

Margaret Manson Elementary School
Governing Board Meeting Minutes
Tuesday, December 18, 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	✓
Renee Aspiotis	✓	Aline Lajoie	✓
Parent Substitutes		Administration Substitutes	
Nathalie Zobyan	✓	Sheila Dunwoodie	X
Sammy Romano	✓	Kim Poirier	X
		Sarah Newton	X
Additional Guests			
Tina Wentzel (Grad 18)	✓	Domenico Pavone (Commissioner)	X
Heidi Sauve (Grad 18)	✓	Stephen Bouchard (Community Rep)	✓

1.0 START OF MEETING

- The Meeting started at 6:30 pm in the MMES Staff Lounge.
- Quorum achieved.

2.0 ADOPTION OF THE AGENDA

- There was a slight adjustment on the agenda; the Climate survey is tabled to the next meeting.
- No other additions to the agenda.

Motion 18-27: Motion to adopt the December 18th Agenda.

Motioned By: Aline

3.0 MOTION TO ADOPT MINUTES HELD NOVEMBER 6, 2018

- Mostly spelling errors to be corrected.

Motion 18-28: Motion to adopt the November 6, 2018 Meeting Minutes with adjustments.

Motioned By: Lucy

4.0 HOME AND SCHOOL AND GRADUATION COMMITTEE

4.1 GRADUATION COMMITTEE

- Fundraising updates
 - Short on budget by about \$2500; there may be the need to subsidize some of the costs for the day care trip.
 - Must implement a few more fundraising initiatives.
 - One of the initiatives is a bottle drive to be held on December 29th and January 5th. St. Anthony's school did a bottle drive and it collected \$2000.
 - Communicate via Facebook on the Margaret Manson page and other community pages.
 - Will take place in the MMES parking lot and Grad parents would collect the bottles.
 - There is no cost.
 - The e-Book was not successful and the experience has not been positive for those who purchased it.

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- Goal is \$10,000 for Grad.

Motion 18-29: Motion to approve the Grad Committee Bottle Drive

Motioned By: Jennifer

4.2 HOME & SCHOOL

- New requests for staff appreciation; giving back to the MMES Staff.
- Week-long celebration, including 2-3 breakfasts, take home dinners, donations from parents, food & beverage bar, popcorn bar, candy bar, dress like a super hero.
- No target profit and will take place during school hours.
- A paper will be sent home to parents or sent online.

Motion 18-30: Motion to approve the donations and staff appreciation activities.

Motioned By: Jennifer

5.0 BUSINESS ARISING FROM MINUTES

5.1 INTERNAL RULES OF MANAGEMENT (Revised and to be approved)

- Reviewed the changes made to the Internal Rules of Management.

Motion 18-31: Motion to approve the Internal Rules of Management

Motioned By: Catherine

5.2 JANUARY 15 GOVERNING BOARD

- We are unsure if a January 15th meeting will be required.
- Suggestion is to save the date, just in case, however it is likely that the meeting will not be needed.

6.0 NEW BUSINESS

6.1 SCHOOL AND DAYCARE BUDGET

- Review of the school and daycare budget.
- We may be slightly over budget on the school budget.
- Daycare budgets are challenged this year as there are less children in daycare.
- Have been able to obtain more funding from Ministry through the board.

Motion 18-32: Motion to approve the school budget.

Motioned By: Jutta

Motion 18-33: Motion to approve the daycare budget.

Motioned By: Aline

6.2 RESEARCH PROJECT

- Great opportunity in 2019 for cycle 3 students.
- Focused on social and emotional learning and anxiety, how children interact with one another.
- Currently discussing with Mylene Cardin from Student Services.
- "It's cool to be kind" run by Melanie Dirks from McGill University.
- Work with students in grad 5 and 6, interview students every day afterschool for one week to see how their

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day went.

- Hoping to discuss with children the positive things they are experiencing as well as the challenging.
- Last 45 minutes of the day – speaking to children as a whole.
- Dates not determined yet.

Motion 18-34: Motion to approve research project.

Motioned By: Lucy

6.3 CLIMATE SURVEY

- Deferred to next meeting.

6.4 ANNUAL REPORT

- Improve reading comprehension in English and French.
- Target to increase 5% by grade level.
- Results skewed since level 30s are not included in total.
- Progression of learning - exactly what they are supposed to be learning at each level to be worked on as a team.
- Exam results – increase English and French by 10% and increase success rates by 5%.
- Better to take a group from kindergarten and assess them rather than take it from year to year.
- Increase regular use of spoken French – not all of the plans that we anticipated had taken place.
- No results because much of the plan was not actioned. The category is not measurable enough and will not be conducted as they are not realistic.
- Ensuring positive mental health, as well as safe and caring relationships.
- Results rose by 1% to 20%.
- We are not able to see the actual survey questions.
- It might be a good idea to have a TTFM survey for parents.
- To foster closer relationship with the environment.
- Plans were too lofty; similar targets but new strategies and indicators to measure this initiative.
- To have students engaged with academic program –
- Engagement is good.
- Engaged in the school and the broader community.

6.5 TTFM (TIME PERMITTING)

6.6 FIELD TIPS DETAILS IN MINUTES

- Some schools don't put their field trip details in minutes for security reasons.
- To be left as it is and changed should anyone have concerns.

6.7 GB BUDGET (\$303) (TIME PERMITTING)

- Deferred to next meeting.

6.8 FUNDRAISING

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7.0 FIELD TRIPS/UPCOMING events

- Every year, there is a hosting of an annual leadership day.
- For 12 students, 8 from grade 6 and 4 from grade 5.
- Full day, held on a ped day Feb 8 from 7:45am – 2:15pm.
- Children will take the bus to MacDonald High.
- No cost but there is a cost of 225 for the school to cover costs of bus, t-shirts, and lunch.

Motion 18-35: Motion to approve junior leadership conference.

Motioned By: Catherine

7.1 NEW FIELD TRIPS

7.2 FUNDRAISER, RENTALS AND OTHER TOPICS

- Grade 4 students to participate in the West Island Mission volunteer throughout the month to be extended to all Grade 4 classes.
- Fundraising form to be sent as we are collecting non-perishable items.

Motion 18-36: Motion to approve West Island Mission Volunteer.

Motioned By: Jennifer

- Fundraiser for Alzheimer's Association by collecting money at the open house on January 24th.

Motion 18-37: Motion to approve donation activity for the Alzheimer's Association during the open house.

Motioned By: Aline

- Grade 6 usually have a tradition of banner-making; students usually enjoy and there are costs; materials have to be purchased by parents, as we are not allowed to ask for materials anymore or charging.
- We are looking for suggested on how to raise these funds for the banners.
- Can Grade 6 students fundraise and do a bake sale/popcorn sale?
- Or, can we ask the Grad Committee to fund the project?
- Send a letter home, as per the tradition, in order to simplify, we ask that you contribute x amount of dollars so that the staff can purchase the items?

Motion 18-38: Motion to approve Grad Committee to ask for a monetary donation of about ~\$20.

Motioned By: Nadia

8.0 REPORTS

- No questions on reports.

9.0 CORRESPONDANCE

10.0 PUBLIC QUESTION PERIOD

11.0 NEXT MEETING

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11.1 DATE AND TIME OF NEXT MEETING

- Either January 15th or February 19th.
- Save the date for January 15th and Julie-Ann to advise us.

11.2 FUTURE TOPICS

- Items in New Business will be moved to next meeting.
- Should Home & School and Grad Committees be brought together?

12.0 MOTION TO END MEETING

- The meeting ended at 8:12 pm.

Motion 18-39: MOTION TO END MEETING

Motioned By: Jutta

13.0 SIGNATURES

Ms. Stephanie Herault (Principal)

Date

Mrs. Julie-Ann Leblanc (Chairperson)

Date