

**Margaret Manson Elementary School
Governing Board Meeting Minutes
Tuesday, May 22, 2018**

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	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)	✓	Domenico Pavone (Commissioner)	N/A
Stephanie Schraeder (H&S)	✓		

1.0 START OF MEETING

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

2.0 MOTION TO ADOPT AGENDA

Motion 17-139: Motion to adopt the May 22 Agenda with adjustments

Motioned By: Jutta

Seconded By: Catherine

3.0 MOTION TO ADOPT THE MEETING MINUTES

3.1 APRIL 11, 2018

3.2 APRIL 23, 2018

3.3 APRIL 30, 2018

Motion 17-140: Motion to adopt the April 11th, April 23rd, April 30th Meeting Minutes

Motioned By: Lucy

Seconded By: Renee

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4.0 FUNDRAISERS/UPCOMING EVENTS/RENTALS

4.1 HOME AND SCHOOL

Additional June Pizza Lunch

- Parents have asked that since Chartwell's lunch program is over in May if we can have more June pizza lunch dates.
- Mme. Herault said that there are many pool days in June and we want to avoid issuing credits, etc.
- We suggest to find a date that works and does not coincide with activity dates.

Motion 17-141: Motion to accept an additional Pizza lunch, if schedule permits the week of June 11th, with coordination of H&S and Principal.

Motioned By: Jennifer

Seconded By: Lucy

2018-2019 Bake Sale and Refreshments

- To date, approximately \$187.00 raised for bake sale events only.

Motion 17-142: Motion to approve the 2018-2019 Bake Sale and Refreshment initiatives.

Motioned By: Nadia

Seconded By: Jennifer

Bingo

- October timeframe - Halloween Bingo.
- To be reviewed by GB in Fall 2018 to determine and confirm dates, split shift requirements, and external participants.
- Proceeds to go towards 2-year goal of Mobile Technology.
- Proceeds from Halloween Bingo 2017 was \$1539.87
- Mme. Herault has asked that we add to the form if a split shift is required for the Caretaker.

Motion 17-143: Motion to approve Bingo, likely Halloween

Motioned By: Lucy

Seconded By: Nadia

Recette en Pot

- Positive results in 2017-2018
- Would like to hold it earlier to have it available before Christmas.
- Proceeds to go towards 2-year goal of Mobile Technology.
- Raised \$1539
- MMES was acknowledged for feeding homeless in Montreal community. We received a certificate for raising so much in so little time.
- We fed 353 families.

Motion 17-144: Motion to approve Recette en Pot

Motioned By: Jennifer

Seconded By: Melanie

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Labels/QSP/Fundscript

- Suggest to use a better quality label (i.e. Oliver's Labels) moving forward. To be decided by next H&S Committee.
- Mabel's Labels raised \$280.14
- QSP raised \$131.30
- Fundscript never kicked off.

Motion 17-145: Motion to approve the Labels, QSP, and Fundscript

Motioned By: Lucy

Seconded By: Catherine

Welcome Back Event

- Usually not a fundraiser, may be a corn roast, H&S usually purchases corn but chips and drinks are sold to cover costs.
- Tentatively scheduled on Friday, September 14th.
- Suppliers have not been approved yet and should be vetted.
- H&S Organizer should connect with Mme. Hercul on this topic.

Motion 17-146: Motion to approve the Welcome Back event.

Motioned By: Lucy

Seconded By: Catherine

Fundraiser Lunch

- Fundraiser lunch, not yet decided on food, as it will be decided by new H&S Committee.
- Approval is for this to take place once a month.
- H&S Committee must come by with Vendor options and cost.
- To review contract constraints with Chartwells on the possibility of bringing it to 2 fundraiser lunches/month.
- If price is status quo as this year, it is acceptable. However, if the cost is more, then the GB must meet to discuss.
- To collect every three-months unless payment proposals are brought forward by H&S.

Motion 17-147: Motion to approve the once a month Fundraiser lunch up to \$6.00 and to come back to GB Committee with a Vendor (if different) and cost (if more) with same three month collection.

Motioned By: Jennifer

Seconded By: Nadia

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4.2 GRADUATION COMMITTEE

2018-2019 TCBY

- Funds go to graduation class to pay for party, celebration, sweatshirts
- The year, approximately \$1800 was raised with two more fundraiser to come.
- External party is TCBY
- Minimum collection of 3.

Motion 17-148: Motion to approve 2018-2019 TCBY

Motioned By: Catherine

Seconded By: Melanie

5.0 BUSINESS ARISING FROM MINUTES

5.1 TELL THEM FROM ME SURVEY

- Some concerns raised – one of the main concerns was on the topic of bullying and inclusion/students feeling safe at school. Boys in Grade 4,5,6 feel stronger about this topic than the girls. It appeared that we were way above national average however the survey covered those who were neutral which skewed the appearance of the results.
- Social bullying is higher and then Verbal – 73% of the bullying is social and verbal. 18% of students who experienced this social and verbal bullying.
- Most of this occurs during lunch, during recess, and after school.
- Encourage boys to report bullying and speak to staff more often.
- Focus is on the victim and not on the bully.
- Mme. Herault suggested that we find a way to make sure that the child knows that the staff is doing something about the bullying. Plan is to come back to the student and follow-up with them.
- Consistent language will need to be worked on to ensure consistent communication.
- Nathalie has asked if any preventative measures are being done in the younger grades to prevent it from getting to the level it gets to in later years. Mme. Herault mentioned that there are activities and workshops that take place. The Success Plan can be reviewed on the website.
- Nadia has suggested that the “Agree-Disagree” response option is not ideal for students.
- Nadia has also suggested that parents need to be educated as they often mis-use the bullying term. Mme. Herault has noted this as a good suggestion for next year.
- Mme. Orofino stated that the programs are great and valuable but must be continued on a daily basis.
- More time to be dedicated to this topic for a future meeting next school year.

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5.2 HOMEWORK DISCUSSION

- Objective is to try to see if we think there needs to be a subcommittee on this topic.
- To see if we want to form a subcommittee to understand the topic more and see if in the new year, GB can have an educated response and decision.
- Mme. Herault has suggested that we review Melanie's research first.
- Homework Statistics document reviewed by the group.
- No evidence provided from LBPSB schools; however, Melanie has stated that 10-15 schools in Montreal have gone homework-free.
- Lucy has asked again if studying is included in homework-free.
- Mme. Herault has asked her staff to come up with guidelines (how many minutes per night, etc.) and has stated that it is premature to form a subcommittee. Suggest to leave it off the table until the staff comes back with some guiding principles.

Motion 17-149: Motion is the GB will trust the principal and staff to work towards a definition of homework and setting guidelines and standards to be explored in 2018-2019 and come back with these are established.

Motioned By: Nadia

Seconded By: Renee

6.0 NEW BUSINESS

6.1 SCHOOL CALENDAR

- The school calendar needs to be approved by the GB.
- The calendar is created by the school board, 4 ped days were added in (1 regional and 3 to be chosen by school)– January 25th, February 27th, June 3rd.

Motion 17-150: Motion to approve 2018-2019 School Calendar

Motioned By: Karen

Seconded By: Catherine

6.2 BUDGETS (SCHOOL AND DAYCARE)

- 259 students expected for 2018-2019
- \$38,081 remaining in budget, less in trust \$8129. \$29952 to be spent WIFI in gym, projector, projector screen, stage curtain, different furniture in classrooms.
- Prediction for next year based on actuals for this year, considering the amount of projected students for 2018-2019.
- Less students because we currently have 2 ½ classes of Grade 6 (55 students).

Motion 17-151: Motion to approve School Budget

Motioned By: Catherine

Seconded By: Renee

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- For daycare budget, there will be a surplus but number to be determined. Very consistent between the years. Plan is to spend it and not carry forward a surplus.

Motion 17-152: Motion to approve Daycare Budget

Motioned By: Melanie

Seconded By: Lucy

6.3 DATE AND TIME OF LBPSB COUNCIL MEETINGS

- Consultation on the Executive Committee and Council of Commissioners to review date and time of meetings Jan 21, Feb 18, Mar 18, April 23, May 21, June 17.

7.0 FUNDRAISERS, RENTALS AND OTHER TOPICS

7.1 2018-2019 FUNDRAISING: Terry Fox, Variety Show, WWOB, Tickets and Shirts, West Island Mission, Scholastics Book Fair, Halloween Boxes.

- To be tabled to next meeting.

8.0 FIELD TRIPS/ON-SITE ACTIVITIES

8.1 2018-2019 ACTIVITIES (JOUVENCE GRAD TRIP, PHYS ED BOARD EVENTS, WE DAY FALL PEACE PALLS, 2KM PERIMTER WALK, BAND)

- Tabled to next meeting.

9.0 CORRESPONDANCE (WILL NOT REVIEW)

9.1 PC MEETING SUMMARIES

9.2 PEC NEWSLETTER

- Tabled to next meeting

10.0 PUBLIC QUESTION PERIOD

- None.

11.0 REPORTS

- Refer to reports on the shared drive.

11.1 PRINCIPAL'S REPORT

11.2 TEACHER'S REPORT

11.3 DAYCARE REPORT

11.4 REGIONAL PARENTS' (PC) (FEB & MAR)

11.5 COMMISSIONER'S REPORT

12. NEXT MEETING

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

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12. NEXT MEETING.

12.1 DATE AND TIME OF NEXT MEETING

- The meeting will take place on June 14th.
- The meeting ended at 8:15pm.

Motion 17-153: Motion to end Meeting

Motioned By: Jennifer

Seconded By: Renee

13. SIGNATURES

Ms. Stephanie Herculat (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\$
TCBY for 2018-2019	Motion 17-148	Yes	Fundraiser	Throughout 2018-2019	Ongoing	

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

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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
Spirit Wear	Oct 21 Motion 17-75	Yes	Fundraiser	November 30+1	Planned	Not held during book fair *completed via email on TBD 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. 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
Additional Pizza Lunch June	Motion 17-141	yes	Fundraiser	Week of June 11 th	Planned	

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2018-2019 Bake Sale and Refreshments	Motion 17-142	yes	Fundraiser	2018-2019 Dates TBD		Mobile Technology
Bingo (Halloween)	Motion 17-143	yes	Fundraiser	Fall 2018 October		Mobile Technology
Recette en Pot	Motion 17-144	yes	Fundraiser	Before Christmas		Mobile Technology
Labels/QSP/ Fundscript	Motion 17-145	yes	Fundraiser	2018-2019		
Welcome Back event	Motion 17-146	No	No	2018 September		N/A
Fundrasier Lunch	Motion 17-147	Yes	Fundraiser	2018-2019		

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						

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GB Review Date	Trip/Event	Date & Time	Ration A:C	Transp/Cost	K	1	2	3	4	5	6
Sept 6 evote (May 11, 2017) M17-45	Ultimate Frisbee on	More information pending	<ul style="list-style-type: none"> • More information pending 	<ul style="list-style-type: none"> • 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)	?	?							
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						

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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 17-51	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 MMES 							
Oct 11 M 17-64	Variety Show	Mar 1	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • 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						

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					K	1	2	3	4	5	6
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						
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						

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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 Collisee 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						
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-	Not noted	N/A	0\$ in house	Not noted						

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	trained dog										
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						
Mar 29 M17-128	Scholastics Book Fair	TBD May / June		In-school Costs depends on parents							
Apr 11 M17-133	Author/Illustrator Activity	May 16-17	1:18	In-school Cost is \$7.00	Grade 1 and Grade 2						
Apr 11 M17-134	“First Visit to the Musee des beaux arts.”	May 30 0900-1230	Ratio not noted.	Musee des Beaux Arts \$23.00							
Apr 11 M17-135	West Island Palliative Care Support	May 12 8:00-10:00	1:10	Valois Areas							