

Elgin Street Public School Council Meeting

February 7, 2012

Attendance: MJ Tremblay, Scott McKenzie, Erik Husband, Sacha Singh, Barbara Johnston-lafelice, Rahma Ali, Doris Zastre, Nicole Reynoso, Sheila James, Sara Bhola, Jim Costello, John Higgins, Catherine Pacella, Tina Boisvert, Michael Bonser.

Action: Kim to ensure Barbara, Sara and Tara are on the council google group.

1. Motion to approve agenda: Scott McKenzie, seconded by: Erik Husband
2. Presentation by Rahma Abdi Ali, Centretown Community Health Centre – Partnership with school, promote programs (largely ages 0-6), encourage parents to join parent council, emphasis on school-readiness programs, also have a homework club that includes French Immersion students, information posted around school about programs as well as distribution in newsletter.
3. Motion to approve minutes from December 13, 2011: Scott McKenzie, seconded by John Higgins.
 - a. Review of action items from December minutes
 - b. **Action: Erik to provide copy of insurance policy to Catherine**
4. Co-chairs report - Sheila James
 - a. Had one meeting in December with Lorrie, Sheila and Catherine. Scott indicated he would participate if able to attend the meetings.
 - b. Need volunteers to help out at concession stand at the Talent Show on Feb. 23 from 6-7:30 p.m.
5. Treasurer's Report – Erik Husband
 - a. January closing balance of \$12,450.83, with \$8,838.53 available for allocation
 - b. February closing balance of \$10,865.60, with \$8,358.05 available for allocation
 - c. No total yet on donations solicited at the beginning of the year
 - d. Need to start looking at teachers' "wish list" and teachers' consumables

Motion to approve budget: Scott McKenzie, seconded by: MJ Tremblay

6. Principal's report – Barbara Johnston-lafelice

- a. Discussion of school generated funds – ie: donations, fundraising (milk program), grants. Approximately \$30,000 in funds, planned spending around \$26,500 this year.
- b. Question about grants for swimming – when is it up for renewal.
- c. **Action item: Sheila and Lorrie to contact Jenna to obtain documents, identify when grant runs out.**
- d. Question about teachers’ wish list – when should we start spending. Barbara would like to hear suggestions from council about how much we have to spend so she can prioritize within that price range.
- e. **Action item: Erik to write up projected budget**
- f. **Action item: For next council meeting, agenda item to discuss teachers’ wish list**
- g. **Action item: Barbara to prepare wish list for \$6,000, also include items beyond that amount, teacher’s consumables to be separate**
- h. Barbara noted lots of spirit days held at school, many extra-curricular activities for the children to choose from
- i. \$400 from Jack Purcell Community Association to fund the welcome to kindergarten night

Motion to approve \$100 per teacher for teachers’ consumables, with the amount to be rated to their teaching status, with approval of up to \$1800 based on 17 full-time staff and receipts to be provided. Approved by: Nicole Reynoso, seconded by: Catherine Pacella

7. Committee reports:

- a. Safe schools – Sara Bhola reported that next event is February 28, talk about anxiety, stress, worry. Need funds for babysitting, cost of speaker, food.

Motion to approve \$430 for safe school event (\$50 for babysitting, \$180 for food, \$200 for speaker). Motion approved by: Scott McKenzie, seconded by: John Higgins

- b. **Action item: Erik to earmark \$450 in budget for next presentation**
- c. **Action item: Scott to organize playground meeting to discuss leftover funds**
- d. School directory – email from Anna stating that she was quoted \$400 for 250 copies, suggestion for electronic copy with limited paper copies to help reduce the cost. Discussion about security of an electronic school directory. Suggestion to provide option for next year to have an electronic directory.
- e. **Action item: Tina to print directory, provide receipts for reimbursement.**

Motion to reimburse Tina Boisvert for costs of printing school directory up to \$120, receipts to be provided. Motion approved by: Scott McKenzie, seconded by: Michael Bonser

- f. Fundraising – general discussion about need for fundraising co-chair. John advised that donation letter should be resent with a reminder and an extended deadline to the end of February.
 - g. **Action item: Lorrie and Sheila to resend letter, ask that donations be sent by February 29, 2012.**
 - h. **Action item: Erik to pick up donation money from school office, continue to monitor inflow of donations**
 - i. John has agreed to run book sale again, coincide with event in the park across the street (June 14-17), tables have been booked
 - j. **Action item: John to write up list of steps for running the book sale**
 - k. **Action item: Sheila and Lorrie to call a fundraising sub-committee meeting, explore possibility of a read-a-thon as a fundraiser**
 - l. Suggestion for staff to participate in fundraising committee
 - m. **Action item: Barbara to mention at next week's staff meeting, although might not be possible to allocate extra-curricular time till next year (September)**
8. Website proposal – Catherine Pacella
- a. Proposal distributed in advance to create a website for the parent council, need to be concerned about issues of confidentiality, problem in the past of someone not maintaining it
 - b. Suggestion to write something into the constitution about areas of confidentiality and possibly roles/responsibilities for the website

Motion to approve development of website, including cost of domain name, subject to rules of confidentiality and privacy as to be outlined in the constitution. Motion approved by: Scott McKenzie, seconded by: Michael Bonser

9. Other business –
- a. Ashleigh Horricks sent email stating that she would have to resign from the board, but would like to continue to volunteer with events. The council would like to thank her for her work.
 - b. **Action item: Sheila and Lorrie to advertise new voting member vacancy**
 - c. Council would like to thank Stephanie Hall for all her hard work with the pizza fundraiser every Friday
 - d. Discussion to reschedule next meeting. Currently scheduled for March 13, 2012, which falls during March Break. Council voted to reschedule meeting to March 20, 2012.
 - e. **Action item: Sheila and Lorrie to circulate notification that the March meeting has been rescheduled to a new date.**

Motion to adjourn: approved by Nicole Reynoso, seconded by: Jim Costello

