

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

ATTENDANCE

Parents	Present	Administration	Present
Julie-Ann Leblanc	x	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	✓

1.0 START OF MEETING – ASSESS QUORUM

- Meeting started at 18:18

2.0 ADOPTION OF THE AGENDA

- Review of Agenda

Motion 17-01: Motion to adopt the Agenda

Motioned By: Nadia Iacino

Seconded By: Jennifer Vaillancourt-Furtado

3.0 ADOPTION OF THE CHANGES TO THE MINUTES HELD OCTOBER 12, 2016

- Review of changes to the Minutes Held October 12, 2016.
- Additional Changes requested:
- Section 4.2 Accent Fairchild Group
- Section 4.2 There will be no need for a third fundraiser as the committee decided to put the pool party on hold
- Section 4.1 \$3500 raised for audio visual and not \$2500.

Motion 17-02: Motion to adopt the changes to the minutes and additional changes

Motioned By: Nadia Iacino

Seconded By: Jennifer Vaillancourt-Furtado

4.0 ADOPTION OF THE MINUTES HELD DECEMBER 14, 2016

- No corrections to be made to Minutes.

Motion 17-03: Motion to adopt the Minutes held December 14, 2016.

Motioned By: Catherine Guillemette

Seconded By: Jennifer Vaillancourt-Furtado

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

5.0 PUBLIC

5.1 Home & School

Maple Syrup Fundraiser

- Fundraiser – the maple syrup fundraiser; proceeds to purchase UDL equipment and a school wide event to be held for children. Potential profit is 2\$-4\$ per unit.
- Will take place for three weeks, to start last week of February.
- Delivery time just before Easter.
- Home and School families to participate.
- Very high quality product (medium grade)
- 4 per box or 8 per box.

Motion 17-04: Motion to approve the fundraiser

Motioned By: Kyla Laforest

Seconded By: Aline Lajoie

Family Movie Night

- March 31st at 19:00pm family movie night
- To be held in the school (gym and in the cafeteria)
- No cost to the event however refreshments will be sold; families to bring a non-perishable item to donate to local west island charity.
- Potential profit of 400 for refreshments; popcorn will be provided for free.
- Parents must stay with their children.
- MMES has a site license to play movies.

Motion 17-05: Motion to approve Family Movie Night

Motioned By: Aline Lajoie

Seconded By: Jennifer Vaillancourt-Furtado

Additional Initiatives

- One night (TBD) the Spirit Wear desk will be set up to allow parents and children to try on the clothes and submit orders on the spot.
- H&S has given back to the school \$8000 (sound system and the \$150/teacher for \$3000 worth of UDL equipment;
- Bake Sale \$415.65
- Bingo Night \$1200.00
- Corn Roast not a fundraiser
- Mabel's Labels \$200
- Pizza Lunches \$1000
- QSP \$300
- Staff Appreciation coming up
- Additional Daycare Appreciation
- BBQ June 2, 2017
- Ongoing Pizza lunches

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

5.2 Graduation Committee

- Report submitted by Renee.
- Pool party might be on hold; was always a tradition however fundraising has been difficult.

6.0 BUSINESS ARISING FROM MINUTES

6.1

- Decision – Propose Online Ordering of School Supplies to H&S – on hold.

7. FIELD TRIPS/UPCOMING EVENTS

7.1 Ratify e-votes

- Three e-votes submitted.

Evote	Date	For	Against	Abstained	Motion #
Musée des Enfants à Laval	24-Jan-17	7		3	M 17-06
We Day	18-Jan-17	9		1	M 17-06
Annual Jouvence Grad Trip	19-Dec-16	9		1	M 17-06

Motion 17-06: Motion to approve three e-votes

Motioned By: Nadia Iacino

Seconded By: Jennifer Vaillancourt-Furtado

7.2 New Field Trips

Tubing

- Feb 27, 2017 – Entire school will be invited to a tubing center – Glissades des Pays dans haut.
- K-6 full day school bus, 1:6 ratio and 1:8.
- K and Gr. 1 have their own slide area.
- Grade 2-6 are on the bigger slides.
- Price will be 27.00\$ (will use some money from a Health and Wellness grant).
- \$20.00 for entrance and \$7.00 for bus.
- Hockey, ski or bike helmets to be used; helmets can be rented.

Motion 17-07: Motion to approve tubing field trip

Motioned By: Aline Lajoie

Seconded By: Catherine Guillemette

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

Piece de theatre

- For Cycle 1 on April 3, 2017.
- Play is used to help develop French skills.
- Cost is \$6.65

Motion 17-08: Motion to approve Piece de theatre

Motioned By: Aline Lajoie

Seconded By: Nadia Iacino

Trois Rivières

- For Grade 5, a special 1-day outing on April 5, 2017, leaving at 0700 and return at 2015.
- Tour will be with OmniTours and visit sites such as Moulin, Point du Lac Mineurs, Prison de Trois Rivières, includes museums, lunch and supper, coach bus.
- Cost is \$84.00 per student plus a small tip added so it is 92.00.
- Ratio is 1:10

Motion 17-09: Motion to approve Trois Rivières Trip

Motioned By: Jennifer Vaillancourt-Furtado

Seconded By: Catherine Guillemette

Montreal Tour

- For Grade 4, on April 20, 2017, with Omni Tour.
- Includes a guided tour of the botanical gardens, insectarium, Montreal tour extravaganza.
- Ratio is 1:6
- Departs at 0745 back at 1730
- Cost is \$60.00 and covers 5 venues, lunch and tip

Motion 17-10: Motion to approve Montreal Tour

Motioned By: Kyla Laforest

Seconded By: Aline Lajoie

Robotics

- On April 21-22, 2017 from 0730-1530 on each day for Grade 5-6.
- Royal West Robotics Club (Robotics Cup)
- Will be done through car pool (parents dropping off and picking up).
- Pearson Education foundation is covering the cost.

Motion 17-11: Motion to approve Robotics

Motioned By: Catherine Guillemette

Seconded By: Jutta Bouchard

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

Babysitting Training

- In-house babysitter training to take place on May 19, 2017
- Full day comprehensive training for Grade 6 students who want to be certified babysitters.
- Cost is \$73.00;
- Ration is 1:20.
- Will take place at MMES on Ped day.

Motion 17-12: Motion to approve Babysitter Training

Motioned By: Aline Lajoie

Seconded By: Nadia Iacino

Intermiel

- Annual trip for Grade 1 and Grade 2
- Location is in Mirabel
- Trip will take place on June 1, 2017 from 0830-1430
- Ratio 1:13 with staff plus animators on site.

Motion 17-13: Motion to approve Intermiel

Motioned By: Nadia Iacino

Seconded By: Jennifer Vaillancourt-Furtado

Art Hands-On Activity

- To take place June 5 and 6 for Cycle 1
- French artist illustrator –rencontres avec Marisol Sarazsin
- Activity falls under school grant, plus \$7.50/student

Motion 17-14: Motion to approve Art Hands-On Activity

Motioned By: Kyla Laforest

Seconded By: Aline Lajoie

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

8. NEW BUSINESS

8.1 2017-2018 Budget Consultation

- 2017-2018 Budget Priorities Response questions handed out to group.
- Question 1 - Professional development for staff; more funding for anti-bullying and anti-violence plan; invest in environmental education; promote in mental health education and awareness (Renee)
- Nadia – occupational therapist, speech therapist
- Mr. Geller suggested that we use Google Docs to track the answers to the questions.
- Question 2 - save on paper, implement online report cards, IEPs to be added online; lots of paper on school trips, fundraisers, paying school fees online, including all outings, etc. Marketing – ongoing and school is on social media, we need to market our schools better, more French on websites; improve French scores and capabilities.
- Question 4 – online web tutorial on how to read financial results in order to learn how to interpret results or a highlight on the key points that have changed from one year to the next.

No motion at this time.

- Renee and Julie-Ann to have a two-week response time and an e-vote.

8.2 2017-2018 MMES Principal Criteria

- Every school has a Principal Criteria

Motion 17-15: Motion to approve Principal Criteria document

Motioned By: Jutta Bouchard

Seconded By: Aline Lajoie

8.3 REVIEW RULES OF CONDUCT AND SAFETY (S76)

- Every year the rules of conduct and safety is reviewed.
- Last year a major change with the tickets
- Some discussion but people are satisfied and it has served a purpose and has improved behaviour (hallway, punctuality, politeness in the hallway); needed something concrete.
- It is an accounting method – several detention sessions; kids respect it and it has brought down some of the challenges.
- Works throughout the morning all the way through to daycare.

Motion 17-16: Motion to approve Rules of Conduct and Safety (S76)

Motioned By: Catherine Guillemette

Seconded By: Jennifer Vaillancourt-Furtado

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

8.4 CAPITAL BUDGET PRIORITIES (\$96.22,110.13)

- Very similar to previous priority lists.
- No timeline for start of projects
- Kindergarten exit door is very expensive; alternative is to install a door in the K room that faces out to the play structure that would alleviate crowding at door; might be bundled in with sliding windows to replace old windows. Will be much less expensive than building a whole new wall.
- This may result in two K classes going out in the even of an emergency.
- Domenic mentioned air conditioning or air ventilation for upstairs classrooms.
- Many wires during events, such as movies or bingo, so Mr.Geller mentioned that Bluetooth technology can be actioned and someone is coming in to set it up.
- WIFI to be added to the gym in the future.
- Adding air conditioning in the gym and cafeteria.

Motion 17-17: Motion to approve Capital Budget for 2017-2017

Motioned By: Jutta Bouchard

Seconded By: Catherine Guillemette

8.5 INNOVATION GRANT

- All the schools got news we were given a grant for 9105.00 and parameters given on how to spend that. Given us a lot room on how to use the grant in a creative way. Will focus on innovation in and out of the classroom.
- Will come back to GB to discuss plans; currently a work in progress.
- 5 staff members who got together and visited another schools,
- Digital technology and resources, foster physical activity and healthy lifestyle, increase staff training.
- Will come together and figure out where we are going to put that money.

Motion 17-18: Motion to approve resolution

Motioned By: Aline Lajoie

Seconded By: Kyla Laforest

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

8.6 ANNUAL REPORT (if available)

- Review and sent questions to Mr. Geller if something is misunderstood or there are additional questions.
- Gives a summary of last year academic year
- Speaks positively of the year both academically and socially
- Pulls data from exam results and student surveys.
- Academic excellence – Success rate for standardized French exam is 96.5%; same exam written in bilingual and français plus school.
- Reason for 2009 baseline is because school was asked to do that. MMES used 7 years results for more accurate results.
- Modified marking is not included
- 86% of students passed the math exam and it was a difficult exam.

Motion will be passed on the next meeting.

Note: Karen left meeting at this point. Nadia took over Minute taking.

9. REPORTS

9.1 Principal's Report

- Principal report was sent by email. No questions

9.2 Teacher's Report

- Teacher's report: None. Principal's report covers most of the same topics.

9.3 Daycare Report

- Daycare report: Sent by email. All is going well

9.4 Chairman's Report

- Julie-Ann was not present.

9.5 Regional Parent's Report

- Next PC meeting to focus on new Sexual Education program. More info to come next Governing Board meeting.

9.6 Commissioner's Report

- Nothing to add

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

9.7 LBPSB Chairperson's Report

- Piloting online registration at PC High School and Beechwood Elementary
- Find My Bus App – Piloting
- All buses have a GPS but sometimes buses get swapped due to maintenance and app does not update during these times. Software and programs work. Just need to ensure that appropriate procedures are in place.

10. CORRESPONDENCE

10.1

- Hooked on School Days – email sent

10.2 Feb 13 – Smartphones, Sexting, Social Media: Practical Strategies for Parents

- Highlight two changes:
 1. Code of Conduct for Parents and Volunteers – protocols and expectations of people entering the school
 2. Emergency Preparedness
- Sueanne also mentioned the Safe and Caring policy.

11. VARIA/QUESTIONS FROM THE PUBLIC

- None

12. NEXT MEETING

12.1 Discuss Future Topics

- Nothing to note

12.2 Date of Meeting

- The next meeting will take place on April 12, 2017

13. MOTION TO CLOSE MEETING

Motion 17-19: Motion to end meeting.

Motioned By: No name provided

Seconded By: No name provided

The Meeting ended at Time unknown.

Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017

14. SIGNATURES

Mr. Adrian Geller (Principal)

Date

Mrs. Julie-Ann Leblanc (Chair)

Date

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

APPENDIX

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

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) As of 04-17
Pizza lunches – vendor		No	FR	End of 2016- 2017	In-progress	\$1000
Mabel's Labels		No	FR	2016- 2017	In-progress	\$200
QSP magazine Subscription	Apr 26 '16 M15-41	No	FR	2016- 2017	Pending	\$300
FundScrip	Apr 26 '16 M15-41	No	FR	2016- 2017	Pending	0\$
Welcome Back Corn Roast	Apr 26 '16 M15-41	No	FR	2016- 2017	Complete	Pending
Halloween Bingo in MMES gym And bake sale.	Evote: 2016- 09-28 M16-29	Yes	FR	October 21, 2016 6:30-8:30	Complete	\$1200
Bake sale	Oct 12 '16	TBD	FR	2016-	In-progress	415.65 to-

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

Event	GB Review Date & Status (Motion #1)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss) As of 04-17 date
	M16-17 CG/RA			2017		
Year end	Oct 12 '16 M16-18/19 BBQ NI/JV	TBD	TBD – FR approved	Tent June 2	Planned	
Maple Syrup	Feb 8 M-17-04	No	Fundraiser	Last week of February	Complete	Pending
Family Movie Night	Feb 8 M-17-05	No	Fundraiser and Community	March 31, 2017	Complete	Pending
Spirit Wear products as fundraisers	1 Evote: 5-Nov-16 M-16-32	No	Fundraiser	2016-2017	In-progress	Pending

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: 2016-09-21 M16-25	Guest Speaker: Brian Ewanson Aerospace Educator - at MMES	Exact date is to be confirmed 12:30-2:15pm	n/a	\$3.75/student						x	X
Evote: 2016-09-	Terry Fox Run	October 12, 2016	n/a	No Cost	x	x	x	x	x	x	x

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
21 M16-26		1-2:15pm									
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
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
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
Oct 12, 2016 M16-16 KS/CG	Droulliard Iroquoian Village - Bus	Date: June 8th 0800- 1400	1:10	Cost is \$26.00				X			
Evote:	La Petite Valise	Tues, Dec.	1:20 Ratio	\$7/student		X	X				

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, February 8, 2017**

GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
06-Dec-16 M-16-32	Theatre In School Presentation	20th									
28-Nov-16 M-16-32	Class Walking Excursion w 2km radius	November 2016-June 2017	Techer and Class	0\$	X	X	X	X	X	X	X
Evote: 22-Nov-16 M-16-32	Grade 5 Community Organization support	monthly drop off field trip Nov, 2016-June 2017.	5-8 students, via carpool in teacher's vehicles	0\$						x	
Evote: 18-Nov-16 M-16-32	Ped Day Outing to Cap Saint Jacques Via bus	February 10, 2017 9:30 to 2:30	80 students from all grade levels Ratio = 1 student to 8 Educators plus 3 Animators on site	Cost \$15.00 (activity & bus)per student plus Supervision fee of \$10.00							
Evote: 31-Oct-16 M-16-32	Cheerleading Training Session w/ Northshore Extreme All Star	Nov. 11, 2016, 11:40-12:30 In school	Grades 5&6, 31 Students, 1:15 ratio	\$3 per student						X	X
Evote: 31-Oct-16 M-16-32	In-house Aboriginal Dance for Grade 3	Nov. 16, 2016	Grade 3, 39 students, 1:20 ratio	\$9 per student (\$0 if grant application is approved)				X			
Evote: 24-Jan-17 M 17-06	Musée des Enfants à Laval	February 20, 2017, Full Day Outing School Bus	1:4 ratio (adult:student)	\$26	X						
Evote: 18-Jan-17 M 17-06	We Day Theatre St. Denis School Bus	Feb 24, 2017 Full Day –	2:13 (teacher: student) Peace Pal Members, gr. 6	Cost: \$20							

