

WILLINGDON ELEMENTARY
HOME AND SCHOOL EXECUTIVE COMMITTEE MEETING
OCTOBER 27th 2015

Present: David McLeod, Anna Couch, Thomas Bock, Sharon Sweeney, Jon Druker, Chelsea Henman, Meghan Donovan, Catherine Lavoie, Charlotte McCaffrey, Tanya Savickey, Judi Edmison, Corin Grey, Darla Fortune, Terri Tomalty, Jen Strahl

Meeting commenced at 7:08pm.

Anna motioned that the Agenda be approved with the addition of the item 'Willingdon Open House' under Other Business. Chelsea Henman seconded; the agenda was approved with changes.

There was a correction to the minutes from September 29th in the Treasurer's report where it stated that a sum of \$189.96 was still outstanding for last year's Grad expenses. The amount was actually \$183.96 and that has since been paid. David McLeod also asked that it be noted in the President's report that he requested at the last HS meeting, that all committees please inform the HS committee if there are any resulting changes, proceeding with their activities in light of the teacher's 'Work to Rule'. John Druker motioned to accept the September 29th minutes with changes, Charlotte McCaffrey seconded; the motion was passed.

President's Report – David McLeod

Photo day was organized this month with the help of an excellent group of parent volunteers. The event was rescheduled from late to early October to accommodate a two day schedule, which worked well. It is of note that there has been a large volume of e-mail correspondence between the HS executive and various coordinators of committees this month, likely due to working around the Teacher's Strike.

An in depth review of the Home & School finances is being undertaken with our Treasurer Andrea Burns, to be reported in detail at our next meeting. There was a disconcerting discovery regarding invoices from Dube Loiselle which had not been paid at the end of last year but this has been rectified. We are now required to pay them by cheque upon delivery, however this will only affect the pizza committee.

In assisting the Halloween Coordinators with digging out the Halloween materials from the Home and School office, it was discovered that this small/cramped space is in severe need of tidying up and repair. Assistance is still needed in reviewing our constitution. We are working to resurrect the Sun newsletter to improve contact with parents for needs like this and other H&S activities requiring volunteers.

November's activities are as follows: Book Fair, the Grad committee organizing Fro-yo, Pizza Day. The QFHSA Fall Conference will be held at Roslyn School on November 7th. Members of QFHSA are encouraged to go. Registration forms are available on the QFHSA.org website. The cost is \$25.

There's been some difficulty with the distribution of police background check forms for all parent volunteers in the school. Expedition of these will take place as soon as possible. As always, thank you to our executive for the hours they put in behind the scenes helping Home & School to function well.

Treasurer's Report – Sharon Sweeney Reported for Andrea Burns (not present)

There is currently **\$3391.29** in our account. Cheques not yet cashed are Dubé Loiselle: \$961.98, QFHSA: \$500 (\$50 admin fee + \$450 in membership fees), Claire Crossan: (coffee for photo days) \$39.06. Total of cheques not cashed is **\$1501.04**.

Our Actual account balance is **\$1890.25**. Last year's expenses that were paid this month were **\$1766.21**. This includes Loisirs Spotifs NDG-CDN: \$600.00, Kathelijne Keeren: \$20.27, Judi Edmison (last year's grad): \$183.96 and Dubé Loiselle: \$961.98.

A deposit of **\$939.60** was made October 21st (\$462 membership fees, \$467.60 Cabaret proceeds, \$10.00 Gear). We have an extra \$12 in membership fees (6 people paid \$20 instead of \$18).

We have set up online banking. This will save us \$3.00 a month as paper statements will no longer need to be sent. The online banking only allows us to view our activity, we cannot move any money around.

Moving forward, there is a new form to fill out when submitting funds to be deposited. This is to ensure all parties are on the same page about how much money was raised, what costs were incurred and what the proceeds are intended for. When submitting funds to be deposited, all money needs to be organized – coins need to be rolled and bills in order.

A formal request needs to be made to HS execs for all requested expenses. Submitting receipts for expenses that were not approved may result in a denial of reimbursement for purchases made. Please do not lose receipts as they are imperative for proper bookkeeping, loss prevention and to ensure that all purchases are properly documented.

Principal's Report - Susie Duranos (not present at the meeting)

(as per her email to David McLeod)

In spite of the pressure tactics, things are going smoothly in preparation for the first strike day on October 29th. The subsequent strike days will be November 16th and 17th and December 1st, 2nd and 3rd unless the government and the unions reach an agreement.

A test 'mass email' was sent out yesterday using the newly compiled contact list of Willingdon families. Andrea our school secretary received some emails that bounced but she made calls to the parents to rectify this. A "paper copies only" list has been prepared consisting of only a handful of people, less than 15 Susie thinks! The "do not photo" list of students is also ready, and teachers have been given the names of these students.

Vice Principal's Report/Communications Report - Anna Couch

A paper based volunteer and membership drive is to be mailed out; We are presently looking for a coordinator to help us with our Tom Bock, now in charge of IT and electronic communications is helping HS to migrate to our new email server. We are now using Mail Chimp as our server to eliminate the use of CC's (carbon copy emails in which the email address of all recipients is present in the address bar; a privacy issue).

There are approximately 460 names/emails on our electronic contacts list. Anna has sent out a few emails, requiring a response, to which there was very little.

Nadine Ishaq met with members of the HS exec this month to discuss how to optimize parent communications (such as the blog and newsletter) and in-school publicity.

John Druker had nothing to add to this report. He is currently updating and managing contact lists.

IT and Initiatives - Tom Bock

Here is an update about the sports activities which may be take place this year: Our school has been invited to join the basketball and soccer league, as in previous years, but we are up against a tight deadline for joining. The league we are associated with needs to know if we are participating as soon as possible.

There is also issue with payment for these activities. They used to be covered in the past so that they were free for Willingdon students but with budget cuts at all levels and HS's current financial woes, we are now faced with the possibility of having to charge parents for these activities.

A discussion resulted, in how we could pay for the activities rather than charging for these sports activities. Tanya Savickey suggested that a leftover sum of money from a hockey activity previously held could be donated to this cause by the EDP.

Charlotte McCaffrey motioned that the Home & School commit to fundraising for the sports programs if needed and to therefore move forward with joining both of the sports programs. A vote took place and all were in favor, none against, the motion was seconded by Meghan Donovan; the motion was passed.

Upcoming Events

Halloween: Corin Grey and Judi Edmison are coordinating the Halloween Activity in the gym this Friday the 30th for the students this year. All seemed to be in order in terms of activities and stations. The only thing that remained to be seen was the budget needed going forward for future years. So far the expenses had been \$140 for the tent (for the haunted house) and 40\$ for various other expenses.

Breakfast with Santa: Coordinators for this activity are needed. There may be K parents interested in this role as it's an activity for the K's. Charlotte mentioned that there was a K parent who attended the last HS meeting and she may be interested in the role. She also suggested directing a letter home to K parents to fill this need.

Craft Fair: Dates for the Craft fair are as follows: Saturday December 5th (Friday December 4th for set up). Grades 5 and 6 will be able to be vendors at the fair by purchasing a table. Dave McLeod requested a table for Willingdon gear. She Sharon Sweeney for more info.

Sharon Sweeney motioned that proceeds go to the Home & School this year rather than the Food Depot, as our ability to raise funds is very limited this year, due to the teacher's 'Work to Rule'. Sharon also motioned that proceeds from the bake table should go to the Food Depot in lieu of the Craft Fair proceeds. Jon Druker seconded both motions. All voted, all were in favor, none against, the motion was passed. A third motion by Sharon who moved that we should to support all food drive volunteers in their efforts (..?). Meghan Donovan seconded this and the motion was passed.

Book fair: Will take place on Wednesday November 18th, from 9am-8pm (only day of school that week due to two Ped days and two strike days!). A box for used books will be set up in the school's office. A letter will **sent out by Anna Couch (cc Tom Bock)** asking families to donate used books so that students can get a book at the fair even if they do not have any money to buy one.

There is a \$60 promotional allowance for both the French and English books each, to be given in the form of free books or accessories for students who volunteer to help at the book fair. Also, students or families who buy 25\$ of French books will receive an additional French book at no charge. Lastly, the most French books that are bought, the more money the school library will receive in credits to purchase new books.

Fro-yo: Next Fro-yo is Friday November 13th, just like Pizza day, it will operate will cash sales. Flyers/Posters will be **going out via Anna (cc Tom)**.

Grade 6 Graduation: Grade 6's will be in charge of managing the upcoming fro-yo day to raise money for their graduation. Cash sales will replace prepayment options while the teacher's 'Work to Rule' is in effect. There may be a carry-over amount from last year's Graduation and if so, it may be as much as \$900. Andrea **will verify this**.

Open House: Kathelijne Keeren has requested a small budget for new items to improve the next open house, her wish list so to speak. It includes new posters with more current pictures (the same format would be wonderful she says, but the pictures are 2-3 years old), some boards that can go on the back of, or behind the tables to display the posters, a new sign for welcoming and directing parents or another board that we can mount the current one onto, updates from H&S and Administration for the bulletin boards or the screens if that's preferable, coffee and tea thermoses to replace the need to borrow those belonging to the EDP and lastly, since advertising the open house to the community often proves challenging (funds, time), Kathelijne recommends a better banner in a better position at the front of the school (and the sides?) which *clearly* indicate the dates and times. Kathelijne sends her thanks for the opportunity to include these items in a request and we thank her for her great ideas on how to make our open house great!

Photo Day: Since the date of this meeting, photo packages have been distributed to families. Orders are due on the 11th of November. Retakes will take place on November

QFHSA Annual Fall Conference: Roslyn School, Saturday, November 7th, 8:30-4pm.

Caroling: A budget of \$75 is needed for hot chocolate and doughnuts. Date of December 16th was confirmed for this event. Caroling will become a more central event as Christmas approaches this year since there will be no Christmas concert, again due to the 'Work to Rule'.

Pizza Day Dates: Nov 26th, Dec 18th, Jan 29th, Feb 26th, March 24th, April 29th, May 27th, June 17th. Forms will be distributed by lunch monitors instead of the teachers.

Other Business

Dave McLeod asked during the meeting if there was anyone who would be willing to assist in rewriting the HS constitution and Anna Couch, Corin Grey and Chelsea Henman stepped up to help.

A letter of resignation written by the pizza coordinators and directed at the Home and School Association was read aloud tonight by Sharon Sweeney (with noted sadness). News of their resignation was disheartening for everyone as it was agreed that they had worked very hard the past few years to make pizza days happen and were run exceptionally well. The coordinators will be missed and will not be easily replaced. It was felt by several members at the meeting that more respectful communication was needed going forward to avoid such instances in the future and in communicating with *all* committee members who volunteer their time at Willingdon. The Home and School Executive was very regretful about this outcome and wishes to commit to better/improved communication in the future. We would like to do whatever it takes to keep this activity running as it is a key fundraiser as well as a fun activity at the school.

There being no other business, the next Home and School Association Meeting is to be held on **Tuesday November 24th at 7pm**. This meeting was moved to be adjourned at 9:05pm by Tanya Savickey, seconded by Charlotte McCaffrey.

Minutes Respectfully Submitted by Chelsea Henman,

Secretary, Home & School Association