

# **Elgin Street Parent Council Meeting – January 8<sup>th</sup>, 2013**

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

Special Guests: Rahma Abdi Ali (CCHC)

Absent Members: Tara Hennessy, Samanch Lolabar, Lorrie Beaton,

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

**MOTION:** To accept the agenda – Motion approved by Jim Costello, seconded by Sasha Singh; passed by Council.

## **2. Approval of December Minutes and review of Action Items (Sheila James)**

**MOTION:** To accept the minutes of the last meeting, as amended – Motion approved by Scott McKenzie, seconded by Erik Husband; passed by Council.

- Review of Action Items by Sheila James.

- Update on banking; Catherine has been in touch with the bank manager, and Catherine, Erik, Sheila, and Lorrie will visit the bank branch in pairs (with government-issued ID) to finalize the signing authorities on the accounts.

**ACTION ITEM:** Catherine, Lorrie, Erik, and Sheila will make plans to go to the bank and finalize the signing authorities.

- Update on donors; Barbara will provide an update in her Principal's report.

- Update on posting report to Google; Catherine confirmed that this was done.

## **3. Financial summary, overview and statements (Erik Husband)**

### **a) Projection of expenses**

### **b) Teacher wish list**

a) Projection of expenses

- Erik reviewed this month's revenue and expenses (all financial reports had been provided via Google Groups before the meeting, and updated financial reports were

distributed at the meeting)

- Total available funds at this time: \$15,298.25

**MOTION:** To accept the financial reports (a copy of which are part of the minutes) – Motion approved by Jim Costello, seconded by Sasha Singh; passed by Council.

b) Teacher wish list

- As discussed last month, the Council needs to agree on the amount of the donation it wishes to make, and then Barbara will bring that amount to the teachers for discussion, and come back to the Council with the items to be purchased.

- There was some discussion as to what level of participation the fundraising letter will bring in, due to the recent labour dispute and the strong feelings involved.

**MOTION:** A proposed budget of \$6000 for teachers wish list; and then Barbara will bring that amount to the teachers for discussion, and will come back with a suggested list of items and their estimated costs – Motion approved by Michael Bonser, seconded by Heather Lindsay; passed by Council.

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

- There is a principals meeting tomorrow regarding labour relations, so Barbara will have more information after that; at this time, everything is status quo to what they were just before the holidays.

- There has been no news on extracurricular activities or swimming; Barbara will know more after tomorrow's meeting.

- No information as yet on whether donors would be issued tax receipts; Barbara will look into it.

**ACTION ITEM:** Barbara will check into whether donors would be eligible for tax receipts if the Council runs its finances through the school/Board, and if they are, who will prepare the tax receipts?

- There was some discussion on how to encourage parents to have a personal network of family and/or friends in the event of a sick child needing to be picked up from school during the day.

#### **5. Co-chairs report- a) ARC Meeting, b) Fundraising Letter, c) Update on**

## **Teacher Appreciation event**

### a) ARC meeting (Catherine Pacella)

- Catherine attended a meet-and-greet for the Near-West Accommodation Review; there was no new information provided at that event.

- Elgin Street P.S. is not affected by the initial stages of Near-West Accommodation Review, but implementing all-day kindergarten by 2014 will affect capacity numbers at many schools.

### b) Fundraising letter

- Sheila and Sasha revised last year's fundraising letter, and it will be circulated to the rest of the Board for consultation before it is sent out to parents.

**ACTION ITEM:** Sheila and Sasha will send out the revised fundraising letter to the Council, for comments.

### c) Update on Teacher Appreciation event

- This event was on hold until staff meetings at Elgin Street P.S. are resumed (Barbara should have more information after tomorrow's meeting), but it was determined that it should go ahead regardless (as it can be held in the staff room during the day), so it was decided that it should be held during the day on February 14<sup>th</sup>, 2013.

## **6. Guest Speaker – Rahma Abdi Ali, Outreach worker/Health Promoter – Early Years Program, Centretown Community Health Centre**

- Rahma updated the Council on the CCHC's website, Facebook page, and Twitter presence.

- CCHC has opened a new health clinic, accessible every Wednesday. Members of the public who work (and not just live) in the downtown can access the services.

- CCHC has done one set of street-proofing and Home Alone programs, with another set scheduled for March 2013.

- There are new programs each quarter; Rahma will add Catherine to the distribution email list, so that we can keep informed.

## **7. Committee updates**

- a) **School Directory**
- b) **Movie Nights**
- c) **Google Group manager**
- d) **Website**
- e) **Playground/Trees**
- f) **Constitution review**

a) School Directory (Connie Too)

- The directory was distributed, and appears to have been well-received.
- Any quality-control issues are welcomed, and should be reported to the Council.

b) Movie Nights/Book Sale (Sacha Singh)

- Next movie night is on January 11, 2013 (“Puss & Boots”)
- Sasha will prepare a draft budget for the Book Sale, to be presented to Council at the next meeting in February 2013.

**ACTION ITEM:** Sasha will prepare a draft Book Sale budget for the next Council meeting.

- Scott proposed sandwich boards as advertising at the next meeting, to attract the sidewalk traffic. Catherine may have a potential supplier, and will look into this. There was also a brief brainstorming session looking for other advertising opportunities to draw the public’s attention to the sale when they are passing by the school.

c) Google Group manager (Samaneh Lolabar)

- Deferred to next meeting, and Samaneh was not present for the meeting.

d) Website (Catherine Pacella)

- Council was provided with access to the draft website.
- Mention of the re-vamped website will go out in the students’ agenda books.
- If students have drawings to submit for the website home page, they can hand them in to Barbara’s office. Their names should not be on the front of the drawing, but on the back.

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

- Barbara confirmed that the additional Arts dance workshops have been scheduled.
- A review of the May 2012 and June 2012 minutes shows that approx. \$5400 was remaining in the playground fund at that time (approx. \$2000 for the enhanced playground work, and approx. \$3400 for the soccer posts/line painting/basketball net – the net will not be purchased, as Jack Purcell is not in agreement).

**ACTION ITEM:** Barbara will email the Board to find out if the funds in the amount of approx. \$3400 are still remaining in the playground funds; she will copy Sheila, Catherine, Susan, and Scott on that email.

- Susan also reported that there has been no response from the City of Ottawa so far regarding the grant for the trees.

f) Constitution review (Sheila James, Catherine Pacella)

- Catherine has made all the latest edits.
- A meeting will be scheduled for the Constitution committee members in the near future.

**8. Other business**

1) Change of date for the March 2013 meeting (Scott McKenzie)

- Due to March Break, a new March 2013 meeting date of March 19<sup>th</sup>, 2013 was proposed.

**MOTION:** To move the March 2013 Council meeting to Tuesday, March 19<sup>th</sup>, 2013, due to March break – Motion approved by Scott McKenzie, seconded by Jim Costello; passed by Council.

**9. Next meeting date: February 12, 2013, and Meeting Adjournment (Sheila James, Catherine Pacella)**

**MOTION:** To adjourn the meeting – Motion approved by Scott McKenzie, seconded by Michael Bosner; passed by Council.

**LIST OF ACTION ITEMS from the January 8<sup>th</sup>, 2013 meeting**

**ACTION ITEM:** Catherine, Lorrie, Erik, and Sheila will make plans to go to the bank and finalize the signing authorities.

**ACTION ITEM:** Barbara will check into whether donors would be eligible for tax receipts if the Council runs its finances through the school/Board, and if they are, who will prepare the tax receipts?

**ACTION ITEM:** Sheila and Sasha will send out the revised fundraising letter to the Council, for comments.

**ACTION ITEM:** Sasha will prepare a draft Book Sale budget for the next Council meeting.

**ACTION ITEM:** Barbara will email the Board to find out if the funds are still remaining in the playground funds; she will copy Sheila, Catherine, Susan, and Scott on that email.