

## Elgin Street Public School Council Meeting

November 8th, 2011

**Attendance:** Lorrie Beaton, Erik Husband, Catherine Pacella, John Higgins, Nicole Reynoso, Scott McKenzie, Kim Gauvin, Gavin Gonsalves, Sheila James, Sara Bholra, Barbara Johnston-lafelice, Jim Costello, Diana Mills, Heather Lindsay, Marie-Josée Tremblay, Sacha Singh.

Motion to approve agenda: Nicole Reynoso, seconded by: Catherine Pacella

Motion to approve minutes from October 11, 2011: Scott McKenzie, seconded by: John Higgins

Co-chairs report - Lorrie Beaton and Sheila James

- Proposal by Diana to adopt protocol for meetings, document circulated for review
- Suggestion that when using Google docs, if an issue appears to need more attention, then strike a committee
- Suggestion to clarify section about staff input
- **Action item (Lorrie, Sheila): revise and resend to Google docs, put on agenda for next meeting**

Treasurer's Report - Erik Husband

- Total as of meeting: \$7,059.01
- Question re: revise budget sheet to show forecast/projections to year-end of all approved expenses (ie: add pizza item as it is an approved expenditure)
- Cheque provided for \$1500.00, Ministry of Education Parents Reaching Out (PRO) grant program (or Parent Engagement Grant, support educational programs)
- **Action (Erik): make revisions to budget to reflect all expenditures that have been approved for the entire year**

Motion to approve treasurer's report: Marie-Josée Tremblay, seconded by Scott McKenzie

Motion to approve \$56 for movie licensing fees by: John Higgins, seconded by Marie-Josée Tremblay

Liability insurance – John Higgins

- Liability insurance for parent school council – applicable to extra-curricular activities, separate from OCDSB insurance
- Insurance company is approved by OCDSB, available throughout the province
- **Action (Lorrie, Sheila) - buy insurance, try to acquire more information about insurance package**

Motion to buy insurance for \$185 by: Scott McKenzie, seconded John Higgins

ARC update – Scott McKenzie

- One change significant to Elgin – for grades 7&8, east of canal to go to Hopewell, would like to continue with same cohort
- Scott to make proposal for Elgin students to stay with cohort, have option to go to Glashan
- Staff meeting is November 17 – recommendation from working group being voted on tonight

OCDSB activities and OCAS - John Higgins

- Request emails re: OCDSB activities to be circulated on Google docs that are relevant/of interest to Elgin/downtown parents/families
- **Action (John): circulate only information that is deemed relevant/of interest to Elgin/downtown parents/families**
- OCAS – membership fee of \$35 – next meeting, John will bring this agenda item forward
- **Action (Lorrie, Sheila): add to agenda for December**

Principal's report – Barbara Johnston-lafelice

- Budget - \$57,278 – divided into how it can be used
- Will provide school generated budget next month
- Teacher allocation budget - \$35,129 (supply teachers) – last year, almost 2x over for this
- Elementary operating budget - \$16,568
- As an example, last year, for paper and supplies cost was \$12,000
- Parent council can support principal/school through “wish list”
- School can take donations from parents/families, community members
- Just received \$500 donation (goes into school generated budget)
- **Action (Diana) – better communicate that donations can be made, put this in newsletter, have text confirmed by Barbara**
- EQOA results: 2006-2011
- Improvements shown in grade 3, grade 6 results
- Focusing on math, looking at different approaches for gender
- But also looking at reading and writing – focus on one area for a couple of years
- At Elgin, because we have smaller numbers, our results can vary more
- Teacher rep: Sara – three event speaker series for safe schools – internet safety is first one, suggestions for topics for future workshops
- Need funding for this – offer food, babysitting, cost of speaker

- Money could come from PRO grant
- Proposed second topic – anxiety
- Also have community resources come in to talk to primary students, focus on primary grades, get entire school focused on this topic for the day
- Building resource for books on topics, can be borrowed by parents, staff
- Second Step program – focus on being ready to learn, kits focus on various grades (k-5, separate kit for 6) – cost is approx. \$1500 (US dollars)
- Distribution of wish list
- Application in for Parent Reimbursement money (received last year, don't know yet this year – would be for \$180)
- **Action (executive) - prepare projected budget of all proposed expenditures, understand how much we have for wish list**

Motion to pay for Internet safety session next week, total of \$650 from grant money (\$400 for speaker, \$200 for food, \$50 for babysitting) by: Nicole Reynoso, seconded by Gavin Gonsalves

Google Group etiquette – Lorrie and Sheila

- Open forum, lots of parents are on it and provides a connection with the school
- Kim – everyone in directory were asked about four years ago if they want to be on it or not, hasn't been cleaned up in a while
- Separate groups – larger school audience, just for council members, just for voting members
- **Action (Kim) - send email out to list and ask if they want to remain or not**
- **Action (Catherine) – send council email list to Kim to set up separate council distribution list**
- **Action (Lorrie, Sheila) – add website to next agenda**
- **Action (Lorrie, Sheila) – make revision to etiquette document, encourage people to use separate email address, also clarify general google group and council google groups, bring to next meeting**

Constitution review and update – Lorrie, Sheila

- **Action (Lorrie, Sheila) - resend constitution, make agenda item for December**

Nominations and vote for fundraising co-chair – Jim Higgins

- John absent (had to leave early for ARC meeting), moved to next meeting

- **Action (Lorrie, Sheila, John) – ask John to provide a “call-out” for volunteers, encourage own idea for fundraising, can be in addition to book sale**

Motion to adjourn meeting by: Jim Costello, seconded by Kim Gauvin