

**Governing Board Meeting Minutes  
Margaret Manson Elementary School  
Wednesday, September 30, 2020 – 6:30pm**

**1. Start of Meeting**

- Quorum attained - Meeting started @ 6:33pm
- Attendance:
  - Susan Lariviere, Melina Iannizzi Catalano, Jutta Bouchard, Lucy Ferracane, Catherine Guillemette, Annie Hebert
  - Nadia Iacino, Mark Michel, Karen Sauve, Natalie Zobyhan, Anthony Morello, Shaun Amaral, Genevieve Therrien, Rita Bareh
  - Steve Bouchard

**2. Adoption of the Agenda**

- Motion 20-040 to adopt the Agenda, motioned by Lucy. Motion passed.

**3. Adoption of the Previous Meeting's Minutes: September 16, 2020**

- Motion 20-041 to adopt the Meeting Minutes without changes, motioned by Jutta. Motion passed.

**4. Nominations/Elections (s 56)**

4.1 Update from AGA Elections

- Introductions of returning and new Governing Board members, staff, administration, and community representative.

4.2 Secretary

- Karen Sauve is appointed as Secretary.

4.3 Chairperson

- Nadia Iacino is nominated and appointed as Chairperson.

**5. Graduation Committee and Home and School (H&S) Updates**

5.1 Graduation Committee

- Lucy advised that she was awaiting confirmation on whether a parent volunteer (Heidi Sauve) would be chairing the Grade 6 Graduation Committee.

5.2 Home & School

- Home and School elections were to take place.

**6. Business Arising from Minutes**

- It was noted that the fees for the online software on the school consumable invoice were for students' usage/access.

**7. New Business**

7.1 Dates and Times of Meetings

- It was established that meetings would take place on the following dates:
  - October 21; November 25; December 16 (tentative meeting date); January 20; February 17; April 21; May 19; June 16.
- The meetings will take place from 6:30pm (note: time is exceptional for this year; meeting will last 1.5 to 2 hours depending on the time required to complete the Agenda items).

- Motion 20-042 to adopt the dates and times of GB meetings, motioned by Lucy. Motion passed.

## 7.2 Fundraising Policy

- Nadia reviewed the purpose and importance of the Fundraising Policy.
- Discussion on whether section 10. Fundraising Approval/Documentation Process (7) had to be modified/adjusted. Currently, the caretaker is temporarily working until 11pm due to COVID. If the COVID situation resolves, the caretaker's extra hours may be reduced back to 8pm. No change required.
- Karen has sent required editorial changes to Nadia via email (September 30, 2020) and is happy to assist with updating the document.
- Decision made to bring the Fundraising Policy to the October meeting for approval.

## 7.3 Internal Rules of Management

- Nadia reviewed the purpose of the Internal Rules of Management.
- As meetings will be conducted via Zoom, a section to be added on conducting Zoom meetings; Lucy has suggested that someone is appointed to monitor the chat section and monitor if anyone has their "hands raised" to assist the Chairperson.
- Anthony has suggested that for the safety of all, that public participants are required to register for the zoom/in-person meetings.
- Karen has sent required editorial changes to Nadia via email (September 30, 2020) and is happy to assist with updating the document.
- Decision made to bring the IRM to the October meeting for approval.

## 8. Field Trips/Upcoming Events

### 8.1 Field Trips

- There are no field trips permitted at this time.

### 8.2 Upcoming Events

- Terry Fox Run.
  - The Terry Fox run will take place on October 15 (rain date October 19); each class will participate in the run for 30 minutes each. It will take place in the school yard only and therefore no permission form is needed.
  - All donations will be collected online with a direct link to the Terry Fox foundation website in the name of MMES.

## 9. Reports

### 9.1 Principal's Report

- Susan discussed the report.
- The Playground Committee will be meeting on Tuesday, October 3, to discuss next steps for painting games on the school yard pavement.
- The staff and administration want to make Halloween extra special this year.
- The school had first fire drill which took place during daycare as they wouldn't be able to do it during normal school hours and respect social distancing guidelines; tomorrow and Friday, different classes will be scheduled to exit their class and learn where to go in the event of a fire; the alarm will sound via the intercom on a class-by-class basis.
- The first monthly newsletter went out on September 30 on the MMES website; it is a way to inform parents of what is going on at school. Thanks to the media teacher for his help.
- Elections for Commissioners will be using the school, but it is taking place on Sunday.

## 9.2 Teacher's Report

- Jutta discussed the report.
- Orange Shirt Day - Sue came and read books about the history of Orange Shirt day; spiritual life animator visits classes on Friday and has different activities planned.
- It's been a really great start to the year; kids are being amazing and following rules; staff has been supportive and amazing.

## 9.3 Daycare Report

- In the google drive
- Staff are doing their best to follow all of the measures and thankfully we have a lot of supplies (masks, PPE); Thank you to the parents for training their children to wear a mask; positive attitude of everyone; the same bubbles are respected in daycare; kids are usually outside the entire time during daycare
- 23 students attended daycare during the September 25 ped day.

## 9.4 Regional Parents' Committee (PC)

- A meeting is scheduled on October 1, 2020.

## 9.5 Commissioner's Report

- None

## 10. Correspondence

- None

## 11. Public Question Period

- None

## 12. Next Meeting

### 12.1 Date and time of next meeting

- Next meeting will take place on October 21, 2020 at 6:30pm.

### 12.2 Future topics

- None.

Motion 20-043 to adopt the adjourn the meeting, motioned by Lucy. Motion passed.

**Meeting adjourned at 8:15pm.**