

**Governing Board Annual Report  
2016-2017  
Margaret Manson Elementary School  
18750 Elkas Boulevard, Kirkland, QC**

**Chairperson’s Message**

In 2016-2017, the Governing Board (GB) members had extensive discussions on a variety of topics. The discussions were very open and transparent and ensured that both parents and staff understood and considered different perspectives.

**GB Composition**

The GB was established on September 8<sup>th</sup> 2016 and consisted of 5 elected parents (3 returning parent reps: Julie-Ann Leblanc, Renee Aspiotis, Joel Austen, 2 new members: Karen Sauve and Nadia Iacino), 4 teachers and a 1 daycare representative and 2 non-voting members. These non-voting members included the Principal and a Lester B. Pearson School Board (LBPSB) commissioner. The Chair from the LBPSB also attended several meetings.

**Members**

Parents:

- Renee Aspiotis (Rep)
- Joel Austen
- Karen Sauve (Sec)
- Julie-Ann Leblanc (Chair)
- Nadia Iacino (Alt Rep)

Staff:

- Jutta Bouchard (Daycare)
- Kyla Laforest (Teacher)
- Jennifer Vaillancourt (Teacher)
- Catherine Guillemette (Teacher)
- Aline Lajoie (Teacher)

Administration:

- Adrian Geller (Principal)

Guests:

- D. Pavone, Commissioner Kirkland West
- S. Stein-Day, Chair LBPSB

**Meeting Dates**

The GB is required to hold 5 meetings in a school year. In 2016-2017, the GB held 7 meetings.

- September 08
- October 12
- December 14
- February 08
- April 12
- May 10
- June 21

**Meeting Structure**

In addition to the regularly scheduled meetings, the GB continued the previously established a protocol whereby issues arising between meetings would be addressed via e-mail and ratified at the next meeting. During the scheduled meetings, the group followed a relatively structured agenda consisting of:

- Adoption of the Agenda;
- Adoption of the Prior Minutes;
- Public (H&S Liaison, Grad Committee);
- Reports (Principal, Teacher, Daycare, Chairpersons, Regional Parents’ Report, Commissioner’s)
- Field Trips/Upcoming Events/Fundraisers/Rentals;
- Business Arising from Minutes;
- New Business;
- Correspondence;
- Varia/Questions from the Public

To allow for more time for discussion during the meeting, the group decided to continue the submission of reports in advance, when possible. Questions would be addressed during the meeting. This has proven to be a valuable change for the group.

- The Principal's reports included updates on various school activities, projects and events within the school. The reports highlighted the efforts by the staff and administration in the daily operations of the school and the implementation of programs or initiatives related to the school success plan.
- The Teacher's Report included different events and programs the students actively participated in.
- The Daycare Report provided updates on daycare activities for both lunch, after school and on pedagogical days.
- The GB was provided with periodic updates from Mr. Pavone of the various activities at the LBPSB Commissioners' meetings with emphasis on matters of interest for the School and the Community.
- The Regional Rep(s) would provide periodic any updates or feedback received by the Central Parent's Committee (CPC) or Region 2. Two parent members shared this role this year.
- The secretary provided detailed minutes from each meeting. These minutes were shared prior to the meeting. Once approved, these minutes were regularly posted on the MMES website.
- The Chairperson shared prior minutes, Consultations or policies, reports submitted in advance as materials related to meeting specific topics.

### **Consultations (School and Board)**

The Education Act outlines some of the annual consultations, reviews and approvals required by the school Governing Board. Some of the topics reviewed included but were not limited to:

- Consultation: Code of Ethics and Professional Conduct Applicable to the Council of the Commissioners
- Consultation: Date and Time of date/time/place of its Council of Commissioners' meetings
- Consultation Launch - 2017-2018 Budget
- Consultation: Three-year plan of Allocation and Destination of Immovables 2017-2020
- Consultation Launch – Bylaw 9: Complaint Examination Procedure
- Emergency Preparedness Review
- Rules of conduct and safety (S76)
- Anti-Violence & Anti-Bullying Plan
- Capital Budget Priorities (S96.22,110.13)
- School, Daycare and GB budgets
- MMES Annual Report
- Internal Rules of Management
- Governing Board Composition
- Principal Criteria
- Subject Time Allocation 2017-2018
- Tell them from me – data review and discussion
- Innovation Grant

### **Internal Rules of Management**

As a part of the annual exercise, the governing board approved the Internal Rules of management for 2016-2017, based on the prior year version.

### **Online ordering of school supplies**

In 2015-2016 this was identified as a topic. This was carried over to this year. The GB invited Edition Vaudreuil who presented their service. Following the meeting, the GB discussed the service levels with other principals and obtained a second presentation. After a lengthy discussion, the GB determined that this would require the assistance of Home and School to manage and decided this was not a priority for this year. It will be revisited with Home and School next year.

### **Review rules of conduct and safety; Anti-Violence & Anti-Bullying Plan**

A new ticket system was implemented by the administration in the 2016-2017 school year. This was approved by the 2015-2016 GB. As a part of the annual review of rules of conduct and safety, the GB reviewed the progress of the ticket system. After review and discussion, GB is satisfied that it has served a purpose and has resulted in improved behavior (hallway, punctuality, politeness in the hallway).

### **Principal Criteria**

GB reviewed the selection criteria for the Principal, which is an annual process. The criteria are then utilized by the School Board as input for the selection of a new Principal, in cases where there would be staffing changes for the upcoming school year.

### **Subject Time Allocation 2017-2018**

The governing board is responsible for approving the time allocation proposed by the principal for each compulsory or elective subject. This year the administration and staff, proposed changes for the 2017-2018 school year. The objective was to diversify offerings to the community. Changes will be implemented which will result dance and/or media tech being implemented in various cycles next year.

### **Tell them from me – data review and discussion**

Every year the GB reviews the data from the Tell Them From Me survey results from the prior year. An analysis of the data is required in order for the GB to ensure that all future input or decisions related to the school success plan incorporate the insight gained from these results.

### **GB Promotion**

As we end the year and look forward to 2017-2018, the team is working to promote the GB to ensure that we are able to fill the open positions for next year and to try to increase the number of parents that come out to vote for the parent representatives. The group will leverage Facebook, provide a printed piece of material at the start of the school year (using the GB budget to support that) and to reach out directly in September to K parents who are not normally at the Curriculum Night or AGA.

### **Fundraising**

Also, the GB continued its' ongoing effort to coordinate events and fundraising activities provided by staff, teachers, daycare, Home and School and the Grad Committee. In 2016-2017 the GB continued to review and approve fundraising/events in the school. The fundraising /event form was used again this year to ensure that the necessary information is available when presented to the GB for approval. Both committees were asked to provide a consolidated list of any upcoming events or fundraising ideas to understand the 'ask' of parents within our community. Home and school and Grad Committees were asked to share their fundraising objective to ensure that fundraising served a specific purpose and that we were not overly demanding on parents. The GB continued to request that both committees group payments to increase the efficiency for Teachers and Parents (i.e.: lunch orders and TCBY).

### **Future topics**

In 2017-2018, we will once again revisit the Online Ordering of School Supplies; Discuss the Digital Agenda; Digital Citizenship and the 2017-2018+ School Success Plan.