

Elgin Street Parent Council Meeting – September 22nd, 2015

Attendance: Randy Reynoso (co-chair), Connie Too, Doris Zastre (observer & former community member), Laura Frappier (principal), Heather Lindsay (community member), Jim Costello (community representative), Marie Josée (MJ) Tremblay (secretary), Angeleen Nayak, Tijen Karatas, Sacha Singh, Diana Mills, Catherine Pacella (co-chair), Erik Husband (treasurer), Samaneh Lolabar, Jennifer Simms, Moya Crangle

Special guest(s): n/a

Absent: Daniel Nugent, teacher representative, ECE representative, Christine (Chris) Kincaid, Darren Eke

1) Welcome/overview of the parent council

The meeting was called to order at 17h39, when Randy delivered a short presentation about the Council, and its mission, mandate, and composition.

2) Approval of agenda, June 2015 minutes, and review of action items

MOTION: To approve the evening's agenda, with the addition of items from Catherine Pacella – Motioned by Jim Costello, seconded by Sacha Singh, vote passed unanimously.

MOTION: To approve the minutes of the June 23rd, 2015 – Motioned by Heather Lindsay, seconded by Connie Too, vote passed unanimously.

ACTION ITEMS from January 13th, 2015

ACTION ITEM: Randy to pursue the TD Grant application. - DONE

ACTION ITEMS from May 12th, 2015

ACTION ITEM: Randy to set up the Dropbox for the Council's use. – DONE

ACTION ITEM: Catherine will follow up with the school's parents to see what public opinion is on changing the pizza day from Fridays to Tuesdays of each week. – DONE

ACTION ITEMS from the June 23rd, 2015 meeting

ACTION ITEM: Connie offered to draft a document to reach out to potential volunteers, linking all of the elements discussed above. - DONE

ACTION ITEM: Darren offered to draft a document revising the Council's mission statement for distribution purposes to potential volunteers, which he will circulate for comments. – DONE

3) Annual General Meeting/Election of board members

Council Position	Name (status)
Co-Chair & Council member	Randy Reynoso (acclaimed)
Co-Chair & Council member	Shaun Simms (new)
Secretary & Council member	MJ Tremblay (acclaimed)
Treasurer & Council member	Erik Husband (acclaimed)
Deputy Treasurer & Council member	Sarah Landry (new)
OCASC representative & Council member	Tijen Karatas (acclaimed)
OCASC representative & Council member	Jennifer Simms (new/returning)
Fundraising co-Chair & Council member	Sacha Singh (acclaimed)
Fundraising co-Chair & Council member	Catherine Pacella (new/returning)
Council member	Carmen Rupp (new)
Council member	Angeleen Nayak (returning)
Council member	Alexandra Leonard (new)
Council member	Moya Crangle (returning)
Council member	Diana Mills (returning)
Community member	Heather Lindsay (acclaimed)
Community member	Jim Costello (acclaimed)

JPRC representatives (non-Council positions): Angeleen Nayak (returning), Carmen Rupp (new)

4) Co-Chairs' report

Randy and former co-chair Catherine updated the Council as to the annual reporting that needs to be done to the school board (one report has already been finished, and the other is being drafted).

It was also reported that the PRO Grant has been approved for this year.

5) Principal's report

Laura welcomed the assembled parents to the meeting, and gave a school update. Due to current 'work-to-rule' job actions, teachers will not be distributing materials from the office or from the Council; as a

result, the office has implemented a mailbox system, and is requesting parent volunteers to put student name stickers on plastic bags, which will then be used to send forms home to the parents, and the returning bags will be placed by the students in a designated 'mailbox' in their homeroom. Parent volunteers are also requested for sorting the bags and forms once they come back in to the office. Laura has no vice-principal, so senior Board staff will find another way to assist her. Laura also mentioned that the PRO Grant had been approved for this year.

Information from the office can also be obtained via the principal's blog (on the Elgin Street P.S. website), and the Google Calendar (also on the website).

The school milk program will go ahead, using the new 'mailbox' system for the forms.

Three new teachers have joined the staff of Elgin Street P.S. this fall, as well as two ECEs and a new office admin (C. Tilbrook).

There will be a Spanish class offered to students after school two days per week; sign up forms are due September 23rd, 2015.

A new multi-purpose room was built on the second floor of the school during the summer, and is already being used for many different activities. Laura also confirmed that the 'breezeway' door at Jack Purcell Community Centre is locked during school hours, as are the school gates (to prevent foot traffic).

ACTION ITEM: Laura and Samanah will work together on an electronic parent volunteer schedule/sign-up form.

6) Treasurer's Report

The treasurer presented the most recent financial report, which had been distributed via email before the meeting. Total cash available to allocate as of August 31st, 2015, was \$24,659.10, but it should be noted that there are still some minor outstanding payments and reimbursements to be made, which may affect this number.

MOTION: **To approve the August 2015 financial report (as presented by Erik Husband)**
– Motioned by Jim Costello, seconded by Jennifer Simms, vote passed unanimously.

MOTION: **To approve the expenditure of up to \$500.00 for the school directory, and to approve the expenditures for all regular annual expenses (pizza \$11,000.00; movie nights \$1,200.00; childcare during meetings \$300.00)** – Motioned by Sasha Singh, seconded by Catherine Pacella, vote passed unanimously.

7) **Arts Programming 2015-2016**

MOTION: To approve the Arts Programming costing for the 2015-2016 school year, up to the amount of \$10,000.00 including taxes – Motioned by Sasha Singh, seconded by Moya Crangle, vote passed unanimously.

8) **Committee reports - Fundraising**

Sacha briefed those assembled on the fundraising initiatives for the upcoming school year, including the One Stop Shop! (Nov 21st, 2015) and the Movie Nights with concession stand. It has been proposed that the funds raised from the One Stop Shop! will be split between funding intermural sports at Elgin, and a donation to CHEO.

The other committee reports (OCASC, Technology Committee, and JPRA) were deferred to the next meeting due to time constraints.

9) **Chess Club at Elgin Street P.S.**

Catherine mentioned that she will share the early details on such a club as they become available.

10) **Centretown BUZZ**

Doris Zastre asked for Council's permission to contact local hotels on the Council's behalf and seek donations of hotel stays for the June 2016 Book Sale & Silent Auction. Council gratefully accepted.

11) **Roundtable/new business**

Roundtable and new business were deferred to the next meeting due to time constraints.

The next Council meeting is scheduled for Tuesday, October 13th, 2015 at 5:30pm.

MOTION: To adjourn the Sept 22nd, 2015, meeting - Motioned by Diana Mills, seconded by Sasha Singh, vote passed unanimously.

The meeting was adjourned at 19h36.

ACTION ITEMS from the September 22nd, 2015 meeting

- ACTION ITEM:** Randy and Shaun to add Susan Fisher to the Oct 2015 meeting agenda
- ACTION ITEM:** Randy and Shaun to add a discussion of the PRO Grant to the Oct 2015 meeting agenda
- ACTION ITEM:** Randy and Shaun to add 'ECE teacher consumables' to the Oct 2015 meeting agenda
- ACTION ITEM:** Laura and Samanah will work together on an electronic parent volunteer schedule/sign-up form.

MOTIONS from the September 22nd, 2015 meeting

- MOTION:** **To approve the evening's agenda, with the addition of items from Catherine Pacella**
– Motioned by Jim Costello, seconded by Sacha Singh, vote passed unanimously.
- MOTION:** **To approve the minutes of the June 23rd, 2015** – Motioned by Heather Lindsay, seconded by Connie Too, vote passed unanimously.
- MOTION:** **To approve the August 2015 financial report (as presented by Erik Husband)**
– Motioned by Jim Costello, seconded by Jennifer Simms, vote passed unanimously.
- MOTION:** **To approve the expenditure of up to \$500.00 the school directory, and to approve the expenditures for all regular annual expenses (pizza \$11,000.00; movie nights \$1,200.00; childcare during meetings \$300.00)** – Motioned by Sasha Singh, seconded by Catherine Pacella, vote passed unanimously.
- MOTION:** **To approve the Arts Programming costing for the 2015-2016 school year, up to the amount of \$10,000.00 including taxes** – Motioned by Sasha Singh, seconded by Moya Crangle, vote passed unanimously.
- MOTION:** **To adjourn the Sept 22nd, 2015, meeting** - Motioned by Diana Mills, seconded by Sasha Singh, vote passed unanimously.