

# Elgin Street Parent Council Meeting – September 16<sup>th</sup>, 2014

Attendance: Randy Reynoso (co-chair), Darren Eke, Catherine Pacella (co-chair), Connie Too, Daniel Nugent, Sacha Singh, Jennifer Simms, Chris Kincaid, Natalie Tasker, Jim Costello (community representative), Laura Frappier (principal), Erik Husband (treasurer), Doris Zastre (observer & former community member), Paul Williams, Tijen Karatas, France Poitras (teacher representative), Heather Lindsay (community member), Angeleen Nayak, Moya Crangle, Diana Mills, Marie Josée (MJ) Tremblay (secretary), Matt Cassidy, Sarah Cassidy, Samaneh Lolabar, Susan Fisher

Special Guest(s): n/a

Absent: n/a

Meeting was called to order at 17h35.

**MOTION :** To approve the evening's agenda - Motioned by Diana Mills, seconded by Darren Eke, vote passed unanimously

## **ACTION ITEMS from June 18th, 2014 meeting**

**ACTION ITEM :** Catherine to prepare PRO grant material, due August 31st, 2014. - DONE

**ACTION ITEM :** Catherine to prepare Council annual report, due October 30th, 2014. – TO DO

**ACTION ITEM :** Erik to prepare the Council funds report, due September 16th, 2014. - DONE

**MOTION :** To approve the June 17th, 2014 meeting minutes, with modification to Erik's action item - Motioned by MJ Tremblay, seconded by Catherine Pacella, vote passed unanimously

## **Principal's Report**

Laura Frappier introduced herself as the new principal, and gave some examples of experiences during her 25 years in the field of education.

As of September 9<sup>th</sup>, full-day kindergarten stands at 97 children enrolled (for JK and SK), all of whom are in the Elgin catchment area, which equals four classes, four teachers (one of whom is an occasional who just accepted a permanent position and will be replaced with another occasional teacher until a permanent teacher is found/placed at Elgin), and seven Early Childhood Educators (ECEs).

The French Immersion program has higher numbers as well. Classes are capped by the Board at 20 students for the youngest students, 23 for the Grade 3 levels, and a different cap at the higher class levels.

The computer lab and the teacher resource room have been physically combined to create one new classroom (Room 14), and renovations were done in the hallway so that there are now three adult washrooms instead of just one.

The roof was redone during the end of August. Broken bricks were to be repaired after that, but the equipment was taking up too much room in the yard (preventing the students from making full use of the yard), so Principal Frappier has postponed that work until a time when the students are less in the yard.

The computer lab will now hopefully be portable; a computer cart with twenty or so laptops on it is one of the options explored.

Final staff count is at about 19 employees, not including EAs and ECEs.

**ACTION ITEM :** Principal Frappier will look into whether the blinds have been installed in the gym.

**ACTION ITEM :** Catherine Pacella to speak with Principal Frappier regarding a projector for the new Room 14 classroom.

The request for crossing guards was refused by the City of Ottawa, but Principal Frappier is planning to appeal that decision.

### **Annual General Meeting (AGM)**

Catherine Pacella reviewed the Council's representation (at least six parent members but a maximum of 14, one or two non-parent members, etc).

First order in election business was requesting volunteers for non-Parent Members; Jim Costello and Heather Lindsay volunteered, and were acclaimed.

As second order of election business, Catherine Pacella called for those who wished to join as Parent Members; Daniel Nugent, Tijen Karatas, Jennifer Simms, Chris Kincaid, and Moya Crangle all

volunteered as Parent Members of the Council, and Sacha Singh, Catherine Pacella, Darren Eke, Randy Reynoso, MJ Tremblay, Diana Mills, Erik Husband, and Connie Too renewed their commitments to the Council as Parent Members.

Next, Catherine Pacella called for volunteers for OCASC representative; Daniel Nugent and Tijen Karatas both volunteered, and Randy Reynoso confirmed via the OCASC website that we can declare up to two representatives from our Council.

Parent members of the Council can refer to the website for more information and to register for training at [www.ocasc.ca](http://www.ocasc.ca).

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

Marie Josée (MJ) Tremblay volunteered and was acclaimed as Secretary.

Erik Husband volunteered and was acclaimed as Treasurer.

Catherine Pacella and Randy Reynoso both volunteered and were acclaimed as co- Chairs of the Council (with the possibility of mentoring Darren Eke for the role next year).

It was suggested that perhaps the Council should have a representative on the Jack Purcell Recreation Centre (JPRC) board, as the school does have so many links to JPRC; Chris Kincard will speak further regarding this with a member of that board.

**ACTION ITEM :** Chris Kincard will speak with a member of the JPRA board to see if our Council might have a member of some sort on their board.

Elgin Street Public School will be celebrating its 125 year anniversary in 2015; Diana Mills volunteers to chair a sub-Committee to look at ways of acknowledging this milestone event.

**ACTION ITEM :** Diana Mills is willing to start a committee regarding the 125<sup>th</sup> anniversary of Elgin Street Public School in 2015.

**ACTION ITEM :** Catherine Pacella will post a request for volunteers for the 125<sup>th</sup> Anniversary Committee.

### **Co-Chairs' Report**

Randy Reynoso presented the concept of a 'skills database' that parent volunteers could self-declare particular skills that they are willing to offer the Council (eg. technology, grant writing, etc). A draft will be presented to the Council members for review, in the hope of using a final version at the Meet the Teacher night at the end of September 2014.

Several ideas were suggested for communication with parents; SynerVoice, Twitter, emails, Google Calendar, Google Groups, stickers in agenda books, etc. These options will be reviewed via a survey

to the parents.

Principal Frappier mentioned that the under-used school website will be undergoing a resign to meet the new Board template.

Catherine confirmed that the Council has received the PRO-Grant for this year, for use towards different school initiatives.

**ACTION ITEM:** Catherine Pacella will circulate the draft Council report (that is due October 2014) to Council members for input.

### **Treasurer's Report**

The most recent version of the September 2014 financial report was via email before the meeting and in paper copy at the meeting, and was reviewed in detail by the Treasurer. The total cash available to allocate as of September 8, 2014 is \$28,158.20.

Christine Kincaid expressed concern about what she considers to be too high of a cash balance in the Council account. She stressed the importance of deploying funds to benefit the students in as timely a manner as possible. Discussion of keeping minimum balances and the Principal's wish list followed -- to be actioned at subsequent meetings.

**MOTION :** **To accept the September 2014 financial reports as presented** - Motioned by Daniel Nugent, seconded by Heather Lindsay, vote passed unanimously.

**MOTION :** **To approve the expenditure of up to \$6,500.00 for pizza days at Elgin Street Public School for school year 2014-2015** - Motioned by Daniel Nugent, seconded by Jim Costello, vote passed unanimously.

The expenditures for the Arts Programming will be reviewed before the next meeting, and will be voted on at the October 2014 meeting.

**ACTION ITEM:** Catherine Pacella will provide the Arts Programming so it can be discussed as the October 2014 meeting.

**ACTION ITEM:** The Council co-chairs will produce a package for the Council members regarding past expenditure plans.

**ACTION ITEM:** Principal Frappier will provide the Council with a draft 'wish list' of items from the teachers.

**MOTION :** **To approve the following expenditure at Elgin Street Public School for school year 2014-2015 : babysitting \$300** - Motioned by Darren Eke, seconded by Daniel Nugent, vote passed unanimously.

## **Committee Updates**

### **School Grounds/Trees**

- The Board decided this summer to cut down eight ash trees that their arborist had determined were not saveable (even though they had been injected against the emerald ash disease). With the two trees lost last year, the schoolyard now unfortunately has ten less trees. The Board will now be planning to use its funds to replace the trees; funding is not required from Council. Susan will be attending a meeting regarding the replacement trees on Monday, and will update the Council afterwards.
- While the front yard is not part of the Board's tree replanting, Council will discuss the issue of the front yard further with Principal Frappier.

### **Fundraising**

- Sacha Singh mentioned potential new Council-hosted fundraiser for the school that may occur in November 2014. It is very much like a large craft sale; vendors pay \$25 per table, and then donate 10% of their proceeds to the school. The proposed date is one day on the weekend of November 15<sup>th</sup>-16<sup>th</sup>, 2014.

**ACTION ITEM:** Sacha Singh will inquire more regarding the liability issues regarding the Council hosting the event, or being a partner in it, or simply being the beneficiary of the event.

### **Pizza**

- Pizza Fridays starts on Friday, September 19<sup>th</sup>, 2014. Catherine Pacella is organizing the money and orders, and there are five volunteers who have come forward to serve the pizza to the students.

### **Student directory, technology committee, Arts programming, new items, and roundtable**

- These items were postponed to the next meeting, in the interests of time.

**Next meeting – Tuesday, October 14th, 2014 at 5:30pm**

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

Meeting adjourned at 19h49.

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