.
- Grade 5/6 is starting a band.

## **8.3 Daycare Report**

- Chartwells Student Dining is doing well; introducing new meals and desserts which the kids seem to like.
- Education – there will be new lunch-time activities added in January schedule, such as NASA Academy by Mad Science, Dance Mania, Chess, Ceramics.

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, December 14, 2016**

---

#### **8.4 Chairperson's Report**

- No report at this time.

#### **8.5 Regional Parent's Report**

- No report at this time.
- Reps now have two meetings, one at the board and one elementary meeting.
- If you belong to a sub committee, it is an additional meeting.
- e-votes – Question arose on whether or not they are legally binding? Statement that it is illegal to pass an e-vote; it has to be ratified at a meeting.
- GB agreed that we should try to avoid e-votes and have them within the meetings, however would carry on with e-votes, as required.

#### **8.6 Commissioner's Report**

- Student commissioners accepted.
- School board has been audited – done twice a year, as well as internal controls.
- There are some Admin staffing changes.
- There is work being done on our schools – key schools targeted and made first priority.
- Corp business – long term planning committee; enrollment in school board is declining -; in 3-5 years, 21,000 children down to 18,000 children; what can we do differently to increase our enrollment? Part of the reason is due to people moving out of province; new immigrants who are not allowed to come.
- School board has done a lot and hired teachers that are Francophone.
- School Board has given up some properties; government has given additional funding (2.7million) to give up these properties to Marguerite Bourgeois; MB pushed them to do it because they needed the school; agreement is on the capital only, not on services or salaries.
- Mr. Geller would like to give recognition to those individuals who contributed to these buildings.

### **9. CORRESPONDENCE**

#### **9.1 Sent by email if any**

### **10. VARIA/QUESTIONS FROM THE PUBLIC**

- We do not have the enrollment consultation

### **11. NEXT MEETING**

#### **11.1 Discuss Future Topics**

- Nothing to note.

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, December 14, 2016**

---

**11.2 Date of Meeting**

- The next meeting will take place on February 8<sup>th</sup>, 2017.

**12. MOTION TO CLOSE MEETING**

**Motion 16-35:** Motion to end meeting.

**Motioned By:** Jennifer Vaillancourt-Furtado

**Seconded By:** Kyla Laforest

The Meeting ended at 20:04.

**13. SIGNATURES**

\_\_\_\_\_  
*Mr. Adrian Geller (Principal)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mrs. Julie-Ann Leblanc (Chair)*

\_\_\_\_\_  
*Date*

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, December 14, 2016**

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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)

**GRAD COMMITTEE**

Event	GB Review Date & Status (Motion #1)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
TCBY	Oct 12 '16 M16-20	Yes	Fundraiser	Throughout 2016-2017	Ongoing	TBD
Raffle (Hockey Tickets)	Oct 12 '16 M16-21	Yes	Fundraiser	2-3 times 2016-2017	planned	TBD

**HOME AND SCHOOL**

Event	GB Review Date & Status (Motion #1)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
Pizza lunches – vendor Piccola Gioia <b>TBD Cost</b>	Apr 26 '16 <b>M15-41</b>	No	FR	at end of each month 2016-2017	In-progress	1700
Mabel's Labels	Apr 26 '16 <b>M15-41</b>	No	FR	2016-2017	In-progress	140

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, December 14, 2016**

---

QSP magazine Subscription	Apr 26 '16 <b>M15-41</b>	No	FR	2016-2017	Pending	Pending
FundScrip	Apr 26 '16 <b>M15-41</b>	No	FR	2016-2017	Pending	
Welcome Back Corn Roast	Apr 26 '16 <b>M15-41</b>	No	FR	2016-2017	Complete	Pending
Halloween Bingo in MMES gym <b>Cost TBD</b> And bake sale.	Evote: 2016-09-28 M16-29	Yes	FR	October 21, 2016 6:30-8:30	Complete	Pending
Bake sale	Oct 12 '16 M16-17 CG/RA	TBD	FR	2016-2017	In-progress	Pending
Year end	Oct 12 '16 M16-18/19 BBQ NI/JV	TBD	TBD – FR approved	Tent June 2	Planned	

**FIELD TRIPS**

GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
Sept 8, 2016 M16-05 CG/JV	Daycare field trip to Sherifville - Bus	Oct 7 **Cancelled	1:12	25\$		x	x	x	x	x	x
Sept 8, 2016 M16-06 CG/AL	LBPSB Phys-ed Tournaments - Bus	All year	1:8	Approx 15-20\$					x	x	x
Evote: 2016-09-16 M16-24	LBPSB Peace Summit at PEC Centre, Lachine - Carpool	Oct. 19, 2016 8:45-1:30pm	2 Students (gr. 6):1 Adult	No Cost							2
Evote:	Guest Speaker:	Exact date	n/a	\$3.75/student						x	X



**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, December 14, 2016**

2016-09-21 M16-25	Brian Ewanson Aerospace Educator - at MMES	is to be confirmed 12:30- 2:15pm										
Evote: 2016-09-21 M16-26	Terry Fox Run	October 12, 2016 1-2:15pm	n/a	No Cost	x	x	x	x	x	x	x	x
Evote: 2016-09-26 M16-28	Daycare: Dynamix Teamwork Workshops at MMES	Oct. 7, 2016; 9am- 3pm	1:17 ratio (normal daycare ratio)	\$15 (+ regular PED day daycare fees)	x	x	x	x	x	x	x	x
Oct 12, 2016 M16-11 CG/JV	Daycare: Bowling Trip to Laurentian Lanes - Bus	Date: November 1, 0900- 1400	Ratio: 1:8	Price for Activity is \$18.00 and Supervision is \$10.00. Total cost of \$28.00	x	x	x	x	x	x	x	x
Oct 12, 2016 M16-12 JB/RA	Reptile Visit – Group that specializes in Reptiles (Ecomuseum) for Kindergarten – at MMES	Date: November 21	Ratio is 1:15	Cost is \$8.00	X							
Oct 12, 2016 M16-13 CG/JA	Quebec Cinema – at MMES	Date: December 6	Ratio: 1:20	Cost is \$7.50							X	
Oct 12, 2016 M16-14 JA/RA	Science Center Secrets of the Heart and Humpback Whales - BUS	Date: December 8, 0805- 1515	Ratio: 1:8	Cost is \$25.00				x	x			
Oct 12, 2016 M16-15 JV/NI	Daycare field trip to Sherifville - Bus	May 19 9:00-14:30	1:8	28\$	x	x	x	x	x	x	x	x
Oct 12,	Droulliard	Date: June	1:10	Cost is \$26.00				X				

