

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017**

---

**ATTENDANCE**

Parents	Present	Administration	Present
Julie-Ann Leblanc	✓	Stephanie Herault	✓
Karen Sauve	✓	Jutta Bouchard	✓
Nadia Iacino	✓	Catherine Guillemette	✓
Renee Aspiotis	✓	Jennifer Vaillancourt	✓
Melanie D'Antoni	✓	Lucy Ferracane	✓
		Phyllis Orofino	✓
Parent Substitutes		Administration Substitutes	
Nathalie Zobyhan	✓	Sheila Dunwoodie	
Sammy Romano	✓	Kim Poirier	
Marc D'Antoni		Sarah Newton	
Additional Guests			
Rosemarye Luciano	✓	Domenico Pavone	

**1.0 START OF MEETING**

- The Meeting started at 6:48pm in the MMES Library.
- Quorum achieved.
- New and returning members welcomed.

**2.0 ADOPTION OF THE AGENDA**

- Review of the Agenda.
- It was discussed that Home and School discussion would take place before 5.0 New Business.
- It was agreed that 5.6 ACGC and 5.7 Air quality would be tabled to the next meeting.

**Motion 17-40: Motion to adopt the Agenda**

**Motioned By:** Catherine Guillemette

**Seconded By:** Melanie D'Antoni

**3.0 ADOPTION OF THE MINUTES HELD JUNE 14<sup>TH</sup>, 2017**

- Minutes of the June 14<sup>th</sup>, 2017 Meeting reviewed.
- Corrections to be made:
  - Spelling error – Page 4: Bricksology to Brixology.
  - Error – Page 3; Section 5.1: Change cycle 2 to cycle 1.

**Motion 17-41: Motion to adopt the Minutes**

**Motioned By:** Julie-Ann Leblanc

**Seconded By:** Renee Aspiotis

**4.0 NOMINATIONS/ELECTIONS (s56, 107)**

**4.1 GB Secretary**

- Governing Board Secretary will be Karen Sauve.

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017**

---

**Motion 17-42: Motion to approve Karen Sauve as GB Secretary**

**Motioned By: Renee Aspiotis**

**Seconded By: Julie-Ann Leblanc**

**4.2 Chairperson (s67)**

- Governing Board Chairperson will be Julie-Ann Leblanc.

**Motion 17-43: Motion to approve Julie-Ann Leblanc as GB Chairperson**

**Motioned By: Nadia Iacino**

**Seconded By: Jutta Bouchard**

**5.0 HOME AND SCHOOL**

- Rosie presented the upcoming Home and School activities.

**Halloween Bingo 2017**

- Families will be invited to Halloween Bingo which will be held in the school gymnasium on October 27<sup>th</sup> at about 18:30pm – 20:00pm + cleaning time.
- Students and parent will be invited to dress-up for the event.
- There will be raffle tickets, a bakers table, drinks and popcorn for sale.
- Last year, H&S raised \$1215.90, that was used to purchase UDL equipment.
- Home and School will only have their first meeting in 2 weeks so that is the reason why it is being brought forward at this meeting. The person who will lead will be determined.
- Mme Héroult stated that every fundraising event must indicate what the fundraising will be used for.
  - Rosie stated that all events have to have a goal.
  - Melanie asked if the fundraising was only done for the school or if fundraising was ever done for external charities? Rosie answered that last year H&S raised for the needy in the west island; the children's hospital the year prior.
- Last year tickets were sold in advance and there was concern for overcapacity.
- Suggestion was made to have a junior and senior bingo.

**Motion 17-44: Motion to approve Halloween Bingo 2017**

**Motioned By: Catherine Guillemette**

**Seconded By: Jennifer Vaillancourt**

**6.0 NEW BUSINESS**

**6.1 Dates and Times of Meeting**

- There must be at least 5 GB meeting a year; typically in previous years, there have been 7 GB Meetings.
- There will be 6 meeting and 2 Save the Dates (as required).
- The 6 meetings will take place on:
  - Wednesday October 11
  - Tuesday November 21
  - Thursday February 15

**Margaret Manson Elementary School**  
**Governing Board Meeting Minutes**  
**Wednesday, September 13, 2017**

---

- Wednesday April 11
- Tuesday May 15
- The Save the Date (as required) meetings may take place on:
  - Thursday December 14
  - Tuesday June 12
- The meetings will take place at 18:15pm for 2 hours.

**6.2 DISCUSSION: COMMUNITY REPRESENTATION (s. 42.5)**

- The community representative could be an alumni parent, police officer, counsel member, social worker or someone who could add value to the Governing Board Committee.
- Their role is to join the meeting, contribute to conversation, and we can ask them to partner with us.
- Mme Héroult will reach out to Director Of Parks and Recreation.
- The GB members stated that it may be beneficial to have a Community Representative.

**6.3 DISCUSSION: SUBSTITUTES**

- It was decided that it will be important to include the Substitutes on any correspondence so that they are aware of discussion and contribute to continuous communication.
- E-votes will be sent out to the core members.
- Reply all to the email will be used when a substitute is required.
- A substitute for Jutta Bouchard (Daycare Technician) Substitute should be considered.
- If the Chairperson cannot attend, then the Chairperson will reach out to another parent member.
- Sam asked if one of the elected members leaves the GB, are the members replaced? The GB members decided that if that occurs, it will be discussed within the group.
- If a core member is running late, if a vote is to be done, we will continue through the rest of the Agenda and then come back to the vote. If the core member does not attend, the Substitute will replace the person.

**6.4 FUNDRAISING GUIDELINES**

- Recommendation was made many years ago that a Fundraising Policy Guide be established. This was due to many questions being asked such as who does fundraising, what are the guidelines? How do you raise the fundraising requests?
- This year, we need to decide if we need a Fundraising Policy again. Group agreed to continue with the policy moving forward.
- Julie-Ann reviewed the Margaret Manson Fundraising Policy that was last updated June 3, 2015.
- Suggestion is to have H&S provide their list of fundraisers in the first few months of the school year so that activities can be spaced out throughout the school year.
- We try to avoid incentives with children (prizes) and tend to go with local suppliers when we can.
- Mme Héroult emphasized that no group that is raising funds should be carrying over huge amounts.
- Mme Héroult has suggested to modify 7. FUNDRAISING GUIDELINES FOR ALL. The Fundraising idea must go to the Principal before being presented to the GB. The Principal needs the information at a

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017**

---

minimum a week and a half in advance. It will be then be sent to the GB members one week in advance.

- Issue raised by Phyllis was that the Fundraising Summary was not received in a timely manner.
- Mme Héroult and Julie-Ann have stated that it needs to be enforced and that one month after close of event, the Summary needs to be sent.
- We are required to approve fundraising as we represent the community and we must be able to answer questions about the financial summary. The criteria must be met and respected.
- If there is a change in venue or date, it needs to come back to GB for approval.
- It will be posted on the school website.
- The person who led the fundraiser will have to present the Fundraising Summary.
- If students have a fundraising idea, it should go to their homeroom teacher.
- Some students have been doing their own fundraising activities. It is a good deed but it is recommended that it comes to the homeroom teacher and then the rest of the GB team first.
- Julie-Ann will update the Fundraising Policy based on the discussion and send to the GB members for review and discussion next meeting.

#### **6.5 INTERNAL RULES OF MANAGEMENT**

- Internal Rules of Management (IRM) 2016-2017 were reviewed by Julie-Ann.
- In the event that a board member would like to add something to the agenda for a future meeting, simply contact the chairperson at least one week prior to the meeting.
- Reports will no longer be sent in advance, instead the sub-teams will each have 5 minutes on the agenda to share their information
- The group discussed evotes
  - E-votes will be restricted to truly extenuating circumstances
    - E-votes will not be used for major agenda topics where discussion is required (i.e, budget approvals).
    - The Chair and Principal will decide whether a motion can be voted on by e-mail, however, motions should be limited to issues requiring minimal discussion.
    - In order to respect the elected member voice and to protect the parental voice (obtained through the public nature of the meeting), in the event that something major or sensitive arises that the Chair or Principal know or believe to be potentially more sensitive than normal, an impromptu meeting will be held.
- Many of the sections in the IRM were discussed in earlier sections of the agenda.
- Julie-Ann will update the Internal Rules of Management based on the discussion and send to the GB members for review and discussion next meeting.

#### **6.6 ACGC**

- Tabled to next GB meeting.

#### **6.7 AIR QUALITY**

- Tabled to next GB meeting.

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017**

---

## **7.0 FIELD TRIPS/UPCOMING EVENTS**

### **7.1 Ratify e-votes**

- Mme Hérault has suggested that e-votes should be for extenuating circumstances only.
- E-Vote: May 11, 2017 H&S changed the date of their BBQ: 9/10 approved; 1 abstained.
- E-Vote: June 15 2017 H&S Mabels Labels; QSP and Fundschrift, Pizza lunch; Maple syrup. 7/10 approved; 3 abstained.
- E-Vote: June 29 2017 Approval of the Welcome back Corn Roast. E-vote: Change from: zip lines on June 21 for the grades 3,4,5 to walking to see movie at the Colisee, Captain Underpants at 9:45am: 7/10 approved; 3 abstained.
- E-vote: September 6 2017 Ultimate Frisbee on May 11, 2017 had to approve this at this time in order to secure the. 7/10 approved; 3 abstained.

#### **Motion 17-45: Motion to ratify e-votes**

**Motioned By: Catherine Guillemette**

**Seconded By: Jennifer Vaillancourt**

### **7.2 New Field Trips**

#### **Jouvence**

- Trip will take place between February 20-22, 2018 for Grade 6 students Grad trip.
- The students will travel to location by school bus.
- 9 adults and 55 students will participate; ratio is 1:6.
- Cost is 225\$/student.
- If a student cannot participate due to the cost of the activity, a discussion to be held to find a way to cover the cost..

#### **Motion 17-46: Motion to approve Jouvence Grade 6 Grad Trip**

**Motioned By: Jutta Bouchard**

**Seconded By: Catherine Guillemette**

#### **Univers Social - Drouillard**

- Activity is for Grade 3 students.
- To be held on October 4<sup>th</sup> from 815-230/300.
- Students will not return back to school in time for the school bus and parents will be asked to pick up their children.
- The ratio is 1:13
- Cost is 26\$/student.

#### **Motion 17-47: Motion to approve Drouillard**

**Motioned By: Lucia Ferracane**

**Seconded By: Jennifer Vaillancourt**

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017**

---

**Terry Fox Run**

- Event is to take place on October 16<sup>th</sup> (Rain date: October 17) for all students from 1315-1400.
- Fundraiser with an optional fundraising form.
- Seniors will run off property and a permission form will be send to parents; Senior teachers are positioned at corners.

**Motion 17-48: Motion to approve Terry Fox Run**

**Motioned By: Catherine Guillemette**

**Seconded By: Renee Aspiotis**

**Decibel Science**

- This activity will take place in-house at Daycare on the October 6<sup>th</sup> Ped day.
- Ratio is 1:20
- Cost \$18/student.
- The activity involves science experiments.
- The activity is not intended for Kindergarten students. Other activities will be planned for K kids.

**Motion 17-49: Motion to approve Decibel Science**

**Motioned By: Lucia Ferracane**

**Seconded By: Phyllis Orofino**

**Handball Tournament**

- The event will take place on October 3<sup>rd</sup> (Rain Date: October 4<sup>th</sup> or 5<sup>th</sup>) between 0900am-1330pm.
- It is for Grade 6 students.
- Students will take school bus.
- Ratio: 1:6 ration LBPS 9-1:30pm; Grade 6 bus

**Motion 17-50: Motion to approve Handball Tournament**

**Motioned By: Jennifer Vaillancourt**

**Seconded By: Renee Aspiotis**

**Other**

- Cross country run
- Volleyball
- Champs basketball
- Junior Cross country run
- Track and Field

**Motion 17-51: Motion to approve Other Activities**

**Motioned By: Lucia Ferracane**

**Seconded By: Phyllis Orofino**

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017**

---

**Park Outing**

- Teachers are hoping to have a blanket approval where staff members can bring students to the park close to the school.
- This would apply for K – Grade 6.
- Ratios would respect classroom size.
- Melanie asked if there was only one teacher or if they went in pairs, if there is an emergency.
- Answer is : In the past, teachers went in pairs or took a walkie-talkie.
- Discussion to be parked for next meeting

**7.3 Fundraisers, Rentals, and other Topics**

- A request was made by someone who wants to use the gym for dance classes for 25 participants between Sept – June 2018 from 1800pm-2100pm.
- Mme Hérault has suggested that conditions such as starting at 630 and the fact that not enough details were been provided, the answer is “not at this time.”
- Motion that there are not enough details to put forward a motion for this item.

**8.0 REPORTS**

- Suggestion was brought up to no longer have Reports sent to the GB members in advance;
- 5 minutes will be allocated to the group with brief notes to be shared prior or after.
- Any topics to be raised for future meetings will be sent ahead of time to be added to the Agenda.
- If Agenda is to be modified, it has to be motioned on.
- Following reports weredefferred to next meeting.

**8.1 Principal’s Report**

**8.2 Teacher’s Report**

**8.3 Daycare Report**

**8.4 Chairperson’s Report**

**8.5 Regional Parent’s Report**

**8.6 Commissioner’s Report**

**9.0 BUSINESS ARISING FROM THE MINUTES**

- None.

**10.0 CORRESPONDANCE**

- Consultation for Food and Nutrition Policy
- To be reviewed next meeting.

**11.0. VARIA/QUESTIONS FROM THE PUBLIC**

- A maximum of 10 minutes will be allocated for varia/questions from the public.
- Any major topics will be deferred to the next meeting.
- If a topic is brought to the Agenda after, it must be adopted before being added.
- The Chairperson can choose whether the topic will be accepted or deferred.

Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017

---

**12.0 MOTION TO CLOSE GB MEETING**

**Motion 17-52: Motion to close GB Meeting at 21:06pm**

**Motioned By: Catherine Guillemette**

**Seconded By: Jutta Bouchard**

**13. SIGNATURES**

\_\_\_\_\_  
*Ms. Stephanie Herault (Principal)*

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

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

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



**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017**

---

**APPENDIX**

**GRAD COMMITTEE**

Event	GB Review Date & Status (Motion #1)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss)
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 09-18
Pizza lunches – vendor	Motion 17-45	Yes	Fundraiser	2017-2018	In-progress	Pending
Mabel's Labels	Motion 17-45	Yes	Fundraiser	2017-2018	In-progress	Pending
QSP magazine Subscription	Motion 17-45	Yes	Fundraiser	2017-2018	In-progress	Pending
FundScrip	Motion 17-45	Yes	Fundraiser	2017-2018	In-progress	Pending
Welcome Back Corn Roast	Motion 17-45	No	Give back	2017-2018	Complete	Pending
Halloween Bingo	Motion 17-44	Yes	Fundraiser	What did we agree to??	Pending	Pending
Maple Syrup	Motion 17-45	Yes	Fundraiser	TBD	Planned	

**Fundraisers, Rentals, and Other Topics**

GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
June 14 2017	Daycare activities in	Fall	• Brixology TBD	• Brixology 125.00\$	Daycare / Lunch / Afterschool						

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017**

GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
M17-38	2017-2018 <ul style="list-style-type: none"> <li>• Lunch Brixology</li> <li>• Lunch Chess</li> <li>• After-school Italian</li> <li>• After school Champs Basketball</li> <li>• Lunch Kid Chef</li> <li>• Lunch Knitting</li> </ul>		<ul style="list-style-type: none"> <li>• Chess TBD</li> <li>• Italian 1-12</li> <li>• Champs Basketball 1-20</li> <li>• Kid Chef 1-15 students</li> <li>• Knitting 1-15 students</li> </ul>	<ul style="list-style-type: none"> <li>• Chess 102.00\$</li> <li>• Italian 105.00\$</li> <li>• Champs Basketball 120\$</li> <li>• Kid Chef 95\$ Knitting TBD\$</li> </ul>							
Sept 6 evote (May 11, 2017) M17-45	Ultimate Frisbee on	More information pending	<ul style="list-style-type: none"> <li>• More information pending</li> </ul>	<ul style="list-style-type: none"> <li>• More information pending</li> </ul>	More information pending						
Sept 13 M-17-46	Jouvence Grad trip.	February 20-22, 2018	<ul style="list-style-type: none"> <li>• Ratio is 1:6.</li> <li>• 9 adults and 55 students will participate</li> </ul>	<ul style="list-style-type: none"> <li>• school bus.</li> <li>• Cost is 225\$/student</li> </ul>	Grade 6						
Sept 13 M-17-47	Univers Social - Drouillard	October 4th from 8:15-2:30/3:00.	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Bus</li> <li>• The ratio is 1:13</li> <li>• Cost is 26\$/student.</li> </ul>	Grade 3						
Sept 13 M-17-48	Terry Fox Run	October 16th (Rain date: October 17) 1315-1400.	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>							
Sept 13 M-17-	Decibel Science	October 6th Ped day.	<ul style="list-style-type: none"> <li>• Ratio is 1:20</li> </ul>	<ul style="list-style-type: none"> <li>• in-house</li> <li>• Cost</li> </ul>	Daycare						

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, September 13, 2017**

GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
49			•	\$18/student. •							
Sept 13 M 17-50	Handball Tournament	October 3rd (Rain Date: October 4th or 5th) between 0900am- 1330pm.	•	• school bus. • Ratio: 1:6 ration LBPS 9-1:30pm; Grade 6 bus	Grade 6 students						
Sept 13 M 17-51	Other • Cross country run • Volleyball • Champs basketball • Junior Cross country run • Track and Field	TBD more information pending	• TBD more informatio n pending	• TBD more information pending	TBD more information pending						