

Elgin Street Parent Council

May 8, 2012

Attendance: Michael Bonser, Sacha Singh, Sheila James, Scott McKenzie, Sara Bhol, Jim Costello, Erik Husband, MJ Tremblay, John Higgins, Barbara Johnston-Iafelice, Heather Lindsay, Catherine Pacella, Susan Fischer, Tina Boisvert, Kim Gauvin, Andrea Hallendy-Mallon, Diana Mills, Abbas Salad Agane

1. Motion to approve agenda: MJ Tremblay, seconded by: Scott McKenzie
2. Review action items and motion to approve April minutes
 - a. **Outstanding action item: Sheila to follow-up with Lorrie re: deadline for swimming grants**
 - b. Motion to approve agenda: Michael Bonser, seconded by MJ Tremblay
3. Co-chairs update
 - a. Sheila spoke on behalf of Lorrie. Lorrie has accepted a new job out of town, Catherine has agreed to help out in her absence for the remainder of the term. Lorrie is also the arts program rep for the parent council.
Action item: Lorrie to speak with Andrea re: artist line-up for the 2012-2013 school year.
 - b. Need to reapply for Pro-Grant, deadline is mid-June. Michael volunteered to write grant. Action: Michael to submit Pro-Grant application by...
4. Treasurer's report and accountability discussion
 - a. Need to approve April report as error in document circulated last month. Cash available to allocate as of April 9, 2012 - \$4,286.62.
 - b. Motion to approve April 2012 treasurer's report: Scott McKenzie, seconded by MJ Tremblay.
 - c. May report - Balance as of May 4, 2012, of \$8,743.19. Cash available to allocate is \$3,942.14.

- d. Motion to approve May 2012 treasurer's report: Scott McKenzie, seconded by John Higgins.
- e. Suggestion from Scott to move June 2012 meeting to after the book sale so council has a more accurate financial account in order to approve arts funding. New meeting date would be June 19, 2012. Motion to change June meeting date: Scott McKenzie, seconded by MJ Tremblay. **Action: Sheila to advise parents on google group list that meeting date has been rescheduled.**
- f. Discussion re: approving the arts funding. A recommendation is made for funds toward the arts program by the outgoing council based on the revenue generated by the book sale. That is in turn approved by the new council in September. Suggestion to improve presentation in September to better explain how the process works for new parents/council members.
- g. Discussion re: financial accountability in light of incident at a separate school. Erik advised that the treasurer in question at the other school did not have reporting accountability (no monthly treasurer's report) and had sole signing authority. Suggestion to include photocopy of bank statement every month as part of the minutes. **Action: Erik to provide photocopy of bank book at each meeting to submit as part of the treasurer's report for the minutes.** Suggestion to have two people count money together when dealing with cash (ie: movie night, book sale). Need to include two signatures on envelope when submitting the cash to the treasurer. **Action: John to ensure this process is carried out after the book sale.** Suggestion for executive to review financials in advance of meetings (ie: during meetings with Barbara). **Action: Erik to submit treasurer's report in advance to the executive for review.**

Suggestion from Barbara to have parent council's funds included as a line item in the school's budget. They are audited, often twice a year, and would provide insurance coverage in case a problem did arise (ie: lost revenue). Money will not be touched by the school – it is solely for the use of the parent council. **Action: Barbara to see if OCDSB representative can attend future meeting to explain this further.**
Action: Sheila to include this as an agenda item to discuss in September 2012 with new council. Suggestion to approve a financial accounting process in October 2012 with the new council.

5. Arts program

- a. Andrea discussed the proposed artists list for 2012-2013 school year.
- b. Andrea to send list of presenters to Sheila. **Action: Sheila to circulate list of presenters to entire board.**
- c. Staff to give Andrea their suggestions by Friday, May 11. Andrea to start to prepare financial costs of the presenters.

Committee Reports

6. Book sale – continue bringing in books, ask neighbours for books. Need people to solicit silent auction items. Coordinate with John to ensure no duplicates. **Action: each board member commits to soliciting one silent auction item.** Can also bring in quality items for sale. Looking for contacts in high rises for posters, send info to John at elginbooksale@gmail.com. Need someone to set up the silent auction on the Wednesday, Thursday. Need someone to collect money from the bidders. Will need thank you letters for the silent auction. Book sale requires coordination. Need more posters in stores on Elgin Street. Need a schedule for attendance at the book sale (ie: need four people behind the tables). Sasha went to First Avenue book sale, had over 30,000 books. Engaged students

to collect books by having a competition within classroom to bring in books.
Prizes awarded for amount of books brought in.

- a. Playground budget – approximately \$5400 leftover. Scott provided costs for soccer posts, one low basketball net, two benches, line painting.
Motion to spend remaining funding on soccer posts, basketball net, line painting: Scott McKenzie, seconded by Michael Bonser.
7. Tree planting proposal – Susan Fischer. Three options presented to bring more trees into playground area, in particular the asphalt area between the school wall and the “curb” and the fence along the parking lot. Trees available through city grant, need to raise money for ground treatment but grants are possible for this too (ie: city grant, IKEA grant). Prices range from \$15,000 to \$5,000 (six trees along fence as cheapest option).
 - a. Need to decide if we as a council are interested before proceeding. Need input from Kevin re: yard maintenance.
 - b. Process to go through if trees are to be planted – ie: city input, maintenance issue, safety input, input from teachers who do yard duty (ie: need sightlines of other pedestrians, into the parking lot).
 - c. Council is supportive of the idea and will have Susan return in June with more information. **Action: Barbara, Dan Fornier, Susan to meet soon to discuss feasibility of project. Action: Susan to present in June on outcome of meeting, possible next steps.**
8. T-shirt project – Proposed letter to parents/guardians circulated for comment. Not clear how free t-shirt will be made available. Need for “checks and balances” to ensure accountability – ie: suggestion for donor to meet/speak with Barbara. Suggestion for donor to submit money/donation through OCDSB donation foundation (tax receipt can be issued). **Action: Tina and Barbara to discuss donor’s contribution, use of foundation for donation. Action:**

Barbara to brief executive on outcome of meeting. Action: Sheila, Sasha to provide input on wording of letter. Action: Tina to provide more details of the project – ie: cost of sweatshirt/sweatpants, cost of mark-up, minimum numbers needed. First three action items to be completed by May 12, 2012. Action: executive to meet to discuss outcome of meeting with Barbara, ensure wording of letter is okay, determine if e-vote can go ahead and ensure e-vote follows bylaw guidelines.

9. Gardening – Kim to coordinate planting with teachers, classrooms – need for volunteers to help with weeding, cleaning up the gardens.
10. Newsletter – Diana - deadline by Friday, May 12, this is the third call for information.
11. Principal's report – volunteers needed on Thursday morning (May 10) from 8:10a-8:35a – help cutting oranges for Jump Rope event. Education Week this week, had open house at 11:30a-1:30p for families, might try 11a-1p next year. Welcome to kindergarten night on May 9. Primary students attended NAC event. Stomp performing on May 10.
12. Motion to adjourn meeting: Diana Mills, seconded by: Catherine Pacella
13. T-shirt E-Vote – An e-vote was conducted re: the Elgin t-shirts from Monday, May 14 until Friday, May 18, 2012. The following email was distributed to all parent council board members:

Hello Elgin Street Parents Council,

Further to our discussion last Tuesday, May 8th at the Elgin Street parent's council meeting, please accept this email as notification of the e-vote to provide t-shirts for Elgin Street students.

Process: We require at least 6 members to vote by email in order to have quorum and the majority vote will determine the decision.

To vote you must reply to the elgin-council-board@googlegroups.com, stating yes, no or abstain.

Please write your name under your vote so that we can keep track of numbers of votes and who has voted.. Please do not write more than this in your reply. You have until **10pm on Friday, May**

18th to send in your e-vote. The votes will be counted by the co-chair and secretary and should be transparent to all.

A follow up email will confirm the vote, and this process and decision will be recorded as an addendum to the minutes for the May 8th, 2012 meeting. The proposal will be recorded as proposed by Tina Boisvert and seconded by Catherine Pacella.

We are asking all parent council members to read the following pieces of information which should inform your decision on the e-vote:

- 1) Proposal for provision of t-shirts (attached);
- 2) Letter to parents (attached);
- 3) Email from principal (see email forward below).

Please vote on the following proposal:

That Elgin Street Parent Council agrees to support a proposal for t-shirts to be provided to all students at Elgin Street Public School at cost, or for free if desired. The objective is to promote pride in the school.

This provision of t-shirts will be made possible through the process informed by and outlined in the following documents attached or forwarded in this email:

- 1) Proposal for provision of t-shirts;
- 2) Letter to parents;
- 3) Email forwarded from principal.

Thank you for voting: YES, NO, or ABSTAIN by **Friday, May 18th by 10pm**

Please write your name under your vote so that we can keep track of who voted and the number of votes. Thank you for your attention to this e-vote process.

Sheila James (co-chair)

The results of the e-vote are: 10 YES, 1 NO, 1 ABSTAIN, 3 DID NOT VOTE

List of action items:

- **Action: Sheila to follow-up with Lorrie re: deadline for swimming grants**
- **Action: Lorrie to speak with Andrea re: artist line-up for the 2012-2013 school year**

- Action: Sheila to advise parents on google group list that meeting date for June has been rescheduled
- Action: Erik to provide photocopy of bank book at each meeting to submit as part of the treasurer's report for the minutes
- Action: John to ensure this process is carried out after the book sale (two people counting cash, signing envelope)
- Action: Erik to submit treasurer's report in advance to the executive for review
- Action: Barbara to see if OCDSB representative can attend future meeting to explain this further (parent council funds as line item in school's budget)
- Action: Sheila to include this as an agenda item to discuss in September 2012 with new council
- Action: Sheila to circulate list of presenters (for arts programming) to entire board
- Action: Each board member to commit to soliciting one item for the silent auction
- Action: Barbara, Dan Fornier, Susan to meet soon to discuss feasibility of tree planting project
- Action: Susan to present in June on outcome of meeting, possible next steps
- Action: Tina and Barbara to discuss donor's contribution, use of foundation for donation
- Action: Barbara to brief executive on outcome of meeting
- Action: Sheila, Sasha to provide input on wording of letter
- Action: Tina to provide more details of the project – ie: cost of sweatshirt/sweatpants, cost of mark-up, minimum numbers needed

- **First three action items to be completed by May 12, 2012**
- **Action: Executive to discuss outcome of meeting with Barbara, ensure wording of letter is okay, determine if e-vote can go ahead and ensure e-vote follows bylaw guidelines**