

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Wednesday, October 11, 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 Zobyán	N/A	Sheila Dunwoodie	N/A
Sammy Romano	✓	Kim Poirier	N/A
Marc D'Antoni	N/A	Sarah Newton	N/A
Additional Guests			
Rosemary Luciano (H&S)	Late	Domenico Pavone (Commissioner)	N/A
Mike Klaiman (Kirkland)			

1.0 START OF MEETING

- The Meeting started at 6:15pm in the MMES Library.
- Quorum achieved.
- GB members welcomed

2.0 ADOPTION OF THE AGENDA

- Review of the Agenda.

Motion 17-53: Motion to adopt the Agenda

Motioned By: Lucy Ferracane

Seconded By: Catherine Guillemette

3.0 ADOPTION OF THE MINUTES HELD SEPTEMBER 13TH, 2017

- Minutes of the September 13th, 2017 Meeting reviewed.
 - A few corrections pointed out and noted during the meeting

Motion 17-54: Motion to adopt the Minutes

Motioned By: Catherine

Seconded By: Nadia

4.0 BUSINESS ARISING FROM MINUTES

4.1 DATES AND TIME OF MEETINGS UPDATE

- We have received quorum on the meeting dates and we have enough participants for all meetings.

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4.2 COMMUNITE REPRESENTATIVE UPDATE

- Mike Klaiman, Directeur des loisirs et bibliothèque Service des loisirs joined us from the City of Kirkland
- He will have someone from his team join us as a Community Representative for MMES
- Mr Klaiman left the meeting after approximately 30 minutes.

4.3 FUNDRAISING GUIDELINES

- After consultation with the GB members, Julie-Ann made edits to the Fundraising Policy with track changes on.
- Section 4 – we did not have any changes to the Fundraising criteria.
- The second part of this section had to do with burden (e.g. we don't want parents constantly filling out forms; or cause a financial burden). We have different fundraising items coming up within a one week timeframe so the question is, will this cause a burden? There is a cost to parents – does this cause a burden to parents?
- Section 5 and Section 6 – no additional comments or further changes.
- Section 7 changed “a limit of one” to “will attempt to limit fundraising”; “second” GB meeting changed to “third GB meeting” where a preliminary plan should be submitted to GB.
- Section 9 (now 8) - Graduation Committee is now combined with Section 9.
- Grad – are we raising money for Grad from all grade levels? TCBY is offered for the whole school; raffle tickets were for all grades. If they would only target the Grade 6 parents, they would not be able to raise enough or simply ask the parents for the funds. Grad will try not to collect from the whole school. It depends on the nature of the event.
- Suggestion made to review the Fundraising Policy with Home and School and Grad Committee.

Motion 17-55: Motion to approve the updates made to the Fundraising Policy

Motioned By: Melanie D'Antoni

Seconded By: Phyllis Orfino

4.4 INTERNAL RULES OF MANAGEMENT

- Section 2 - Changes to be made: Substitutes will be copied on all correspondence.
- Section 3 – Course Allocation changed to Subject Allocation
- Section 4- Discussion Process – no changes.
- We are comfortable to have members sit on multiple committees (including Home and School and Grad, etc.

Motion 17-56: Motion to approve the updates made to the Internal Rules of Management

Motioned By: Renee Aspiotis

Seconded By: Nadia Iacino

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5.0 FUNDRAISERS/UPCOMING EVENTS

5.1 Scholastics Book Fair

- Parents and volunteers would like to have a book fair on November 30 and December 1 (coincides with the parent-teacher interview)
- School receives credits to purchase new books. Looking to raise \$5000 which would mean many credits for the school.
- Bilingual book fair; takes place during school hours and the evening.
- School will provide cash for cash boxes (1 English and 1 French)
- For K-6, however parents will be invited to shop with the K children or during parent-teacher interviews.
- Caterina Bernardo is the lead for the fundraiser. Any suggestions can be brought forward to her.

Motion 17-57: Motion to approve the Scholastics Book Fair

Motioned By: Catherine Guillemette

Seconded By: Jennifer Vaillancourt

5.2 Home and School (was deferred to later in the evening since H&S Chair was not yet present)

Discussion: We need to ensure that we are not overburdening the parents with too many fundraisers, events, field trips. Etc.

1. Spirit Wear

- Fundraiser: To cover expenses already covered by purchasing tuques; raise team spirit;
- MMES clothing
- Tuques still in stock. Winter tuques being added as a fundraising 10 per hat and 5 going back to the school.
- Approval to show the samples during parent teacher interviews.
- Water bottles to be sold on site.
- Clothing costs increased to the nearest dollar and profit used for printing and damaging
- Parents who need to write a cheque and can place the order at that time or via an order form sent home/online to place it later.
- November 30 and December 1 until Mid-December would be the deadline and then students would get the items in January.

Motion 17-75: Motion to approve the Spirit Wear

Motioned By: Nadia

Seconded By: Lucy

2. Holiday Event

- December 8th
- Rooms to build gingerbread men, ornaments, tattoo, face painting, food available on site, Santa
- Fees would cover costs (food, 1 for gingerbread men (crafts)).
- Teachers to have a holiday week (December 18th) during school hours.
- Smoked Meat Sandwiches and Pizza could be offered

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- Face Painter and Tattoos will be covered for Home and School.
- Discussion: too many activities going on at the same time in a 1-2 week period creating too much burden for parents. All activities would be of interest to children and some parents would be forced choose (book fair, spirit, charity, etc)

NOT Approved

Motion 17-76: Motion to approve the Holiday Evening Event

Motioned By: Phyllis

Seconded By: Not seconded – Motion not approved.

3. Families Helping Families
 - Charitable organizations to donate non-perishable foods and 2\$ for fresh food for a family
 - Will be done by grades (each grade would get an idea of what to donate)
 - Mid-November to Mid-December and then baskets would be delivered

Motion 17-77: Motion to approve Families Helping Families

Motioned By: Catherine

Seconded By: Jennifer

4. Bake Sale/Refreshments *not discussed
 - Last year, water sold at music concerts
 - Fundraising for general events
 - Bake Sale not to happen the night of parent teacher interviews due to the number of activities already in progress during the same period.
 - Requesting Blanket approval – to approve bake sale and refreshments
 - Bring back to another meeting
5. June BBQ *not discussed
 - H&S mentioned food trucks – immediate concern (re: permits, food policy, etc) and more information needed by GB in order to approve
 - Will table, June BBQ to a future meeting.
 - Suggest to have H&S to start planning their event but approval will be done at the next meeting. Rosie to resubmit the form with more details.

5.3 Fundraiser: Student Initiative

- To purchase one portable picnic table– suggest buying one for now to test the durability.
- The students would like to have a bake sale to raise the \$80-\$90. They would like to do the bakesale on October 23rd during lunch for students.
- Muffins for 1\$ and Cookies for .50\$
- A recommended amount could be suggested to parents (2\$).
- If money is not brought, the student will not get the item.
- Suggestion for students with allergies to not participate in the bake sale.

Motion 17-58: Motion to approve the Student Initiative

Motioned By: Jutta Bouchard

Seconded By: Lucy Ferracane

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6.0 NEW BUSINESS

6.1 Air Quality

- Building is 2003, no major issues with the building. 2014 a small issue that was corrected. Board will come in to insulate the pipes to prevent condensation. Ventilation is good; will be cleaned.
- Teachers not permitted to use cleaning products that are not provided by the board (e.g. Ajax, paint).
- Survey done for teachers- 2 teachers reported symptoms; attention was paid to particular areas and no evidence was found to relate the issues.

6.2 Emergency Preparedness Review

- The Binder was updated and reviewed.
- It is also contained online in a digital format.
 - Renee has suggested that the document be housed completely in one digital location.
- No major changes from past years.

Motion 17-59: Motion to approve the Emergency Preparedness Binder

Motioned By: Melanie D'Antoni

Seconded By: Nadia Iacino

6.3 Ped Day

- Close the daycare on January 19th to have professional development with the entire staff to encourage teambuilding. Teambuilding and networking activity to encourage communication between the staff
- All staff want more unity and team building between all MMES staff including daycare. Ped Day retreat for the entire MMES staff.
- There are about ~90 students currently registered for the ped day but there is sufficient time to provide advanced notice.

Motion 17-60: Motion to close the daycare on October 19th

Motioned By: Jutta Bouchard

Seconded By: Jennifer Vaillancourt

6.4 Grant

- Grant for Remembrance – Allen James to preform bagpipe and other instruments– wants him to perform (intercultural advisory committee)
- Importance of music during war time.
- Assembly on November 8th
- Cost is \$250.00 and if grant is approved, there will be no cost.

Motion 17-61: Motion to approve the updates made to the Fundraising Policy

Motioned By: Lucy Ferracane

Seconded By: Catherine Guillemette

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7 FIELD TRIPS/UPCOMING EVENTS

7.1 FIELD TRIPS

1. Science en Folie

- January 26th - Cost is \$10.25

Motion 17-62: Motion to approve Science en Folie

Motioned By: Renee

Seconded By: Jutta

2. Les Hiboux

- At School - November 2. Ecomuseum coming to MMES
- 9.60
- 1:8 ratio

Motion 17-63: Motion to approve Les Hiboux

Motioned By: Jennifer

Seconded By: Lucy

3. Variety Show

- Student-led variety show; teachers supervise; students do light, stage. Involves many volunteers
- 5:30-9:00
- 1:6 ratio
- Parents to drive their children
- Charge at the door is 5\$ per person to cover cost of rentals for guests.

Motion 17-64: Motion to approve the Variety show

Motioned By: Renee

Seconded By: Lucy

4. Cross Country Update only: Approved on Sept 13 M 17-51

- \$15 per student
- October 18th

5. We Day Ottawa

- November 15th
- Grade 6
- 1:5 ratio
- 32\$/person
- Have to share bus with other school
- Full day peace pals
- 15-20 students

Motion 17-65: Motion to approve the trip for WE Day

Motioned By: Jennifer

Seconded By: Catherine

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6. Trip to Ottawa

- November 7
- 68/student
- Many activities
- Grade 5
- Royal Canadian Mint; Rideau, Gallery

Motion 17-66: Motion to approve the trip for to Ottawa

Motioned By: Catherine

Seconded By: Jutta

7. Wildlife Zoo - Ecomuseum

- Nov 8 City Shuttle Bus
- Grades 1-2
- 17/student
- 1:8 ratio

Motion 17-67: Motion to approve the trip to Ecomuseum

Motioned By: Nadia

Seconded By: Lucy

8. CEPSUM Sante Bien Etre

- 19 June 9:30am to 2:30pm
- Cycle 1
- 25/student
- Includes swimming

Motion 17-68: Motion to approve the trip to CEPSUM

Motioned By: Lucy

Seconded By: Catherine

9. Walking to the Park

- K-6 Blanket approval for 2km walk (including park) and with 2 adults must accompany group.
- Daycare to be added. They must get approval from Jutta Bouchard first before bringing them to the park.
- Requires 2 staff for all grades (volunteer parents)
- Would have a cell phone with them

Motion 17-69: Motion to approve 2km walk within school perimeter

Motioned By: Catherine

Seconded By: Lucie

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7.2 Upcoming Events

10. Band (Optional)

- Cycle 3 - Offered to Grade 6 and combined Grade 5/6
- Children choose flute trombone clarinet or trumpet
- Practice in class, during lunch and after school. Program to start in Jan
- Two concerts Feb and June.
- Rental program – instrument is 13.80/month
- Trombone or trumpet or clarinet – mouth piece is included and kept by the students
- Total cost is 160 for 6 months (rental mouth piece two one hour sessions with clinicians; get them started and then Mme. O continues; method book is included; refundable deposit in case instrument is damaged.
- Mme O would prefer 10/class minimum.

Motion 17-70: Motion to approve Band

Motioned By: Renee

Seconded By: Melanie

11. Service Contracts

- Extra French for students out of province or those who need some help
- Francization contract to begin Oct 10- Jan 26;
- Once a week Amelie will come in to do la francization;

Motion 17-71: Motion to approve French Service Contract

Motioned By: Nadia

Seconded By: Melanie

12. Allison Homework fund;

- Two days a week, Junior at lunch and Senior afterschool and reversed the next day
- Will begin Oct 17th - Limited group
- Request use of the facility to deliver these programs
- Funded by Ministry - Approval to use the facility to deliver these service contracts

Motion 17-72: Motion to approve Allison Homework Program

Motioned By: Jennifer

Seconded By: Lucy

13. In house Ped Day

- Dec 1 – Mega Animation - Spy for a Day. Amazing and well liked by the kids
- 9:00-2: 30
- 90-100 students - K-6
- Cost is 16/student

Motion 17-73: Motion to approve In-house Ped Day

Motioned By: Renee

Seconded By: Catherine

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8. REPORTS

1. Reports on Google Drive

2. Daycare and Lunch Program Fees
 - School Board has asked MMES daycare to modify fee, each school was charging different fees
 - Asked daycare to change lunch fee to be standard for daycare/non-daycare students
 - Billing needs to be reissued and parents will be credited as this should be in effect as of Aug 2017.
 - Daycare students attending 3-4 days were being charged 2.55 and other students are being charged 1.95 on non-daycare days.
 - Only affects students who are sporadic users

Motion 17-74: Motion to approve Daycare Fees

Motioned By: Renee

Seconded By: Nadia

9. CORRESPONDENCE

10. PUBLIC

11. NEXT MEETING

- November 21 2017

12.0 MOTION TO CLOSE GB MEETING

Motion 17-78: Motion to close GB Meeting at 21:34pm

Motioned By: Julie-Ann

Seconded By: Jennifer

13. SIGNATURES

Ms. Stephanie Herault (Principal)

Date

Mrs. Julie-Ann Leblanc (Chair)

Date

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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	October 22 2017	Complete	1530.18\$
Maple Syrup	Motion 17-45	Yes	Fundraiser	TBD	Planned	Pending
Spirit Wear	Oct 21 Motion 17-75	Yes	Fundraiser	November 30+1	Planned	Not held during book fair *completed via email on TBD date

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Families Helping Families	Oct 21 Motion 17-77:	Yes	Fundraiser	Mid-Nov to Mid-Dec	Planned	Complete
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Non Grad/H&S Fundraisers, Rentals, Field Trips, Daycare activities

GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
June 14 2017 M17-38	Daycare activities in 2017-2018 <ul style="list-style-type: none"> Lunch Brixology Lunch Chess After-school Italian After school Champs Basketball Lunch Kid Chef Lunch Knitting 	Fall	<ul style="list-style-type: none"> Brixology 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"> Brixology 125.00\$ Chess 102.00\$ Italian 105.00\$ Champs Basketball 120\$ Kid Chef 95\$ Knitting TBD\$ 	Daycare / Lunch / Afterschool						
Sept 6 evote (May 11, 2017) M17-45	Ultimate Frisbee on	More information pending	• More information pending	• More information pending	More information pending						
Sept 13 M-17-46	Jouvence Grad trip.	February 20-22, 2018	<ul style="list-style-type: none"> Ratio is 1:6. 9 adults and 55 students will participate 	<ul style="list-style-type: none"> school bus. Cost is 225\$/student. 	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"> Bus The ratio is 1:13 Cost is 26\$/student. 	Grade 3						

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GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost								
					K	1	2	3	4	5	6	
Sept 13 M-17-48	Terry Fox Run	October 16th (Rain date: October 17)	•	•								
Sept 13 M-17-49	Decibel Science	October 6th Ped day.	<ul style="list-style-type: none"> • Ratio is 1:20 • 	<ul style="list-style-type: none"> • in-house • Cost \$18/student. • 	Daycare							
Sept 13 M 17-50	Handball Tournament	October 3rd (Rain Date: October 4th or 5th) between 0900am-1330pm.	•	<ul style="list-style-type: none"> • school bus. • Ratio: 1:6 ration LBPS 9-1:30pm; Grade 6 bus 	Grade 6 students							
Sept 13 M 17-51	Other <ul style="list-style-type: none"> • Cross country run • Volleyball • Champs basketball • Junior Cross country run • Track and Field 	Cross country: Oct 18 th	• TBD more information pending	Cross country: \$15 per student	TBD more information pending							
Oct 11 M 17-57	Scholastics Book Fair	Nov 30 & Dec 1	• N/A	<ul style="list-style-type: none"> • Recommended kids to bring 20\$ 	All & parents							
Oct 11 M 17-58 & Oct 24 TBD	Student Bake Sale	Oct 23 Lunch	• N/A	<ul style="list-style-type: none"> • Recommended kids to bring 2\$ 	All							
Oct 11 M 17-62	Science en Folie	Jan 26	• Not noted	<ul style="list-style-type: none"> • 10.25\$ • Transp not 	Not noted							

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GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost								
					K	1	2	3	4	5	6	
				noted								
Oct 11 M 17-63	Les Hiboux	Nov 2	• 1:8	• 9.6\$ • Ecomuseum coming to MMES								
Oct 11 M 17-64	Variety Show	Mar 1	• N/A	• Free for participants 5\$ at door for guests	Participants and guests							
Oct 11 M 17-65	We Day Ottawa	November 15th Full day	1:5 ratio 15-20 students	32\$/person Have to share bus with other school	Grade 6 peace pals							
Oct 11 M 17-66	Trip to Ottawa	November 7	68/student	\$ Not noted	Grade 5							
Oct 11 M 17-67	Ecomuseum	November 8	17/student 1:8 ratio	\$ Not noted City Shuttle bus	Grades 1-2							
Oct 11 M 17-68	CEPSUM Sante Bien Etre	June 19 9:30am to 2:30pm	25/student Ratio not noted	\$ Not noted City Shuttle bus	Cycle 1							
Oct 11 M 17-69	Blanket approval for 2km walk (including park) 2 adults must accompany group	2017-2018 School year	Requires 2 staff for all grades (volunteer parents). Would have a cell phone with them	N/A	K-6 & Daycare (must get approval from Jutta Bouchard first before bringing them to the park)							
Oct 11 M 17-70	Band	Practice in class, during lunch and after school. Program to start in Jan	•	Rental program – instrument is 13.80/month. Total Cost is 160\$ for 6 months	Cycle 3 - Offered to Grade 6 and combined Grade 5/6							
Oct 11 M 17-73	Mega Animation Spy for a Day.	Dec 1 9-2:30	90-100 students	In house Ped Day Cost is 16/student	Daycare- K-6							