

Elgin Street Parent Council Meeting – February 12th, 2013

Attendance: MJ Tremblay, Erik Husband, Sacha Singh, Judith Lamarche, Barbara Johnston-Iafelice, Scott McKenzie, Susan Fisher, Sheila James, Michael Bonser, Catherine Pacella, Sheila James, Connie Too, Jim Costello, Heather Lindsay, Doris Zastro, Lorrie Beaton

Special Guests: Bev Wilcox (City of Ottawa Public Health Nurse), Jessica Grocock (student nurse)

Absent Members: Tara Hennessy, Diana Mills, Samanch Lolabar

1. Welcome, Introductions and Agenda Approval (Sheila James)

MOTION: To accept the agenda – Motion approved by Heather Lindsey, seconded by Jim Costello; passed by Council.

2. Approval of January Minutes and review of Action Items (Sheila James)

MOTION: To accept the minutes of the last meeting, as amended – Motion approved by Jim Costello, seconded by Sacha Singh; passed by Council.

- Review of Action Items by Sheila James.

- Update on banking; actions completed (as of this afternoon)

- Update on donors; Barbara provided the attached Memorandum regarding Charitable Donation Tax Receipts.

- Update on fundraising letter; letter was sent out.

- Update of draft book sale budget; Sasha will present it during the book sale portion of the meeting.

- Update on playground funds; Board employee (Karen Skuce) will send detailed account in the future, but did not see any expenditure as yet in 2012-2013.

3. Guest Speaker – Bev Wilcox – Public Health Nurse, City of Ottawa

- Bev updated the Council on the Canada Food Guide, and recommendations for

children's school snacks/lunches.

- She will send to Barbara via email a few electronic documents on peanut-free lunches and alternatives to juice.

4. Principal's update (Barbara Johnston-Iafelice)

- Swim lessons are back on, so everyone will get their regular five sessions.

- Activity schedule on each floor shows what the gym availability is (basketball, skate fitting, and lots of other activities), and when board games are scheduled on the stage. Also a knitting group has been started on Tuesdays and Thursdays for 25 minutes each time (42 students showed up to the first group meeting today).

- There are volunteer lunch monitors (and spare lunch monitors); they do not reprimand, but they do provide assistance.

- Parent volunteers are always welcome, to assist Barbara and the students with these activities.

ACTION ITEM: Barbara will email Catherine and Sheila with the time slots for the activities, so that they can be distributed through the Google Groups (in case some parents would like to volunteer their time).

- Report cards were sent out last week, and interviews are being organized for those parents who requested them.

- Spirit Day is on Thursday, February 14th, 2013.

- Sheila had mentioned that union members were invited to attend the meeting in order that the Council obtain more information on the work limitations that are currently in place, but they declined and referred her to a website (www.controlyourfuture.ca) for more information.

ACTION ITEM: Sheila will write back to the union members, proposing alternative meeting possibilities (during an Executive meeting; submitting questions in advance; etc)

- Barbara mentioned that the Ministry of Education has useful information on their website regarding homework.

- The wishlist will be presented at a future date, as a lot of the items were technical-based ones, and Barbara would like to plan appropriately for the future.

5. Co-chairs report- a) Near West accommodation review, b) Teacher's Appreciation event

a) Near West accommodation review (Catherine Pacella)

- Nothing further to report on the review at this time.

b) Teacher's Appreciation event (Catherine Pacella)

- The event was a success; there was plenty of food available.

- Only about \$30 was spent on the event.

ACTION ITEM: Catherine will submit her receipts to Erik, for reimbursement.

c) Prime Minister's Award in Teaching Excellence/Early Childhood Education Excellence (Catherine Pacella)

ACTION ITEM: Catherine will circulate the information for submissions for the awards via the Google Groups.

6. Financial summary, overview and statements (Erik Husband)

a) Projection of expenses

b) Expenses

c) Reimbursement to school - \$25

d) Results of fundraising letter

e) Draft book sale budget (Sasha Singh)

f) Update on REN account (playground funds – Barbara)

a) Projection of expenses

b) Expenses

c) Reimbursement to school - \$25

- Erik reviewed this month's revenue and expenses (all financial reports had been provided via Google Groups before the meeting, and a photo of the bank book was distributed by email during the meeting)

- Total available funds at this time: \$9,334.44

ACTION ITEM: Michael will review the PRO grant wording, and see if funds could be used to buy books for the parent library, photocopies, Council insurance, babysitting during Council meetings, photocopies for the book sale, etc.

MOTION: To accept the financial reports – Motion approved by Scott McKenzie,

seconded by Michael Bosner; passed by Council.

d) Results of fundraising letter

- No results as yet; the box will be checked after the meeting to see if any donations have been received.

e) Draft book sale budget (Sacha Singh)

- Sacha presented a draft budget for the book sale, totaling approximately \$525.00.

f) Update on REN account (playground funds – Barbara)

- Already mentioned earlier in the meeting.

7. Committee updates

a) Movie Nights/Fundraising

b) Google Group manager

c) Website

d) Playground/Trees

e) Pizza

f) Constitution review

g) Arts programming

d) Playground/Trees (Scott McKenzie, Susan Fisher)

- Susan confirmed that the grant for the trees has been approved, and forwarded to the Board.

- The City will be doing the installation of the trees (Prospector Elms), and will not require assistance due to the special methods needed to deal with the permeable pavers.

- Does the Council want to commemorate this in any way? – to be discussed

g) Arts programming (Lorrie Beaton)

- Alicia has been booked; awaiting confirmation on the others.

- Barbara brought up the issue of a past Arts programmer (twig dragons on the front lawn, on Sept 26, 2011), who is now approaching Elgin St P.S. to have the HST paid (amounting to \$305.50). The Board confirmed that they are satisfied that his

paperwork from Revenu Québec is in order (backdated to April 2008).

- Barbara will look into it further with the Board, and will report back to the Council if needed.

c) Website (Catherine Pacella)

ACTION ITEM: Catherine will submit her receipt to Erik for reimbursement, for the domain name.

- Catherine is still looking for artwork for the front page.

a) Movie Nights/Fundraising (Sacha Singh)

- Number of tables needed for the book sale may be supplemented by parents who own a local business (Whalesbone).
- They will also provide a donation, which was collected back during the construction of the playground.
- Movie night of February 8th, 2013 was successful (approx. \$300 in profit)
- Last movie night of the year will be on March 1st, 2013

b) Google Group manager (Samaneh Lolabar)

- Again deferred to next meeting, as Samaneh was not present for the meeting.

ACTION ITEM: Catherine or Sheila will contact Samaneh for an update.

f) Constitution review (Sheila James, Catherine Pacella)

- Sheila reported that the review is almost complete, and then it will be presented to Council in advance of a meeting, to be followed by a one-hour discussion at the meeting.

e) Pizza (Sheila James, Catherine Pacella)

- Co-chairs will see if the last volunteer (Soha) is willing to take it on permanently

8. Other business

None.

9. Next meeting date: March 19, 2013, and Meeting Adjournment (Sheila

James, Catherine Pacella)

MOTION: To adjourn the meeting – Motion approved by Heather Lindsey, seconded by Erik Husband; passed by Council.

EVOTE of January 29th, 2013

“Proposal to spend up to \$200 on the teacher appreciation event scheduled for February 12th, 2013 during the staff meeting.” Moved by Scott McKenzie; seconded by Lorrie Beaton.

The Secretary reported via email on February 12th, 2013 that the motion had been approved by Council with 10 votes for yes, zero votes for no, and five people who abstained.

LIST OF ACTION ITEMS from the February 12th, 2013 meeting

ACTION ITEM: Barbara will email Catherine and Sheila with the time slots for the activities, so that they can be distributed through the Google Groups.

ACTION ITEM: Sheila will write back to the union members, proposing alternative meeting possibilities (during an Executive meeting; submitting questions in advance; etc)

ACTION ITEM: Catherine will submit her receipts to Erik, for reimbursement.

ACTION ITEM: Catherine will circulate the information for submissions for the awards via the Google Groups.

ACTION ITEM: Michael will review the PRO grant wording, and see if funds could be used to buy books for the parent library, photocopies, Council insurance, babysitting during Council meetings, photocopies for the book sale, etc.

ACTION ITEM: Catherine will submit her receipt to Erik, for reimbursement for the domain name.

ACTION ITEM: Catherine or Sheila will contact Samaneh for an update.