

Edinburgh Home and School Association

500 Hudson Avenue Montreal West QC H4X 1X1



Home & School Meeting – Minutes

November 28, 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: Pamela Kujavsky, Karin Derouaux (Secretary)

Members: Siobhan Babkine, Judith Derlachter, Laurelle Clough, Nancy Kindle

Principal/Teachers:

Regrets : Christine Grandjean, Patricia Briskie Semeniuk, Robert Barnes, Christine Rivard, Mauro Zampini, Diane Beauchamp

1. Welcome

Meeting started at 7:05

2. Approval of Agenda

Procedural note about how to better manage checks and payments is added in item 13 of the agenda.

Moved by: Nadia Vani; Seconded by: Pamela Kujavsky
Approved.

3. Approval of Minutes – October 24, 2016

Moved by: Nadia Vani; Seconded by: Joanna Duy
Approved.

4. Principal's report – Mr. Mauro Zampini

Principal Zampini was unable to attend the meeting.

5. Teacher's report – Ms. Diane Beauchamp

Ms. Beauchamp was unable to attend the meeting.

6. Treasurer's report – Laura Abbatiello

The bank ledger balance is \$13,859. We will have more accurate details when we receive paper statements. The charge for paper statements will be \$2/month. Laura was able to cash our \$10,000 investment, to partially cover the cost of purchasing the computers that was approved in the meeting last month. The investment cashes out at \$10,186. Another \$5,000 investment comes due in April and has not been cashed yet.

Income and outgoing

Income during the past month:

Two pizza days and one frozen yoghurt day were held. Income will be reported in January 2017 report
\$136 from t-shirt sales.
\$367 on lunchtime activities.

Siobhan Babkine and Laura will review why we have income from lunchtime activities since making a profit on these is not a Home and School goal.

Outgoing:

QFHSA membership was paid. Amount will be reported in the January 2017 report.
Dishes for the teachers' holiday lunch, \$158.07

Siobhan Babkine reported that they are organizing seven more pizza days after the holidays. For ease in accounting, winter pizza days: will be paid in one big payment, and not broken up into two payments.

Siobhan also raised awareness that there is a problem in the ordering and payment system which makes it difficult to track when pizza ordered on a paper form has not been paid for. Sometimes, parents order the pizza but do not send in a cheque to pay for it. A discussion followed and a consensus was reached: while the pizza day volunteers will not withhold pizza from a child whose parents have ordered but not paid for the pizza, parents in default will be informed that, if they don't pay their bill, they will not be allowed to order pizza for their child the next time. To note, the organizers of pizza day have a confidential list of 5-6 low income children (compiled by Mr. Zampini and Natasha) who receive pizza for free. This policy does not affect those children.

Julia Edwards announced that Pamela Kujavsky has volunteered to assist with tracking payments from parents. Going forward, Laura will email Pamela her deposit list, which Pamela will then cross-check with Christine Rivard's online order list and update on the H&S Dropbox site. The master list will be kept on Dropbox so that coordinators can access it and follow up on parents in default.

Our insurance covers for any child at the school to be part of activities. Parental membership in Home and School is not required for students to participate in Home and School activities. Membership only allows voting rights at the H&S meetings. The greater our membership, the more votes we have on the QFHSA.

7. Update on Computer Purchase

The school has requested payment. The computers were ordered last week. The school changed suppliers so instead of purchasing 17 computers, we were able to purchase 19. Our goal is to purchase 11 more at a cost of \$11, 369.88. The 5 pizza days in the fall made an (approximate) profit of \$4000, so 7 pizza day in the winter is projected to make \$5600. Income from pizza days will be in-hand in January. In addition, the budget projects that spring fair will make a profit of \$3500. The \$5000 investment can also be cashed in April.

8. Disbursements

Requests from the graduation committee:

- for the Home and School to donate \$10 per graduating student to the graduation committee funds.
- for the Home and School to allocate the funds from 3 yogurt days and one freezie day to the graduation committee.
- Home and School holds the bank account for the grad committee. They need to change the signatories on that account to Chantal Mazza and Laura Colafabio.

Motion to give \$10/student to the grad committee (projected \$550 for 55 students).

Motioned by: Joanna Duy; Seconded: Pamela Kujavsky

Approved.

Motion to allocate the funds from 3 yoghurt days to the grad committee.

Motioned by: Laura Duy; Seconded: Pamela Kujavsky

Approved

Freezie days allocation need to be approved by Mr. Zampini. Freezie days are not under the purview of the Home and School.

Motion to change the bank signatories to the graduation committee account to Chantal Mazza and Laura Colafabio.

Motioned: Joanna Duy; Seconded: Pamela Kujavsky

Approved

9. Holiday Fair

Dishes were purchased for the teachers' holiday lunch. These funds were allocated last year but the purchase was not made. Reapproval of the disbursement is required. Spent \$158.07.

Motion to disburse \$158.07 for the purchase of holiday lunch dishes and cutlery

Moved: Joanna Duy; Seconded: Nadia Vani

Approved

Nadia Vani: Planning for the holiday fair is going well, especially raffle. Prizes are listed on the H&S website. Community businesses have been very generous with prize donations.

Joanna Duy will send out the raffle prize list in an email.

Tickets for the raffle will be sold at the parent-teacher night on Thursday so that parents who cannot attend the fair can participate. Each prize will have its own raffle, so you purchase the tickets for specific items. The hockey tickets will be \$5 tickets, the other raffles will be \$2 per ticket or 3/\$5. The raffle will be drawn at 3:00. There will be door prizes throughout the day (5 prizes, one per hour).

Joanna will compile an email and share it with Julia and Nadia before sending it out. Recipients will be encouraged to buy raffle tickets, and will be reminded that this is a community event.

Nadia is still recruiting volunteers and soliciting baked good for the bake sale.

Home and School will assist Nadia with:

- Advertising for the fair. An email a day will be sent for the next four days.
- Jean-Michel will be asked to tweet about the fair.
- Judith Derlachter will man the Home and School table
- Before the fair, an email will be sent announcing to parents that that Home and School has purchased 19 computers for the school, and that we are fundraising for an additional 11 computers.

10. Lunchtime Activities

Siobhan Babkine:

In the fall, Home and School ran chess (kindergarten to grade 3) and Redpath (kindergarten). Chess has been going well, with grade 3 added.

Proposed activities for winter:

Siobhan notes that space is a big constraint in organizing Home and School activities.

- Chess (k-gr3): will be continued in the winter.
- Redpath for kindergarten: may be offered again in the spring when the garden is accessible.
- Redpath (grades 2-3). 7 weeks but because of grants, we will only be charged for 5 weeks. Mondays are preferred.
- Beading, Crafting, Art with Nadia Vani (grades 3-4). 15 students. Mondays at lunchtime.
- Mathemaniacs: starts tomorrow after school.
- Art club with Karin Derouaux (k- grade 2). Space with a sink and floor space is required. Finding volunteers might be an issue. Parent volunteers will be solicited via class reps prior to registration. After school Thursdays, only if parent volunteers can be procured.
- Improv (grades 5-6). 15 students. Could do twice a week, on the stage. Lunchtime.

Siobhan will present this plan to Mr. Zampini next week.

Registration will be the first week of January

Activities will start the week of January 30th and be done by the week of the March 27th (tentative).

11. Recap Book Fair

The Book Fair raised \$945 in the form of a credit at Babar books, this is in addition to \$5000 that the librarian has to spend in her budget. Librarian's shopping was done as of last week.

12. Varia/Closing Remarks

Warm clothing drive was a success, 2 deliveries were made.

Approx. 70 parents attended the kindergarten open house. Grade 6 students gave tours alongside Home and School volunteers. Because the prospective parents were very concerned about bilingualism, a suggestion was made to have

the grade 6 students conduct next years' tour partially in French. The students were well prepared and very enthusiastic about the school and its programs.

13. Next Meeting/Adjournment

Next meeting was set for Tuesday, January 17, 2017, Welcome New Year!

Meeting was adjourned at 9:15

Motion to adjourn: Julia Edwards; seconded by: Joanna Duy

Approved

EDINBURGH HOME & SCHOOL ASSOCIATION

Treasurer's Report 2016-2017

November 27 2016

Bank Reconciliation

Per Bank Statement, September 2016 (TBC)

\$24,518.64

Add: Outstanding Deposits

Less: Outstanding Checks

Bank Ledger Balance

\$13,859.18

Investment Balance (1 X \$10,000.00 + 1 X \$5,000.00)

\$ 15,172.50	TOTAL	\$ 29,031.68
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	INCOME	EXPENSES	PROFIT
<u>FUNDRAISERS</u>			
Pizza	\$ 7,612.58	\$ (2,748.82)	\$ 4,863.76
Yogurt/Freezies	\$ 833.30	\$ (510.00)	\$ 323.30
Magazines			\$ -
Fruit & Nut/Citrus Sales			\$ -
Spring Fair			\$ -
T-Shirt Contest Sales			\$ -
Coffee Sales			\$ -
Holiday Fair		\$ (421.26)	-421.26
			\$ -
TOTAL PROFIT FROM FUNDRAISING	\$ 8,237.63	\$ (2,331.64)	\$ 5,905.99
<u>OTHER EXPENSES</u>			
T-Shirts	\$ 136.00		\$ 136.00
Welcome Back BBQ/Movie Night	\$ 1,681.15	\$ (1,052.04)	\$ 629.11
Birthday Books			\$ -

Lunchtime Activities	\$ 4,055.60	\$ (3,687.80)	\$ 367.80
H&S Membership received	\$ 3,042.00	\$ (2,718.00)	\$ 324.00
H&S Activities		\$ (339.28)	\$ (339.28)
Math Contest			\$ -
Teacher Appreciation			\$ -
School Events/Activities			\$ -
Grad Contribution			\$ -
T-Shirts (inventory amount)			\$ -
QFHSA		\$ (50.00)	\$ (50.00)
Paypal Fees			\$ -
Project Amounts:			\$ -
Teacher Discretionary			\$ -
Program Contributions			\$ -
Program Contribution (Green Team)			\$ -
			0
TOTAL OTHER EXPENSES	<u>\$ 8,810.75</u>	<u>\$ (1,215.64)</u>	<u>\$ 7,595.11</u>
			\$ -
TOTAL	<u>\$ 17,048.38</u>	<u>\$ (3,547.28)</u>	<u>\$ 13,501.10</u>