

Elgin Street Parent Council Meeting – June 23rd, 2015

Attendance: Randy Reynoso (co-chair), Connie Too, Doris Zastre (observer & former community member), Laura Frappier (principal), Heather Lindsay (community member), Jim Costello (community representative), Marie Josée (MJ) Tremblay (secretary), Angeleen Nayak, Darren Eke, Tijen Karatas, Sacha Singh, Diana Mills, Catherine Pacella (co-chair)

Special guest(s): n/a

Absent: Erik Husband (treasurer), Samaneh Lolabar, Daniel Nugent, Jennifer Simms, Moya Crangle, teacher representative, ECE representative, Christine (Chris) Kincaid

The meeting was called to order at 17h48.

MOTION: To approve the minutes of the May 12th, 2015 – Motioned by Tijen Karatas, seconded by Jim Costello, vote passed unanimously.

1) Approval of minutes/Review of action items

ACTION ITEMS from January 13th, 2015

ACTION ITEM: Randy to pursue the TD Grant application. - DEFERRED

ACTION ITEMS from May 12th, 2015

ACTION ITEM: Randy to set up the Dropbox for the Council's use. – IN PROGRESS

ACTION ITEM: Catherine will follow up with the school's parents to see what public opinion is on changing the pizza day from Fridays to Tuesdays of each week. – IN PROGRESS

MOTION: To approve the evening's agenda, with the addition of items from Tijen Karatas – Motioned by Darren Eke, seconded by Jim Costello, vote passed unanimously.

2) Principal's report

Laura reported that the nutritional breaks have been changed for the upcoming 2015-2016 school year; they will now be from 10h15 to 11h00, and from 13h00 to 13h45, each school day.

In security updates, final approval was received to block access at Lewis Street. Signage will be added, the gate at Gilmour Street is to be fixed, and motion sensors to be connected to the current security system. There will be no cameras aimed at the courtyard, as it was determined that there was a low risk of vandalism. The windows on the south side of the school were to be replaced this summer, but that has been put off until school year 2015-2016.

Laura has purchased the necessary technology for the portables; she is still waiting to hear if the Board would be funding it, but in the absence of that approval, she would prefer that Board funds (approx. \$7,000.00) go to a school that has no parent council to fundraise for it. Sacha pointed out that the \$40,000.00 that the Board provided to Elgin St. P.S. went to replace the tech lab that was removed due to the increase in the school population, and that Elgin should not be penalized for that. More information to come...

A Bring-your-own-device (BYOD) meeting with parents was held on May 28th, 2015; Laura felt that it was a very good and productive discussion, and feels that a draft policy should be in place for the start of the new school year, to be formalized later in the new year. She is planning to send out messaging to make parents aware of various things surrounding BYOD (that no one is obliged to participate, that no one's child will be at a disadvantage for not having brought one in, what the risks are in bringing the devices to school (accident, theft, etc.), that parents can refuse to allow their children to BYOD, etc). The students will also have to be educated on 'digital citizenship'.

Two new teachers will be joining the staff of Elgin Street P.S. in the fall; as the teacher assignments can change even after the start of school, a list of teachers and their classes will not be available until the new school year starts in September 2015.

3) Further discussion items

A late addition to today's agenda, Tijen wanted to discuss several items that she had brought up to the group via email. They are: a) lessons learned exercise; b) volunteer engagement; c) preparation for September (calendar of events, welcome pack); d) great ideas – follow-up (chart of spends, spending plan, skills register, volunteer register, communication strategy, succession plan); and e) social nights.

A lengthy discussion ensued, mostly around how to get more parents involved in fundraising. The members of Council appeared to agree that while Tijen's list is exhaustive, focusing on one or two of the items would be great. Two items that seemed to be most popular to continue discussing were 1) a parent

volunteer from each class, and 2) calendar of events. Also, there was a general agreement that there needs be more messaging to parents about the role of Council in fundraising, and how that directly affects the school. As well, using a 'sign-up' calendar for volunteer events might assist parents in volunteering. Sacha mentioned that he is already planning succession for the movie nights and Book Fair, with the focus to start next school year (with the successors taking on the full responsibility for those events in three years' time, when Sacha will be preparing to leave the Council).

By the end of the discussion, it was agreed that more communication/messaging to parents will be required to identify to parents exactly how many volunteers are required for each fundraising event, and how their volunteer time on fundraising translates to their child(ren)'s daily school life. There was a consensus that more volunteers are required, to prepare for succession, and to alleviate 'volunteer fatigue/volunteer burnout'.

ACTION ITEM: Connie offered to draft a document to reach out to potential volunteers, linking all of the elements discussed above.

ACTION ITEM: Darren offered to draft a document revising the Council's mission statement for distribution purposes to potential volunteers, which he will circulate to Council for comments.

4) Arts Programming 2015-2016

MOTION: To approve the Arts Programming costing for the 2015-2016 school year, as per email sent to Council members by Catherine Pacella on the evening of June 22nd, 2015 (which contained the proposed Arts costing document), up to the amount of \$10,000.00 including taxes – Motioned by Angeleen Nayak, seconded by Connie Too, vote passed unanimously.

5) Treasurer's Report

The treasurer was not present for the meeting, but the financial report was distributed via the Google Groups before the meeting. Total cash available to allocate as of June 16th, 2015, was \$26,810.14, but it should be noted that this is only an estimate as there are additional expenses to come with the end of the school year, and he was still waiting for the actual totals from the Book Sale (as the current report contains only estimates).

MOTION: To approve the expenditure of up to \$650.00 of the PRO Grant on acquisitions for the parent library resources – Motioned by Darren Eke, seconded by Heather Lindsay, vote passed unanimously.

MOTION: To approve the June 23rd, 2015 financial report (as presented by Sacha Singh), with the known that final financial statements will be distributed later this summer via email (as per Eric Husband's email to Council on the afternoon of June 21st, 2015). – Motioned by Sacha Singh, seconded by Connie too, vote passed with one member abstaining.

6) Fundraising/Bylaws

Sacha mentioned the One-Stop Shop event for the upcoming fall 2015; it was proposed by the Council that perhaps the event could be focused on trying to find funding in the amount of \$2,000.00 for intermural sports for the school, and that instead of paying an admission at the door, donations of food for the local Food Bank would be preferred.

The Meet-the-Teacher BBQ is an annual event, and the tentative proposed date is Wednesday, September 30th, 2015 from 16h30 to 18h00.

7) Roundtable

The proposed date for the Council's Annual General meeting is Tuesday, September 22nd, 2015 at 17h30.

MOTION: To adjourn the June 23rd, 2015, meeting - Motioned by Angeleen Nayak, seconded by Jim Costello, vote passed unanimously.

The meeting was adjourned at 19h59.

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- MOTION:** To approve the evening’s agenda, with the addition of items from Tijen Karatas – Motioned by Darren Eke, seconded by Jim Costello, vote passed unanimously.
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