

# DALKEITH ELEMENTARY SCHOOL GOVERNING BOARD

REGULARLY SCHEDULED MEETING – MONDAY JUNE 18<sup>TH</sup> 2007.

## PRESENT

\_\_\_ Linda Goncalves  
\_\_\_ Daniela Lattanzio  
\_\_\_ Anita Triestino  
\_\_\_ Diana Vanin  
\_\_\_ Maria Manna  
\_\_\_ Cynthia Racicot

## VOTING

\_\_\_ Mike Bianco  
\_\_\_ Gary Coons  
\_\_\_ Lina DiGiovanni  
\_\_\_ Sandy DiPardo  
\_\_\_ Andrew Huns  
\_\_\_ Domenica Roda

## NON-VOTING

\_\_\_ Michael Talevi  
\_\_\_ Loretta Gauthier  
\_\_\_ Filomena Manno  
\_\_\_ Luciano D'Iorio  
\_\_\_ \_\_\_\_\_  
\_\_\_ \_\_\_\_\_

1. **CALL TO ORDER** TIME: \_\_\_\_\_

2. **CHANGES TO / ADOPTION OF AGENDA**

3. **AMENDMENT TO / APPROVAL OF MINUTES**

4. **QUESTION PERIOD 1**

5. **BUSINESS ARISING FROM MINUTES**

- (i) Action: Schedule of Dossiers Requiring GB Action (See Annex 1)
  - (a) Educational Project (s. 84)
  - (b) Success Plan (s. 95)
- (ii) Discussion: Fund 3 Update

6. **CORRESPONDENCE** (See Annex 2)

7. **REPORTS**

- (i) PPO Report
- (ii) RPC/CPC Report
- (ii) Teacher's Report
- (iii) Principal's Report

8. **NEW BUSINESS**

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_

9. **VARIA**

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_

# DALKEITH ELEMENTARY SCHOOL GOVERNING BOARD

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REGULARLY SCHEDULED MEETING – MONDAY JUNE 18<sup>TH</sup> 2007.

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10. **QUESTION PERIOD 2**

11. **DATE OF NEXT MEETING** (To be announced, September 2007)

12. **ADJOURNMENT** TIME: \_\_\_\_\_

# DALKEITH ELEMENTARY SCHOOL GOVERNING BOARD

REGULARLY SCHEDULED MEETING – MONDAY JUNE 18<sup>TH</sup> 2007.

## ANNEX 1

<u>SCHEDULE OF DOSSIERS REQUIRING GB ACTION</u>	<u>PROJECTED DATE</u>
	M. Talevi
1. <i>Educational Project (s. 74)</i>	<i>June 18<sup>th</sup> 2007</i>
2. <i>Success Plan (s.75)</i>	<i>June 18<sup>th</sup> 2007</i>
3. <i>Student Supervision Policy (s. 76)</i>	<i>January 23<sup>rd</sup> 2007</i>
4. <i>Rules of Conduct &amp; Safety Measures (s. 76)</i>	<i>January 23<sup>rd</sup> 2007</i>
5. <i>Basic School Regulation (s. 84)</i>	<i>May 15<sup>th</sup> 2007</i>
6. <i>Programs of Study (s. 85)</i>	<i>January 23<sup>rd</sup> 2007</i>
7. <i>Time Allocation for Compulsory / Elective Subjects (s. 86)</i>	<i>February 20<sup>th</sup> 2007</i>
8. <i>Educational Activities (s. 87)</i>	<i>January 23<sup>rd</sup> 2007</i>
9. <i>Student Services / Special Educational Services (s. 88)</i>	<i>January 23<sup>rd</sup> 2007<sup>1</sup></i>
10. <i>Annual Budget (s. 95)</i>	<i>May 15<sup>th</sup> 2007</i>
11. <i>Daycare Budget (s. 95)</i>	<i>May 15<sup>th</sup> 2007</i>

### NOTES:

<sup>1</sup> Report Only

# DALKEITH ELEMENTARY SCHOOL GOVERNING BOARD

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REGULARLY SCHEDULED MEETING – MONDAY JUNE 18<sup>TH</sup> 2007.

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## ANNEX 2

### CORRESPONDENCE RECEIVED AND/OR DISTRIBUTED

1. Survey Request: from the Département d'éducation et formation spécialisées of UQAM to fill out a short questionnaire either online or by snail-mail on the subject of "**Success story schools: a pilot study...**"
  - ▶ Information forwarded to all Governing Board members by e-mail on June 6<sup>th</sup> 2007

# DALKEITH ELEMENTARY SCHOOL GOVERNING BOARD

MINUTES OF THE REGULARLY SCHEDULED MEETING  
HELD ON MONDAY, JUNE 18<sup>TH</sup>, 2007.

<b><u>PRESENT</u></b>	<b>TEACHER REPRESENTATIVES:</b>	Linda Goncalves Daniela Lattanzio Diana Vanin	
	<b>SUPPORT STAFF / DAYCARE:</b>	Maria Manna Cynthia Racicot	
	<b>PRINCIPAL:</b>	Michael Talevi	
	<b>PARENT REPRESENTATIVES:</b>	Mike Bianco Gary Coons Lina DiGiovanni Andrew Huns Domenica Roda	Chairperson Secretary & Vice-Chairperson
	<b>COMMUNITY REPRESENTATIVES:</b>	Loretta Gauthier (arr. 8:00pm)	
	<b>OTHERS:</b>		
<b><u>ABSENT</u></b>		Sandy DiPardo, Filomena Manno and Anita Triestino.	

**ITEM 1**      **CALL TO ORDER**      **Moved by:** Lina DiGiovanni  
**Seconded by:** Andrew Huns

THAT the regularly scheduled meeting of the Dalkeith Elementary School Governing Board for Monday, June 18<sup>th</sup>, 2007 be called to order at 7:20pm.

**Motion Carried Unanimously**

**ITEM 2**      **CHANGES TO / ADOPTION OF AGENDA**      **Moved by:** Lina DiGiovanni  
**Seconded by:** Cynthia Racicot

(i)      THAT the agenda of Monday, June 18<sup>th</sup>, 2007 be accepted with the following changes;

- ITEM 5, Business arising from minutes, section (iii), be added for Dalkeith Daycare Service on PED Days.
- ITEM 7, Reports, section (iv) Principal's Report, subsection (i), be added for Special Needs Allocation 07 – 08.

**Motion Carried Unanimously**

**ITEM 3**      **AMENDMENT TO / APPROVAL OF MINUTES**      **Moved by:** Cynthia Racicot  
**Seconded by:** Maria Manna

THAT the minutes of the meeting held on Tuesday, May 15<sup>th</sup>, 2007, be accepted with the following change;

(i)      Item 6, Business Arising from Minutes, section "b", Annual Budget, motion moved by Diana Vanin, seconded by Daniela Lattanzio and carried unanimously, should read;

THAT the 2007 – 2008 annual budget be accepted with school activity fee structure "B" @ \$35/student and lunch supervision fees averaged @ \$170/student, being \$150 for one child and \$240 for two children.

**Motion Carried Unanimously**

# DALKEITH ELEMENTARY SCHOOL GOVERNING BOARD

## MINUTES OF THE REGULARLY SCHEDULED MEETING HELD ON MONDAY, JUNE 18<sup>TH</sup>, 2007.

### ITEM 4 QUESTION PERIOD

- (i) It was made clear by Principal Talevi that only children participating in the robotics competition and their instructor, Jacqueline Normand, are to benefit from funds granted for this activity.

### ITEM 5 BUSINESS ARISING FROM MINUTES

- (i) Schedule of Dossiers Requiring GB Action
- (a) Educational Project (s.84)  
Daniela Lattanzio reports that teachers and staff are working on this subject as time permits. This project is a work in progress and has been accepted in principle by the Counsel of Teachers.
- (b) Success Plan (s. 95)  
Daniela Lattanzio reports that the Board is providing help with reviewing and updating school success plans and that they are in the process of finding dates for workshops

- (ii) Fund 3 Update  
(a) Annual Budget (s. 95)

**Moved by:** Andrew Huns  
**Seconded by:** Diana Vanin

THAT the 2007 – 2008 annual budget presented and approved on May 15<sup>th</sup> 2007 by way of motion be withdrawn  
**Motion Carried Unanimously**

**Moved by:** Linda Goncalves  
**Seconded by:** Cynthia Racicot

THAT the 2007 – 2008 annual budget presented tonight and one that incorporates the funds granted to date by the English Montreal School Board be accepted as presented (Annex 1)

**Motion Carried Unanimously**

**Moved by:** Domenica Roda  
**Seconded by:** Lina DiGiovanni

THAT the Dalkeith Governing Board approve the transfer of an amount equal or superior to \$3500 from the Lunch Supervision Fees (3-23230) account to the PPO & Charity (3-790X0) account in order to refund parent fund-raising monies that previous Governing Boards had authorized to be used to subsidize prior years' deficits in the Lunch Supervision Fees account.

**Motion Carried Unanimously**

- (iii) Dalkeith Daycare Service on PED Days

**Moved by:** Andrew Huns  
**Seconded by:** Lina DiGiovanni

THAT due to the lack of requests from parents for daycare services on PED days for the 2006 – 2007 school year the service was not provided for the aforementioned school year.

**Motion Carried Unanimously**

**Note:** *The meeting was temporarily adjourned so that the members could participate in a year-end supper together*

### ITEM 6 CORRESPONDENCE (Annex 2)

### ITEM 7 REPORTS

# DALKEITH ELEMENTARY SCHOOL GOVERNING BOARD

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## MINUTES OF THE REGULARLY SCHEDULED MEETING HELD ON MONDAY, JUNE 18<sup>TH</sup>, 2007.

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- (i) PPO Report: Nothing to report  
Chairman Gary Coons thanks all parents who helped this year on the PPO
- (ii) RPC/CPC Report: Presented by Lina DiGiovanni
  - (a) Discussions were had concerning the return of percentages on high school report cards
- (iii) Teacher's Report: Presented by Diana Vanin and annexed to the minutes as Annex 3.
- (iii) Principal's Report: Presented by Principal Michael Talevi  
Parent, PPO member, RCP/CPC member and Governing Board member Lina Di Giovanni is thanked for her years of hard work for all the children of Dalkeith School

**ITEM 8**      **NEW BUSINESS**      (None presented)

**ITEM 9**      **VARIA**      (None presented)

**ITEM 10**      **QUESTION PERIOD**      (No questions asked)

**ITEM 11**      **DATE OF NEXT MEETING**

The date of the next regularly scheduled meeting of the Governing Board is to be announced in September 2007.

**ITEM 12**      **ADJOURNMENT**

**Moved by:**      Cynthia Racicot  
**Seconded by:**      Daniela Lattanzio

THAT the regularly scheduled meeting of the Dalkeith Elementary School Governing Board for Monday June 18<sup>th</sup>, 2007 be adjourned at 10:00 pm.

**Motion Carried Unanimously**

**CERTIFIED CORRECT:**

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**Andrew Huns - Secretary**

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**Gary Coons – Chairperson**

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**Michael Talevi - Principal**



**Commission scolaire English-Montréal**  
**English Montreal School Board**

## 2007-2008 BUDGET

SCHOOL NAME : DALKEITH

SCHOOL CODE : 004

PRINCIPAL : MICHAEL TALEVI

Attached please find the 2007-2008 budget that was adopted by the school's Governing Board on : \_\_\_\_\_

Principal's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Governing Board Chair's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

SCHOOL NAME :

DALKEITH

SCHOOL CODE :

004

BOARD BASED FUNDS & DONATIONS (FUNDS 1,4 & 5)

PER	B&G	JOINING	DONATIONS	OTHERS	OTHERS	OTHERS
PER CAPITA	SERV & MAT	FORCES		SPECIFY	SPECIFY	SPECIFY
-5-1XXXX-	-5-6XXXX-	-1-24521-	-4-XXXXX-			

2007/08 ALLOCATION	\$16 483	\$13 772	\$4 201	\$1 000		
2006/07 EST. BALANCE	\$1 500					
<b>TOTAL FOR 2007/08</b>	<b>\$17 983</b>	<b>\$13 772</b>	<b>\$4 201</b>	<b>\$1 000</b>		

SALARIES & BENEFITS	1&2XX	-----	\$4 201			
TRAVEL/REPRESENTION EXP.	3XX	-----				
SPECIAL INTERNAL EVENTS	305	\$486	-----	-----		
MATERIALS/SUPPLIES	4XX	\$12 000	\$13 772			
SERVICES/CONTRACTS	5XX	\$3 000		\$1 000		
EQUIPMENT/FURNITURE	7XX	\$500	-----	-----		
OTHER EXPENSES	8XX		-----			
<b>TOTAL EXPENSES</b>		<b>\$15 986</b>	<b>\$13 772</b>	<b>\$4 201</b>	<b>\$1 000</b>	

(C)=(A)-(B)	<b>2007/08 ENDING BALANCE</b>	\$1 997				
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SCHOOL NAME : DALKEITH  
 SCHOOL CODE : 004

**SCHOOL BASED FUNDS (FUND 3 & 8)**

	SCHOOL FEES/ACTIVITY	OPTIONAL FIELD TRIPS	GOVERNING BOARD	PPO & CHARITY & FUNDRAISING	LUNCH SUPERVISION	DAYCARE FROM PARENTS	S.P.F. FUND 8
2007/08 REVENUES	\$16 000	\$15 000	\$250	\$20 000	\$30 080	\$77 500	
2006/07 EST. BALANCE	\$6 000				\$6 000	\$12 900	
<b>(A) TOTAL REVENUES</b>	<b>9XX \$22 000</b>	<b>\$15 000</b>	<b>\$250</b>	<b>\$20 000</b>	<b>\$36 080</b>	<b>\$90 400</b>	

SALARIES & BENEFITS	895-6				\$29 000	\$90 000	
TRAVEL/REPRESENTION EXP.	3XX						
SPECIAL INTERNAL EVENTS	305	\$486					
MATERIALS/SUPPLIES	4XX	\$12 000		\$2 000			
SERVICES/CONTRACTS	5XX	\$1 500	\$12 000	\$2 500			
EQUIPMENT/FURNITURE	7XX						
OTHER EXPENSES	8XX	\$3 000	\$3 000	\$12 000			
<b>(B) TOTAL EXPENSES</b>		<b>\$16 986</b>	<b>\$15 000</b>	<b>\$16 500</b>	<b>\$29 000</b>	<b>\$90 000</b>	
<b>(C)=(A)-(B) 2007/08 ENDING BALANCE</b>		<b>\$5 014</b>		<b>\$250</b>	<b>\$3 500</b>	<b>\$7 080</b>	<b>\$400</b>

SCHOOL NAME : DALKEITH  
 SCHOOL CODE : 004

**SPECIAL FUNDS (FUNDS 6&7)**

SMS	ICOR	HOMEWORK ASSISTANCE	WELLNESS PROGRAM	PRACTICUM	DAYCARE GRANTS	CANADA CLAUS RES. (Support For FSL)
-6-2457X-	-6-2448X-	-6-24424-	-6-23325-	-6-73000- and	-6-36000-	-6-24300-

2007/08 ALLOCATION		pending	pending	\$9 000	\$34 000	pending
SCHOOL CONTRIBUTION	N.A.					
2006/07 EST. BALANCE	N.A.			\$9 000	\$13 700	
<b>(A) TOTAL FOR 2007/08</b>				\$9 000	\$47 700	

SALARIES & BENEFITS	1&2XX				\$26 900	
TRAVEL/REPRESENTATION EXP.	3XX				\$1 500	
SPECIAL INTERNAL EVENTS	305		-----	-----		
MATERIALS/SUPPLIES	4XX				\$8 000	
SERVICES/CONTRACTS	5XX					
EQUIPMENT/FURNITURE	7XX					
OTHER EXPENSES	8XX					
<b>(B) TOTAL EXPENSES</b>					\$36 400	

<b>(C)=(A)-(B) 2007/08 ENDING BALANCE</b>				\$9 000	\$11 300	
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SCHOOL NAME:

DALKEITH

SCHOOL CODE:

004

SPECIAL FUNDS (FUNDS 6&7)

PROF. DEV. GRANT	PED. INNOV. GRANT	CURRICULUM REFORM	OTHERS SPECIFY	OTHERS SPECIFY	OTHERS SPECIFY	OTHERS SPECIFY
-6-24510-	-6-24511-	-6-55260-				

2007/08 ALLOCATION			pending			
SCHOOL CONTRIBUTION						
2006/07 EST. BALANCE			\$568			
<b>(A) TOTAL REVENUES</b>			\$568			

SALARIES & BENEFITS	1&2XX					
TRAVEL/REPRESENTATION EXP.	3XX					
MATERIALS/SUPPLIES	4XX					
SERVICES/CONTRACTS	5XX					
EQUIPMENT/FURNITURE	7XX					
OTHER EXPENSES	8XX					
<b>(B) TOTAL EXPENSES</b>						

<b>(C)=(A)-(B)</b>			\$568			
2007/08 ENDING BALANCE			\$568			

SCHOOL NAME: DALKEITH  
 SCHOOL CODE: 004

2007/08 SCHOOL ACTIVITIES FEE BREAKDOWN (3-12000)

**PER STUDENT**

	BASIC FEES								
	TOTAL	PK	K	1	2	3	4	5	6
WORKBOOKS / EXERCISE BOOKS	983	N/A		\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
PHOTOCOPIES	983	N/A	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
AGENDA	984	N/A		\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
ART SUPPLIES, ETC.	984	N/A	\$30.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
	984	N/A							
	984	N/A							
<b>TOTAL \$ PER STUDENT</b>		N/A	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
NUMBER OF STUDENTS		243	17	26	26	42	32	45	55
<b>TOTAL BASIC FEES</b>		\$8 505,0	\$595,0	\$910,0	\$910,0	\$1 470,0	\$1 120,0	\$1 575,0	\$1 925,0

	ACTIVITY FEES								
	TOTAL	PK	K	1	2	3	4	5	6
(SPECIFY)	992	N/A							
	992	N/A							
	992	N/A							
<b>TOTAL PER STUDENT</b>									
NUMBER OF STUDENTS									
<b>TOTAL ACTIVITY FEES</b>									
<b>TOTAL FEES</b>		\$8 505,0	\$595,0	\$910,0	\$910,0	\$1 470,0	\$1 120,0	\$1 575,0	\$1 925,0

(D) LESS : POSSIBLE UNCOLLECTIBLE AMOUNT :

\$245,0

(E)=(C)-(D) NET ANTICIPATED FEES FROM PARENTS

\$8 260,0 (Please carry this over to page 2 )

SCHOOL NAME: DALKEITH  
 SCHOOL CODE: 004

**2007/08 LUNCH SUPERVISION FEE BREAKDOWN (3-23230)**

	TOTAL		PK	K	1	2	3	4	5	6
	NUMBER OF STUDENTS									
LUNCH SUPERVISION FEE / STUDENT	992			\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00
NUMBER OF STUDENTS	194		18	27	16	16	38	38	31	
<b>SUB-TOTAL 1</b>	<b>\$31 280,00</b>		<b>\$3 060,00</b>	<b>\$4 590,00</b>	<b>\$2 720,00</b>	<b>\$2 720,00</b>	<b>\$6 460,00</b>	<b>\$6 460,00</b>	<b>\$5 270,00</b>	

(A)	(B)	(C)=(A)+(B)
LUNCH SUPERVISION FEE / FAMILY	992	
NUMBER OF FAMILIES		
<b>SUB-TOTAL 2</b>		<b>\$31 280,00</b>

(D) LESS : POSSIBLE UNCOLLECTIBLE AMOUNT : **\$1 200,00**

(E)=(C)-(D) **NET LUNCH SUPERVISION FEES** **\$30 080,00** (Please carry this over to page 2 )

# DALKEITH ELEMENTARY SCHOOL GOVERNING BOARD

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REGULARLY SCHEDULED MEETING – MONDAY JUNE 18<sup>TH</sup> 2007.

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## ANNEX 2

### CORRESPONDENCE RECEIVED AND/OR DISTRIBUTED

1. Survey Request: from the Département d'éducation et formation spécialisées of UQAM to fill out a short questionnaire either online or by snail-mail on the subject of "***Success story schools: a pilot study...***"
  - ▶ Information forwarded to all Governing Board members by e-mail on June 6<sup>th</sup> 2007

# Teacher's Report

1. There were many Field Trips in June:

- Pre-K and Kindergarten went to the circus.
- Cycle One visited La Centre de la Nature in Laval.
- Cycle Two went to Classe Verte.
- Cycle Three went to Quebec City.

All the trips went well and were enjoyed by both the teachers and students.

2. Kindergarten Graduation was held on June 6th. As usual it was a great success.

3. Field Day was held on June 14th. Mr. Vespa did a wonderful job organizing it and it went extremely well.

4. The teachers have completed the report cards and class lists for next year, and along with the students are getting ready for the end of another school year.

5. Class parties will most likely be held on Thursday, June 21st, which is the last full day of class. As well Grade Six Graduation will be held on that day.

6. Carnival was again a great success. A big thank you to all the parents for their hard work in organizing it and supervising the children throughout the event. Your participation made it a wonderful day for all of us.

7. I want to take this opportunity to thank all the parents who give so much of their time and energy to the school. Without you we would not be able to do so many of the activities that we do. All the teachers want you to know how much you are all appreciated. In particular, I want to thank Lina Di Giovanni, who has worked so hard for the school for the past eight years. She has given so much of her time for the students, working on Governing Board, The P.P.O. and even Regional representative, as well as countless other committees and activities. I would also like to thank Mrs. Gauthier, who has also worked long and tirelessly for the students and the school. You will both be missed very much.