



Minutes of the first (1st) meeting of the 2016-2017 McCaig Elementary School Governing Board held on Thursday September 29, 2016 in Room 105 (Science Lab) at 7pm.

Members Present: Marie-Soleil Lecompte, Patrick Leprohon, Dayna Morrow, Shelleigh Murray, Sandra Rizkallah, Jossie Tortorici, Parents; Vicki Fraser, Jennifer Lloyd, Gautama Swaminadhan, Daniel Strina, Teachers; Pat Gilmour, Daycare; Colin Young, Chantal Ippersiel, Community Representatives.

Also present were: Richard Mason and Melissa Rioux, Administrators

Regrets:

The Chairperson called the meeting to order at 19:00 hrs.

1.0 Recognition of visitors

The members welcomed the guest.

2.0 Approval of the agenda

Add: 10.5 Kids for Life Fundraisers

GB20160929-01 Dayna Morrow MOVED THAT the agenda is accepted with addition. Seconded by Patrick Leprohon.

Carried **UNANIMOUSLY**

3.0 Approval of Secretary

GB20160929-02 Dayna Morrow MOVED THAT Susan O'Keeffe is engaged as the McCaig Elementary Governing Board recording secretary for the school year 2016-2017 at a rate of \$60 for the first 2.5 hours and \$10 for every additional half hour. Seconded by Marie-Soleil Lecompte.

Carried **UNANIMOUSLY**

4.0 Election of Chair and Vice-Chair

Everyone nominates Jossie Tortorici as Chair – congratulations
Patrick Leprohon nominates himself as Vice-Chair – congratulations

5.0 Election of Parents Committee Representative

Everyone nominates Patrick Leprohon as PC rep – congratulations
Marie-Soleil Lecompte offered to be the alternate PC rep - congratulations

6.0 Election of Community Representatives

GB20160929-03 Jossie Tortorici MOVED THAT Colin Young and Chantal Ippersiel are elected as Community Representatives. Seconded by Dan Strina.

Carried **UNANIMOUSLY**

7.0 Conflict of Interest Forms and Governing Board Grid

Forms will be e-mailed to members to fill out. Please bring them to the next meeting.

8.0 Approval of the Minutes of meeting of June 2016

Minor spelling corrections to June's minutes.

GB20160929-04 Gautama Swaminadhan MOVED THAT the minutes of June 2016 are approved with corrections. Seconded by Pat Gilmour.

This motion was **CARRIED** on the following division:

For: 6
Abstain: 4

9.0 Reports

9.1. Principal

The monthly calendar and McCaig parent bulletin for September were sent out to parents and are on the school website. Once again this year, Mrs. Rioux is working with students to create a monthly school events video newscast which has been posted on the school website and Facebook.

The start of the school year has gone very well so far. In fact, the year has started off amazingly well. This is a testament to the very strong team in place at the school and to an implicated and supportive school community. I am pleased to report that we are well underway and are looking forward to a great school year.

A summary of the major renovations/repairs and changes that occurred last year at McCaig are:

- 4 new student washrooms
- 2 new staff washrooms
- The newly outfitted library - Tables, carpet, couches, blinds. (painting remains to be done/TFOMES has set aside funds)
- A new staff lunchroom
- A new staff workroom
- An elevator
- Creation of a brand new Science room (105)
- A new handicap accessible entrance to the building
- A new play structure for the little ones
- Refurbishing of the school yard including all repairs to existing structures required in the inspection report to make the yard up to code
- Repairs to existing soccer nets and the purchase of two new nets. Giving us a total of 6 nets. One set per cycle.
- A new solar powered lamp to illuminate the new play structure (provided by the board)
- The new lines painted on the asphalt for the children to play games
- A new park bench installed by the City last fall
- Two buddy benches have been ordered. I have applied for a grant to cover the cost from the SWL Foundation (Lobster fest and Gala fundraisers.)

It has been confirmed by the IT department that the 5 new smartboards we have been waiting for have arrived and are scheduled to be installed soon. The prep work on the walls has been done. Once installed they will complete the coverage of all "full-use" classrooms at McCaig with smartboards. The board pays for the smartboards with money from the ministry. The school and MR split the cost of electricity, cabling and wall preparation. For example, just the cabling for the five boards cost 2822.00\$. McCaig's share was therefore 1411.00\$. We have two other boards that require major repairs. IT has confirmed they will cover this cost. Just to give everyone an idea of where the money goes, we have four smartboard bulbs that have burned out since August. They cost 140.00\$ each.

McCaig has finally received its allocation of teacher laptops from the board. New Dell laptops were distributed out to teachers on the first day of school. Each teacher now has their own laptop to work with.

At the time of the writing of this report there are a number of initiatives that I am looking into for 2016-17, to make improvements in the school.

MAJOR PROJECTS FOR 2016-17:

A) Complete Wi-Fi of the school (Estimated cost 14 000\$) 50% of the cost of this project will be covered by the board and 50% by TFOMES. At the present time we only have partial Wi-Fi coverage with several dead zones. The project will begin in October. Installation should take between one and two weeks. 21 access points and a new server will be installed in the building. Some of the new access points will replace older access points that need to be replaced.

B) We will be completely revamping the sound system in the old gym. The system currently in place is inadequate. We want to support and encourage the teachers and children to do musicals, concerts, plays etc. It's also important when we do presentations and when we have guest speakers and presenters etc. come to McCaig, to have a proper sound system in place. We will be installing 5 overhead omni-microphones, wiring, a mixer etc. Centre de Musique Diplomate will be providing the equipment and doing the installation. TFOMES will cover the cost which is estimated to be about 3250.00\$.

C) We are working to get two new swing sets, 8 swings each, from Ville de Rosemere. The Chair of Council sent a letter to the mayor of Rosemere regarding our schoolyard. The City contacted the new DG. The DG, the Director of MR and I met with representatives from city of Rosemere and although not yet confirmed, things look good for a contribution by the city to our school yard project. We proposed that they contribute 40 000\$ to our already committed 60 000\$. They asked for an official request from the board. The board drew up a proposal and has sent it to the city. We are now waiting for a final confirmation from the city.

D) We will be installing two closed circuit flat screen tv's at McCaig. The tv's would continuously display school information. One tv would be in the main entrance, the other at the daycare entrance. Information is added remotely via a desktop computer and runs on a continuous loop. 3000.00\$ is the estimated cost. The type of information we plan to display includes:

- Upcoming events
- Weather

- Fundraisers
- News
- Trips
- School team results
- Honour role
- School board info etc. etc.

Progress Reports will be sent home electronically before October 15th.

The grade six corn roast/fall activity took place last Friday afternoon following our school wide Terry Fox Run. The grade six students had a great afternoon.

The Terry Fox Run was a huge success once again this year. I am pleased to announce that with donations still coming in we have already exceeded our goal of \$10,000.

In response to a question from Jossie, concerning the siding on the building, the school board is looking at solutions to repair it; one is to keep the pieces that are in good shape, use the bottom to replace pieces broken off and replace the bottom with a different material. The members would like the administration to check again with the school board.

Vicki Fraser entered the meeting at 7:50 pm

9.2. Financial Report

Approximately 85% of this year's school fees have been collected thus far this year. The automated payment system is making things much easier. Payment agreements have been reached with many parents. Letters have been sent to parents with outstanding fees and we have tried to reach parents by phone. We have advised parents that school fees must be paid or an arrangement made with the school for students to participate in extracurricular activities. Once all other avenues have been exhausted, the remaining outstanding fees will be sent to collection.

9.3. Day Care

As presented by e-mail to members.

222 children registered – 171 are regular users. September 30th is attestation day, so will be funded by MEES for that number.

9.4. School Committee (PPO)

As presented by e-mail to members.

9.5. SWLSB Parents Committee

First meeting is October 6, 2016.

9.6. TFOMES (The Friends of McCaig Elementary School)

As presented by e-mail to members.

10.0 New Business

10.1 Governing Board Meeting Dates

GB20160929-05 Jossie Tortorici MOVED THAT the meeting dates for 2016-2017 are October 27th, November 23rd, January 25th, February 23rd, March 23rd, April 20th, May 18th, June 15th. Seconded by Gautama Swaminadhan.

Carried **UNANIMOUSLY**

10.2 Parent-Teacher Interview – New Date November 30, 2016

As there is a conflict with the night as RHS is having their parent-teacher on the same night, McCaig's will be changed to November 30.

GB20160929-06 Sandra Rizkallah MOVED THAT the parent-teacher night is changed from December 1st to November 30th, 2016. Seconded by Dan Strina.

Carried **UNANIMOUSLY**

10.3 Security Procedures – Lock Down and Fire Drill

The Fire Department paid us a surprise fire drill visit last week. The Service de la Securite Incendie de Blainville personnel were even more impressed with us this year than they were last year; which is saying a lot. The September 20th Fire Drill saw the building completely emptied in 2 minutes and 01 second. It took 2 minutes and 18 seconds last year. To prepare for the Fire Department's unannounced visit we had an announced practice on September 9th.

The Fire Department will be conducting ANOTHER surprise fire drill this week. The drill will occur after 4:15 pm and is intended to test the readiness of the Daycare in case of a fire.

There is a meeting scheduled for October 6th with Rosemere Agent Communautaire, Chantal Lefebvre, to discuss our emergency preparedness and to make plans for our Lockdown practice which she will oversee. The lockdown practice will take place on October 17th.

10.4 Rental of Gym for Boot Camp and Yoga

WHEREAS: a rental request was received, from Momentum Fitness Solutions, for use of McCaig Elementary School's gymnasium (1) for Boot Camp classes on eight Monday evenings from October 17 to December 5 from 7:30 pm to 8:30 pm

GB20160929-07 Pat Gilmour MOVED THAT the McCaig Elementary School Governing Board accepts, as presented, the terms of the said contract. Seconded by Gautama Swaminadhan.

Carried UNANIMOUSLY

WHEREAS: a rental request was received, from Momentum Fitness Solutions, for use of the McCaig Elementary School's gymnasium (1) for YOGA classes on 12 twelve Thursday evenings from September 15 to December 1 from 7:30 pm to 8:30 pm

GB20160929-08 Vicki Fraser MOVED THAT the McCaig Elementary School Governing Board accepts, as presented, the terms of the said contract. Seconded by Dan Strina.

Carried UNANIMOUSLY

10.5 Kids for Life fundraisers

Mr. Mason presented the Kids for Life Fundraiser. They are looking for McCaig's support in raising funds for this foundation. All funds raised go to the Montreal Children's Hospital. The Administration will suggest to parents that a donation from students can be made on Halloween, and in return they can come to school dressed up. Colin Young suggested putting a witch's pot at the entrance so that visitors/staff/students can put the money into it.

GB20160929-09 Vicki Fraser MOVED THAT the McCaig Community will participate in the Kids for Life fundraiser. Seconded by Patrick Leprohon.

Carried UNANIMOUSLY

11.0 Field Trips/Activities

11.1. Yoga for Kids - Debbie Harbec

Debbie was here to present her activity Yoga for Kids. Class for K-3 after school for 45 minutes. Maximum of 10-12 kids. \$100 per child.

GB20160929-10 Pat Gilmour MOVED THAT the Yoga for Kids is accepted as presented in document e-mailed to members. Seconded by Vicki Fraser.

Carried UNANIMOUSLY

11.2. Tam Tam for Tots - K/Cycle 1 - Angelique Desjardins

\$125 per child – after school activity

GB20160929-11 Vicki Fraser MOVED THAT the Tam Tam for Tots is accepted as presented in document e-mailed to members. Seconded by Shelleigh Murray

Carried UNANIMOUSLY

11.3. Art Course Grade 1-6

Dates to be confirmed.

GB20160929-12 Jennifer Lloyd MOVED THAT the Art Course is accepted as an after school activity as presented in the document e-mailed to members. Seconded by Shelleigh Murray.

Carried UNANIMOUSLY

11.4. Mad Science

GB20160929-13 Vicki Fraser MOVED THAT the Mad Science Activity is accepted as presented in document e-mailed to members. Seconded by Shelleigh Murray

Carried UNANIMOUSLY

11.5. TCBY Fundraiser - Cycle 3

GB20160929-14 Sandra Rizkallah MOVED THAT the TCBY fundraiser for cycle 3 is accepted as presented in document e-mailed to members. Seconded by Dayna Morrow.

Carried UNANIMOUSLY

11.6. Yearbook - Grade 6

Price change \$40-43 per student. Students will be expected to pay \$35 so the balance needs to be raised through fundraising.

GB20160929-15 Dan Strina MOVED THAT the grade 6 yearbook activity is accepted as presented in document e-mailed to members. Seconded by Sandra Rizkallah

Carried UNANIMOUSLY

11.7. Hema Quebec - Cycle 3

GB20160929-16 Vicki Fraser MOVED THAT the Hema Quebec blood drive with grade 5 students on January 19, 2017 is accepted as presented in document e-mailed to members. Seconded by Pat Gilmour.

Carried UNANIMOUSLY

11.8. Red Cross Babysitting Course - Cycle 3

Members would like it confirmed that the classes and exam are in English. The cost is \$45 each.

GB20160929-17 Vicki Fraser MOVED THAT the Red Cross babysitting course for cycle 3 on May 26, 2017 is accepted as presented in document e-mailed to members. Seconded by Dayna Morrow.

Carried UNANIMOUSLY

12.0 E-votes

GB20160629 Jossie Tortorici MOVED THAT 2015-2016 Governing Board Annual Report is accepted.

This motion was carried on the following division
For: 9
Abstain: 2

McCaig Gladiators Fall Soccer Season 2016-2017 after school soccer

ECA activity during the month of September & October & Ped days Gr 5&6 Boys Team and Gr 5&6 Girls Team
Parents are responsible for transportation for away games.

September to October

Practices are after school from: 3:45pm to 4:45pm at the McCaig Field or Northcote Field (schedule TBD)

All home games are after school from: 3:45pm to 5:00pm at Charbonneau Park in Rosemere or Northcote/ RHS field 3:45pm to 5:00 pm (schedule TBD)

McCaig Gladiators Festival is a PED Day, Friday, September 16 all day at Charbonneau Park or RHS fields in Rosemere from 9:00am to 3:30pm

RSEQLL League-Tuesday September 20, Tuesday October 4, Tuesday October 18 @ Académie Sainte-Thérèse 5pm to 7pm

SWLSB invitational Tournament ped day Friday October 7

SWLSB invitational with Franklin Hill at Sport Complexe de Terrebonne (schedule TBD)

1 adult per 8 students (2 parents + 2 teachers).

\$25 /student for Gladiators Festival and After School games

\$20/ student for RSEQLL Futsal League

\$20/ student for SWLSB invitational

McCaig Cross Country team - 2016-2017 season

GRADE 4,5,6 students

École secondaire Bermon,
1919, 6e rang, Saint-Gabriel-de-Brandon

The Sport Etudiant Cross-Country Running regional race will take place on Wednesday, October 5, 2016 (7:15 am departure- return 3:00pm)—Students will then take regular bus home.

Practices take place at Lunch hour

Sept. 2 sign up (info meeting) lunch

Sept.6 lunch, Sept. 8th, Sept.13th, Sept. 15th

Sept. 20-lunch Sept 22nd-lunch

Sept. 23 (During Terry Fox Run)

Sept. 27 -lunch October 4th-lunch

\$26 - \$10/student + 16\$/bus

GB20160905 Jossie Tortorici MOVED THAT the above two activities are approved as presented.

This motion was carried on the following division
For: 9
Abstain: 2

Arundel Nature and Science centre – Grade 6

Wednesday, September 28, 2016 – Thursday, September 29, 2016

Arundel Nature & Science Center

September 28, 2016 leaving at 8:30

September 29, 2016 arriving at 5:30

1 to 9 adult to student ratio (88 students, 10 adults)

Buses 1851.10\$

Meals 28.05\$ per person

Arundel 10\$ per person

Materials & Snacks 3\$ per student

Total amount per student: \$66.00

GB20160912 Jossie Tortorici MOVED THAT the ANSC trip for grade 6 students is approved as presented.

This motion was carried on the following division
For: 10
Abstain: 1

13.0 Correspondence

13.1 Dogs at the Drop off/Pick up Zone

Members are concerned about dogs at these zones. The administration will think of something imaginative to put in the next parent bulletin.

14.0 Adjournment

GB20160929-18 Gautama Swaminadhan MOVED THAT the meeting is adjourned at 8:47 p.m. Seconded by Vicki Fraser.

Carried UNANIMOUSLY

Minutes approved _____, 2016

Chairperson _____ Principal

Respectfully submitted by:
Susan O'Keeffe, Recording Secretary