

Edinburgh Home and School Association

500 Hudson Avenue Montreal West QC H4X 1X1



Home & School Meeting – Minutes

October 24, 2016 7:00 PM in the Teacher's Lounge

Present:

Officers: Julia Edwards (Co-President and Chair), Joanna Duy (Co-President), Laura Abbatiello (Treasurer), Nadia Vani, Esther Bolofer.

Executive: Christine Grandjean, Patricia Briskie Semeniuk

Members: Pam Kujavsky, Deena Raie, Karin Derouaux, Susy Binstock, Siobhan Babkine

Principal/Teachers: Mauro Zampini, Diane Beauchamp

Regrets : Robert Barnes, Christine Rivard.

1. Welcome and assignment of Secretary

Nadia Vani was assigned as Secretary for the first portion of the meeting.

2. Approval of Agenda

Moved by: Esther Bolofer; Seconded by: Patty Semeniuk

Approved.

3. Approval of Minutes – September 27, 2016

Moved by: Christine Grandjean; Seconded by: Pam Kujavsky

Approved.

4. Election of new member to the Executive

Motion to elect Pam Kujavsky as a member of the Executive (to assist Laura Abatiello with Treasurer duties).

Moved by: Joanna Duy; Seconded by: Nadia Vani

Approved

Motion to elect Karin Derouaux as Secretary

Moved by Joanna Duy; Seconded by: Julia Edwards

Approved

Karin Derouaux assigned as Secretary to take over recording the minutes for the remainder of the meeting.

5. Business Arising

a. Class Grade Reps

Susie Binstock reported that most Class Grade Reps have sent out an email communicating information about house colours. Response was positive. If you child's class has not received an email from the Class Grade Rep, it is likely because that parent's child has not brought their printed friendship list home yet.

Mr. Zampini gave permission to send out an electronic email friendship lists to the Class Grade Reps, as per the request of Julia Edwards (class reps already have printed copies of these lists).

Susie will ensure that all Class Grade Reps use bcc for all group emails sent. All Home and School coordinators and representatives are reminded that bcc correspondence should be used for email correspondence to school parents.

b. House Colour system

Mr. Mauro Zampini reports that we had good participation from the children last Friday. Coupons were distributed and the children sat by house colour at lunchtime. As a result, the children were more aware of the house system and a spirit of competition was fostered, especially since the house with the greatest number of points in December will win frozen yogurt. Mr. Zampini recommended 1-2 house colour activities every month to keep up the momentum.

Joanna Duy will request that Christine Rivard put in the house colour points tally in the monthly email newsletter.

Mr. Zampini prefers that the children wear school colour pants on house colour days. Points will start again at zero when classes resume in January, and a new incentive will be announced.

Mr. Zampini announced that milk bag collection will resume, with 10 house points awarded per bag that is donated.

Ms. Diane Beauchamp noted that House points will be awarded for special events such as food donations. They will also collect during the Holiday Fair.

Some house colour shirts were purchased online. T-shirts will be on sale during the Holiday Fair, and, since there are a lot of large sizes in stock, a suggestion was made to lend holiday fair volunteers a t-shirt while they volunteer at the Fair.

6. Principal's report – Mr. Mauro Zampini

As a follow-up on inquiry from previous Home and School meeting: the school has emails for a parent (or parents) of all students, except 25 families. The school will be sending a memo home to the missing families to solicit their emails.

Julia Edwards thinks H&S has about the same number of emails as the school.

7. Teacher's report – Ms. Diane Beauchamp

Marks are due Nov. 7th, so the teachers are under a little stress at this time of year.

The teachers have initiated Halloween door decorating and pumpkin decorating contests. Most teachers will have a party on Halloween.

Parent-Teacher interviews are being organized. Scheduling is a logistical challenge.

8. Treasurer's report – Laura Abbatiello

Last year (as on printed report, appended): the final financial statement was reviewed last month and a few small changes needed to be made. Small difference in the reporting from the last minutes. Deficit was intentional.

Motion to accept the 2015-2016 Financial Statement

Motion: Joanna Duy; 2nd: Esther Bolofer

Approved

Budget worksheet for 2016-2017: proposed budget follows on what we made last year on the same activities. Holiday Fair income is a best-guess estimate. The Fruit and Nut fundraiser was removed. A pizza day was added because of a suggestion to increase pizza days in the last meeting. No expectation to do a magazine fundraiser because nobody is taking care of it anymore. Last year, there was profit in Lunchtime Activities but this was unintentional.

Pam Kujavsky suggested that the budget worksheet include a projected balance of cash for the end of the year (including investments). Modifications will be made to the budget projection.

Voting on budget worksheet on hold until projected spending decisions are made.

Checks for birthday books go through Home and School because they can't go directly to the library. Laura will tell the librarian how much she has to spend, and Home and School will reimburse her. A discussion about increasing birthday book donations ensued, since parents sometimes forget, and because the new librarian has not sent out a letter about the program this year. This topic will be put under "business arising" for the next home and school meeting, for further discussion. Siobhan Babkine will consult with the new librarian, Kathleen, about implementing a new system for birthday books.

Laura Abbatiello reported that BMO no longer issues detailed bank statements. She cannot access the information online because a double signature is required. Will talk to bank manager, but Home and School may need to pay \$2/month bank statement fee.

9. Fundraising Goals for 2016-2017

Mr. Zampini reported that the PSA has donated \$5000 for new computers. This is in addition to \$6000 they provide each year for use of this building, an amount that will also be put toward new computers. The school has 2 mobile labs. Ideal goal would be to fund the replacement of all 60 computers, but his more realistic goal is to replace 30 computers this year. The PSA donation will fund approximately ½ of a new mobile computer lab. Mr. Zampini hopes to commit \$5000-10000 from his budget, but cannot commit to this until his budget from the EMSB is established.

Ms. Diane Beachamp reported that there are only 6 iPads in use by the teachers. iPads great for the younger grades, but apps only free up to a certain level. iPads need to be encased in otter box which adds onto the price. The resource department would like to have a few that they can use special needs kids.

A consensus was reached that, while iPads are an interesting idea, we are comfortable that computers are being used well in the school and there is a high need to replace old laptops. Fundraising for computers will be the focus for this school year.

Mr. Zampini suggest that, if the Home and School focuses on funding the new computers, the school may be able to fund a iPad pilot project (perhaps for the resource teachers, and 2 per class). Depending on how the pilot goes, iPads can be a focus next year. He cannot commit to this until he gets his budget.

A consensus was reached to have Home and School immediately purchase as many laptops as we can, and to establish a fundraising goal for the remainder of the school year of completing one full mobile lab (30 computers. We will run an ongoing tally to motivate parents to contribute to Home and School.

Motion to approve the purchase of 17 new computers, Dell latitude 14.1” screens, at a cost of \$1,130 each x 17 = \$19,210. Includes tax and warranty.

Moved by: Susie Binstock; seconded by: Pam Kujavsky

Approved

10. Disbursements

a. Holiday Fair

Nadia Vani requested a disbursement for the Holiday Fair to cover expenses, including \$421 for janitorial services, rental of a popcorn machine, the estimated cost of food, and other incidental expenses.

Motion: to disburse up to \$1500 for the Holiday Fair

Moved by: Laura Abbatiello; Seconded by: Joanna Duy

Approved

b. Teachers Holiday Luncheon

Esther Bolofer requested a disbursement to purchase reusable dishes for the teachers holiday luncheon; 3 dozen are needed. She will research and come back to the next meeting with a more specific cost.

11. Upcoming Event Updates:

a. Holiday Fair

As above

b. Book Fair

Children will choose and set a book aside. Teachers will be given an option to request books for their classrooms. Suggestion that the librarian make a list of books she would like. Perhaps these lists could be posted at the fair and mentioned in a letter to parents. Teachers need to compile their list well in advance.

This will be suggested to Suzanne Kiddie (Book Fair coordinator coordinator).

c. Open House

Mr. Zampini would like Home and School parent volunteers to do tours for prospective parents.

We usually target 16 volunteers, breaking up into morning and afternoon tours. Last year, parents who know the school well were approached.

Need to print more H&S brochures.

Suggestion to pair a parent volunteer and Grade 6 student to do the tours.

Esther Bolofer will coordinate. Siobhan Babkine will assist for the the day.

d. QFHSA Fall Conference

Will be held Saturday, November 5th at Beaconsfield High School. We typically fund 2 people (\$25 each) if they are interested in attending the conference. If there are more than 2 interested in going, then we can split that cost. We will send out an offer to all parents.

Motion: to disburse funds for 2 parents to attend
Motion by: Esther Bolofer; seconded by: Pam Kujavsky
Approved

12. Lunchtime Activities (Math-A Maniacs)

Tanya Radhakrishna (who is leading Math-A-Maniacs) will coordinate Math-A-Maniacs starting in November, for 6 weeks. Prefers Tuesdays, after school, 2:30-4pm. She needs a classroom. Second choice is Thursday. She will start again January 17th and finish mid-April with the annual math contest. Last year, she charged \$5 to cover the cost of writing the contest.

Mr. Zampini confirmed that Tuesdays will be fine.

We will not accept Paypal for the \$5 registration because it is such a small amount, the students can bring the cash in person at the first class.

13. Timing of Coffee Fundraiser

Deferred because the fundraiser will be held after Christmas.

14. Varia

Pam Kujavsky volunteered to look into options for lowering the cost of using Paypal. Julia Edwards will ask Christine to pass the information on to Pam.

Karin Derouaux informed that the parent volunteer who assisted in Art Club last year will be unavailable this year. She will need to find someone else, or reduce the number of children.

15. Closing remarks/ Next Meeting

Next meeting: November 28th at 7pm.

We will make a Home and School announcement about the computers instead of having Class Grade Reps communicate it in their monthly updates on the meeting.

A thermometer tally will be posted in the lobby before Parent-Teacher Interviews on November 15th, to encourage donations for laptops to complete a full lab.

16. Adjournment

Motion to adjourn: Joanna Duy; seconded by: Christine Grandjean

Approved

EDINBURGH HOME & SCHOOL ASSOCIATION

Treasurer's Report

Final Financial Statement for the 2015-2016 Academic Year

BANK RECONCILIATION

Per Bank Statement: August 17 2016	\$ 13,803.74
Investment Balance (1 X \$10,000.00 + 1 X \$5,000.00)	\$ 15,000.00
Plus: Interest Income on Investments	\$ 172.50
Total Cash and Investments per Bank	\$ 28,976.24
Add: Outstanding Deposits	\$ -
Less: Outstanding Checks	\$ (2,997.26)
less: Payment for Prior Periods (Note 1)	\$ (636.89)
Bank Ledger Balance	\$25,342.09

ENVIRONMENT COMMITTEE

GRANT	\$ 3,210.00
INCOME	\$ 140.75
EXPENSES	\$ (2,832.45)
REMAINING	\$ 518.30

	INCOME	EXPENSES	PROFIT (LOSS)	BUDGET
FUNDRAISERS				
Pizza	\$ 19,819.01	\$ (12,212.89)	\$ 7,606.12	\$ 6,400.00
Yogurt/Freezies	\$ 5,415.95	\$ (3,749.00)	\$ 1,666.95	\$ 1,000.00
Magazines	\$ -	\$ -	\$ -	\$ 75.00
Fruit & Nut/Citrus Sales	\$ 7,354.74	\$ (5,543.27)	\$ 1,811.47	\$ 2,000.00
Spring Fair	\$ 8,147.15	\$ (4,219.15)	\$ 3,928.00	\$ 3,500.00
T-Shirt Contest Sales	\$ 1,133.81	\$ (810.76)	\$ 323.05	\$ 500.00
Coffee Sales	\$ 2,320.00	\$ (1,418.00)	\$ 902.00	\$ 500.00
TOTALS FROM FUNDRAISING	\$ 44,190.66	\$ (27,953.07)	\$ 16,237.59	\$ 13,975.00
OTHER FUNDRAISING ACTIVITIES/EVENTS				
Welcome Back BBQ/Movie Night	\$ 644.25	\$ (934.49)	\$ (290.24)	\$ -
Birthday Books	\$ 530.00	\$ (483.27)	\$ 46.73	\$ -
Lunchtime Activities	\$ 10,075.39	\$ (8,557.96)	\$ 1,517.43	\$ -
H&S Membership received	\$ 3,168.00	\$ (3,168.00)	\$ -	\$ -
House T-Shirts	\$ 832.56	\$ (1,931.30)	\$ (1,098.74)	\$ -
TOTALS FROM FUNRAISING ACTIVITIES/EVENTS	\$ 15,250.20	\$ (15,075.02)	\$ 175.18	\$ -
H&S Activities		\$ (319.33)	\$ (319.33)	\$ (300.00)

Math Contest	\$	(405.00)	\$	(405.00)	\$	(415.00)
Teacher Appreciation	\$	(57.19)	\$	(57.19)	\$	(350.00)
School Events/Activities	\$	(948.17)	\$	(948.17)	\$	(1,000.00)
Grad Contribution	\$	(420.00)	\$	(420.00)	\$	(500.00)
QFHSA	\$	(100.00)	\$	(100.00)	\$	(300.00)
Paypal Fees	\$	(1,106.86)	\$	(1,106.86)	\$	(1,000.00)
Project Amounts:	\$	(11,947.84)	\$	(11,947.84)		
Program Contributions	\$	(4,000.00)	\$	(4,000.00)	\$	(15,947.84)
					\$	(18,450.00)
TOTAL OTHER EXPENSES	\$	(19,304.39)	\$	(19,304.39)	\$	(22,315.00)
TOTAL	\$	59,440.86	\$	(62,332.48)	\$	(2,891.62)
					\$	(8,340.00)

Note 1:

Payment for prior periods includes reimbursement to parents for events in the 2014-2015 budget as follows:

Spring Fair 2014 (prizes)	\$	430.12
Welcome Back BBQ 2014 (fOod and juice)	\$	206.77
		636.89

Additional Notes:

Project amounts includes library computer

School events includes open house

Program Contributions includes payment for tutor

School Events/Activities includes retirement gifts

Prior Period Adjustment includes reimbursement to parents for expenses incurred for events in the 2014-2015 budget

In light of the mandate of the Home and School Association changing this past school year to no longer fundraise to support the Music program, the objectice was to run a deficit budget.

To do so, monies were allocated to special project amounts for the teachers. Though we tried very hard to meet our objective, not all projects were realized this year, and some will carry over into the 2016-2017 school year.

