



WILLINGDON ELEMENTARY

HOME AND SCHOOL EXECUTIVE COMMITTEE MEETING

JUNE 13, 2017

Present: Mary Ellen Kenny, Luisa Carpio Mak, Charlotte McCaffrey, Annick Gauthier, Tom Bock, Genevieve Trudeau, Chelsea Henman, Carly Humes
Regrets: Carmen Nicolas, Cornelia Mandoiu, Andrea Burns

Meeting commenced at 7:25pm

Approval of Agenda with additions and corrections was moved by Luisa Carpio Mak, seconded by Charlotte McCaffrey.

Approval of April 5th Minutes with additions and corrections were moved by Annick Gauthier, seconded by Charlotte McCaffrey.

Corrections to minutes/agenda: *Minutes were not sent out before hand, so they will be reviewed in the days following the meeting by those who attended. Any corrections will be made and approved subsequent to that.

President's Report (Mary Ellen Kenny & Luisa Carpio Mak) see detailed report at the end of the minutes.

Principal's Report (Carmen Nicolas)

There was no report from Mrs. Nicolas but Mary Ellen spoke on her behalf, stating that Carmen was extremely impressed by the number of parents who volunteer at Willingdon. She was very appreciative for all the time and hard work that all volunteers have put in this year.

Teacher's Report (Cornelia Mandoiu)

It has been an immense pleasure to take on the role of teacher rep at Home & School meetings. As the school year comes to an end, teachers would like to thank parents for their hard work and dedication in making this year so successful! Many activities could not have happened without your help. Thank you! We wish all our families an amazing summer! Bonnes vacances! Dates to be noted: Kindergarten graduation will be Friday, June 16th - 2h00 to 3h30 (outdoors if weather permits). The next Field Day will be Monday, June 19th (no rain day). Grade 6 graduation is on Tuesday, June 20th. The last day of school and report card distribution is set for Thursday, June 22nd.

VP/Communications Report: (Tom Bock)

There was no report from Tom Bock, but Mary Ellen asked Tom to define what he sees the role of VP/Communications being going forward. Tom Bock felt that his role last year was to automate communications between the home and school as much as possible. This will substantially cut down the workload for whoever steps up as VP next year. The legwork Tom did last year to put a new framework in place for some online registrations and streamlining email using Mail Chimp made this year a piece of cake in comparison.

Tom will be stepping down as coordinator of the Willingdon soccer and basketball team, so we will be putting a call out for a new coordinator over the summer. Tom noted that the switch from paper to online sign-ups for the teams worked well this year.

Treasurer's Report (Andrea Burns)

The treasurer's report was presented at the meeting tonight by Mary Ellen and Luisa and will be kept on file for future reference. There was a large surplus of money that was not spent this year – Mary Ellen and Luisa will be coming up with a plan in September as to how to distribute some of the surplus in 2017-2018. Some considerations will be: a new sound system, a community corn roast and a financial investment for the creation of a Home & School website (if we can get the approval from QFHSA). Tom would be willing to commit to the task of setting up the website and acting as the administrator as well as putting a system in place for online registration and payment of all Home & School activities. Annick motioned this, Genevieve seconded it. The motion was passed. As a point of reference, see the Clearpoint Elementary Home & School website; Luisa likes their format. Mary Ellen suggests that the new VP of communications be vetted by Tom over the summer to bring him up to date with the nature of this role.

Back to School Event Luisa noted that we would like to do a welcome back event in September and make it an evening event that includes students, parents and teachers. She discussed doing a corn roast and that she would look into it over the summer. Mary Ellen noted that we have a credit left from Dynamix that could also be used for a welcome back event. Luisa and Mary Ellen agreed to discuss over the summer and come back to the executive with a proposal.

Call for new Coordinators

A call out will be put out ASAP for coordinators for the following activities:

- Very important: a new Fro-yo coordinator is needed as of this fall. We will start asking around right away.
- Isabelle Gaul and Michelle Alphonso have graciously accepted to be our new coordinators for the school's Photo Day.
- Kathelijne Keeran is stepping down from coordination of the Open House event. A new coordinator is needed.
- Susan Bateman has accepted to take over from Tom as the new Soccer Team coordinator. We will ask her if she is willing to take on the basketball team as well.
- Lost & Found: Genevieve Trudeau is considering taking this on.
- Late Slip coordinator – it was discussed that this role might not be the best use of our resources; we could be putting volunteers to better use elsewhere in the fall.

Election of Treasurer and VP/communications:

Genevieve Trudeau has kindly accepted to take on the position of Home & School Treasurer for the coming year! Thank You! This is no small task!

Let's all work very hard over the summer to find a new HS VP to take over for Tom. If everyone could think of a few people they could ask, that would be extremely helpful!

Q&A/Other Business:

Tom asks a pertinent question: Is the Home & School Association mainly a social organization, or does it exist more so to support the school's infrastructure? The answer we felt, was that it exists to support both, but to a limited degree as pertaining to infrastructure; i.e. helping to raise money for select school projects like the new sound system - yes; but not for capital expenditures like upkeep and renovations, i.e. redoing the school bathrooms. The key is that we exist by definition to provide assistance with "anything that enriches the school community".

In regards to our surplus, Charlotte also mentioned that some schools take on a sister school belonging to a less privileged community and who may make less with their fundraising efforts. We will consider such an initiative in the future since we are fortunate to have such an involved community and many resources at our disposal.

DFS fundraiser: Last Spring, our previous Home & School president, Dave McLeod launched a DFS Fundraiser to raise money for the FEF (Family Emergency Fund) with Lamontagne. They manage several school fundraisers including DFS. It ended up not doing very well, partly due to the lower quality of the products. Some families just preferred to donate directly to the FEF. Looking ahead for next year, the Home & School is interested in a different fundraiser. One that was popular at École Étoile Filante is based in the Plateau – the organization hires people trying to reintegrate into the workforce and fifty percent of every jar sold (jars are filled with ingredients to make different recipes such as cookies, brownies, soup, chili etc.) comes back to the school and some of the proceeds can be donated to a food depot of our choice. All ordering is done online so no need for catalogues. It is a less consumer driven/more socially engaged fundraiser and more in line with our values as a school. We don't have quorum tonight but we can do an e-vote this weekend. All the participants here tonight were enthusiastic about it.

Cabaret: 150 people attended this year (a large jump in attendance from only 25-30 last year). This was mainly due the fact that Cabaret was well publicized this time and was also held at an off-site venue. Not to mention that the coordinators did a terrific job with branding!

Lost & Found: HS no longer wishes to take on full responsibility for this task; it is willing work with the school administration on division of the responsibilities. It was noted that there needs to be a separation of food and clothing.

As of the beginning of the new school year, there will be a new vice principle. Our last VP has done a tremendous job during his term at Willingdon.

There being no other business, the next Home & School Executive Meeting will take place in September (time and date to be determined). The meeting was adjourned at 8:40pm on a motion by Charlotte McCaffrey, seconded by Annick Gauthier.

Minutes respectfully submitted by
Chelsea Henman,
Secretary for the Home & School Association

End of School Year 2016-17 Year Presidents' Report

As this school year comes to a close, we would like to give our report on the activities the Home & School has been involved in over the past year.

Our main goals coming in to this 2016-2017 school year (the first year of our two-year term as Co-Chairs of the Home & School Association) were:

- to continue to build and strengthen the Willingdon School community and parental/family involvement in Home & School activities.
- to build upon our communications and engagement with the parent community.
- to increase awareness for the Willingdon Family Emergency Fund, and in doing so, raise more significant funds for this fund.

We are very pleased to report that all of our old favorites in terms of activities for the children were held this year:

- The school year kicked off with the **Welcome Activity**, funded by Home & School: the percussion workshop by Baratanga, was enjoyed by every grade level.
- **Halloween** was an all day, school-wide activity and was an outstanding success, under the coordination of Jayne Hill and Hanne Landbo.
- Both **Fall and Spring Book Fairs** were very well attended, and sales were markedly increased, particularly during the Fall Book Fair. This year saw the introduction of a new and successful initiative at the book fair: Teacher Wish Lists. As in the past many years, we have the expert coordination of Catherine Lavoie and Catherine Masson to thank for these book fairs.
- **Pizza Lunch** remains our most profitable fundraiser and continued again this year, under the coordination of last year's team: Isabelle Gaul, Carolyn MacNeil, Jayne Hill, Louise Howard and Michelle Alfonso. As always, this team has been incredible in their ability to accommodate all students, field trips, schedule changes, etc.
- **Fro-yo and Freezie Days** were re-instated this year as a joint fundraiser with Grade 6 Grad Committee. Funds raised from this activity were shared. We have Annick Gauthier, Jennifer Strahl and their Grade 6 students to thank for this.
- A perennial favorite, the **Santa Breakfast**, was held for the Kindergarten students, coordinated by Hanne Landbo, Michelle Alfonso and Isabelle Gaul. As is tradition, this event will be passed down to new Kindergarten parents in the coming year.
- Thanks to the generous return of a Willingdon parent Alumnus, Gail Issenman and Saeb Hachem, the **Math Challenge** was held again this year. We continue to search for parent coordinators for this activity, as it is loved by the students.
- The **Geography Challenge** also returned this year, under the coordination of Monique Dykstra and Kathelijne Keeran. We were able to add three new large, laminated maps to

the tools used by the students for the Geo Challenge, and we hope to be able to support them further in the 2017-18 school year with new globes and/or atlases.

- The **Spelling Bee** was another activity that returned this year, with thanks to Jennifer Kulin for coordinating. It is a popular and fun activity, so we are very pleased to see it return.
- Coordination of all the school **Bake Sales** was taken on by Genevieve Trudeau, and she worked with all the different coordinators to hold bake sales at numerous activities throughout the school year: Pancake Breakfast, Spring Book Fair, Open House, Cabaret and Fun Fair.
- Finally, the **Grad Committee** will be holding the Grad party and other post grad day activities next week. This is run practically independently by the Grad Committee, chaired by Charlotte McCaffrey, but we try to support them as much as we can, whenever we are needed!

Home & School also continued to take on some activities in support of the school:

- **Late Slip Desk** duty was staffed with parent volunteers and was organized again this year by Edith Vazalinskas. We regret that Edith has signaled she will not be taking this role on again in the coming year.
- **Photo Day** was organized by Claire Croissan and went very well, thanks to all her work and that of her team of volunteers.
- **Lost & Found** organization was an unenviable task that was taken on with great thanks to Genevieve Trudeau and Isabelle Gaul, who worked closely with the school custodian, Paolo, to keep the Lost & Found area presentable and manageable.
- **Open House** was coordinated by Kathelijne Keeren, working closely with school administration.
- **Teacher and Staff Appreciation Week** (TSAW) took place in the second week of February. With the help of so many volunteer parents, we were able to host a week-long show of appreciation for all that the teachers and staff do for our children. TSAW was coordinated by Luisa Carpio-Mak and Mary-Ellen Kenny.

Willingdon School Community-wide events were all very well attended this year, and we have been very pleased to see so many families come out to support us:

- This year saw the return of **Pancake Breakfast**, and we had a great turnout of approximately 200 people! We have Meghan Donovan and Nadine Ishak to thank for coordinating this holiday activity. The school community was generous, as usual, in the donation of non-perishable items for the NDG Food Depot.
- **Christmas Caroling/Food Drive** was another return activity, with soup, hot chocolate and desserts provided by Home & School to feed the carolers! The week-long food drive and the caroling evening was coordinated by Sharon Sweeney and Michele Alfonso.
- **Cabaret Night** returned again this year, but in a completely different format! Thanks to the vision of this year's coordinators, Judi Edmison, Tess Bui, Wendy Pollard and Pierre-Luc Bisailon, students and parents attended in unprecedented numbers and a record amount of money was raised.
- **Fun Fair** was the latest event of the school year, and was deemed a great success. We had returning favorite activities, some new activities and a new service provider. Thanks to the cooperation of the weather, the incredible team of station coordinators and the army

of parent volunteers, the two coordinators, Luisa Carpio-Mak and Mary-Ellen Kenney were very pleased with the event.

Special attention was paid this year to increasing the Willingdon Family Emergency Fund:

- A **DFS Catalogue fundraiser** was held in the fall. It was clearly noted that all funds raised in this campaign would go directly to the Family Emergency Fund.
- **Willingdon Gear** was sold at the Fall Book Fair, with all funds going to the Emergency Fund. This raised approximately \$700.
- As mentioned, the **Cabaret Night**, usually the only Emergency Fund Fundraiser, raised a record amount this year, thanks wholly to the change in format and venue.
- In all, a significant increase in funds were raised for the Family Emergency Fund. This money has been put towards grocery gift cards for holiday food baskets, payment of some school/lunch fees and payment of field trip fees for a number of students throughout the school year.

Thank you all for your patience in reading through this report. As you can surmise, this has been a very busy and rewarding year. We have been so pleased with the attendance of all of our family events and we are *always* floored by the generosity and spirit of all of our parent volunteers. We look forward to continuing towards our stated goals in the upcoming 2017-18 school year and we thank you all for your continued support!

Luisa Carpio-Mak and Mary-Ellen Kenney
Willing Home & School Association Co-Chairs 2016-2018