



18.11.2018

Governing Board Minutes of Meeting #2 Tuesday, October 16th, 2018

PRESENT: Alexandra Melnyk, Alba Fiorino, Josie Nardelli, Angie Crispino, Chantal Dussault, Elaine Frenette, Paula Van Den Bosch, Eugenio Branco, Veronica Graniero, Cindy Knafo, Joseph Varga, Edith Cecilia Varga.

REGRETS: Pina Ippolito, Kyle Stanley and Edith Cecilia Varga

PRINCIPAL: Irimi Margetis

1. Opening & Welcome

There being a quorum with parents and teachers, the meeting began at 7:05 p.m. with all GB members present welcomed by the Chair, Alexandra Melnyk. Paula Van Den Bosch recorded the minutes.

2. Additions and Approval of Agenda

The Agenda was reviewed and a slight change from Sept. 24 to Sept 19 was made with regards to the date of the GB minutes subject to be approved at this meeting.

As well, there were a few items added to the agenda. Items to add under **New Business** included:

- Item 5.7 - Red Cross Babysitting Course
- Item 5.8 - Breakfast Program

A final item was added under **Varia** which was 7.2 Playground maintenance and Flags.

Upon the motion duly proposed by Chantal Dussault and seconded by Elaine Frenette, it was unanimously approved that the corrected agenda be and it is hereby approved as amended.

3. Approval of Minutes, September 19, 2018 Meeting

The Minutes of the September 19th, 2018 GB meeting were reviewed and amended.

Upon the motion duly proposed by Chantal Dussault and seconded by Elaine Frenette, it was

unanimously approved that the minutes of the September 19th, 2018 meeting be and they are hereby approved as amended.

4. Business Arising

4.1 Update on Fund 3 Reconciliation-Supervision Fee Deficit

With the help of a document depicting the lunch supervision fees going back to the 2014-2015 school year, the Principal, Ms. Irini Margetis, gamely gave an update for the Fund 3 Reconciliation-Supervision Fee Deficit. A copy of this document will be attached to the minutes. From her research on the matter she noted that the deficit in this fund appears to have begun around the 2014-2015 school year. It seems that parents were not charged enough in lunch supervision fees to cover the salaries of the ratio of lunch supervisors on staff per child. This deficit grew from school year to school year until the present day. This did not send up any red flags at this point. It was only in 2015-2016 that a deficit began to show because the rollover was no longer sufficient.

Several questions were posed as to why the accounting department at the school board level did not raise any red flags when seeing such a large deficit showing from year to year to which there was no easy answer.

Ms. Margetis pointed out that Dante now has only 6 lunch room supervisors. To be frank, Ms. Margetis noted we are still not charging enough lunch supervision fees this year. An additional 60\$ will need to be charged per child to arrive at the appropriate amount. She also noted that this year (2018-2019) there will be approximately an \$8000 deficit if no adjustment is made to correct this. A very lengthy discussion ensued on what to do.

Ms. Melnyk noted that at a previous GB meeting that Ms. Angie Crispino offered to give the monies she received from the School Board from the 2017-2018 school year to pay for the extra minutes that are allotted to the kindergarten which amounts to about \$ 3800. This offer had been accepted and a motion to this effect had been recorded. Beginning next year 2019-2020 we will need to charge parents an increase of 60\$ for lunch supervision.

Ms. Margetis was thanked for her diligent work on getting this information together to present today.

We must now turn our attention to the 2018-2019 school year and onwards to decide what will be done to stop the rollover of a deficit. With the monies of \$3800 from Ms. Crispino there is still a \$35 amount per child outstanding. After a discussion, two proposals were suggested.

The first suggestion was to go back to the parents to request that they pay an additional 35\$ to cover the cost.

The second suggestion was to use the funds already approved from Ms. Crispino of \$ 3800 and then ask Ms. Crispino to use those same funds that will be given for this year's Kindergarten extra supervision that will amount to roughly the same as last year's amount of \$3800 making a total of \$7600 and then cut our losses for the rest.

Next year the amount for lunchtime supervision will be adjusted to charge an additional charge of \$60 to parents in order to avoid any future deficits in this regard.

A motion was made to go back to parents to ask for an additional \$35 for this year to cover the cost of lunch supervision fees and then next year to adjust the amount charged an additional \$60. There were no second for the motion, therefore, it was not approved.

Upon motion duly proposed by Chantal Dussault and seconded by Eugenio Branco, it was approved (with 1 abstention) that we go with option 2 which was that nothing would be done for this year and that the lunchtime supervision fee would increase by \$60 for the 2019-2020 school year bringing final amount charged to parents for this service to \$300 is approved as discussed.

4.2 Update on Librarian and Library time for children

Ms. Margetis reported that in the continued absence of a school librarian, staff members are putting together a library visitation schedule so that children can visit the library every afternoon, if possible. An update on this situation should be available within the next couple of weeks and will be reported on at the next meeting.

5. New Business

5.1 Approval of MESA Annual Report

Ms. Margetis presented, explained and discussed the MESA Annual Report for 2017-2018 to those present. Indicating that this report depicts the 5 goals and strategies put into place to help children succeed. After a brief discussion, Ms. Margetis asked the Governing Board (GB) to motion for its approval.

Upon motion duly proposed by Alba Fiorino and seconded by Cindy Knafo, it was unanimously approved that the MESA Annual Report for 2017-2018 be approved as presented.

5.2 Approval of 2018-2019 School Budget

Mrs. Margetis presented, explained and discussed the 2018-2019 School Budget. She noted this budget is merely a forecast and might not look the same at the end of the year. It was noted that fund 3 has a healthy balance at \$56,637 but that the expense of \$5000 for an upcoming activity for the children from this fund has already been approved at previous GB meeting but is not shown in this figure. A suggestion was put forth that since the fund 3 is currently healthy maybe more money could be set aside to give back to the students.

Upon motion duly proposed by Josie Nardelli and seconded by Alba Fiorino, it was unanimously approved that the 2018-2019 School budget be approved as presented

5.3 Approval of Pizza Lunch Dates

The Chair, Alexandra Melnyk briefly explained the set-up, which will remain the same as last year, of the pizza lunch in-school fundraiser and the upcoming dates for the 2018-2019 school year.

The dates for the pizza lunch (all Wednesdays) have been established as:

- o November 14
- o December 12
- o January 23
- o February 13
- o March 20
- o April 10
- o May 15

A new order form has been prepared and parents will have the option of 1 slice of pizza, juice/water and a chocolate/vanilla swirl ice cream from TCBY for \$5.00. Extra slices can be bought for \$1.50. Profits from this will be \$2.45 for an order of \$5, more if ordering extra slices.

Upon motion duly proposed by Josie Nardelli and seconded by Chantal Dussault, it was unanimously approved that the dates proposed for the pizza lunch fundraiser be approved as presented.

5.4 Approval of Fall Fundraiser, World's Finest Chocolates (formerly known as Lamontagne Chocolates)

The Chair, presented the choices (as made by the PPO), for the fall fundraiser. These choices included Laura Secord chocolates (to be sold at \$3.00 ea), a selection of hand soaps (to be sold at \$5.00 ea), individual serve assorted jams (to be sold at \$5.00 a box) and assorted coffee bags (to be sold at \$5.00 a bag). Our profit margin on each is approximately 45%.

New information has come in regarding the individual serve assorted jams that would make it more complicated to include in our fundraising efforts and so it was decided that this item will be eliminated, making it three choices instead.

A discussion ensued on what should be done for families with 3 or more children in a family. It was decided that we ask for a minimum of 1 box of their choice be sold per family. Emphasis on the available prizes should be made to encourage the sales.

Upon motion duly proposed by Josie Nardelli and seconded by Elaine Frenette, it was unanimously approved that the three items (chocolates, handsoap and coffee) be given as a choice for the fundraiser and that a minimum of one box be sold per family.

5.5 Approval of School Outings

Ms. Margetis explained the school outings planned for the Cycles 1 and 2 students.

- o Cycle 1 students will be going to see a play called Jack and the Bean stalk at the Oscar Petersen concert hall on May 29, 2019. There will be 6 adults for 58 students. The duration of the outing will be from 11:30am to 2:10pm with a total cost per student of \$26.86 (this cost includes transportation).
- o Cycle 2 students will be visiting the Musée de beaux arts and the OSM on November 22, 2018. There will be 10 accompanying adults for 90 students. The duration of this outing will be from 9:00am to 3:00pm, departure from OSM at 11:50am and lunch will be held at the Musée des beaux arts. Cost of the outing will be \$12 for the OSM and free entrance for the museum. Total cost per student will be \$22.10 (this cost includes transportation).

Upon motion duly proposed by Cindy Knafo and seconded by Chantal Dussault, it was unanimously approved that the school outings for cycles 1 & 2 are approved as presented.

5.6 Approval of Daycare Outings

Ms. Crispino reported on and asked for approval for the upcoming daycare outings.

- November 16th – an outing is planned for the Montreal Science Museum. The fees charged to parents will be \$11.50 + \$9.00 (regular supervision fee) for a total fee of \$20.50 per child (this also includes transportation costs).
- November 29th – a visit to Ferme Guyon located in Chambly. On site, children will visit the farm and learn to make flour and bread. There is also a butterfly farm on location. The fees charged to parents will be \$14.50 + \$9.00 (regular supervision fee) for a total fee of \$23.50 per child (this also includes transportation costs).
- March 15th – Skating at the Atrium. The fees for this activity is \$11.00 (which includes the cost of rental of skates, helmet and a person to help with lacing skates etc for the group) + \$9.00 (regular supervision fee) for a total fee of \$20.00 per child (this also includes transportation costs).
- May 10th – Arbraska Rawdon is a zip line outdoor activity centre is located in Rawdon. Kids will enjoy its giant zip line course and other outdoor activities. The fees for charged to parents will be \$19.50 + \$9.00 (regular supervision fee) for a total fee of \$28.50 per child (this also includes transportation costs).

Upon motion duly proposed by Chantal Dussault and seconded by Veronica Graniero, it was unanimously accepted that the aforementioned daycare outings be and they are approved as presented.

5.7 Approval Red Cross Babysitting Course

Ms. Margetis reported that she had been approached by Kiara Calabrese who offered to teach an accredited Red Cross Babysitting course to interested student. Ms. Calabrese will also teach students how to create a CV and other job preparatory and search related tasks. There are two options available. Option 1 is a course of 1 full day of instruction offered on a Pedagogical day at a cost of \$60.00 per student. Option 2 is a course of 4 days after school at a cost of \$70.00 per student. Students must be 11 years old and older. A minimum of 10 students is needed to proceed with a maximum of 30 students in total.

After a brief discussion, it was decided that it could be a nice course to offer interested students with a great potential. It was thought that option 2 held more merit because the attention span of a child might be too much to ask for a full day of instruction.

Upon motion duly proposed by Eugenio Branco and seconded by Chantal Dussault, it was unanimously approved that the accredited Red Cross Babysitting course be offered to Dante students.

5.8 Breakfast Program

Ms. Margetis reported that she had received news at the end of last year that Dante had been classified as an inner city school and could qualify for a breakfast program. She asked for the GB to allow her to proceed to look into more details on this breakfast program and come back with further details before making a final decision.

Upon motion duly proposed by Josie Nardelli and seconded by Veronica Graniero, it was unanimously approved that the Principal, Ms. Margetis, proceed to look into this project further and then report back her findings to the GB for further deliberation.

6. Information and Reports

6.1 Principal

Ms. Margetis reported on the following:

- A French tutor has been engaged and will begin on Oct. 22nd.
- Extra money has been received from MEES for Kindergarten and Grade 1 to increase literacy. There will be a 40% split between Ms. Dina (English) and Ms. Anne-Sophie (French).
- The Homework program is expected to begin early November. Tutors are currently being interviewed.
- The extra-curricular activities have begun and all is going well. Unfortunately, soccer had to be dropped due to low enrollment.
- The school collected \$450 dollars from its Dress Down Day for Anissa Luzio and the Leukemia and Lymphoma Society.
- This year's book fair will need to be held twice because Scholastics will not send out English and French book fairs together because they feel that French book sales suffer when offered together. It was suggested that the English book fair be held in November and a French book fair be held in February unless we look for another seller. Josie Nardelli reported that when the book fair was done with Babar Books we sold only \$900 in books as compared to the \$4,000-\$5,000 made from the Scholastics book fair.

After a brief discussion it was decided that we hold two Scholastic book fairs in November and February with parents notified of both.

Upon motion duly proposed by Alba Fiorino and seconded by Joseph Varga, it was unanimously approved that we have two book fairs with the English book fair held in November and the French book fair held in February.

Ms. Maria Santino in daycare will once again animate the WE Club for Dante students and asked the GB to approve her planned fundraising activities. Ms. Margetis went on to briefly explain the background and concept of the We Charity.

Planned fundraising activities for the We Club include:

- o We Scare Hunger on Oct. 31st – students will be asked to bring in canned goods to donate to local church/food bank.
- o We are Silent- Dress Down Day – students will be asked for a voluntary contribution of \$2 to celebrate November 15th – UN Universal Children’s day.
- o We Bake Sale will be held on December 19th
- o We Celebrate on February 11th – 10 students will attend this event.
- o We Rafiki sale for Mother’s day – May 9th-10th (pre-orders only).

Upon motion duly proposed by Cindy Knafo and seconded by Joseph Varga, Ms. Maria Santino’s We Club fundraising activities were approved as presented.

6.2 Teachers

Ms. Chantal Dussault reported for that there are 28 students interested in the annual Ski trip and she is working on the remaining 2 students. Plans for this trip are in progress.

6.3 Daycare

Ms. Angie Crispino reported that on-line banking has started and that she had received her first payment. So far all is working as it should.

6.4 PC Delegate

Mr. Joseph Varga reported that he had attended the first meeting and that the majority of this meeting had been taken up with elections.

6.5 PPO Delegate

There was no report.

7. Varia

7.1 Adding Email Approvals for Halloween, Cycle 1 Field Trip and Dress Down Day – Oct. 12

There was an email circulated on Tuesday, October 2nd, 2018 to GB members by the Chair to approve the plans for Halloween activity for the students as proposed by the PPO. This included the purchase of 275 small pumpkins for each child to decorate during the week leading up to Halloween and then use those same pumpkins as festive decorations around the school. After which the children could take their pumpkins home, a just dance party managed by Veronica Graniero, a small bag of popcorn and candy will be given to each student and the purchase of additional Halloween decorations if necessary. (A copy of the email is attached to the minutes)

Upon motion duly proposed by Paula Van Den Bosch and seconded by Edith Cecilia Varga, it was unanimously approved as presented in the email exchange.

There was also an email circulated to GB members on Wednesday, October 3rd, 2018 to approve the November 2nd Cycle 1 field trip to Boute-en-train and Oct. 12th Dress Down day for the Leukemia and Lymphoma Society in memory of Anissa Luzio. (A copy of email is attached to the minutes)

Upon motion duly proposed by Paula Van Den Bosch and seconded by Elaine Frenette, it was unanimously approved that the Cycle 1 field trip to Boute-en-train and the Dress Down day for the Leukemia and Lymphoma Society be and they are approved as presented in the email exchange.

7.2 Playground Maintenance and Flags

Joseph Varga expressed his concerns about the playground maintenance stating that the wooden frame like structure is falling down and is a potential hazard to students. As well, the ground is uneven because of the roots growth from encroaching trees. This could be a potential hazard to a child running who may trip and injure themselves.

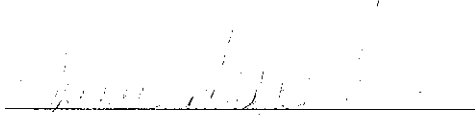
A short discussion ensued on what could be done to rectify the situation to make the playground safe. Ms. Margetis will speak with the School Board to see what could be done to fix up the area.

He also asked if the flags could be changed because they were torn. Ms. Margetis promised to contact the City to replace the torn flags.


8. Next Meeting and Adjournment

The next GB meeting will take place on Thursday November 15, 2018 in the staff room at 7:00 pm. There being no further business, the Chair motioned for the adjournment of the meeting.

Upon motion duly proposed by Alba Fiorino and seconded by Josie Nardelli, the meeting adjourned at 9:45 pm.



Principal



Chairperson