

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, April 12, 2017**

ATTENDANCE

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

1.0 START OF MEETING – ASSESS QUORUM

- Meeting started at 18:20.

2.0 ADOPTION OF THE AGENDA

- Review of Agenda.

Motion 17-20: Motion to adopt the Agenda.

Motioned By: Jennifer Vaillancourt-Furtado

Seconded By: Kyla Laforest

3.0 ADOPTION OF THE MINUTES HELD FEBRUARY 8, 2017

- No corrections to be made to Minutes.

Motion 17-21: Motion to adopt the Minutes held February 8, 2017.

Motioned By: Catherine Guillemette

Seconded By: Jennifer Vaillancourt-Furtado

4.0 PUBLIC

4.1 Home & School

- No one present

4.2 Graduation Committee

- The end of year pool party will take place.
- Additional details to follow.

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5.0 BUSINESS ARISING FROM MINUTES

5.1 Tell them from me – data review and discussion this was deferred to next meeting

6. FIELD TRIPS/UPCOMING EVENTS

6.1 Ratify e-votes

- No e-votes to review or ratify.

6.2 New Field Trips

High School Familiarization “Mini Day”

- Activity will take place on April 21st during the High School Ped Day.
- It is for Grade 6 students who will visit BHS, St. Thomas, JRHS, MacDonald High.
- Travel is by school bus.
- Letter going out to Grade 6 students on April 13th.
- The Schoolboard is paying this activity.
- Students may choose to opt out of this activity.
- Ratio is 1:20.

Motion 17-22: Motion to approve the High School Familiarization.

Motioned By: Jennifer Vaillancourt

Seconded By: Catherine Guillemette

Teamwork and Challenging Adventure

- This activity will replace the trip to Sherrifville.
- Activity is hosted by Mega Animation and the theme is team work and challenging adventures; survivor themed.
- The activity will be held in-house on May 19th, 2017 from 0900-1430.
- The cost is \$18.00.
- Ratio is 1:20.

Motion 17-23: Motion to approve the Teamwork and Challenging Adventure Activity.

Motioned By: Renee Aspiotis

Seconded By: Catherine Guillemette

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Musee des Beaux Arts

- Activity is Des couleurs dans mes yeux.
- Students will participate in hands-on activities and do art projects.
- Activity will be held on May 31, 2017 from 0900-1230.
- Students will be transported by school bus.
- Ration is 1:4, there will be 10 adults and 43 students.
- The cost for the activity is \$19.00.

Motion 17-24: Motion to approve Des couleurs dans mes yeux at the Musee des Beaux Arts.

Motioned By: Aline Lajoie

Seconded By: Renee Aspiotis

Environmental Networking

- The Green Summit will visit Westpark Elementary to view their displays and initiatives that are taking place at the school.
- This activity is for Grade 5.
- Mr. Geller will be bringing 4 students.
- Ratio is 1:4.

Motion 17-25: Motion to approve visit to Westpark and Carpool.

Motioned By: Aline Lajoie

Seconded By: Kyla Laforest

6.3 Fundraisers, Rentals and Other Topics

- None reported at this time.

7. NEW BUSINESS

7.1 Subject Time Allocation 2017-2018

- Governing Board reviewed the Time Allocation for 2017-2018 document.
- After consultation with staff, a change has been suggested to help the school.
- The main purpose is that we are looking at ways to diversify our offerings to the community, as it has been noted that we are lacking in some areas.
- In cycle 1, 3 hrs of physical education will be reduced by 30 minutes and will add 30 minutes of dance.
- In cycle 2, physical education will be reduced by 60min and 60 minutes of Media Tech will be added.
- Some teachers went to visit Forest Hill to observe their hands-on tech based program which is integrated within the classroom but unique as well – it is a powerful program that was a pilot project and continued.

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Motion 17-26: Motion to approve the Subject Time Allocation for 2017-2018.

Motioned By: Renee Aspiotis

Seconded By: Aline Lajoie

7.2 Consultation: Code of Ethics and Professional Conduct Applicable to the Council of the Commissioners (due April 28)

- The Governing Board reviewed the documents.
- A response must be provided by April 28th, 2017.
- No comments to add

7.3 Consultation: Date and Time of date/time/place of its Council of Commissioners' meetings (due May 5, 2017)

- The Governing Board reviewed the documents.
- Council is the last Monday of the month and the Executive is the first Monday of the month.
- A response must be provided by May 5th, 2017.
- No comments to add

7.4 Governing Board Composition (due May 10th, 2017)

- In 2017, there are 5 parents, 4 staff and 1 daycare staff.
- To add to next meeting's agenda: What should we do to promote more parents and recruit more parents? How can we approach and speak to more parents? How can we promote our accomplishments? How are we helping our children's school?

Motion 17-27: Motion to approve the Governing Board Composition.

Motioned By: Nadia Iacino

Seconded By: Aline Lajoie

8. REPORTS

8.1 Principal's Report

- Principal report was sent by email.
- Mr. Geller thanked Renee for organizing the pink t-shirt day.
- On April 26th, 2017, 290 students and full staff and daycare staff will be wearing dedicated pink MMES anti-bullying shirts.
- T-shirts made by Ann Varana.
- Cost is \$5.50/shirt.
- Sizing and design were an issue but Renee stepped in and helped the situation.
- Mr Geller thanks all staff and parent volunteers and collaboration.

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8.2 Teacher's Report

- Teacher's report: None. Principal's report covers most of the same topics.
- The Senior Concert will be held on June 6th, 2017 for Grades 4-5-6, including band.
- The teachers are preparing for the April 26th, 2017 anti-bullying assembly.
- All the work and effort that went into the Staff Appreciation was really appreciated.
- Julie-Ann states that the advance notice of the activity dates makes a huge difference, especially for parents who travel or have to make plans ahead of time.

8.3 Daycare Report

- Daycare report: Sent by email. All is going well.
- Approximately 10-12 students enrolled in the basketball program; many Grade 4-5s and less Grade 6.
- The teacher Johnathan is great and is very engaging.

8.4 Chairman's Report

- As per agenda.

8.5 Regional Parent's Report

- The document can be found on Google Drive.
- Julie-Ann has been approached on the Quebec Sexuality Pilot project.
- The outcome will be announced on May 4th, 2017.
- Cycle 1 parents especially are concerned.
- Nadia has suggested to add the information on the MMES website to inform them that the meeting is taking place at the schoolboard.

8.6 Commissioner's Report

- No report sent.

8.7 LBPSB Chairperson's Report

- Suanne mentioned that we published the annual report from 2016 and had impressive results.
- Strategic plan is good and has challenging goals and we are achieving many of the goals.
- As a schoolboard, we are improving in everything that matters, not only marks but with health and wellness, students feeling safe and secure in school; teachers, staff, support staff and daycare staff should be very proud and we are headed in the right direction.
- MacDonald High had to turn away 8 students because they were over capacity; dance and robotics programs are exceptional; radio announcements; bring you own device program and it is not abused, students are engaged and succeeding.

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9. CORRESPONDENCE

9.1 Newsletter launched March 2017.

10. VARIA

- None.

11. NEXT MEETING

11.1 Discuss future topics

- Review the three-year plan of allocation and destination of immovables (Due May 18th, 2017).
- Discuss GB Operating Budget and options to spend any additional money.
- AGA and updates following the May 4th, 2017 meeting.

11.2 Date of Meeting

- The next meeting will take place May 10th, 2017.

12. MOTION TO CLOSE MEETING

Motion 17-29: Motion to end meeting.

Motioned By: Aline Lajoie

Seconded By: Renee Aspiotis

The Meeting ended at 19:45.

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.

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
Pool Party				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

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Bake sale	Oct 12 '16 M16-17 CG/RA	TBD	FR	2016-2017	In-progress	415.65 to-date
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:	Terry Fox Run	October 12,	n/a	No Cost	x	x	x	x	x	x	x

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GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
2016-09-21 M16-26		2016 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			

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Evote: 06-Dec-16 M-16-32	La Petite Valise Theatre In School Presentation	Tues, Dec. 20th	1:20 Ratio	\$7/student		X	X				
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							

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Evote: 19-Dec-16 M 17-06	Annual Jouvence Grad Trip Orford, Quebec School Bus	February 20-22, 2017	1:6 Ratio	\$225/student							X
Feb 8 2017 M17-07	Tubing	Feb 27, 2017	1:6 ratio and 1:8.	27.00\$	x	x	x	x	x	x	x
Feb 8 2017 M17-08	Piece de Theatre	April 3, 2017.		\$6.65	x	x	x	x			
Feb 8 2017 M17-09	Trois Rivieres Omni Tours	April 5, 2017	1:10	\$84.00						x	
Feb 8 2017 M17-10	Montreal Tour Omni Tours	April 20, 2017	1:6	\$60.00					x		
Feb 8 2017 M17-11 Apr 12, 2017 M17-23	Royal West Robotics Club	April 21-22, 2017								x	x
Feb 8 2017 M17-12	Babysitting Training	May 19, 2017	1:20	\$73.00							x
Feb 8 2017 M17-13	Intermiel	June 1, 2017	1:13			x	x				
Feb 8 2017 M17-14	Art Hands-On Activity	June 5 and 6		\$7.50/student	x	x	x	x			
Apr 12 2017 M17-22	High School Familiarization Day	April 21, 2017	2:40	Paid by the School Board							x
Apr 12 2017 M17-23	Mega Animation – In House Daycare	May 19 th 0900-1430	1:20	Cost is \$18.00	x	x	x	x	x	x	x
Apr 12 2017	Musee des Beaux Arts	May 31, 2017 0900-	1:4	Cost is \$19.00	x						

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GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
M17-24		1230									
Apr 12 2017 M17-25	Environmental Summit	June 5, 2017	1:4	Carpool; No cost						x	