

Edinburgh Home and School Association

500 Hudson Avenue Montreal West QC H4X 1X1



Home & School Meeting – Minutes

Tuesday March 28, 2017 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), Pam Kujavsky, Robert Barnes

Members:

Principal/Teachers: Mauro Zampini, Diane Beauchamp

Regrets: Christine Rivard, Patricia Semeniuk, Esther Bolofer, Christine Grandjean, Siobhan Babkine

1. Welcome

The meeting called to order at 7:18pm by Julia Edwards

2. Approval of Minutes from the February 28, 2017 Home and School meeting

Motion to approve the minutes from last month's meeting

Moved by: Joanna Duy

Seconded by: Laura Abbatiello

Motion approved

3. Approval of Agenda

An addition to the agenda was proposed by Laura Abbatiello, treasurer: Under disbursements, item 10.3, to add a motion for approval of a disbursement of \$10/graduating student (55 students).

Motion to accept the agenda with the addition

Moved by: Nadia Vani

Seconded by: Joanna Duy

Motion approved

4. Business Arising

i. Paypal fees

Julia Edwards: Christine Rivard has officially relinquished the role of administering the Paypal account as of today. She sent all the relevant information to Pamela Kujavsky yesterday. Pamela will be taking over this responsibility going forward.

Pamela raised a concern that Paypal's last contact person was Home and Schools previous president.

This needs to be updated. It may be that Christine Rivard needs to contact Paypal in order to make the transition. Concern that the contact person is a past president of Home and School. Needs to be updated.

Christine may be the person who needs to contact them to make the transition.

ii. Tshirt contest

Joanna Duy provided a report prepared by Christine Rivard who sends regrets. We received 66 orders for T-Shirt Design Contest t-shirts. This is a decrease from last year when we sold 80 t-shirts. Profits from the sale totalled \$406. \$985 gross - \$550 costs - a Paypal fee of \$27.81.

5. Principal's report – Mr. Zampini

The House Colour System: the teachers have voted not to continue with the House System next year. They feel that the program is not working the way its intended. The students are not loyal to a house, instead they are just competing for a prize. They are looking for a new system that the students can buy into. The House Colour System will continue until the end of this school year.

Julia Edwards informed Mr. Zampini that the Home and School Association has in stock approximately \$2400 worth of house colour t-shirts. At last inventory, we had 330 t-shirts (t-shirts were purchased last spring because the teachers had asked us to increase the number of house colour days).

Mr. Zampini was not aware that Home and School has so many t-shirts in stock. He will go back to the staff to discuss this because Mr. Z would prefer that they not go to waste. He believes that the teachers are also unaware of the stock.

Julia Edwards clarified that some of the t-shirts are in adult sizes.

Nadia Vani suggested a revamp of the system, to remove the competition and to find ways to increase loyalty.

Robert Barnes suggested that perhaps an alternative can be found for the t-shirts.

Dictee PGL: Zavier McLaren made it to the international finals. Zavier is in grade 6. The finals are on May 21st in Montreal. MR. Zampini will be there to support him

The Storytelling Competition was held on March 16th. Storytelling was a wonderful experience and Edinburgh's students did great: Kai Blondin, Katherina Bruce and Katherina McNab. Our students were really exceptional.

The school has received 16 iPads that are being used by students. Mr. Zampini will assess if they are being used for educational purposes. Teachers and students cannot download apps without first emailing Mr. Zampini. Apps need to be educational to get his approval. The iPads are for recreational use.

Electronic keypads have been installed on all school entrances. The school now needs to be locked in the evening. To access the school, ring and caretaker will let you in. We can't leave the doors open anymore.

Washroom renovations: An architect met with Mr. Zampini last Friday. Renovations will be conducted one side at a time. The school may be operating with only two bathrooms at a time for about a year. Renovations on all bathrooms at the same time cannot be carried out in the summertime because they cannot guarantee that they will be finished by September and it would mean that the only facilities would be outside Porta-potties. Mr. Zampini has decided that this would not be a tenable situation for the children. Therefore, renovations on one side at a time will start in the summer and continue into the fall. They hope to start in May but they cannot guarantee this. They will present the plans in a few weeks. Our plumbing is old compared to other schools but aesthetically they are in better shape. They will build a temporary wall to block off the section that is being renovated. They will only find out if there is asbestos as they open it up, however three-quarters of the bathroom pipes are exposed and there is no sign of asbestos in those so they are not anticipating asbestos. They will not be renovating staff washrooms.

6. Teacher's report– Ms. Diane Beauchamp
Mme. Genevieve is thinking of doing Edinburgh Idol. It will not be a contest. Students will be invited to perform in front of the whole school, individually or in groups.
7. Treasurer's report – Laura Abbatiello (see monthly financial report appended to the minutes)
We have been in a collecting phase over the last month, so the bank balance appears inflated. We have \$18,419 in the bank, with an additional \$600 (approximate, see report) expected from a Paypal transfer (from the t-shirt sale) that has not been made yet. Only \$180 (approximate, see report) of the income was from cheques. However, while pizza sales income (approximately \$7000) is reflected in the bank

balance, we are still paying out for the pizza days. This means the bank balance is at its high point for the term.

We still have \$5000 GIC investment that can be cashed in April. If we don't cash it, we have to wait another year (we lose quite a bit of interest if we cash it early). Laura suggests that we cash it and reinvest it into a more cashable investment or put it in our regular bank account. Consensus was reached that we should cash it.

Julia Edwards suggested that Laura inquire at the bank into whether it would be possible to acquire a bank card that allows us to make deposits only (not withdrawals, that requires two signatories at the teller). Right now, two signatories are required at the teller for deposits. We can't get online statements because we cannot allow one person to access our account with a pin. This violates our two signatories rule.

Robert Barnes inquired whether two people should also be managing our Paypal account, in order to align with our mandate of requiring two signatories on banking accounts. Julia Edwards, Joanna Duy and Laura Abbatiello reported that they all have the password for the Paypal account, however they do not oversee the account on a regular basis. Julia asked Pamela Kujavsky to take on the role of secondary administrator of the Paypal account activities (in addition to Christine Rivard) since she is a Chartered Accountant. Pamela agreed to do so.

Laura reported that, on the financial statement, it appears like we have a lot of income from lunchtime activities. This is because we are waiting for some bills to come in.

Pamela Kujavsky suggested that our monthly financial statements would benefit from having an accounts payable section for estimated amounts that we have committed. The way it is, it looks like we have more money than we do because what we have committed is not represented. Even if it is an estimation, we will have a better idea of what we have at our disposal for the year. When the activities are set up, we need to ask for an estimation of the costs of the programs so we can project our expenses.

8. Governing Board report

The Governing Board met last Tuesday. All of the deliverables to the board have been completed. The meeting that focused on the two subcommittees, especially the strategic plan. They will be meeting again to identify some key objectives for the next year.

9. Fundraising Activities

i. Coffee fundraiser

An email went out today. The deadline for ordering is April 5th. Everyone on the Home and School list should have received the email, but Pamela reported that she did not get it. She did get the email about Skating from the Home and School account. She will check her spam. If it went to her spam, she will let Julia Edwards know. Christine Rivard is diligent about trying to avoid wording in her emails that might cause them to be sent to spam. We hope that the coffee will be delivered before the Easter long weekend.

ii. Spring Fair

Joanna Duy wants to keep it in everyone's consciousness that the Spring Fair is coming up. Susy Binstock wants to send an email to class parents, letting them know we will need a lot of volunteers. No date has been picked.

Mr. Zampini announced that the pedagogical day on May 19th has been cancelled because of the snow day (it is now a replacement day). Mr. Zampini will send an email to parents when we get closer to the date. He asked that we remove it from the calendar. Julia

Edwards did so immediately. A decision was made to add a note that the ped day was cancelled on that date to mitigate any confusion.

A Halo race will be held on May 18th. A suggestion was made that the Spring Fair could be held on this day after the race. No hotdog stock anymore.

- ii. Nadia would like to do the Holiday fair December 9th. She will send out a “save the date” email before the end of this school year.

10. Disbursements:

- i. Math contest

\$405 was disbursed. We do not need to vote on this because this amount was approved in the budget.

- ii. QFHSA awards

Julia Edwards: The QFHSA has awards that we can distribute for teachers and volunteers. Recipients get a pin and a certificate.

We will be giving awards to Sissi Gravel-Switzman and Esther Bolofer, Cindy Itovitch and Bill Itovitch. We need to disburse \$10/award for a total expenditure of \$40.

Motion to disburse \$40 for QFHSA awards

Moved by Julia Edwards

Seconded by Laura Abbatiello

Julia Edwards proposed that we incorporate recognition of parents whose last child is leaving Edinburgh at the graduation ceremony. Reviewing the list of leaving families, she noted that all of those parents have volunteered in some capacity at some time. The graduation committee may be providing a gift to the school with a plaque. Julia suggests that the Home and School donate \$5 for each graduating family leaving Edinburgh to the graduation gift. There are approximately 10-15 families that are leaving the school this year. Pushing for grad committee to give a gift back to the school with a plaque. Julia suggests giving \$5 for each of those leaving families to the school gift back to the school. There are maybe 10-15 families that are leaving the school this year. Mr. Zampini offered to have the school provide a complete and accurate list of those families. There was a discussion of how the families could be identified at the graduation ceremony. Consensus was reached that those families could be asked to self-identify, perhaps to stand up together at some point during the ceremony rather than reading out a specific list of names. We do not have to specify how much money was donated on their behalf to the graduation gift. Mr. Zampini stated that it is rare to see so much parent involvement in a school.

- iii. Grad committee

A \$550 disbursement to the graduation committee was already approved in our budget. Laura Abbatiello will write a cheque.

11. Lunchtime Activities – Update

Siobhan Babkine sends her regrets that she was unable to be here. The discussion about lunchtime activities will be shelved until our next meeting.

12. Recruitment of Coordinators

Joanna didn't bring list of roles needing to be filled but we need some coordinators for next year: Book Fair coordinator, writer to the Informer, Pizza Days coordinator (Siobhan Babkine and Christine Downey doing it this year, but Christine is hoping to step down next year. Siobhan is willing to continue but she is looking for someone to help her), and Holiday Lunch and Teacher Appreciation coordinators (Vanessa Gangai, who volunteered at the Holiday Fair has offered to help out with Holiday Lunch and Teacher Appreciation, Joanna Duy will help her). The Social Committee is bringing Kate Shingler on

board to organize the Spring Fair. Skating and Movie Nights are also under the umbrella of the Social Committee.

Julia Edwards suggested that class parents write a note to recruit coordinators. We need to recruit from the younger classes.

Nadia Vani and Joanna Duy suggested a recruitment event. A discussion followed and a consensus was reached to consider organizing a Recruitment Night, a social event for parents aimed at explaining the roles of the various organizations within the school as well as recruiting parent volunteers.

A discussion about communicating the roles of the various organizations occurred and a consensus was reached to prepare a “cheat sheet” handout, a presentation for parents, and, perhaps, a poster. The School Administration, PSA, the Governing Board, and the Home and School Association would all be represented. Mr. Zampini suggested preparing the resources for the New Kindergarten Orientation night, where it can be presented to new Edinburgh families. Then we can tweak the information and present it again to parents at Curriculum Night in the fall. Important information to convey includes the responsibilities of each body, who is a volunteer and who is a professional, some examples of the roles of each body, and a description of each organizations within the school.

13. Garden Club

Joanna Duy is planning a Garden Club pilot project. She met with M. Paul, who talked to M. El Hama. The Garden Club will meet on Wednesdays at lunch from mid-May to mid-June (4 weeks plus one planning meeting). The goal is that the students get their hands dirty. They will go outside, eat lunch, plant, weed, and water. It will be limited to 12 students (small group) from grades 4,5, and 6. Mr. El Hama will talk to all his science classes about the project and give them a form and fill in if they are interested in participating (forms to be submitted to their teacher). An email will be sent to parents at this point. If more than four students per grade wish to participate, participants will be determined by a lottery. The program will be offered for free since the gardening committee has some funds that can be allocated to the project.

14. Schoolyard Project

i. Parent survey

Joanna Duy and Julia Edwards have created a parent survey to gauge interest in exploration of the Schoolyard Renovation Project idea that was discussed at the previous Home and School meeting. The survey was read and a discussion ensued. The following was determined: The purpose of the survey is to build awareness of the project, to put together a group of parents who are interested in becoming involved (hopefully parents with experience in relevant areas like fundraising, public relations, project management, landscaping, etc.), to gauge parent enthusiasm for the idea, and to solicit parent ideas for the direction of the project (should it proceed). A consensus was reached that a note should be added to the survey that this is a preliminary step and that a presentation will be made to the parent body before any action is taken.

Mr. Zampini announced that he has done some research on the Schoolyard Renovation Project idea over the last week, and also on avenues for fundraising. With the help of Lesley Butt and Nancy Trudel at the school board, they looked over the finances of the school. They have discovered that a Donation Account was opened in Edinburgh’s name 10-12 years ago. The account was earmarked as monies raised for “the enhancement of the environment to benefit students in the schoolyard or in the school.” There is a little over \$7000 in the donation account. They need to wait and see if there are any bank fees levied on the account. They are looking into whether there are any other donation accounts for the school.

Mr. Zampini has also done some research into play structures as well as tables for an outdoor classroom. Mme. Diane Beauchamp was asked whether she thought teachers would utilize and appreciate an outdoor classroom. She replied that it would depend on the class and on what was being taught, but that a lack of space inside the school is an issue, as is the fact that classrooms get hot in June. An outdoor classroom would be good for storytelling, general work, etc. However, we would need to plant trees to create shade Mr. Zampini reported that he has already approached the City of Montreal West to inquire whether they would donate trees.

Ideas for the project were discussed, and included a playground for older students, bushes, trees and shrubs, an outdoor classroom, a climbing structure or dome, and encouraging creative play through manipulative playground equipment.

PSA and students would be invited to be involved.

Robert Barnes suggested that the Recruitment Night idea be broadened to become a “Family Engagement Social,” an event that would combine both a parent social, volunteer recruitment and an announcement and exploration of this project.

Mr. Zampini suggested a phase 1 of fundraising for outdoor classroom. This would mean a concrete change to the schoolyard while giving parents motivation to fundraise for a next phase. When he met with the architect for the bathroom renovations, he also consulted with him on the drainage problems in the schoolyard. He was told that the yard was designed with slopes to meet in the middle of the yard. We can safely place outdoor tables around the perimeter of the yard but we should avoid installing anything within 3-5 feet from the asphalt (the low point in the yard).

Tanya has offered her input because she was involved at the school when they did the first play structure.

15. Varia

i. Skating Party March 31 Legion Rink

The skating party is this Friday. Montreal West gives us the ice time at the end of the season when they don't have anything booked. This is not a fundraiser. This year, children will be invited to try ringuette.

Pizza will be given to Grade 2 students on Thursday instead of Friday because they have a field trip on Friday. The Pizza coordinators are aware.

Nadia Vani: got a cheque for \$731.62 from the company that does school photos. It is a loyalty bonus because we have been with the company for a number of years.

16. Closing Remarks - Date of next home and school meeting

April 25th, 7:00 pm.

17. Adjournment

Motion to adjourn at 9:00pm.

Moved by Robert Barnes

Seconded by Nadia Vani

Motion approved

EDINBURGH HOME & SCHOOL ASSOCIATION
 Treasurer's Report 2016-2017
 MARCH 27 2017

Bank Reconciliation

Per Bank Statement, FEBRUARY 17 2017

Add: Outstanding Deposits

Less: Outstanding Checks

Bank Ledger Balance

Investment Balance (\$5,000.00)

	\$ 19,465.12		
	\$ 8,050.42		
	\$ 5,150.50		
	\$ 22,365.04		
	\$ 5,000.00	TOTAL	\$ 27,365.04

	INCOME	EXPENSES	PROFIT
<u>FUNDRAISERS</u>			
Pizza	\$ 18,714.25	\$ (7,189.37)	\$ 11,524.88
Yogurt/Freezies	\$ 2,422.25	\$ (1,616.40)	\$ 805.85
Magazines			\$ -
Fruit & Nut/Citrus Sales			\$ -
Spring Fair			\$ -
T-Shirt Contest Sales	\$ 182.00		\$ 182.00
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	\$ (4,668.94)	\$ 4,898.23

H&S Membership received	\$ 3,042.00	\$ (3,042.00)	\$ -
H&S Activities		\$ (1,008.87)	\$ (1,008.87)
Math Contest		\$ (405.00)	\$ (405.00)
Teacher Appreciation			\$ -
School Events/Activities			\$ -
Grad Contribution			\$ -
T-Shirts (inventory amount)			\$ -
QFHSA		\$ (90.00)	\$ (90.00)
Paypal Fees			\$ -
Project Amounts:		\$ (19,638.88)	\$ (19,638.88)
Teacher Discretionary			\$ -
Program Contributions	\$ 731.62		\$ 731.62
Program Contribution (Green Team)			\$ -
 TOTAL OTHER EXPENSES		<u>\$ 8,810.75</u>	<u>\$ (30,025.03) \$(21,214.28)</u>
 TOTAL		<u>\$ 17,048.38</u>	<u>\$ (32,356.67) \$(15,308.29)</u>

Dear parents-

At recent meetings, the Home and School Association has been looking ahead and discussing where to spend our fundraising monies next year and beyond. We are currently exploring the idea of renovating the yard in back of the school. We don't currently have specifics in terms of funding, equipment, timeline (although we'd like for the project to not take longer than 2 years) dollar amounts or exactly what renovations it would involve. However, before moving forward, we'd like to do a general consultation with parents to determine whether they might support this kind of project.

Do you have thoughts, suggestions or observations relating to a renovation of the yard? Do you think this would be a good use of the H&S's fundraising money?

Please let us know your ideas in this brief two question survey. Thank you!

1. [Would you support the Home and School exploring the use of its fundraising money \(mostly likely with other sources of money\) to fund a schoolyard renovation?](#)

- Yes, I would support this exploration
- No, I would not support this exploration
- Not sure

2. [Do you have any thoughts, suggestions or observations relating to a renovation of the schoolyard?](#)