

Edinburgh Home and School Association

500 Hudson Avenue Montreal West QC H4X 1X1



Home & School Meeting – Minutes

Tuesday February 28, 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.

Executive: Karin Derouaux (secretary), Christine Rivard, Christine Grandjean

Members: Siobhan Babkine, Susy Binstock

Principal/Teachers: Mauro Zampini

Regrets : Pam Kujavsky, Esther Bolofer, Robert Barnes, Patricia Semeniuk, Diane Beauchamp

1. Welcome

The meeting called to order at 7:09 by Joanna Duy

2. Approval of Agenda

Joanna Duy requested two additions to the agenda, under business arising: reports on teacher appreciation week and the food drive.

Motion to approve the agenda with the two additions (as above).

Moved by: Laura Abbatiello

Seconded by: Siobhan Babkine

Approved

3. Approval of Minutes from the January 17, 2017 meeting

Mr. Zampini requested that a modification be made to point 10, Fundraising Goals for 2017-2018. The minutes were written as follows: "The school administration has been informed that, in June, there will be a government subsidy to redo school yards. The government will pay 75%, the school will be responsible for 25%." Mr. Zampini explained that the subsidized percentage has not been confirmed and may be 75%, however it may be a different amount.

Motion to approve the minutes with the amendment proposed by Mr. Zampini.

Moved by: Siobhan Babkine

Seconded by: Christine Rivard

Approved

4. Business Arising

a. Follow-up on the new workflow for Home and School payments:

Joanna Duy reported that the new system for Home and School payments is in use, and asked for feedback on how it is working.

Laura Abbatiello reported that for her, the new system is the same amount of work as the old system.

Siobhan Babkine reported that the new system is easier for her and it is working very well. Siobhan recommended two modifications.

- Parents who pay via cheque were told they would receive an email confirmation when Home and School receives their cheque. This has proven to be difficult to

do since email information is usually not provided on the cheque. It is unrealistic to provide every parent an email confirmation that the cheque is received.

- Because Siobhan Babkine and Christine Rivard do not have a key to the Home and School mailbox, there can be a delay between when a cheque is put into the mailbox and when Siobhan and Christine are aware that it is there. On pizza day, they need to know if the cheque is in the box. To solve this problem, Joanna Duy suggested that Home and School provide Siobhan or Christine with a key to the Home and School mailbox.

Some parents have complained that they did not get an email from Home and School regarding pizza day orders. Mr. Zampini suggested sending the order through his school email in addition to the Home and School email. This way, parents will receive notice of pizza day orders twice.

b. Update on the laptop campaign:

Mr. Zampini reported that the school board will be providing 250 laptops to elementary schools at no cost to the schools. The laptop campaign is on hold until we know how many of these computers Edinburgh will receive.

Update on Paypal fees:

Christine Rivard has not had an opportunity to follow-up on this. Pamela Kujavsky needs Christine to provide her with the login information in order to be able to make inquiries on behalf of Home and School. Christine will give her the login information.

House Colour Points:

Joanna Duy feels we have done a good job revitalizing the house system. Susy Binstock has received positive feedback from class parents about the house system. Mr. Zampini shared that on Thursday, for Winter Carnival week, there will be house colour points awarded for wearing jerseys and for the competitions winners.

Mr. Zampini asked meeting attendees to brainstorm what the prize should be for the winning house. A discussion followed with the following suggestions being made: double recess, pencils with "house champion winners for 2017" in their house colour printed on them, free pizza day, no homework. A consensus was reached that the winners for this term will have a special free yoghurt day (no sales that day). The prize will be awarded after March Break. The winners will be encouraged to wear their house t-shirt that day, but if they forget, there is a list (Marie-Helene has the list).

Mr. Zampini said that the school will pay for the yoghurt. He hopes that the prize in June will something different and encourages ideas from Home and School.

Juice Delivery:

Joanna Duy experimented with ordering juice from Walmart but it was not successful. Only part of the juice order was delivered, and the rest of the order was automatically cancelled, requiring Joanna to reorder it. The order was heavily packaged and it took too much time to open it. Joanna emailed a complaint to Walmart and has concluded that it is more efficient to go to Costco to purchase juice. If anyone has an alternate idea, bear in mind that we are looking for juice boxes that are under 25 cents each.

Teacher Appreciation Week:

Joanna Duy thanked everyone who participated, especially Siobhan Babkine and Esther Bolofer who volunteered every day.

Food Drive:

Joanna Duy thanked Jody Mason for coordinating the food drive. The Grade 6 students helped and it was successful. More food was donated than usual, perhaps because house colour points were awarded for each item donated, and perhaps because brown bags were provided. In previous years, the Food Drive was held after March Break, but this seemed to be a better week and the Food Drive generated a lot of enthusiasm.

5. Principal's report – Mr. Zampini

Winter Carnival: Tomorrow's planned outdoor activities are postponed until Thursday.

Jersey day will Thursday, but it is okay if the students wear jerseys tomorrow. Some parents have inquired and Christine Rivard will send an email to clarify.

Storytelling will be held on March 15th and Expo Science Fair will be on March 16th. Details will be sent by email from the school.

Every class has now been provided with a magnetic white board, with the exception of one class where the teacher does not want one. This completes a project started by the Home and School in a previous year.

6. Teacher's report– Miss Diane Beauchamp is absent so this item is removed.

7. Treasurer's report - Laura Abatiello:

This month, there was an influx of pizza money. At the time of reporting, the Paypal pizza income had not been transferred into the account, an amount of \$7831.93. Approximately \$2000 was collected in cheques.

QFHSA membership payments for this year are now complete

Current bank balance is \$18,419. However, pizza day costs have not yet been paid out. The Coffee Fundraiser is projected to raise approximately \$500.

8. Governing Board Report

Julia Edwards added this report to our agenda because the Governing Board intends to have a representative attend Home and School's monthly meetings. However, this month, that was not possible so Julia, who attends the Governing Board meetings on behalf of Home and School reported. The Governing Board is focusing on two things this year, two subcommittees have been created:

- The Strategic Planning Committee is creating a 5-year plan. They held a parent focus group and they are going to send out another email survey to find out what is important to parents. Julia Edwards and Joanna Duy will be joining this committee as well. The committee's goal is to have a plan developed by the end of this school year.
- The Health, Wellness, and Learning Committee (name is not official) has announced that they will be organizing a half-day workshop on empathy or conflict resolution.

Other notes from the January Governing Board meeting:

- They renewed the PSA.
- Created selection criteria for the appointment of a principal
- Budget building process as required by the government.

Mr. Zampini announced that he has hired a mediator to work with students on conflict resolution, 2 hours/week. She will be starting after march break. She will be paid by the school.

9. Fundraising Activities

a. T-Shirt Contest

i. Update

Christine Rivard announced the contest via an email to parents. The contest closed on Monday. She asked attendees to stay after the meeting and help her choose finalists. This year, fewer entries than usual were submitted, perhaps because a submission form was not provided (with the intention of easing the process for parents). Christine reported that Mme. Catherine's class entered the greatest number of drawings, perhaps because Mme. Catherine encouraged them to work on their drawings in the classroom. Next year, perhaps we could ask teachers to spend 10-15 minutes getting started in class. Alternatively, students could get started in PSA. Feedback was given that the contest coincided with a busy time (homework) for Grade 6 students.

Last year's sale price for the t-shirts was \$14. This barely covered the cost of providing the new kindergarten students with their house colour t-shirts. There will be 59 kindergarten students next year. We can estimate a purchase of 62 house t-shirts next year (59 kindergarteners + an estimated 3 new students in older grades). Last year, we sold approximately 80 design contest t-shirts. If we want to cover our costs, we would need to sell them for at least \$15. A consensus was reached that we will supplement the costs to fund kindergarten and new student house colour t-shirts, and we will sell the design contest t-shirts for \$14.

To allow students to vote on the finalists, Christine Rivard will try to visit each classroom on Thursday afternoon. The winner will be announced during the week of the March 13th and the t-shirt sale will go up that week, perhaps from March 15th to the 20th.

ii. Vote on sell price for design contest t-shirts:

Motion to sell the t-shirts for \$14.

Moved by: Susy Binstock

Seconded by: Christine Rivard

Approved

Joanna Duy suggested that we take special care of new students in older grades. Families of new students would benefit from a welcome package that explains things like the role of Home and School, pizza days, etc. The parents of these children do not attend the kindergarten welcome breakfast so they simply don't know how the school works. They may not have signed up for the friendship list so they do not get information from Home and School. Mr. Zampini will provide Home and School with a list of all new students in older grades in September.

10. Lunchtime Activities – Update by Siobhan Babkine

Home and School activities are under way and are going well. However, going forward Siobhan would like to put on the agenda a discussion on what to do about lunchtime activities. The school is changing. There is less space and fewer volunteers available. Siobhan will make a report on how many kids are participating, volunteers, etc. She would like to be choosier about what we offer and suggests we need a vision for why we are offering the activities we coordinate. She would also like us to think about how we price activities because the high cost of some activities exclude some student from participating. Siobhan would like us to reflect on kindergarten chess because by offering it we are encouraging the parents to sign up for it. She asks if we believe that the children may benefit

more from going outside to play at recess? Siobhan will talk to Jackie to ask how Home and School activities affect the PSA.

Siobhan presented an idea from Joanna Duy for a lunchtime garden club. She proposed that Redpath needs better marketing because it's the slowest to fill, perhaps because it's very expensive.

Christine Grandjean inquired why we don't offer sports. Siobhan explained that, unfortunately, we don't have the room because the gym is in use both at lunchtime and after school (by PSA). Mr. Zampini stated that outside spaces can be used for outside activities. Christine Grandjean pointed out that activities offered by Home and School after school are minimal. She suggested that we consider a format used by Merton, in which activities are offered to all students from 2:30-3:30. Children who go home are picked up at 3:30, children in the after-school program remain in the school daycare program.

11. Coffee Sale Date:

The Coffee Sale fundraiser will be held from March 24th to April 4th. Christine Rivard will inquire with coordinator Tanya Radhakrishna, if she has orders by the 5th, will delivery be possible on the April 12th or 13th?

Christine Rivard needs list of products being offered. We will take the same profit margin as last year.

12. Fundraising Goals for 2017-2018:

A discussion was held with the following ideas proposed:

- Renovation of the Schoolyard: Mr. Zampini loves this idea but it is really expensive. We would need to find subsidies. The subsidy mentioned in last month's report will only be for 25% up to only \$10,000 (last year, the same subsidy was for 75%). Mr. Zampini did some research. To redo the asphalt in the schoolyard would cost approximately \$100,000-\$125,000. This cost is clearly prohibitive.
- Another schoolyard renovation idea proposed was a playground for the older students. Last year, the garden committee met with a landscape architect who has designed a number of playgrounds in the eastern townships. Her working process includes encouraging the school community to brainstorm together and be part of the design process.
- Joanna Duy suggested getting an early start on researching schoolyard design ideas because funding deadlines are very short.
- Schoolyard renovations can be done in stages so that the students that are in the school now will see the benefits of their money.
- Mr. Zampini reported that Mr. Cho has been awarded a \$5000 grant to build a box in the schoolyard, to play a new game that requires an octagonal box.
- There is a drainage issue in the schoolyard. Renovation plans would have to take this issue into account.
- Mr. Zampini reported that there is an old baseball field in one corner of the schoolyard. He suggested that we could start by focusing on that corner.
- Other schoolyard renovation ideas proposed: An outdoor gym, planting trees and bushes that the children can play in, and a toboggan hill. A park in Cote Saint Luc has a park in which children have to press a "go" button and then press a series of other buttons around the park as fast as possible, requiring teamwork. Another Cote Saint Luc park has a zipline and climbing course.
- To further the discussion, we need to formulate a budget and create a subcommittee to research, visit parks and schoolyards and take pictures of schools and parks. We could put this together in the spring.

- Mr. Zampini will work on finding subsidies. Joanna Duy suggested that we can also look into private subsidies.

13. Volunteer recruitment – Coordinators:

On hold until we go back to discussing lunchtime activities. We will also look into who can coordinate activities next year. Recruitment should start now in hopes of having coordinators in April. Joanna Duy will start contacting coordinators about next year.

14. Varia:

Spring Fair: Siobhan Babkine is soliciting ideas from parents about what they like and don't like about Spring Fair. There is a suggestion to limit Surprise Bags to one per kid because they sell out too quickly. Siobhan would like to get rid of frozen yoghurt because it takes funds away from the bake sale (and frozen yoghurt costs us money). Popcorn and cotton candy sales make a profit.

Joanna Duy solicited a volunteer for hot chocolate service on Thursday (the hot chocolate is left over from the caleche ride). Christine Rivard volunteered.

Redpath activity for spring is on hold this year.

MR. Zampini announced that every child registered for to kindergarten (2017-18 school year) will be given a bag of resources in May. It will include magnetic letters, books, crayons, scissors, information for parents, etc. Cost is about \$9/child.

Mr. Zampini also announced that Kids Coding will now be offered in the school. Mr. Zampini is looking to hire someone for the program.

15. Closing Remarks - Date of next home and school meeting
March 28th at 7pm.

16. Adjournment

Motion to adjourn

Moved by: Christine Rivard

Seconded: Julia Edwards

Approved

EDINBURGH HOME & SCHOOL ASSOCIATION
 Treasurer's Report 2016-2017
 JANUARY 12 2016

Bank Reconciliation

Per Bank Statement, JANUARY 17 2017

Add: Outstanding Deposits

Less: Outstanding Checks

Bank Ledger Balance

Investment Balance (\$5,000.00)

	\$ 14,329.28	
	\$ 7,708.71	
	\$ 3,618.52	
	\$ 18,419.47	
	\$ 5,000.00	TOTAL \$ 23,419.47

	<u>INCOME</u>	<u>EXPENSES</u>	<u>PROFIT</u>
<u>FUNDRAISERS</u>			
Pizza	\$ 10,352.58	\$ (6,399.42)	\$ 3,953.16
Yogurt/Freezies	\$ 2,422.25	\$ (1,616.40)	\$ 805.85
Magazines			\$ -
Fruit & Nut/Citrus Sales			\$ -
Spring Fair			\$ -
T-Shirt Contest Sales			\$ -
Coffee Sales			\$ -
Holiday Fair	\$ 5,968.00	\$ (885.67)	\$ 5,082.33
			\$ -
TOTAL PROFIT FROM FUNDRAISING	\$ 8,237.63	\$ (2,331.64)	\$ 5,905.99
			\$ -
<u>OTHER EXPENSES</u>			
T-Shirts	\$ 339.78		\$ 339.78
Welcome Back BBQ/Movie Night	\$ 1,681.15	\$ (1,171.34)	\$ 509.81
Birthday Books			\$ -
Lunchtime Activities	\$ 9,567.17	\$ (3,687.80)	\$ 5,879.37

H&S Membership received	\$ 3,042.00	\$ (3,042.00)	\$ -
H&S Activities		\$ (767.11)	\$ (767.11)
Math Contest			\$ -
Teacher Appreciation			\$ -
School Events/Activities			\$ -
Grad Contribution			\$ -
T-Shirts (inventory amount)			\$ -
QFHSA		\$ (50.00)	\$ (50.00)
Paypal Fees			\$ -
Project Amounts:		\$ (19,638.88)	\$ (19,638.88)
Teacher Discretionary			\$ -
Program Contributions			\$ -
Program Contribution (Green Team)			\$ -
TOTAL OTHER EXPENSES		<u>\$ 8,810.75</u>	<u>\$ (28,357.13) \$(19,546.38)</u>
TOTAL		<u>\$ 17,048.38</u>	<u>\$ (30,688.77) \$(13,640.39)</u>