

## Elgin Street Parent Council Meeting – September 18<sup>th</sup>, 2013

Attendance: Catherine Pacella, Sheila James, Erik Husband, Barbara Johnston-Iafelice, Jim Costello, Judith Lamarche, Connie Too, Vivian Rigg, Meg Walker, Samaneh Lolabar, Tim Baker, Dahir Hassan, Heather Lindsay, Sacha Singh, Diana Mills, Marie Josée (MJ) Tremblay, Susan Fisher, Lorrie Beaton

Special Guest: n/a

Absent: n/a

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

### Review of Action Items from June 2013

**ACTION ITEM:** Catherine to revise constitution as above. DONE

**ACTION ITEM:** Chairs to send email on Google Group and the above. DONE

**ACTION ITEM:** Susan – writing grants for tree maintenance. DONE

**ACTION ITEM:** Catherine to produce the End of Year School Council Report. Due October 31st, 2013

**ACTION ITEM:** Erik to produce the Year-End Financial Report. DONE

### Revisions to Minutes

Revise mention of reimbursement to Catherine, to outline what costs she was reimbursed for.

Add item about Sacha having four books in his possession from the Book Sale which may be of value; he will be investigating further.

**MOTION :** To approval, with revisions, the minutes of the June 25th, 2013 meeting – Motioned by Diana Mills, seconded by Jim Costello, vote passed unanimously.

## **Treasurer's Report**

Report entitled « Financial Highlights » covering the period of 01 Sept 2012 to 31 August 2013 was distributed to those present, and reviewed in detail by the treasurer.

Report entitled « Elgin Public School Parent Council – Financial Report » was distributed to those present, and was reviewed in detail by the treasurer.

**MOTION :** **To accept the financial reports as presented** - Motioned by Sacha Singh, seconded by Judith Lamarche, vote passed unanimously.

Introduction of Susan Fisher, who had just joined the meeting.

## **Elections**

Sheila James read out the objectives of the Elgin Street Public School Parent Council, for those who may not be familiar with them (specifically, points 3.1 and 3.2 of the Elgin Street P.S. Parent Council Constitution).

She also reviewed the Council's representation (at least six parent members, two non-parent members, etc).

Current Executive members explained their roles (Co-Chairs, Treasurer, Secretary) and the role of the OCASC representative, as did the Fundraising Chair.

As first order of election business, Catherine Pacella called for those who are currently Parent Members of the Council if they wished to continue; Erik Husband, Judith Lamarche, Connie Too, Diana Mills, Sacha Singh, MJ Tremblay, and Catherine Pacella agreed to continue.

As second order of election business, Sheila James called for those who wished to join as Parent Members; Randy Reynoso, Tim Baker, Vivian Rigg, and Meg Walker volunteered as Parent Members of the Council.

Sacha Singh was acclaimed as Fundraising Chair, and Connie Too volunteered and was acclaimed as co-Fundraising Chair.

Marie Josée (MJ) Tremblay was acclaimed as Secretary.

Erik Husband was acclaimed as Treasurer

Catherine Pacella was acclaimed as Chair of the Council, and Randy Reynoso volunteered and was acclaimed as co-Chair of the Council.

Next order of business was requesting volunteers for non-Parent Members; Jim Costello and Heather Lindsay volunteered and were acclaimed.

Barbara confirmed that a Teacher Representative on the Council had not yet been obtained.

Catherine Pacella will send out an email regarding the duties of the OCASC representative, as none was found from those present.

**ACTION ITEM:** Catherine Pacella to email OCASC representative duties to Council members.

### **Financial Proposals and Approvals**

**MOTION :** To approve the expenditure of \$5834.77 for arts programming at Elgin Street Public School for school year 2013-2014 - Motioned by Sacha Singh, seconded by Vivian Rigg, vote passed unanimously.

If there are additional funds available, the Executive will begin a discussion with Barbara as to how the funds could be used.

**MOTION :** To approve the following expenditures at Elgin Street Public School for school year 2013-2014 : pizza days \$7000, movie nights \$2000, babysitting \$300, and Council insurance \$200 - Motioned by Connie Too, seconded by Tim Baker, vote passed unanimously.

Introduction of Lorrie Beaton, who had just joined the meeting. She volunteered and was acclaimed as a Parent member.

### **Principal's Report**

Barbara introduced herself, and explained her non-voting role on the Council.

School flags will be at half-mast across the OCDSB until further notice, due to the lives lost today in the OC Transpo/VIA Rail crash in Barrhaven.

The school's computer lab is open two mornings a week to school staff, parents, and the community.

Council's technology funds have been used to purchase projectors in each room on the second floor of

the school. Installation has been delayed due to OCDSB-wide technology issues since the beginning of the school year.

Terry Fox event is this Friday, September 20th, 2013.

Sixty-seven children are involved in track-and-field this year.

The school will be asking for voluntary donations from the school community of \$10 each, to help cover the costs of transportation for events (the school population is currently 258 students).

Meet the Teacher BBQ is Wednesday, September 25th, 2013; Grill Master will be available for peanut-free snack purchases.

Barbara also mentioned that the Council might want to consider creating a fund to subsidize the equity for students in the milk programs and pizza days.

She also commented that the school year had had a very smooth start.

### **Chair's Report**

Catherine reported that Erik already submitted the year-end financial report to the Board; and Catherine will circulate her draft Chair report for comments.

The grant money for the swimming program runs out in summer 2014, so additional grants must be found and applied for. Vivian Rigg volunteered to look into various grants; Catherine will send her a website that lists some.

**ACTION ITEM:** Catherine Pacella to email Vivian with the grant website and any additional information

**ACTION ITEM:** Current and new Council members' email addresses will be added to the Council Google Group, and a list will also be made available to the members for one-on-one discussion.

Catherine also outlined the major issues behind the Near-West Accommodation Review, and how it might impact Elgin Street Public School (for those who had not heard of it before), and will keep the Council apprised of any future developments.

Susan Fisher agreed to continue in her role on the Playground Committee, attending Council meetings on an as-needed basis.

Catherine mentioned that the Council is open to creating new Committees as needed, and is always accepting new volunteers.

### **Scheduling of Council meetings**

Catherine is unfortunately unable to do meetings on Tuesdays until January 2014. After some discussion, it was agreed that the meetings will continue on Wednesdays. Next meeting is set for Wednesday, October 9th, 2013.

### **Other business**

Connie Too volunteered to go ahead with the printing of the school directory; Council will reimburse her for paper and printer cartridge (if it gets used up).

Sacha Singh provided members with the dates for the upcoming Movie Night fundraising events - October 25, 2013, November 22, 2013, January 10, 2014, February 7, 2014, and March 21, 2014.

**MOTION :** To approve the expenditure of up to \$50.00 for school directory printing supplies for school year 2013-2014 - Motioned by Diana Mills, seconded by Judith Lamarche, vote passed unanimously.

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

**LIST OF ACTION ITEMS from the September 18<sup>th</sup>, 2013 meeting**

**ACTION ITEM:** Catherine to produce the End of Year School Council Report. Due October 31st, 2013

**ACTION ITEM:** Catherine Pacella to email OCASC representative duties to Council members.

**ACTION ITEM:** Catherine Pacella to email Vivian with the grant website and any additional information

**ACTION ITEM:** Current and new Council members' email addresses will be added to the Council Google Group, and a list will also be made available to the members for one-on-one discussion.