

**Margaret Manson Elementary School  
Governing Board Meeting Minutes  
Wednesday, April 11, 2018**

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**ATTENDANCE**

| <b>Parents</b>            | <b>Present</b> | <b>Administration</b>             | <b>Present</b> |
|---------------------------|----------------|-----------------------------------|----------------|
| Julie-Ann Leblanc         | N/A            | Stephanie Herault                 | ✓              |
| Karen Sauve               | ✓              | Jutta Bouchard                    | ✓              |
| Nadia Iacino              | ✓              | Catherine Guillemette             | ✓              |
| Renee Aspiotis            | ✓              | Jennifer Vaillancourt             | ✓              |
| Melanie D'Antoni          | ✓              | Lucy Ferracane                    | ✓              |
|                           |                | Phyllis Orofino                   | ✓              |
| <b>Parent Substitutes</b> |                | <b>Administration Substitutes</b> |                |
| Nathalie Zobyan           | ✓              | Sheila Dunwoodie                  | N/A            |
| Sammy Romano              | N/A            | Kim Poirier                       | N/A            |
| Marc D'Antoni             | N/A            | Sarah Newton                      | N/A            |
| <b>Additional Guests</b>  |                |                                   |                |
| Rosemary Luciano (H&S)    | N/A            | Domenico Pavone (Commissioner)    | ✓              |

**1.0 START OF MEETING**

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

**2.0 MOTION TO ADOPT AGENDA**

**Motion 17-129: Motion to adopt the April 11 Agenda**

**Motioned By:** Melanie

**Seconded By:** Jennifer

**3.0 MOTION TO ADOPT THE MEETING MINUTES**

**3.1 JANUARY 10, 2018**

**Motion 17-130: Motion to adopt the January 10<sup>th</sup> Meeting Minutes**

**Motioned By:** Nadia

**Seconded By:** Catherine

**3.2 MARCH 20, 2018**

**Motion 17-131: Motion to adopt March 20<sup>th</sup> Meeting Minutes**

**Motioned By:** Lucy

**Seconded By:** Nadia

**3.3 MARCH 29<sup>TH</sup>, 2018**

**Motion 17-132: Motion to adopt March 29<sup>th</sup> Meeting Minutes**

**Motioned By:** Catherine

**Seconded By:** Jutta

**4.0 FUNDRAISERS/UPCOMING EVENTS/RENTALS**

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#### **4.1 HOME AND SCHOOL**

- Home and School will come to the next meeting. No additional details at the point.
- They will provide an update on their fundraisers.
- There will be an additional raffle.

#### **4.2 GRADUATION COMMITTEE**

- No update.

#### **4.3 FUNDRAISERS, RENTALS AND OTHER TOPICS**

- BOOK FAIR UPDATE
- Request is similar to other book fair requests.
- The book fair will take place in the school library or outside.
- The book fair is for all students at the school (parents as well).
- It will take place on May 23<sup>rd</sup> during the day and in the evening.
- Kindergarten students' parents can participate with their children in the morning.

#### **5.0 BUSINESS ARISING FROM MINUTES**

##### **5.1 TTFM – SURVEY RESULTS**

- Tabled to next meeting.

##### **6.0 FIELD TRIPS/ON-SITE ACTIVITIES**

###### **Mireille Leverre Book Making**

- Mme. Leverre is an author/Illustrator. The children will do art work and make a book.
- The cost is \$7.00 per student.
- \$696 is paid by a grant.
- The activity will take place on May 16-17.
- The activity is for Cycle 1 Grade 1 and Grade 2 at MMES.
- The ratio is 1:18.

###### **Motion 17-133: Motion to adopt Author/Illustrator activity**

**Motioned By:** Catherine

**Seconded By:** Lucy

###### **Ma Premier Visite au Musee**

- The activity will take place on May 30<sup>th</sup> from 0900-1230.
- The activity theme will be the "First Visit to the Musee des beau arts."
- The cost of the activity is \$23.00 per student which includes transportation and the activity.

###### **Motion 17-134: Motion to accept "Ma Premiere Visite au Musee"**

**Motioned By:** Nadia

**Seconded By:** Jennifer

##### **West Island Course pour la compassion Run**

- The activity will take place on Saturday, May 12 from 0800-1200.

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- The run supports the West Island Palliative Care.
- Mrs. Dunwoodie and Mme. Isabelle will cheer the runners along the route in the Valois area
- The ratio is 1:10 ratio
- The students will create posters during lunch to cheer on the runners.
- The goal is to give the students a sense of community and the good that even a small volunteer activity can do.
- There is no cost, completely voluntary.
- For students in Grade 5 and Grade 3
- Parents can stay if they want to

**Motion 17-135: Motion to accept West Island Palliative Care Volunteer activity**

**Motioned By:** Melanie

**Seconded By:** Catherine

## **7.0 NEW BUSINESS**

### **7.1 MMES SUPPLY LIST CONSULTATION/APPROVAL**

- Teachers have put together a list of items they think they will need.
- Generally, they are very similar to previous lists or are asking for less materials.
- Optional to ask for Kleenex, Ziploc bags, wipes.
- Can not ask for name brands of supplies.

**Motion 17-136: Motion to approve the MMES Supply Lists**

**Motioned By:** Jutta

**Seconded By:** Catherine

### **7.2 MMES CONSUMABLES FEES (& AGENDA)**

- Reviewed the consumable fees per grade.
- Max fees are \$145.60.
- Max fees are \$149.88 for next year for only one group.
- There are many different debates and interpretations on the variable of this program.

**Motion 17-137: Motion to approve the MMES Consumables Fee**

**Motioned By:** Lucy

**Seconded By:** Nadia

### **7.3 GOVERNING BOARD COMPOSITION**

- Reviewed the make-up of MMES and other schools.
- Would like to remain status quo.

### **7.4 GOVERNING BOARD ALLOCATION**

- The GB has \$308 to spend.
- The funds can be used towards meeting expenses – printing, babysitting services, refreshments, brochures,

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posters to advertise the AGA.

- Could be used to bring in a police officer for safety awareness.
- Use some to promote the Governing Board.
- Plan early on to do something for next year.
- Will use it for the end of the year.
- Julie-Ann to organize an end of the year event. Melanie to volunteer.

#### **7.5 COMMITMENT TO SUCCESS PLAN CONSULTATION**

- Consult on the plan
- Any comments and questions must be submitted by May 20<sup>th</sup> (May 11<sup>th</sup> for GB to submit to Julie-Ann).

#### **7.6 THREE-YEAR PLAN OF ALLOCATION AND DESTINATION OF IMMOVABLES 2018-2019**

- Use of building is being used for education and school premises.
- Not being leased to a daycare.
- If there is any feedback, must be submitted to Julie-Ann by May 11<sup>th</sup>

#### **7.7 POSSIBILITY OF GOING HOMEWORK FREE**

- This topic was led by Melanie.
- Other schools have started this and getting a lot of publicity.
- Perhaps this would be an incentive.
- Have heard many parents complaining about homework.
- Melanie has said that many high schools go homework free.
- Lucia asked what homework means – does it mean paper homework or studying for tests; they need to read nightly in elementary. There is limited time to do many programs.
- Nadia would like to know the pros and cons of going homework free.
- Phyllis – you brought up that schools are getting publicity (good) because they often go to private high schools and get homework so it can be seen in a negative light.
- Mme Herculat – defining meaning of homework is important; have to find the balance, pick-ups at are 6, rushing to sports, I don't believe we should get rid of homework but rather get guidelines, not give homework for the sake of giving it, make it enriched and serve a purpose.
- Melanie says kids are at work all day and then they come home to do homework, they are not spending quality time with their family, reading, playing outside.
- Mme. Herculat has suggested that we need to define homework and research has found that it is quantity and not quality. We need guidelines and should speak about it with the staff.
- Mme. Herculat has asked Melanie to bring back additional research on the topic.

#### **8.0 CORRESPONDANCE (WILL NOT REVIEW)**

##### **8.1 STUDENT SUCCESS SUMMARY 2016-2017**

- Review on the drive.

##### **8.2 ANNUAL REPORT 2016-2017**

- Review on the drive.

##### **8.3 PEF FOUNDATION NEWSLETTER**

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- Review on the drive.

**9.0 PUBLIC QUESTION PERIOD**

- None.

**10.0 REPORTS (REFER TO REPORTS ON THE DRIVE)**

**10.1 PRINCIPAL'S REPORT**

- Jersey day – global news 1 minute of silence.
- Alouette's coming during daycare.
- Max Pacioretty came.
- Review the rest of the drive.

**10.2 TEACHER'S REPORT**

- Storytelling.
- WWOB coming soon.
- Review the rest of the drive.

**10.3 DAYCARE REPORT**

- Imagination Challenge Club for Grades 4 and 5 held daycare afterschool
- Pilot project
- Review the rest of the drive.

**10.4 REGIONAL PARENTS' (PC) (FEB & MAR)**

- Anti-bully session

**10.5 COMMISSIONER'S REPORT**

- Pilot project to look at the school of the future will look like; led lighting;

**11. NEXT MEETING**

**11.1 DATE AND TIME OF NEXT MEETING: MAY 15, 2018 AT 6:15PM**

**12. MOTION TO END MEETING.**

- The meeting ended at 8:06pm  
**Motion 17-138: Motion to end meeting**  
**Motioned By:** Jutta  
**Seconded By:** Catherine

**13. SIGNATURES**

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*Ms. Stephanie Herault (Principal)*

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*Mrs. Julie-Ann Leblanc (Chair)*

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*Date*

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*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<br>M17-32               | Yes             | Fundraiser    | Throughout 2017-2018    | Ongoing      | Overall goal of 10,000\$ |
| Raffle 1                                  | October 24'17<br>M17-79             | Yes             | Fundraiser    | October - November 2018 | Ongoing      | Overall goal of 10,000\$ |
| Raffle 2<br>*Pending agreement on Tickets | Nov 21 Motion<br>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)<br>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<br>*completed via email on TBD |

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|                                       |                           |     |            |                                 |         | 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 & 127 | yes | Fundraiser | March 16 or 23.<br>Now April 27 | 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<br>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)<br>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) |  |  |                               |   |   |   |   |   |   |
| Sept 13 M-17-                         | Decibel Science  | October 6th Ped                      | • Ratio is 1:20  | <ul style="list-style-type: none"> <li>• in-house</li> <li>• Cost</li> </ul>   | Daycare                       |   |   |   |   |   |   |

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| 49   |   | day.  |   | \$18/student.  |                                 |
| Sept 13<br>M 17-50                         | Handball<br>Tournament  | October 3rd<br>(Rain Date:<br>October 4th<br>or 5th)<br>between<br>0900am-<br>1330pm. |   | <ul style="list-style-type: none"> <li>school bus.</li> <li>Ratio: 1:6<br/>ration LBPS 9-<br/>1:30pm; Grade<br/>6 bus</li> </ul> | Grade 6 students                |
| Sept 13<br>M 17-51                         | Other <ul style="list-style-type: none"> <li>Cross<br/>country<br/>run</li> <li>Volleyball</li> <li>Champs<br/>basketball</li> <li>Junior<br/>Cross<br/>country<br/>run</li> <li>Track and<br/>Field</li> </ul> | Cross<br>country: Oct<br>18 <sup>th</sup>   | <ul style="list-style-type: none"> <li>TBD more<br/>informatio<br/>n pending</li> </ul> | Cross country: \$15<br>per student   | TBD more information<br>pending |
| Oct 11 M<br>17-57                          | Scholastics<br>Book Fair  | Nov 30 &<br>Dec 1   | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                   | <ul style="list-style-type: none"> <li>Recommend<br/>kids to bring<br/>20\$</li> </ul>   | All & parents                   |
| Oct 11<br>M 17-58<br>& Oct<br>24 17-<br>81 | Student Bake<br>Sale  | Oct 23 Lunch  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                   | <ul style="list-style-type: none"> <li>Recommend<br/>kids to bring<br/>2\$</li> </ul>  | All                             |
| Oct 11<br>M 17-62                          | Science en<br>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<br/>noted</li> </ul>  | Not noted                       |
| Oct 11<br>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<br/>coming to<br/>MMES</li> </ul>                                |                                 |
| Oct 11<br>M 17-64                          | Variety Show  | Mar 1   | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                   | <ul style="list-style-type: none"> <li>Free for<br/>participants<br/>5\$ at door<br/>for guests</li> </ul>                       | Participants and guests         |

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| Oct 11 M 17-65 | We Day Ottawa  | November 15th<br>Full day  | 1:5 ratio<br>15-20 students  | 32\$/person<br>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<br>1:8 ratio  | \$ Not noted<br>City Shuttle bus   | Grades 1-2   |
| Oct 11 M 17-68 | CEPSUM Sante Bien Etre   | June 19<br>9:30am to 2:30pm  | 25/student<br>Ratio not noted  | \$ Not noted<br>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<br>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   |
| 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.<br>Carpool  | Select Grade 5 students from 5SD/HR  |

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| Nov 24<br>M 17-95 | West Island<br>Mission Charity   | January to<br>June   | N/A               | N/A  | The Grade 5 class of SD<br>and HR |
| Nov 24<br>M 17-96 | WE Day Montreal  | February 22<br>from 830am-<br>230pm  | The ratio is 1:4  | Carpool for 6<br>children from grade<br>6 peace pals. The<br>field trip cost is 0\$. | Grade 6 Peacepals                 |
| Nov 21<br>M17-97  | La Petite Valise<br>Theatre  | 1-December<br>21st (Noel de<br>Leon)<br><br>2-January 26,<br>Machine en<br>Folies,<br>3- March 28,<br>Lapin de<br>Paques |                   | On-site activity<br><br>10\$ for each event.<br>*note 7\$ for<br>March 28            | Cycle 1                           |
| Nov 21<br>M17-98  | Daycare Ped<br>Day Activity -<br>Club FY   | April 20   | The ratio is 1:20 | In-house Ped Day<br>16\$ per student,<br>plus daycare                                | All Grades                        |
| Nov 21<br>M17-92  | Winter Carnival<br>Activity  | Feb 28   |                   | 1:8 (3-6)  | All Grades                        |
| Nov 21<br>M17-100 | Kirkland Collissee<br>Movie Ferdinand/<br>Jumanji                                | Dec 20<br>09:00am-<br>11:15am  | The ratio is 1:10 | Walk to movie cost<br>is \$5.50.   | All Grades                        |
| Nov 21<br>M17-101 | Educ-Action<br>Lunch Time<br>Programs chess,<br>ceramics and<br>crazy cartooning | January 8th<br>until February<br>26th  |                   | \$101-\$105  | Grades 1-6.                       |
| Nov 21<br>M17-102 | Champs<br>Basketball   | January 10th<br>for 10 weeks.  | N/A               | \$100 per student.   | Grades 1 – 6                      |
| Nov 21<br>M17-103 | Enfant et<br>Compagnie   | Starting in<br>January for 8<br>week held<br>after-school<br>for one hour  |                   | cost is \$95   |                                   |
| Nov 21<br>M17-104 | Kids Science<br>Food Labs  | 8 weeks,<br>beginning in<br>January,<br>afterschool  |                   | Cost is \$95 per<br>student  |                                   |
| Nov 21<br>M17-105 | Animal<br>Awareness visit<br>with a specially-                                   | Not noted  | N/A               | 0\$ in house   | Not noted                         |

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|                   | trained dog   |                              |                               |  |   |
| Jan 10<br>M17-112 | Alouette<br>Ultimate<br>Football Tour                         | April 12 – 2<br>hours        |                               | No cost                                  | Grade 5 and 6. All students<br>can meet the players<br>during the last hour of the<br>game and then the<br>daycare seniors can<br>participate in the mini<br>games. |
| Jan 10<br>M17-113 | Musee des<br>Enfants for K<br>students                        | Feb 1                        | 1:4 ratio                     | 29\$<br>School bus 9-2pm                 | K   |
| Mar 20<br>M17-119 | Fun Fair with<br>Dynamix                                      | May 18                       | Ratio 1:20, plus<br>animators | 18\$ in-house                            | Daycare activity K-6  |
| Mar 20<br>M17-120 | Guided tour of<br>Pointe a Calliere -<br>Planetarium          | May 10 8:15-<br>5pm          | Ratio 1:6                     | 55\$ Omnitour bus                        | Grade 4   |
| Mar 20<br>M17-121 | Cultural<br>Awareness,<br>meeting Native<br>author and artist | TBD April 2018<br>90 Minutes | 1:24 ratio                    | 5\$<br>In school                         | Grade 5   |
| Mar 29<br>M17-128 | Scholastics Book<br>Fair                                      | TBD May /<br>June            |                               | In-school<br>Costs depends on<br>parents |   |
| Apr 11<br>M17-133 | Author/Illustrator<br>Activity                                | May 16-17                    | 1:18                          | In-school<br>Cost is \$7.00              | Grade 1 and Grade<br>2  |
| Apr 11<br>M17-134 | “First Visit to the<br>Musee des beau<br>arts.”               | May 30 0900-<br>1230         | Ratio not noted.              | Musee des Beaux<br>Arts \$23.00          |   |
| Apr 11<br>M17-135 | West Island<br>Palliative Care<br>Support                     | May 12 8:00-<br>10:00        | 1:10                          | Valois Areas                             |   |