



## Willingdon Home & School Association

### Meeting Minutes April 16, 2019

**Present:** Julie Trudel, Sally Burnett, Kristin McNeill, Luisa Carpio-Mak, Genevieve Trudeau, Trinity Wittman, Isabelle Gaul, Daniela Padulo, Tanya Savickey, Michelle Luterman Alfonso, Steve Spetsieris, Nadine Ishak

- I. Welcome
  - Meeting opened at 7pm
- II. Approval of Agenda
  - Addendum: Michelle Luterman Alfonso will speak on Fun Fair right after approval of agenda. Moved Gen, seconded Luisa
- III. Approval of Minutes from March 18, 2019
  - Sharon Sweeney was not included in minutes. She attended and voiced concerns over the division of food and monetary fundraising campaign for Depot, how best to fine tune needs of all parties. Will be added to minutes. Moved Trinity, seconded Luisa.
- IV. Co-Chair Report - Sally
  - Willingdon's Got Talent May 3 - next big event
  - EMSB hosted dinner honouring volunteers with 5 or more years experience, about 20 volunteers, some more than 10 including Luisa. Ms. Penny honoured for 49 years of tutoring math. Next year will be her 50th anni – something big should be planned.
  - Annex planning – meeting scheduled tomorrow, April 17, 4pm.
  - Fall and spring concert are funded in part by H&S – we would like to request that if H&S will fund in future years, acknowledgement be made of the H&S contribution to allow parents to see where donations are going.
- V. Principal's Report – Mr. Steve replacing Ms. Carmen
  - Several interventions in cycle 2, including the workshops paid by HS – thank you
  - Ensemble Montreal – hired to do 3 workshops for grade 4 - I am assertive, I have empathy, let's talk about bullying, in May. If sessions go well for grade 4, may extend to grade 5 as well.
  - In the meantime Tandem from Ville de Montreal coming in to speak to the kids about various issues – strangers, safety, social media, bullying, etc.
  - Also SPVM officers visited grade 4, big success, recent comments that mood has changed and small improvements.
    - Feedback from kindergarten parents that having both sessions in one week was intense.
  - Lockdown Drill recently – based on parent feedback, changed format this year, no mention of skunk, just the simple truth. Based on action and consequences – e.g. if we think something wrong in the building, police will come.
  - Grade 3 – invited Danusia to talk about Toolbox – empathy and being a good person
- VI. Teacher Representative Report – Ms. Daniela
  - MARCH: Thoughtful Thurs, Carnival of miracles and monsters choir recording, Regional storytelling assembly, Brian Ewenson guest speaker, Grade 4/5 senior campus assembly, toonie challenge pizza party
  - APRIL: Transition to high school, lockdown drill, cabane a sucre, Thoughtful Thurs, Step up for Haiti, grad bake sale, fire drill after school at EDP, earth day cleanup for Grade 3, bake sale for green committee and earth day photo, Grade 6 legacy gift organization, Grade 5 cycling circuit (*do they need to bring own bikes?*), cycle 2 to Segal Centre for Alice in Wonderland.
  - May 16 – Welcome to kindergarten event in evening. 2 sessions – one at 5:15, second approx. 90 mins later. Helpful to have a H&S person there to introduce fun fair, who we are, follow our FB page, etc. **Action: Exec to draft brief presentation.**
- VII. Communications' Report - Trinity

- No formal report
- VIII. Treasurer's Report - Gen
- \$41,000 balance in bank
  - \$1800 uncashed cheques
  - \$1957 from Recettes en Pot
  - \$6000 sitting in family emergency fund – still need to pay field trips, etc
  - **Action: HS needs admin to provide total number of kids and amounts.**
  - \$6700 grad balance, paid for sweaters, etc.
  - H&S has \$21,000 to pay out after all expenses that are cued up
  - Account statuses healthy

- IX. EDP Report - Tanya
- EDP activities going smoothly
  - Spring session: 2 events are not full enough to move ahead – karate and 2nd butterfly – ideally need 12 children in a session.
  - Firedrill this Thursday during EDP as part of emergency preparedness mandate
  - Rolling cart under registration desk that has 400 mini blankets, other supplies. All counsellors have received training.
  - Many new counsellors, been trained and grilled every night
  - Ped day and reg brochure out soon with K package: June ped day openings. Keep some spots for K open.
  - No major changes at junior campus due to annex
  - Senior campus will have a designated office at new space and designated EDP space. Same program running both campuses.

X. Other business

A) Upcoming Events

1. Grad Committee update: Catherine Lavoie
  - Catherine absent, no formal report
  - Luisa will start attending meetings as grade 5 transition parent
2. Willingdon's Got Talent
  - Report in writing from Tess Bui
  - Auditions coming in steadily
  - 2 new coordinators, Jessica and Aya
  - Dance competition registrations coming
  - Luisa and Gen in charge of food
  - Budget looks sound
  - Luisa will organize volunteer schedule, send to H&S
3. Fun Fair – Michelle Luterman Alfonso, Kristy Cuevas
  - Plan to move bake sale, face painting, other activities into the gym, will add more value for bake sale to have people nearby.
  - Bouncy castles/games: In contact with Corey re logistics, have a layout in mind for the yard.
  - Ticket sales in gym also maybe, possibly pre-packaged sales. No cash anywhere but bake sale and ticket sales.
  - Various games, small and large, are on the list
  - Concern: Number of tables available. At Pancake breakfast, all the tables were used. **Action: Important to inventory tables that are needed for all the stations, may find we don't have enough.**
  - Food:
    - Jason coordinating. Decided not to use the scouts to bring in food this year, but interested in having the older teenage scouts working the games, since may be easier to get dads to volunteer at the BBQ
    - **Action: BBQs need to be delivered on site, reservation should be made soon.**

- Menu: Pizza, sausage, burgers, same menu as previous years.
  - Duperie ice cream cups: Carnival style, cost \$1.50, sell them for \$3 or \$3.50. In the past, had 300-400 freezies, but they sell for \$1, so maybe less duperie cups. Second option is that they send staff, set up on site, etc. – bigger outfit, probably comes too expensive. Will continue to negotiate. Another option TCBY, very low cost.
  - Cotton candy machine from scouts: they bring. **Action: confirm cotton candy.**
  - Volunteers: Some coordinators in place, may need callout for other coordinators. Callout for overall coordinators will be done via online form. **Action: Kristy to send volunteer callout details to H&S**
  - Eco Quartier green tent – **Action: Kristy/Michelle to contact 2 parents for green tent.**
  - Action: **Julie to call QFHSA to ensure insurance coverage.**
4. HS Annex transition planning team - Julie
- Julie, Lara, Catherine M, Luisa met. Evolving team – a few other volunteers at next meeting
  - Most activities will be run at junior campus up until December eg. sibling picture day, Halloween
  - Annex - Possibly a lounge study space, staging area / green room where students can gather at senior campus before transport
  - Next meeting will look at winter and spring activities
  - Grade 4: Wrapup in this building: Is there something we can do in June to recognize their sendoff from grade 4 to grade 5. Picnic? Give them some closure. **Action: Admin and H&S to discuss grade 4 sendoff event.**
  - Students at senior annex will come back to junior annex often, for curricular and extra curricular activities
5. Communications sheet for welcome back packages - Sally
- Eliminating 3 of 4 pages, most will be online eg. reg for QFHSA, volunteers, etc. Will be a 1-page bulleted document. **Action: Exec to complete info sheet pre May 1**
6. Back to school supplies package fundraiser - Julie
- Edition Vaudreuil confirmed, details getting ironed out
  - K supplies list will need to be ready earlier, other packages by June 1
  - Teachers have samples in staff room to assist picking their lists
  - EV will set up for 3 days in August for pickup – 2 days week of Aug 22, also Aug, all pickup at junior campus
  - Fundraiser: H&S gets a commission of 5% up to \$20000, 7% after that
  - Convenient for parents
7. Mabel's Labels- Luisa
- To decrease amount in lost and found box, get kids' stuff back to them
  - H&S sign up online is very easy. Can go live before summer camp
  - Luisa or Aurora coordinating
  - Fundraiser: 20% commission of all sales under Willingdon banner, no minimum.
  - Payment to H&S is issued monthly with a minimum of \$50 monthly, otherwise rolled into following month. Can run all year round.
  - Option to search your school, need clear instructions to parents how to search and find to ensure we get commission.
  - Can be running all the time, posted on website, ongoing, reminders throughout the year.
  - GB approval pending, next week April 25. **Action: Sally to remind GB to add agenda item for Mabel's Labels.**
  - **Action: Luisa/Aurora to set up H&S account following approval**

8. GAIN group: Nadine
  - Nadine repping H&S on GAIN, met April 7
  - Covered transpo, material resources, much more
  - Parents at large, teachers, EDP, admin, will be adding Sharon Sweeney as community person.
  - Nadine was privy to a lot of the objections from parents, people felt blindsided, felt that comms could be better, and felt that it should be mentioned at GAIN meeting.
  - GAIN asking people to submit questions or feedback before next meeting April 30 – can be posted on social media
  - GAIN has its own email address: seniorcampusinfo@gmail.com –recipient of questions. Outgoing communications – different GAIN member taking minutes each time, disseminated by admin to entire parent body – with a link to read minutes.
9. HS office “concerns”
  - Effort to reduce extra stuff in H&S office
  - Foam plates: Mission to be greener - why are we still using foam plates? **Action: Gen will speak to Jayne Hill about opportunity to buy better cardboard plates and volunteers next year for Pizza Lunch.**
  - Recettes en pot: 35 jars leftover. **Action: Luisa will draft email to parent body, last chance to pick up jars or we’ll be donating/selling/using them**
  - Lice lamps: We used to do lice check for all students, but lamps no longer needed

#### B) Budget Approvals

- Boohoo/Woohoo Breakfast \$400 – Trinity move, Luisa second.
  - 90+ registrations for K, 5 classes.
- Emergency fund \$160 for a particular family in need this month – amended to \$100 due to Luisa personal donation. Moved Luisa, seconded Gen.

#### XI. Varia

- Next meeting AGM June 11
- May 14 site visit to annex for families, TBC
- Parents can still sign up for QFHSA conference May 4

#### XII. Meeting adjourned 8:35

Minutes submitted by Trinity Wittman.