

Elgin Street Parent Council Meeting – May 14th, 2013

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

Special Guests: John Higgins

Absent Members: Samanch Lolabar, Michael Bonser, Lorrie Beaton

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

MOTION: To accept the agenda – Motion approved by Scott McKenzie, seconded by Heather Lindsay; passed by Council.

2. Approval of revised March Minutes, April Minutes and review of Action Items (Sheila James)

MOTION: To accept the revised March minutes – Unanimously passed by Council.

MOTION: To accept the minutes of the last meeting – Motion approved by Scott McKenzie, seconded by Judith Lamarche; passed by Council.

- Review of Action Items by Sheila James.

ACTION ITEM: Scott will present the Council's recommendations on the Jack Purcell Park Phase 2 Redevelopment project to Paul - DONE

ACTION ITEM: Catherine to post the [OCDSB Exit Outcomes] document to GoogleGroups - DONE

ACTION ITEM: Catherine will provide the Council with an outline of the proposed [Near West] scenarios, for our information - DONE

ACTION ITEM: Michael to clarify the amount of the PRO Grant that was deposited on Nov 8, 2012 – TO DO

ACTION ITEM: Scott will submit the Council's suggested changes to the Jack Purcell Park Phase 2 Redevelopment plan to Paul Landry - DONE

ACTION ITEM: Barbara will forward a copy of her recommendation [for Andrea,

for teacher award] to Council - DONE

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

- Staff had an interesting speaker at their last staff meeting, regarding language inclusiveness
- May 24th is the date of the hip-hop performance, as part of the curriculum
- Volleyball teams were undefeated last month
- School is currently in staffing and class placement processes
- One teacher is planning on leaving

ACTION ITEM: Marie Josée will arrange for the teacher's parting gift

- Awards presentation is on Wednesday, June 26th in the morning, and graduation is that afternoon
- Clean-up of the yard by the children was postponed due to weather conditions, but will be rebooked very soon

4. Co-chairs report- a) Near West accommodation review, b) Education Week review, c) Elections for 2013-2014

a) Near West accommodation review (Catherine Pacella)

- Catherine had provided via email the possible scenarios being discussed in the Near-West review for 2014.
- The accommodation review has to look both at the number of students moved as well as the number of classrooms that are occupied/unoccupied
- Final decision is still to be made for October 2013 (with public consultations set for June 20th 2013).
- Moving forward, as the scenarios are being refined, Catherine recommends sending out an information sheet to educate parents on the scenarios and how they may affect Elgin St. Public School, as well as encouraging parent participation at the June 20th open house.

ACTION ITEM: Catherine will provide the Council with a draft information sheet.

- Discussion among Council members indicated that the Council would not support the

move of approximately 40 students to a new EFI program at Cambridge. Projection numbers for this scenario indicate that it would affect the robustness of the EFI program at both Elgin and Devonshire. Also, enrollment numbers suggest a recent decline which would further reduce the overall EFI population (due to a somewhat transient downtown population)

- Barbara mentioned that Kevin believes there is no room for a portable at this time (due to city regulations), and the Council agreed that a portable is not desirable as it would take away the students play space

b) Education Week review (Sheila James)

- Reports indicate it was a very enjoyable event.

- Three pages of email addresses obtained by the Council's table, as potential volunteers for the book sale.

c) Elections for 2013-2014

- Sheila mentioned that it is her last year as co-chair, so the Council will be looking for someone to replace her in the fall. Catherine has agreed to stay on as co-chair.

- All volunteers are welcome.

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

a) Projection of expenses

a) Projection of expenses

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

- Total available funds at this time: \$12,676.39

MOTION: To accept the financial reports – Motion approved by Scott McKenzie, seconded by Sacha Singh; passed by Council.

6. Security at school (Sacha Singh)

- As the school has no buzzer system, it is important that doors remain closed (and not

propped open), and that visitors always present themselves at reception.

- Barbara mentioned that the school and the Board's security staff are looking into the potential of providing the teachers with electronic fobs that would give them automatic access to the doors (and diminish the need for the doors to be propped open); there has been no decision as yet.

- Barbara mentioned that some parents disagree strongly with the doors being locked and having to present themselves to reception. Sacha suggested that parents be re-informed by the Council regarding the importance of visitors presenting themselves at reception.

- Barbara suggested she do a presentation to Council in the fall regarding the security protocols in place.

- Catherine mentioned that Barbara's initial information paper on security (that was sent out at the beginning of the year) could be resent to parents, to increase their awareness

ACTION ITEM: Barbara will provide the co-chairs with the information sheet on security procedures at the school, and the co-chairs will re-circulate it via the GoogleGroups as a reminder.

- The school does regular fire and safety drills, and the teachers regularly teach students about school security

7. Committee updates

a) Fundraising (book sale & silent auction)

b) Playground/Trees

c) Update on PRO Grant funding

d) Arts Committee update

a) Fundraising (book sale & silent auction) (Sacha Singh)

- John Higgins came in briefly to introduce himself, as he will be assisting with the Book Sale in Sacha's absence

- Lots of books have come in, but more are needed (and boxes as well)

- Need volunteers for sorting books, and also for shifts during the book sale itself

- Council members are encouraged to find volunteers, and to volunteer themselves

- Catherine reported that some new donations have come in, and that most of the people

from last year who approached businesses/private individuals for donations are willing to approach them again this year

- There was some discussion as to the book prices, and the possibility of charging slightly higher prices for more recent/popular books, and perhaps a discount for damaged books

b) Playground/Trees (Susan Fisher)

- The elms were planted in the yard a couple of weeks ago; no problems or glitches with the planting.
- The orange fencing around the trees must stay in place for two years, as a preventative measure, until the trees have gotten a little bigger.
- City of Ottawa will be taking care of watering the trees, using a watering truck.
- Scott wondered when the soccer posts will go in; Barbara confirmed that they have been ordered, and will follow-up as to the status.

ACTION ITEM: Barbara will report back to the Council on the status of the soccer posts.

c) PRO Grant (Sheila James, for Michael Bosner)

- There were questions as to whether the draft proposal covered the babysitting, snacks, photocopying, website costs, kindergarten night, etc.
- While it was agreed that the draft is very good, it was proposed that the items mentioned above be added as examples of what the PRO Grant would be used for.

ACTION ITEM: Sheila will send the above additions to the proposal via email to Michael.

- The next grant application is due May 21st, 2013.

d) Arts Programming (Catherine Pacella, for Lorrie Beaton)

- Lorrie provided a draft budget to Council in advance of the meeting.
- It was decided that the Council could not vote on the budget at this time, but that we would provide her with feedback and give her the Council's recommendations.

- It was noted that there is a lack of French language activities in the budget, and a lack of music workshops as well.

ACTION ITEM: Catherine will follow-up on the Council's recommendations on the Arts Programming budget with Lorrie and Andrea.

MOTION: To move the June 18th meeting to June 25th, 2013, so that the results of the book sale can be finalized and discussed and all Council members can hopefully be present – Motion approved by Jim Costello, seconded by Judith Lamarche; passed by Council.

8. Impact of Elgin Street restaurant patios on the school (Doris Zastre)

- Deferred to the next Council meeting.

ACTION ITEM: Sheila will add this item to the next meeting's agenda.

9. Next meeting date: June 25th, 2013, and Meeting Adjournment (Sheila James, Catherine Pacella)

MOTION: To adjourn the meeting – Motion approved by Jim Costello, seconded by Scott McKenzie; passed by Council.

10. Discussion and approval of Constitution

- It was decided that the purpose of this discussion is to 'clean-up' the document, and prepare it to be voted on at the next Council meeting

- As we were only able to finish up to point 8.9, it was decided to get input via email before June 11th, so that the document can be sent out before June 18th (one week before the meeting)

LIST OF ACTION ITEMS from the May 14th, 2013 meeting

- ACTION ITEM:** Marie Josée will arrange for the teacher's parting gift.
- ACTION ITEM:** Catherine will provide the Council with a draft information sheet on the Near-West scenarios, for distribution to parents.
- ACTION ITEM:** Barbara will provide the co-chairs with the information sheet on security procedures at the school, and the co-chairs will re-circulate it via the GoogleGroups as a reminder.
- ACTION ITEM:** Barbara will report back to the Council on the status of the soccer posts.
- ACTION ITEM:** Sheila will send the above additions to the PRO Grant proposal to Michael via email.
- ACTION ITEM:** Sheila will add this item [Impact of Elgin St. patios on the school] to the next meeting's agenda.

LIST OF ACTION ITEMS leftover from the April 9th, 2013 meeting

- ACTION ITEM:** Michael to clarify the amount of the PRO Grant that was deposited on Nov 8, 2012.