

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Tuesday, March 20, 2018**

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**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	N/A	Kim Poirier	N/A
Marc D'Antoni	N/A	Sarah Newton	N/A
Additional Guests			
Rosemary Luciano (H&S)	N/A	Domenico Pavone (Commissioner)	N/A

**1.0 START OF MEETING**

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

**2.0 ADOPTION OF THE AGENDA**

- Will begin with H&S
- January 10 Minutes to be deferred

**Motion 17-116: Motion to adopt the March 20 2018 Agenda**

**Motioned By: Melanie**

**Seconded By: Catherine**

**4.0 FUNDRAISERS/UPCOMING EVENTS**

**4.1 HOME AND SCHOOL**

**Zumba**

- Looking to raise 800\$.
- Will charge up to 5\$ per child
- Will take place in May, date to be confirmed between Principal and H&S for a max of 2 hours
- Will hopefully take place outside and will require the use of the stage
- Outside supplier will run the Zumba session

**Motion 17-117: Motion to approve Zumba**

**Motioned By: Nadia**

**Seconded By: Catherine**

**4.2 Graduation Committee**

- Nothing to note

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**4.3 Fundraisers, rentals and other topics**

- Nothing to note

**3.0 ADOPTION OF THE MINUTES**

- January Minutes will be deferred to the next meeting due to lack of time to review
- November 21 Minutes require minor edits as noted during the meeting
- February 28 Minutes were ready for approval

**Motion 17-118: Motion to approve the November and February Minutes**

**Motioned By: Renee**

**Seconded By: Lucy**

**5.0 BUSINESS ARISING FROM MINUTES**

**5.1**

- Nothing to note

**6. FIELD TRIPS/UPCOMING EVENTS**

**La Petite Valise Theater (In-house)**

- Was already approved
- Scheduled for March 28 is now 7\$ instead of 10\$

**Fun Fair with Dynamix**

- Daycare activity on May 18.
- In-house
- Ratio 1:20, plus animators
- 18\$ per child for K-6
- Cost was reduce due to the 460\$ received from Enfant et Compagnie

**Motion 17-119: Motion to approve Dynamix**

**Motioned By: Renee**

**Seconded By: Jennifer**

**Guided tour of Pointe a Calliere - Planetarium**

- May 10
- Grade 4
- 1:6 ratio
- 55\$
- Omnitour bus 8:15-5pm

**Motion 17-120: Motion to approve Pointe a Calliere - Planetarium**

**Motioned By: Catherine**

**Seconded By: Renee**

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**Cultural Awareness, meeting Native author and artist**

- TBD April 2018
- 90 Minutes
- Grade 5
- 1:24 ratio
- 5\$
- In school

**Motion 17-121: Motion to approve Cultural Awareness, meeting Native author and artist**

**Motioned By: Catherine**

**Seconded By: Renee**

**7.0 NEW BUSINESS**

**7.1 Extracurricular and Field Trip Policy Consultation**

- Should this policy mention volunteer background checks
- 3.1 does this apply only to off-school property activities? We were not clear.
- 3.3 is great
- 3.3/6.1 does the parent form have to be signed each time, even if GB provided blanket approval
- 4.4 While not all members agreed, some members thought that 4.4 should apply for multi-day as well. The example used is the annual grad trip which is 2 nights. We understand this is not reasonable for a high school week long trip, but for elementary 2 day grad trips (which are common at MMES) some felt these children should not be left out.

**7.2 Budget Consultation**

- Question 2:
  - Look at the capital budget wish lists submitted - especially those items which are safety related
  - Checkin with the schools to see if they were raising funds as a part of a multi-year fundraising to support a project which was approved by the GB
  - Consider schools in dire need
  - special needs students (resources, aid team, FSSTT more support.
- Question 3 in order:
  - Early literacy
  - French programming
  - renewed math
  - staff training
  - special ed programming
  - integration of technology
- Question 4
  - Medical forms
  - field trip forms
  - payments
  - agendas
  - opening parent package
  - late / absent notification
  - Interview functionality allow for IEP students to schedule a double back to back session

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- Question 5
  - Interior upgrade (especially bathroom facilities at some schools)
  - Flooring, painting, lighting
  - Classroom furniture
- Question 7
  - Other comment was that Question 3 should include an option for "Parent Involvement"

**7.3 Government Budget resolution approvals**

- Principal read the resolution. MEE was allocated 67175\$

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**Motion 17-122: Motion to approve Government Budget resolution**

**Motioned By: Catherine**

**Seconded By: Lucy**

**7.4 Subject Time Allocation approval**

- For cycle 1 the recommendation was to transfer the .5 hour from Dance to Media Tech. An effort will be taken to have more access to the gym at times for more movement

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**Motion 17-123: Motion to approve Subject Time Allocation changes**

**Motioned By: Melanie**

**Seconded By: Jennifer**

**7.5 Capital Budget approval**

- <50K includes: Domestic water entry, permanent mount of a curtain in GYM for safety, WI-FI in GYM for safety, fix/align basketball hoop in GYM
- >50K includes: replace fire door exit for safety, replace windows in K for safety, permanent installation of a projector and screen in GYM.

**Motion 17-124: Motion to approve Capital Budget submission for MMES**

**Motioned By: Catherine**

**Seconded By: Lucy**

**7.6 MMES Field Trip Policy**

- When children cannot join a field trip, it is not always possible to refund the parents. Much of the refund hinges on the vendor the school is partnering with, how prices are determined and commitments made by certain dates.
- As a result a new note will be included in all letters stating what will be refunded and what will not

**Motion 17-125: Motion to approve adding a statement in every letter which portions are refundable and stating that refunds are based on vendors. Also that subsidies are non-refundable.**

**Motioned By: Phyllis**

**Seconded By: Lucy**

**8.0 CORRESPONDANCE**

**8.1** refer to correspondence on drive

**9.0 PUBLIC QUESTION PERIOD**

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- N/A

**10. REPORTS**

Refer to correspondence on drive: Principal, Regional Parents (FEB and Mar), Commissioner's Report

**10.2 Teachers report**

- Teachers expressed a thank you to H&S for the teacher appreciation generosity; variety show volunteers (and coordination by Rosie), band rehearsal refreshments from volunteers

**11.0 Next meeting**

**11.1 Date and time of next meeting**

- Next Meeting is April 11 at 6:15– Renee will facilitate

**11.2 Topics for next meeting**

- Supply List consultation
- Consumable fees & agenda approval
- GB Composition
- January Minutes

**12.0 MOTION TO CLOSE GB MEETING**

**Motion 17-126: Motion to close GB Meeting at 8:10pm**

**Motioned By: Lucy**

**Seconded By: Renee**

**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	Ongoing	Overall goal of 10,000\$
Raffle 2 *Pending agreement on Tickets	Nov 21 Motion M17-90	Yes	Fundraiser	2018	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
Zumba	Motion 17-117	yes	Fundraiser	TBD may	Planned	Target 800\$ towards overall goal

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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"> <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>	Fall	<ul style="list-style-type: none"> <li>• Brixology TBD</li> <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>• Brixology 125.00\$</li> <li>• Chess 102.00\$</li> <li>• Italian 105.00\$</li> <li>• Champs Basketball 120\$</li> <li>• Kid Chef 95\$</li> <li>• Knitting TBD\$</li> </ul>	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"> <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>• 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)	?	?							



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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-17-49	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 \$18/student.</li> </ul>	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"> <li>school bus.</li> <li>Ratio: 1:6 ration LBPS 9-1:30pm; Grade 6 bus</li> </ul>	Grade 6 students						
Sept 13 M 17-51	Other <ul style="list-style-type: none"> <li>Cross country run</li> <li>Volleyball</li> <li>Champs basketball</li> <li>Junior Cross country run</li> <li>Track and Field</li> </ul>	Cross country: Oct 18 <sup>th</sup>	<ul style="list-style-type: none"> <li>TBD more information pending</li> </ul>	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"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Recommend kids to bring 20\$</li> </ul>	All & parents						
Oct 11 M 17-58 & Oct 24 17-81	Student Bake Sale	Oct 23 Lunch	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Recommend kids to bring 2\$</li> </ul>	All						
Oct 11 M 17-62	Science en Folie	Jan 26	<ul style="list-style-type: none"> <li>Not noted</li> </ul>	<ul style="list-style-type: none"> <li>10.25\$</li> <li>Transp not noted</li> </ul>	Not noted						
Oct 11 M 17-63	Les Hiboux	Nov 2	<ul style="list-style-type: none"> <li>1:8</li> </ul>	<ul style="list-style-type: none"> <li>9.6\$</li> <li>Ecomuseum coming to</li> </ul>							

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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 <sup>th</sup> 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. *note 7\$ for March 28	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						
Jan 10 M17-112	Alouette Ultimate Football Tour	April 12 – 2 hours		No cost	Grade 5 and 6. All students can meet the players during the last hour of the game and then the daycare seniors can participate in the mini games.						
Jan 10 M17-113	Musee des Enfants for K students	Feb 1	1:4 ratio	29\$ School bus 9-2pm	K						
Mar 20 M17-119	Fun Fair with Dynamix	May 18	Ratio 1:20, plus animators	18\$ in-house	Daycare activity K-6						
Mar 20 M17-120	Guided tour of Pointe a Calliere Planetarium	May 10 8:15-5pm	Ratio 1:6	55\$ Omnitour bus	Grade 4						
Mar 20 M17-121	Cultural Awareness, meeting Native author and artist	TBD April 2018 90 Minutes	1:24 ratio	5\$ In school	Grade 5						