



WILLINGTON ELEMENTARY
HOME AND SCHOOL EXECUTIVE COMMITTEE MEETING

February 1st 2017

Present: Charlotte McCaffrey, Catherine Lavoie, Cornelia Mandoiu, Annick Gauthier, Catherine Britt, Mary Ellen Kenny, Luisa Carpio-Mak, Chelsea Henman

Regrets: Andrea Burns

The meeting commenced at 7:10pm

Approval of Agenda with additions and corrections: moved by Annick Gauthier, seconded by Catherine Lavoie.

Approval of November 9th 2016 Minutes with additions and corrections: moved by Charlotte McCaffrey seconded by Catherine Lavoie.

Correction to November 9th minutes:

- I. ...
- II. Catherine Lavoie: A reference was made about parent teacher interviews in the November 9th minutes reporting that they went well – but Catherine Lavoie mentioned that they hadn't taken place yet)

President's Report (read by Luisa Carpio-Mak)

December was a busy month for H & S. There was an NDG food bank drive, caroling, a pancake breakfast and Santa breakfast for the K's.

We would like to thank Nadine Ishak, Megan Donovan and all the volunteers who made the pancake breakfast a success. Over 100 students (past and present), parents and teachers passed through that morning to enjoy pancakes, fruit, juice and coffee. A bake sale in support of the NDG food bank was also held in conjunction with the breakfast.

The annual caroling night was a success thanks to the weather and the work of coordinators Annick Gauthier and Sharon Sweeney. The evening began with a BYOB (bring your own bowl) at the school where H & S served delicious black bean soup! Then over 40 students (present and former) and parents went caroling through the streets of NDG while collecting money and non-perishables for the NDG Food Bank. After caroling, everyone came back to the school for some hot chocolate and refreshments!

Michelle Alfonso and Sharon Sweeney coordinated the week-long in-school NDG Food Depot drive. We would like to thank all the volunteers that helped Michelle and Sharon collect, pack and deliver the items that were donated.

Hanne Landbo, Isabelle Gaul and their team organized the 2016 Santa breakfast for the K's and they did a fabulous job. The lunch room was decorated beautifully, the kids were excited and Santa came and handed out presents.

We would like to thank all the volunteers that helped with the pancake breakfast, the caroling night, and the coordination of the NDG Food bank collection as well as all of the families that donated food and/or

money. As a result of your efforts and generosity, our Willingdon community gathered well over 30 big boxes of food, 9 food baskets for Willingdon families and \$646 for the NDG Food Depot.

Upcoming H & S events for 2017 include Teacher and Staff Appreciation Week, Book Fair and Fun Fair.

The EMSB Volunteer Appreciation Night to thank volunteers with five years of service or more will be held on Tuesday April 18, 2017. Catherine Lavoie will be working with the volunteer coordinators on updating the Willingdon volunteer list.

Finally, we are proud to announce that Willingdon's own Carolyn Bouchard-McNeil was recently recognized as a Community Leader with a [2016 Montreal Community Cares Award](#).

Separate item: Carolyn's Toy Drive/Fundraiser - a shout-out to her for this amazing fundraiser will be posted on Willingdon's Facebook page very soon and our Principal Carmen Nicolas will circulate this among the Willingdon staff as well.

Teacher Representative Report (Cornelia Mandoiu)

- I. Principal Carmen Nicolas has requested \$400 of funding (via email) to send two students to the Camp Bout en Train Field Trip in late February (\$200 per student). A motion to accept this request was made by Catherine Lavoie and seconded by Charlotte McCaffrey; all for, none against, the motion was carried.
- II. Mrs. Daniels has announced to the school that we are officially a WE school, because of the work we have done in the community (i.e. toy drive, food bank fundraisers) and internationally.
- III. A group of grade five students will go on a Field Trip to Camp Bout en Train on Feb 24th where they will be participating in many challenging and fun outdoor activities with other WE schools.
- IV. There will be a professional development workshop for teachers taking place this Friday Feb 3rd (a Ped day). Please email Cornelia for more information.

Treasurer's Report (Andrea Burns)

- Currently in our account: \$32,960.70
- Pending deposit (froyo + pizza): \$447.00
- Estimated pizza cost for the rest of the year: -\$6,970.80
- Estimated Froyo cost for the rest of the year: -\$2,178.00
- Grad funds (including projected profit of \$2,154.64): -\$3,600.22
- Cheques that have not been cashed total: -\$2,239.54
- Family Emergency Fund (costs for comped pizza and froyo have not yet been deducted): \$2,045.50
- New balance for H & S is: \$16,373.64
- Upcoming expenses: Teacher & Staff Appreciation Day

Expenses from recent events:

- Santa Breakfast \$592.39

-Pancake Breakfast \$594.33

Note: We are flagging Grad as something we need to do separate accounting on in the future. There will be a separate discussion about this in an upcoming meeting with Andrea, our treasurer.

Funding Requests:

- I. *Teacher and Staff Appreciation Week (TSAW):* The funding for this event is usually around \$500, but this amount still needs approval. It was suggested that we bump up the amount to \$550 (due to the recent increase in the cost of food). Annick Gauthier motioned to accept this request, Catherine Lavoie seconded; all for, none against, the motion was carried.
- II. *Fun Fair:* In Past, we have worked with Jeunesse Benny (contact: Peter and Margaret Ford) to help us animate this event, because it has been so reasonable cost-wise. The entire operating budget with Jeunesse Benny was only 1000\$ (which allowed us to make a profit), whereas with non-subsidized companies, we were quoted \$3000 for Bouncy Castles alone. However, working with Jeunesse Benny may not be an option this year. They are extremely difficult to get in touch with and they are not certain they will take on any contracts this year due to the cost of replacing some of their equipment as well as a lack of funding from the City. If we go with a non-subsidized/private company for Bouncy Castles, the Fun Fair may have to operate from now on as H & S event rather than a fundraiser, since we may only break even at best. In light of this, we will want to be careful in considering requests for funding for the rest of the year.
- III. *GEO Challenge:* A funding request for this event was made by Kathelijne Keeran and Monique Dykstra (via email). On their wish-list: six table globes at \$100 each, three laminated maps - two at \$33, one at \$37. Luisa Carpio-Mak suggested H & S could purchase the laminated maps this year and ask Willingdon parents to sponsor the globes next year, since it is too late this year. As a gesture of appreciation for sponsoring, we will put their names on them. Catherine Lavoie suggested that maybe three globes would suffice. We will propose a globe drive for September to Kathelijne and Monique. A motion was made to fund three laminated maps to a maximum of \$175 by Annick Gauthier, seconded by Charlotte McCaffrey; all in favor, none against, the motion was carried.
- IV. *Fetes Des Arts:* This funding request will be tabled until the next H & S meeting in April - the Drama teacher could not attend tonight's meeting.

Other Business:

- I. *Book Fair Update:* Catherine Lavoie said this was our highest grossing Book Fair, especially on the French side, and the Bake Sale also did very well. We amassed \$275 for the Food depot through the sale of used books, \$2,493 in credits for books at Scholastics and \$1,077 for Home and School activities. Catherine will talk to Carmen Nicolas to discuss how to distribute the credits between the classrooms and the library. A motion was made for Catherine Lavoie to work with the principal to distribute our book credits by Annick Gauthier, seconded by Charlotte McCaffrey; all for, none against, the motion was carried. The teachers' book wish lists for their classrooms were displayed at the Book Fair this year and we will do the same at the Spring Book Fair. There will also be four draws again this Spring and this at this Book Fair we will get an additional 10% back from our profits to purchase books for H & S to put in raffles etc. Because of this, it is definitely worth doing a 2nd Book Fair. Catherine Lavoie will bring receipts for the cost of printing the teacher's wish lists to the next meeting. It was noted that Catherine Mason and Jen Strahl may be good candidates for taking over the Book Fair in three years when Catherine leaves Willingdon.
- II. *Lost & Found Update:* Is tabled until the next meeting. We will toss the ongoing issue of overflowing lost and found boxes back to the lost and found coordinators. Cornelia Mandoiu will also talk to the teacher staff re: an overwhelming number of articles and disorganization. Cornelia will be in touch with Mary Ellen Kenney via email.
- III. *Proposal for Thoughtful Thursdays:* Luisa Carpio-Mak proposes the idea of a year round perishable goods food box. This teaches kids that hunger exists all year round; items could be collected and donated to theNDG Food Depot. We need to discuss this in further detail with Carmen Nicolas and the Governing Board.

Q&A

- I. The handwashing before snack and lunch issue was raised – a possible solution was hand sanitizer. Teachers could add hand sanitizer to their school supply lists in September.
- II. Catherine Lavoie brought up the idea of stationary bikes in classrooms (Royal Vale got three this year). Catherine will find out the cost bike per bike. Cornelia Mandoiu will address safety with Carmen Nicolas. Carmen and Catherine will conduct the research as to what this project entails.

Grad update: Charlotte McCaffrey - The Grad Committee met last Monday; most grad fees have been collected and the fundraisers are going well - the first Bake Sale made \$1,300, Magic Night made \$573, and the next class to class Bake Sale will be on Feb 14th. They expect to make around \$500. There will also be a raffle on March 2nd at the Book Fair (the grade 6's will go around class to class selling tickets). Still to come: a survey asking the 6's about a Grad Night theme, food and a legacy gift.

Adjournment: There being no other business, the next Home and School Association Meeting is to take place on Wednesday, April 5th at 7:30pm. This meeting was adjourned at 9pm on a motion by Charlotte McCaffrey and seconded by Catherine Lavoie.

Minutes respectfully submitted by Chelsea Henman,
Home and School Secretary

