

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Tuesday, November 21, 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	N/A
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)	✓	Domenico Pavone (Commissioner)	N/A

1.0 START OF MEETING

- The Meeting started at 6:17pm in the MMES Library.
- Quorum achieved.
- GB members welcomed.

2.0 ADOPTION OF THE AGENDA

- 7.3 additions will be moved.
- Catherine has an addition to Field Trips.
- Jutta has an addition to Field Trips.

Motion 17-83: Motion to adopt the November 21st 2017 Agenda

Motioned By: Melanie

Seconded By: Catherine

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3.0 ADOPTION OF THE MINUTES HELD OCTOBER 11TH AND OCTOBER 24TH, 2017

- Review of the Agenda from the October 11th and October 24th 2017 meeting minutes.
- Changes to be made include:
 - Page 2 4.3 after consultation with the GB members Julie Ann made edits.
 - 6.5 to prevent further leaks... there was only one leak so its to prevent condensation.
 - 6.3 ped day – all staff want more unit
 - Motion was to close the daycare of Jan 19
 - 8.0 Cepsun – remove the section that students who can not attend can come to school
 - 7.2 this should be included as optional remove consumable
 - 12.0 motion to approve service contract to Allison homework program
 - 8.0 school board has asked daycare to modify fee
 - Motion to approve (have to change)
 - Change to 24th.

Motion 17-84: Motion to adopt the Minutes, following the above changes.

Motioned By: Renee

Seconded By: Jennifer

4.0 FUNDRAISERS/UPCOMING EVENTS

4.1 HOME AND SCHOOL

2017-2018 Goal and Bale Sales & Refreshments

- Home and School is looking for a goal of \$10,000 to be used as a fundraiser for mobile technology.
- Any additional would be to redo the painted lines for the school yard.
- It would also be used to support annual school events (pumpkins, hot chocolates, cookies, etc.).
- Emails must be sent to Mme. Herault and Mme Bouchard to advise them of the plans at least one week in advance.

Motion 17-85: Motion to blanket approve the November 2017-June 2018 bake sales and sales of refreshments during school activities and events.

Motioned By: Lucy

Seconded By: Catherine

Recettes en Pot Fundraiser

- Sales of soups, brownies, apple pancakes, dog cookie for fundraising.
- Fundraiser will run November – December, by a combination of online sales or cheques sent through the classroom.
- Average cost of the pots are \$10 and set of 3 pots is \$28.
- With each sale, a meal is donated to a homeless shelter in the community and 50% of the profit comes back to the school; company provides jobs to people in the community

Motion 17-86: Motion to approve the Recettes en Pot Fundraiser

Motioned By: Nadia

Seconded By: Catherine

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Laura Secord chocolates Fundraiser

- During the month of February 2018, there will be a distribution and collection of chocolate through the classroom, payment could be done online as well,
- Each bar costs \$3.

Motion 17-87: Motion to approve the Laura Secord Chocolate Fundraiser

Motioned By: Lucy

Seconded By: Jennifer

Spaghetti Night & Activity Fundraiser

- Onsite weeknight evening for March 16 or 23.
- It would require the use of the gym cafeteria and kitchen
- Start time is 615pm and end time of is 8pm.
- Home & School will align with Mme Herault on the activity TBD done by email;
- The pre-made sauce is donated and pasta is donated.
- The use of the staff room kitchen and possibility to use the Chartwell's kitchen.
- Mme Herault will look into it; the caretaker would be paid for extra hours

Motion 17-88: Motion to approve the onsite Spaghetti Night.

Motioned By: Renee

Seconded By: Catherine

Year-end BBQ as a Fundraiser

- Onsite evening BBQ to be held on June 8th, through advance sale of tickets
- Additional items for sale, vendors such as face painting, tattoos, snow cones, snow cones.
- Any external parties to be added must be addressed with Mme Herault and then possibly re-approved by Governing Board.

Motion 17-89: Motion to approve the Year-End BBQ Fundraiser

Motioned By: Lucy

Seconded By: Catherine

4.2 Graduation Committee

2018 Raffle

- The Grad Committee is looking at raising \$10,000 to cover costs, sweatshirts, yearbook, dance.
- Approval for TCBY and for raffle has already been accomplished.
- Approval requested in the new year for an additional raffle although the raffle item is not yet decided. Approval will have to be discussed and aligned with Mme Herault on the raffle product.

Motion 17-90: Motion to approve the 2018 Raffle, pending discussion and approval with Mme Herault when raffle item is determined.

Motioned By: Renee

Seconded By: Catherine

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5.0 BUSINESS ARISING FROM MINUTES

5.1

- N/A

6.0 NEW BUSINESS

6.1 CONSULTATION FOOD AND NUTRITION POLICY

- Applies to elementary and high school
- Focused on food preparation and distribution, what they should and should not be serving, etc.
- We do not need to approve this but we need to review it.
- Note that the Canadian Food Guide will be changing soon so this will most likely be changing.
- Nathalie has suggested that the portion size be reviewed to accommodate this (too much for younger children and too little for older children).
- Melanie asked if there was a major difference between calorie requirements between the age groups.
- Nadia brought up that fruit cups has aspartame and she wondered if there were any use of aspartame.
- Mme Herault stated that they were packed in natural fruit juice and no artificial sweeteners.
- Julie-Anne will submit the comments by Nov 24th.

6.2 ACADEMIC CAREER GUIDANCE CONTENT

- This will be mandated, starting in Grade 5 and 6 and continue through high school.
- Ministry believes they need to be exposed to more professions; every year there is a career week, 5-10 hours towards the goal of the ACGC.
- The goal is to help students figure out what they want to be when they grown up. Students don't realize all of their options with or without university.
- What are my strengths? Knowledge of the world of school (PC BHS JR visits) two were music based and one was a ppt of the cool things they had in their school; another one looked at a program at the school where the students can repair old equipment knowledge of the work; people will come in to discuss financial.
- Mandate is for grade 5 and 6 to cover some of these items for 5-10 years.

Motion 17-91: Motion to approve that we will commit to doing this program for our students.

Motioned By: Lucy

Seconded By: Melanie

6.3 EDUCATIONAL PROJECT

2015-2020 plan

- Was initially delayed due to strike and now being finalized to be carried out by next year.
- The direction is: IMPROVING ACHIEVEMENTS and list of strategies; objectives, strategies indicators and target (e.g. we want to make sure of French reading GB+ is increased by 5%, etc.)
- Refer to the document EDUCATIONAL PROJECT

Motion 17-92: Motion to approve educational project school success plan

Motioned By: Catherine

Seconded By: Jutta

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6.4 ANTI-BULLYING ANTI-VIOLENCE

- It is the law for the school to deal with a child who is being bullied.
- As a principal, Mme Herculat's goal is that children learn and ensure that they are comfortable, safe and happy. If they are not safe and happy, they will have a hard time learning.
- Mme Herculat reviewed her steps when dealing with a situation stating with was no a simple or quick fix.
- Every case is treated differently and there are different practices depending on the situation.
- There is a parent WITS section on the WITS section.
- Mme Herculat thanks the teachers and staff who worked on the document

Motion 17-93: Motion to approve the anti-bullying/anti-violence program

Motioned By: Lucy

Seconded By: Nadia

7. FIELD TRIPS/UPCOMING EVENTS

West Island Mission

- January to June recurring trips to the West Island Mission to deliver donations.
- There will be teachers and parent volunteer to accompany children to the WIM.
- Each trip will have about 15-20 students per month with 3 adults via carpool at lunch to deliver the donations.
- There is \$0 cost.
- The carpool rules have to be abided by hence a 1:4 ratio. If more than 4 kids in a car, there will need to be 2 adults.

Motion 17-94: Motion to approve the West Island Mission Donation trips via carpool

Motioned By: Renee

Seconded By: Jennifer

Charity

- The Grade 5 class of SD and HR will participate in a community organization.
- Monthly, students will ask other students to bring in items (such as non-perishable foods) to be donated to the West Island Mission.
- The trip will comply with the extra curricular and field trip policy on the Board website.

Motion 17-95: Motion to approve the West Island Mission Donation trips via carpool

Motioned By: Lucy

Seconded By: Catherine

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WE Day Montreal

- On February 22, by carpool for 6 children from grade 6 peace pals.
- The activity will run from 830am-230pm.
- The ratio is 1:4.
- The field trip cost is 0\$.
- The trip will comply with the extra curricular and field trio policy on the Board website.

Motion 17-96: Motion to approve the West Island Mission Donation trips via carpool

Motioned By: Jutta

Seconded By: Nadia

La petite valise Théâtre

- On-site activity with a petite valise theatre on December 21st (Noel de Leon)
- Activity will take place from 1:30pm-2:15pm.
- Other events will be on January 26, Machine en Folies, and March 28, Lapin de Paques, for cycle 1 students.
- The activity cost is 10\$ for each event.

Motion 17-97: Motion to approve La Petite Valise Theatre Noel de Leon on December 21st.

Motioned By: Renee

Seconded By: Nadia

Daycare Ped Day Activity

- Club FY In-house Ped Day Activity will take place on April 20.
- The ratio is 1:20.
- The cost is 16\$ per student, plus daycare for all levels with the objective of being physically active, art and fun.

Motion 17-98: Motion to approve the Club FY In-house Ped Day Activity.

Motioned By: Jennifer

Seconded By: Catherine

Winter Carnival Activity

- This activity will take place at glissades des pays en haut Mont Avila on February 28 from 9:05am-2:15pm.
- The ratio is 1:6 (K-2) and 1:8 (3 to 6).
- The field trip cost \$36.
- The trip will comply with the Extra Curricular and Field Trip Policy on the Board website.

Motion 17-99: Motion to approve the Club FY In-house Ped Day Activity.

Motioned By: Jennifer

Seconded By: Renee

Kirkland Collisee Movie

- On December 20th from 09:00am-11:15am, all grades will be seeing a movie at the movie theatre to see Ferdinand for the younger kids and Jumanji for the older kids.
- They will travel by foot to the movie theatre.

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- The ratio is 1:10.
- The field trip cost is \$5.50.
- The trip will comply with the Extra Curricular and Field Trip Policy on the Board website.

Motion 17-100: Motion to approve the walk to the Kirkland Colliseum

Motioned By: Jutta

Seconded By: Renee

Lunch Time Programs

- Edu-action will offer chess, ceramics and crazy cartooning for Grades 1-6.
- 8 weeks at lunchtime, starting on January 8th until February 26th.
- Cost varies between \$101-\$105

Motion 17-101: Motion to approve the Lunch time programs

Motioned By: Jutta

Seconded By: Lucy

Champs Family Basketball

- Activity for Grades 1 – 6.
- Will begin on January 10th for 10 weeks.
- The cost is \$100 per student.
- It will be offered on different days for grades; children will be together unless there are enough children to make different groups.
- Julie Ann asked if Jutta can advise the days of the weeks of the activities before the Chartwells menu is distributed. Jutta said they would work around it

Motion 17-102: Motion to approve the Champs Basketball program

Motioned By: Jennifer

Seconded By: Catherine

Enfant et Compagnie

- Kid Knit will be offered.
- Starting in January for 8 weeks.
- The cost is \$95.
- It will be held after-school for one hour.
- It is open to all kids, including those who are not in daycare.

Motion 17-103: Motion to approve the Enfant et Compagnie activity

Motioned By: Catherine

Seconded By: Renee

Kid Science Food Lab

- Offered for 8 weeks, beginning in January, afterschool.
- For Grades 1-6.
- Cost is \$95 per student.

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Motion 17-104: Motion to approve the Kid Science Food Lab

Motioned By: Lucy

Seconded By: Jennifer

Animal Awareness

- Catherine teaches an animal program which teaches kids about animals, bite prevention.
- This program helps with anxiety.
- Some children really benefit from having the dog come visit.

Motion 17-105: Motion to approve the visit from the specially-trained dog

Motioned By: Jennifer

Seconded By: Melanie

8.0 CORRESPONDANCE

8.1 GB Budget; Special Meetings

- GB budget to cover costs of babysitting, transport etc.
- If this is required, speak to Julie-Ann.

9.0 PUBLIC QUESTION PERIOD

- N/A

10. REPORTS

10.1 Principal's Report

- Working on quieter hallways; blue tickets
- Signs in the hallways
- Safety protocols sent out
- Entrance being blocked at the end of the day; parents standing in between doors
- Too many resources and not enough place to house the resources.
- Valerie Cyr a special ed tech doing social skills with Kindergarten.
- Allison doing homework program support for Junior and Senior HW program.
- Students who are taking photos and learning about digital citizenship, literacy piece; photo retakes occurred; handball tournament; Terry Fox raised over 5K, city of Kirkland came in, etc.

10.2 Teachers report

- N/A

10.3 Daycare

- N/A

10.4 Regional Parents' Report

- Three meetings – Where's my Bus At?
- Fusion is saving school board a lot of money.
- Signing up for teacher interview has been well received and will be added to MMES soon.

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10.5 Commissioner's Report

- New chairperson voted in Noel Burke; candidates called – anyone can apply except teachers of the schoolboard.
- Financial numbers budget approved; surplus of 5million; includes 500K of additional savings during to warmer winters energy.

11.0 Next meeting

11.1 Date and time of next meeting

- Next meeting will take place on January 10 2018 – Light Appetizer & Dessert Potluck?
- Meeting on December 14th will not take place.

11.2 Topics for next meeting

- Annual Report; Consultation - Evaluation of student learning policy; School Budget(s).

12.0 MOTION TO CLOSE GB MEETING

Motion 17-106: Motion to close GB Meeting at 8:19pm

Motioned By: Julie-Ann

Seconded By: Jennifer

13.0 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	Overall goal of 10,000\$
Raffle 1	October 24'17 M17-79	Yes	Fundraiser	October - November 2018	Ongoing	Overall goal of 10,000\$
Raffle 2 *Pending agreement on Tickets	Nov 21 Motion M17-90	Yes	Fundraiser		Planned	Overall goal of 10,000\$

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

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Event	GB Review Date & Status (Motion #1)	Fundraiser Form	Type of Event	Timing	Event Status	\$ Raised (Profit/Loss) As of 09-18 date
Families Helping Families	Oct 21 Motion 17-77:	Yes	Fundraiser	Mid-Nov to Mid- Dec	Planned	Complete
Bake Sales and Refreshments	Nov 21 Motion 17-85	Yes	Fundraiser	2017-2018	TBD	Overall Goal of \$10,000
Recettes en Pot	Nov 21 Motion 17-86	Yes	Fundraiser	Nov 2017- Dec 2017	Planned	Overall Goal of \$10,000
Laura Secord Chocolates	Nov 21 Motion 17-87	yes	Fundraiser	Feb 2018	Planned	Overall Goal of \$10,000
Spaghetti Night & Activity Fundraiser	Nov 21 Motion 17-88	yes	Fundraiser	March 16 or 23.	Planned	Overall Goal of \$10,000
Year-end BBQ as a Fundraiser	Nov 21 Motion 17-89	yes	Fundraiser	June 8th	Planned	Overall Goal of \$10,000

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

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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						
Sept 13 M-17-48	Terry Fox Run	October 16th (Rain date: October 17)	?	?							

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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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Recommend kids to bring 20\$ 	All & parents						
Oct 11 M 17-58 & Oct 24 17-81	Student Bake Sale	Oct 23 Lunch	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Recommend kids to bring 2\$ 	All						
Oct 11 M 17-62	Science en Folie	Jan 26	<ul style="list-style-type: none"> Not noted 	<ul style="list-style-type: none"> 10.25\$ Transp not noted 	Not noted						
Oct 11 M 17-63	Les Hiboux	Nov 2	<ul style="list-style-type: none"> 1:8 	<ul style="list-style-type: none"> 9.6\$ Ecomuseum coming to 							

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				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	???	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						
Oct 24 M17-80	Italian Heritage Program	2017 -2018 starting December 4th to May 10 th 14:30-15:45.			Grades 1-6						

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Nov 24 M 17-94	West Island Mission delivery	January to June recurring trips to the West Island Mission to deliver donations at lunch	Each trip will have about 15-20 students per month with 3 adults via carpool to deliver the donations.	There is \$0 cost. Carpool	Select Grade 5 students from 5SD/HR						
Nov 24 M 17-95	West Island Mission Charity	January to June	N/A	N/A	The Grade 5 class of SD and HR						
Nov 24 M 17-96	WE Day Montreal	February 22 from 830am-230pm	The ratio is 1:4	Carpool for 6 children from grade 6 peace pals. The field trip cost is 0\$.	Grade 6 Peacepals						
Nov 21 M17-97	La Petite Valise Theatre	1-December 21st (Noel de Leon) 2-January 26, Machine en Folies, 3- March 28, Lapin de Paques		On-site activity 10\$ for each event.	Cycle 1						
Nov 21 M17-98	Daycare Ped Day Activity - Club FY	April 20	The ratio is 1:20	In-house Ped Day 16\$ per student, plus daycare	All Grades						
Nov 21 M17-92	Winter Carnival Activity	Feb 28		????????? 1:8 (3-6)	All Grades						
Nov 21 M17-100	Kirkland Collissee Movie Ferdinand/Jumanji	Dec 20 09:00am-11:15am	The ratio is 1:10	Walk to movie cost is \$5.50.	All Grades						
Nov 21 M17-101	Educ-Action Lunch Time Programs chess, ceramics and crazy cartooning	January 8th until February 26th		\$101-\$105	Grades 1-6.						
Nov 21 M17-102	Champs Basketball	January 10th for 10 weeks.	N/A	\$100 per student.	Grades 1 – 6						

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Nov 21 M17-103	Enfant et Compagnie	Starting in January for 8 week held after-school for one hour		cost is \$95							
Nov 21 M17-104	Kids Science Food Labs	8 weeks, beginning in January, afterschool		Cost is \$95 per student							
Nov 21 M17-105	Animal Awareness visit with a specially-trained dog	Not noted	N/A	0\$ in house	Not noted						