

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

ATTENDANCE

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

1.0 START OF MEETING – ASSESS QUORUM

- Meeting started at 18:20 Due to our year-end dinner. A big thank you to Nadia and her family contributing amazing Kojax food to complement our potluck! Thank you to everyone for contributing and making out last meeting special!

2.0 ADOPTION OF THE AGENDA

- Review of Agenda.

Motion 17-30: Motion to adopt the Agenda.

Motioned By: Aline Lajoie

Seconded By: Catherine Guillemette

3.0 ADOPTION OF THE MINUTES HELD May 10, 2017

- No corrections to be made to Minutes.

Motion 17-31: Motion to adopt the Minutes held May 10, 2017.

Motioned By: Renee Aspiotis

Seconded By: Kyla Laforest

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

4.0 PUBLIC

4.1 Home & School

- No one was present. The following list was sent by email in advance for consideration.
 - Welcome back Corn Roast
 - Bingo
 - Holiday Fair (maybe)
 - Mabels Labels / QSP/Funscript
 - Fundraiser Lunch
 - Maple Syrup Fundraiser
 - School Supplies order
 - Year end BBQ
- The GB did not motion for Home and School proposed activities during the meeting as we were waiting for information and had not received a fundraising form outlining the information required. The GB agreed we would e-vote for the following items once a fundraising form was completed. The group agreed to an e-vote for the 3 items below since they recognize the need to set-up vendor agreements or plan the corn roast.
 1. Welcome back Corn Roast event; a non-fundraiser (*with the agreement that Home and School will contact the principal on August 14, to agree to dates and logistics*)
 2. Mabel's Labels, QSP and Fundscript
 3. Pizza Lunch program for 2017-2018 (*with the agreement that Home and School will remain with the same vendor and money collection process as last year and that Home & School will work with Daycare for the schedule*)
- The School Supplies were not approved for this upcoming year, as we are too late to organize this with teacher lists etc at this point in the school year (less than 2 weeks to go). The group is not opposed to the initiative, just not comfortable with the timing. A conversation is definitely welcomed for consideration in 2018-2019 school year. We actually put it as one of the few carry-over agenda items for next year. Maybe not the first meeting in September, but perhaps October.
- The remaining items must be brought forward in the new year for review, along with the fundraiser request form: Bingo, Holiday Fair, Maple Syrup, Year-end BBQ.

4.2 Graduation Committee

- Renee was present as Grad Chair. She explained that all fundraising was complete. Grad night was on track as planned.
- A discussion took place around the budget carry over. Julie-Ann and Renee explained that yes there will be a carry over, but it will be less than prior years. It is enough to cover what this year's grad committee felt was truly necessary to get started, until funds come in: deposits for DJ, etc; some money for grad sweatshirts deposit, TCBY first order payment etc.
- Additional opportunities may exist to reduce the amount, but the group did not want to drastically take from the carry over accumulated from prior years. It was challenging to fundraise with this graduating class, so the carry-over funds were appreciated.

Motion 17-32: Motion to approve TCBY for the 2017-2018 school year to allow grad to get started.

Motioned By: Nadia Iacino

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

Seconded By: Jennifer Vaillancourt-Furtado

5.0 NEW BUSINESS

5.1 Consultation Launch - By-law 9: Complaint Examination Procedure (Due June 15)

There were no comments to submit.

5.2 Approve consumable fees (s 77.1.11.3.2):

The group reviewed and discussed the consumable fees. Some items noted were that cycle 2 was changing their workbooks. It is recommend for future discussions to consider electronic agendas rather than paper agendas, given that many teachers do not use them and it is seen as a waste of money.

Motion 17-33: Motion to approve Consumable Fees for the 2017-2018 school year.

Motioned By: Renee Aspiotis

Seconded By: Catherine Guillemette

5.3 Adopt school proposed budget (s 95, 110.4)

The group reviewed and discussed the proposed school and daycare budgets. Nothing specific to note.

Motion 17-34: Motion to approve proposed school budget.

Motioned By: Aline Lajoie

Seconded By: Catherine Guillemette

Motion 17-35: Motion to approve proposed daycare budget.

Motioned By: Kyla Laforest

Seconded By: Jennifer Vaillancourt-Furtado

5.4 GB Annual Report

The group reviewed and discussed the proposed annual report drafted initially by the GB Chair. Some edits were suggested: Adding Anti-violence and Anti-bullying to the consultations and in the title related to conduct and safety.

Discussion took place around future topics. In addition to online ordering of school supplies, we would add: discuss digital agendas, find ways to sensitize parents on using of social media in a proper manner which sets an example for the kids, respects the teachers and school.

Motion 17-36: Motion to approve proposed GB Annual Report.

Motioned By: Aline Lajoie

Seconded By: Nadia Iacino

6. BUSINESS ARISING FROM MINUTES

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

6.1 Discuss GB Operating Budget (s 66)

The group reviewed and discussed the remaining GB budget. Given the remaining amount, we would use it for promotional printing for the GB. The original budget was 312\$. The remaining amount would be used for printing the calendar cards, flyers, labels, as poster and items for the AGA (front table). The final tally would be sent to Mr Geller.

Motion 17-37: Motion to approve proposed remaining spend of the GB Budget.

Motioned By: Catherine Guillemette

Seconded By: Jennifer Vaillancourt-Furtado

6.2 Next steps for GB Promotion and AGA

The group reviewed and discussed the proposed facebook advertising drafted initially by the GB Chair. The group agreed on the 3 items which would be published and the timing: 1 for year end and 2 for the start of the year. The group talking about the need to provide updates more frequently moving forward. An additional suggestion was made regarding sending a communication to the K parents inviting them to come.

7. FIELD TRIPS/UPCOMING EVENTS

7.1 Fundraisers, rentals and other topics

The following daycare activities were reviewed and approved. Discussion did take place however around the number of students and use of classrooms. In terms of number of students, Mr Geller stressed that we should ensure that the ratios are reasonable. Given the cost per student, we may want to push for smaller groups. In terms of class use, staff raised a concern that sometimes the teacher feels it is necessary to work during lunch or after school. We should rotate the use of classrooms so it is not always the same rooms used and consider other space, other than classrooms – where possible.

- Lunch Brixology 125.00\$
- Lunch Chess 102.00\$
- After school Italian 1-12 students 105.00\$
- After school Champs Basketball 1-20 students 120\$
- Lunch Kid Chef 1-15 students 95\$
- Lunch Knitting 1-15 students TBD\$

Motion 17-38: Motion to approve the daycare activities for the fall.

Motioned By: Renee Aspiotis

Seconded By: Catherine Guillemette

7.2 Ratify e-votes

- May 11: Home and School BBQ - change of date. Adjust the date of a previously approved event: H&S BBQ. The new date they are requesting is June 16. 9 or 10 responded. All approved.

7.3 New Field Trips

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

There were no fundraisers, rentals and other topics presented.

8. REPORTS

8.1 Principal's Report

- Mr Geller provided a quick review of his report, given that members did not have the opportunity to review in advance. The report was on google drive.
- Used Bicycle Drive
- Variety Show
- Flood Victim Fund Raising
- Track and Field
- Trips to Musee de Beaux Arts, Intermiel, Droulers
- Senior Concert
- Green Summit
- Marisol Sarrazin Artist
- Kirkland Library Visit
- Success Plan – We have developed a draft plan that will be brought forward early next year for GB approval. The draft is very much aligned with the directions of the board which are 1) Academic Success 2) Health and Well Being 3) Engagement. Within each direction we have focused on two objectives along with respective targets, strategies and indicators.
- Expo Sciences
- Career Week
- Volunteer Tea
- Peace Pal Assembly
- Zip Line Field Trip (June 16, 21)
- Power Hour and Carnival (June 19)
- Grad Pool Part (June 21)
- K Pic nic (June 22)
- Graduation Ceremony and Party (June 22)

8.2 Teacher's Report

- Summarized Volunteer tea, Drouleurs etc activities which have recently taken place.

8.3 Daycare Report

- Jutta shared a report and outlined the following items:
- Daycare Week
- Ped Days
- Progress of Lunch and Afternoon activities
- Shared the plans for 2017-2018

8.4 Chairman's Report

- Nothing to report.

8.5 Regional Parent's Report

- Nothing to report.

8.6 Commissioner's Report

- 9 Nothing to report.

8.7 LBPSB Chairperson's Report

Not present

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

9.1 Nothing received

10. VARIA

- None.

11. NEXT MEETING

11.1 Discuss future topics

- Outlined in the Annual Report.

11.2 Date of Meeting

- The next meeting will take place following the AGA – September 7 2017.

12. MOTION TO CLOSE MEETING

Motion 17-39: Motion to end meeting.

Motioned By: Jennifer Vaillancourt-Furtado

Seconded By: Catherine Guillemette

The Meeting ended after 9:20.

13. SIGNATURES

Mr. Adrian Geller (Principal)

Date

Mrs. Julie-Ann Leblanc (Chair)

Date

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 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	1816.75\$
Raffle (Hockey Tickets)	Oct 12 '16 M16-21	Yes	Fundraiser	2-3 times 2016-2017	Planned	TBD
TCBY for 2017-2018	June 14 '17 M17-32	Yes	Fundraiser	Throughout 2017-2018	Ongoing	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	Evote: 2016- 09-28 M16-29	Yes	FR	October 21, 2016 6:30-8:30	Complete	\$1200

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

Event	GB Review Date & Status (Motion #1)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss) As of 04-17
And bake sale.						
Bake sale	Oct 12 '16 M16-17 CG/RA	TBD	FR	2016-2017	In-progress	415.65 to-date
Year end BBQ	Oct 12 '16 M16-18/19 BBQ NI/JV e-vote change of date May 11'17	TBD	TBD – FR approved	Tent June 2 – change to June 16.	Planned	Pending
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
2017-2018 items were approved but not ratified until Sept'17: Welcome back Corn Roast event; Mabel's Labels, QSP and Fundscript; Pizza Lunch program for 2017-2018; Maple Syrup Fundraiser.						

Fundraisers, Rentals, and Other Topics

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:	LBPSB Peace	Oct. 19,	2 Students (gr.	No Cost							2

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
2016-09-16 M16-24	Summit at PEC Centre, Lachine - Carpool	2016 8:45-1:30pm	6):1 Adult								
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: 2016-09-21 M16-26	Terry Fox Run	October 12, 2016 1-2:15pm	n/a	No Cost	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
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	Science Center Secrets of the	Date: December	Ratio: 1:8	Cost is \$25.00				x	x		

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

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M16-14 JA/RA	Heart and Humpback Whales - BUS	8, 0805-1515									
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: 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:	In-house	Nov. 16,	Grade 3, 39	\$9 per				X			

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

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31-Oct-16 M-16-32	Aboriginal Dance for Grade 3	2016	students, 1:20 ratio	student (\$0 if grant application is approved)							
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							
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	Babysitting Training	May 19, 2017	1:20	\$73.00							x

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

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M17-12											
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 M17-24	Musee des Beaux Arts	May 31, 2017 0900-1230	1:4	Cost is \$19.00	X						
Apr 12 2017 M17-25	Environmental Summit	June 5, 2017	1:4	Carpool; No cost						x	
May 10 2017 M17-32	Ziplining Activity	June 16 th	1:6	\$30 but might be reduced	x	x	x				
May 10 2017 M17-32	Ziplining Activity <i>*Cancelled for grades 3,4,5 replaced by walking to movie at Colisee, Captain Underpants (will be ratified on Sept 13)</i>	June 21 st	1:8	\$30 but might be reduced				X	X	X	X
May 10 2017 M17-33	Graduation Pool Party	June 21 st	6:40								
May 10 2017 M17-34	Used Bike Drive	May 27th		\$15.00 donated per bike							

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, June 14, 2017**

GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
May 10 2017 M17-35	Sparkes of Hope	Until June 23 rd									
June 14 2017 M17-38	Daycare activities in 2017-2018 <ul style="list-style-type: none"> • Lunch Bricksology • Lunch Chess • After school Italian • After school Champs Basketball • Lunch Kid Chef • Lunch Knitting 	Fall	<ul style="list-style-type: none"> • Bricksology TBD • Chess TBD • Italian 1-12 • Champs Basketball 1-20 • Kid Chef 1-15 students • Knitting 1-15 students 	<ul style="list-style-type: none"> • Bricksology 125.00\$ • Chess 102.00\$ • Italian 105.00\$ • Champs Basketball 120\$ • Kid Chef 95\$ • Knitting TBD\$ 							