

# Elgin Street Parent Council Meeting – January 13<sup>th</sup>, 2015

Attendance: Randy Reynoso (co-chair), Catherine Pacella (co-chair), Sacha Singh, Connie Too, Jim Costello (community representative), Angeleen Nayak, Christine (Chris) Kincaid, Tijen Karatas, Laura Frappier (principal), Diana Mills, Marie Josée (MJ) Tremblay (secretary), Darren Eke, France Poirier (teacher representative), Daniel Nugent, Tanya O'Connor, Camille Audet

Special Guest(s): n/a

Absent: Samaneh Lolabar, Doris Zastre (observer & former community member), Jennifer Simms, Erik Husband (treasurer), Moya Crangle, Cheri MacLachen, Heather Lindsay (community member)

Meeting was called to order at 17h40.

## 1) Approval of minutes/Review of action items

### ACTION ITEMS from December 9<sup>th</sup>, 2014 meeting

**ACTION ITEM:** Catherine and Randy to check if the Council's constitution will need to be amended due to participation in the JPRA board. – **DONE**

**ACTION ITEM:** Catherine to post a notice regarding the Choralie keyboard to the GoogleGroup. – **NO LONGER REQUIRED**

**ACTION ITEM:** Catherine to email the January arts programming letter to Angeleen. – **DONE**

**ACTION ITEM:** Tijen will bring the student directory questions to the next OCASC meeting (scheduled for December 18<sup>th</sup>, 2014), and will update Council afterwards. – **DONE**

**MOTION :** **To approve the evening's agenda** - Motioned by Connie Too, seconded by Jim Costello, vote passed unanimously

**MOTION :** **To approve the minutes of the December 9<sup>th</sup>, 2014 meeting** - Motioned by Christine Kincaid, seconded by Jim Costello, vote passed unanimously

## 2) Co-Chairs' Report

**Communication Survey update**

Catherine reviewed the compiled results from the communication survey, which appears to show that the Council is distributing information in ways that parents approve of; however, this is no indication of how well or how often the parents access the provided information, or what they do with the information once they have received it.

### **Council Website update**

Catherine's partner (John) did some updates to the website over the holidays; she is asking that Council members have a look at it and give their comments/opinions.

As Randy suggested, the next step should be to advertise the updated website to Elgin parents as a source of updated information.

France suggested that the word 'bienvenue' be added to the website (ie Welcome to .... Bienvenue), which Catherine agreed to do.

**ACTION ITEM:** Catherine to update the Council website with the word 'bienvenue'

Sacha suggested a sticker be placed in the student agenda books; Catherine will provide Sacha with the necessary information (eg. Council website, email address, etc).

**ACTION ITEM:** Catherine to provide Council contact information to Sacha, for the production of an agenda information sticker.

Laura confirmed that the school's website is supposed to be updated by the Board so that it meets accessibility standards, although no completion date has yet been set.

**ACTION ITEM:** Laura will inquire into the completion date of the school's website updates for accessibility.

### **PRO Grant**

Catherine confirmed that the PRO Grant money has been received; Randy suggested that it be used for outreach to parents, as discussed above with the Council website updates.

Laura has already been in contact with MediaSmarts, to see if the school could have a workshop for parents on safe technology use, and also with CHEO to see if an anxiety workshop (paediatric) could be arranged for interested parents. She has offered to provide the contact information to Council, if Council will take the lead on organizing the events.

**ACTION ITEM:** Laura will provide the contact information for MediaSmarts and CHEO to Catherine and Randy, so that Council can take the lead in arranging for the events (using PRO Grant funds)

**ACTION ITEM:** Angeleen to provide/make contact with someone for a helmet safety workshop, for the Council to take the lead on (again under the PRO Grant funding).

## **Teacher Appreciation event**

Catherine summarized past events, which are usually held at the February staff meeting with food donated by Elgin parents.

Laura confirmed that the February staff meeting will be on February 10<sup>th</sup>, 2015. France suggested that the food portion be done during the day, and the comments of appreciation done during the staff meeting.

**ACTION ITEM:** Catherine to put out a call on the GoogleGroups for donations of food and comments of appreciation.

## **TD Grant Application**

Randy had begun the application process for this \$250 grant, but realized that there was perhaps the possibility that they may support larger projects as well. He felt that a sponsorship of the literacy program at Elgin St. P. S. would be a worthwhile cause to pursue with them, and he will look into it further.

**ACTION ITEM:** Randy to pursue the TD Grant application.

**ACTION ITEM:** Laura will check with the Board to ensure that Council would be able to provide recognition to companies like TD for grants that support Elgin.

**ACTION ITEM:** Catherine will check with her partner John regarding the acquisition of two USB drives for Council use, to ensure that documents and application are saved and can be reused by future Councils, and that there is a backup drive in the event of loss or damage of the original drive.

## **3) Principal's Report**

Laura Frappier outlined the outreach work that the Centretown Community Health Centre is doing in conjunction with the school, and she will be pursuing communication of this work to Elgin parents.

Next PA day is Friday, February 13<sup>th</sup>, 2015, and Ontario Family Day is on Monday, February 16<sup>th</sup>, 2015, so the school will be closed both of those days.

A short promotional video was shot to promote Elgin Street P.S., and will be screened at upcoming parent information meetings.

Laura mentioned upcoming 'active' initiatives for the students, like a winter 'Take Me Outside' day.

Six families were supported during the holidays with \$100 grocery vouchers, provided by Council and other donations.

As a result of the safety recommendations coming out of the events of October 22<sup>nd</sup>, 2014, a striker plate has been installed on the front doors, giving the school the capability to lock the front doors in the event of emergency. The front doors will be kept locked from the outside, but there will be various times during the day (yet to be determined, but mostly during high-traffic times) when it will be automatically unlocked and relocked. Visitors will have to use the intercom to get access to the school when the doors are locked. It should be noted that the automatically-locked doors will allow anyone to leave the building at any time even when the doors are locked. The remaining work to be done is to install speakers in the foyer and the photocopy room, which the school will be paying for.

Laura also confirmed that extra food and water is on hand, in the event of an emergency situation.

#### **4) Treasurer's Report**

As the treasurer was absent, there was no financial report presented at the meeting.

#### **6) JPRA representative**

Randy confirmed that the JPRA Board is willing to have an Elgin Parent Council member as a member on their Board, either as a voting or non-voting member. Chris recommends that it should be a voting member, and that the Council member should have a child in the JPRA program.

**MOTION: That the Council supports an Elgin Street P.S. Council parent member to become a voting member of the JPRA Board** – motioned by Angeleen Nayak, seconded by Jim Costello, vote passed unanimously.

**MOTION: That the Council pay the \$5.00 annual fee for an Elgin Street P.S. Council parent member to become a voting member of the JPRA Board** – motioned by Tijen Karatas, seconded by Darren Eke, vote passed unanimously.

Angeleen and Darren have offered to share the duties of the Elgin St P.S. Council member on the JPRA Board.

#### **5) Arts letter / funding request**

Catherine asked for guidance from the Council on the wording of the arts letter, as past letters have focussed only on the Arts program.

Various members offered comments that supported the mention in the letter of not only the arts, but also the other things that the funds are used for (ie. projectors, swimming lessons, etc).

## 7) Committee Updates

### **Fundraising**

- Sacha has received the \$1000.00 cheque from One-Stop Shop, which he will give to the treasurer for deposit.
- Last movie night was well attended; there are two more movie nights planned before the end of the school year.
- Sacha is always looking for more volunteers to assist with the various aspects of fundraising.

### **125<sup>th</sup> Anniversary Committee**

- Diana reported that the school has lots of excellent material from the 100<sup>th</sup> anniversary, which will be digitized and used for the committee's purposes.
- There was a time capsule buried in the 1990s, which remains to be tracked down/found.

**ACTION ITEM:** Diana will distribute an invitation to the next Committee meeting on the GoogleGroups.

**ACTION ITEM:** Diana will provide information on the Committee's plans and contact information (Twitter, etc) to Catherine, to be posted on the Council's website.

- Laura confirmed that two teachers are willing to participate on the anniversary committee; they will contact the committee directly.

### **OCASC / survey**

- Tijen confirmed that she had presented the Council's questions to OCASC, but received few responses.
- Of the few responses received, the main points were regarding obtaining consent on what information is going to be collected and why, and give parents the opportunity to opt out.

**ACTION ITEM:** Tijen will share the handouts from an interesting presentation given at OCASC regarding internet security when she receives them at the next meeting.

## 9) Roundtable

- Catherine mentioned the recent letter from a representative of Glashan Middle School, regarding funding for their school greening project. Chris would like for the question to be asked of Glashan what the exact 'ask amount' is for Elgin (ie can Glashan specify how much it is looking for from each of the feeder schools, to guide Council in making a decision), as the various feeder schools have varying levels of affluence.

**ACTION ITEM:** Catherine will send the Council's question to Glashan for response.

- Tania put out a call for adult-sized mittens, warm clothes, HotPacks, etc, as various charities have had a shortage this year.

**Next meeting – Tuesday, February 10<sup>th</sup>, 2015 at 5:30pm**

**MOTION :** **To adjourn the meeting** - Motioned by Diana Mills, seconded by Jim Costello, vote passed unanimously.

Meeting adjourned at 19h40.

**ACTION ITEMS from January 13<sup>th</sup>, 2015 meeting**

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- ACTION ITEM:** Catherine to provide Council contact information to Sacha, for the production of an agenda information sticker.
- ACTION ITEM:** Laura will inquire into the completion date of the school’s website updates for accessibility.
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