



Willingdon Home & School Association

Meeting Minutes September 30, 2019

Present: Julie Trudel, Sally Burnett, Luisa Carpio-Mak, Genevieve Trudeau, Trinity Wittman, Kristin McNeill, Isabelle Gaul, Daniela Padulo, Carmen Nicolas, Eva McGrath, Jill Sanderson, Sarah Soifer, Tara MacRae, Nadine Ishak, Kim Tulloch, Sharon Stoddart, Ania Muller, Rossitza Ribarova.

I. Welcome

- Meeting opened at 7:05 pm.

II. Approval of Agenda

- Amendments to the agenda: Add book fair to Other Business – Upcoming Events. Approved by Eva McGrath, seconded by Trinity.

III. **Approval of minutes** from June 11, 2019 AGM. Due to some confusion at the last meeting, *no minutes* approved. Minutes from last June AGM to be approved at next meeting.

IV. Co-chair report: Sally Burnett

- Second year that the Boo Hoo Woo Hoo breakfast for Kindergarten parents was held (took place Sept. 3 and 4). It was coordinated by Grace Tang and Kristin McNeill. It went well, and new parents were happy to be there.
- Pizza lunch and FroYo registrations are going well. Deadline to register is October 11.
- Membership to the Quebec Federation of Home and School Associations can be made in same purchase.
- Carolyn Bouchard, Jayne Hill, Isabelle Gaul and Genevieve Trudeau are coordinating Pizza Lunch again. Starts Oct. 25.
- Changes are being made to reduce waste, for example omitting juice boxes and the ice cream cup. Replacing the ice cream will be locally-made cookies, distributed without packaging. This reduces waste by omitting Styrofoam packaging from ice cream.
- For FroYo, an effort is underway to convince TCBY to provide the frozen yogurt in compostable packaging.
- The cost has been raised by \$2/year to compensate for packaging changes.
- There is a dairy-free option for those with dairy allergies.
- The Family Emergency Fund is under way. Last year, a checklist was created to find out what kind of aid was needed, i.e. for field trips, holiday basket, FroYo, etc. A checklist is now provided, so someone can indicate which kind of aid is required. Responses have been swift. 19 students have been supported this year – the most ever.
- Sponsorship email has been successful.

V. Principal's Report: Carmen Nicolas

- School started Sept. 3.
- Carmen was back in early August and worked on preparations for the new senior campus.
- First day at the senior campus: Dynamix ran team-building games for students. It was successful.
- There were school assemblies at both campuses.

- Re: Toolbox: Teachers understand it quite well, and Carmen is having Danusia come in to do a workshop with new teachers in Oct.
- There was a General Assembly on Sept. 13 (same evening as Meet the Teacher), where over 100 people who came. Three people were elected, and the GB was formed.
- The admin. is trying to have all main events at the main campus for those with kids at both campuses.
- Oct. 17 is the Open House, however there will be one at both campuses so new and existing parents can see both buildings during the day at both places.
- A ribbon-cutting ceremony at the senior campus scheduled to take place Oct. 2. H&S and GB members are invited, as well as EMSB commissioners and administration, politicians, former Willingdon principals. Students at that campus will participate. Set to be a waste-free party. Mr. Nick's choir will present, and students will bake and decorate cupcakes.
- Carmen thanked H&S for the new re-usable dinnerware.
- Halloween will be a non-academic day hosted at the junior campus.
- 570 students are officially registered, 20 more than last year.
- New campus has a sense of "zen-ness," calmness. Having both buildings has released pressure, also for teachers.
- Students are enjoying the park at the senior campus, especially at lunchtime. She mentioned enjoyment of the picnic tables and grass.

VI. **Teacher Representative Report:** Daniela Padulo

- Sept. 3 first day of class, team-building fun day for Cycle 3 at Senior Campus; Sept. 3-5 was Kindergarten Progressive Entry-Half Day; Sept. 6 full day for Kindergarten; Sept. 12: Meet the Teacher in the evening; Sept. 18 Marymount presents to grade 6 nutrition lab, fire drill #1 Junior & Senior Campus; Sept. 19 Kindergarten Assembly, Westmount High presents to grade 6 nutrition lab at Senior campus; Sept. 20 Cycle 1 & 2 Assembly; Sept. 24 Grade 6 at Morgan Arboretum; Sept. 26 Grade 6 GMAA Mini-soccer at Royal Vale Secondary School; Sept. 30 Quebec Attestation Day; Oct. 4 Terry Fox Run.

VII. **Communication's Report:** Trinity Wittman

- Trinity explained the methods she uses for mass communications by email. FaceBook is also used.
- Since beginning, there's been a 50-60% "open rate" – pretty good.
- One person in the family is usually the message opener. Number of opens tends to go down as year progresses.
- The meeting was asked if there were any ideas for improvements.
- A basic blog website is also a method of communication. This year, it houses the online forms.
- This year, forms have been available online only except for the "paper families" – about 40 for the whole school. These families receive the communication once, versus online families who can receive it several times.
- A Google calendar encompasses mostly H&S events, but often school-run events like the Terry Fox Run.
- Events are also posted on the H&S website, however now there will simply be a link to a Google calendar, which will be updated. Discussion was had around different ways to alert people of changes/additions made to the calendar. Suggestion was to put Google calendar at the top. If there were changes to calendar, attention would be drawn to that.
- Everyone was happy with the snappy subject lines on emails. Keep going as is.

VIII. **Treasurer's Report:** Genevieve Trudeau

- \$560 is the balance left in the Grad fund.

- \$18,000 going into the year. A healthy balance like last year. This year, H&S wants to spend more money.
- Last year, distributed more than \$8,000: field trips, holiday baskets, school photos. School photos has been removed from the list this year. Seeing if we could get discount coupons from the photo company.
- A form has been created to personalize what someone needs.
- Last year, there were 12 Emergency Fund families.
- Re: membership. Deadline is Oct. 11 for pizza lunch registrations. H&S membership is tied in to that date.
- QFHSA is our H&S umbrella organization. Their membership perks include newsletters, exec workshops, parent workshops, insurance for our events. First time they are offering insurance on events where food is served. Their fall conference is Nov. 9. Free parent workshops on Oct. 23.
- Carmen said QFHSA is celebrating its 75th anniversary at its fall workshops and will honour 4 schools with long-standing H&S associations, among them Willingdon. Carmen is invited and will bring co-chairs.
- If you want to vote at H&S meetings, you need to be a member, as well as to be a chair of a committee.

IX. **Grad Committee:** Luisa Carpio-Mak

- Committee is made up of Grade 6 parents who start meetings in the fall to plan grad dance + day-after party.
- Fundraising takes place.
- Other activities include yearbook, commemorative sweatshirt.
- Luisa and Genevieve will be co-chairs this year.
- First fundraiser: movie night Oct. 4, where grads will be selling pizza.

X. **EDP Report:** No rep. was present.

XI. **Other Business**

A) Upcoming Events

- **Movie night** is Oct. 4. This occurred some years ago. This year, its intention is for a housewarming party type of feel. Good for younger kids to see the space. Popcorn, lemonade, apples available. Volunteers have been lined up. H&S is giving this as a gift.
- **Thoughtful Thursday:** Luisa Carpio-Mak and Kristin McNeill are co-coordinators. Children can bring in an item or two of food every second Thursday of most school months. Reminders are sent by email. But hoping kids will get used to thinking about it. This year, there's a re-jigging because of 2 campuses. Boxes will no longer be in classrooms, but one large green box per floor.
- **Open House** will take place Oct. 17. H&S has typically provided volunteers for both the afternoon and evening session. Grade 6 students will be both at the junior and senior campuses to give tours. Light refreshments are provided. Junior campus coordinator is Shannon Brogan. Coaching needs to be provided on getting through the critical information.
 - ☹️Need a senior campus coordinator.
 - ☹️Need bakers.
- **Gardening Bee** (to take place on a Saturday afternoon - TBA) is being planned with Dr. Kat at senior campus, in conjunction with a Willingdon parent who is a professional gardener. Involves cleaning up and preparing of garden beds. Encourage families to donate perennials. One question was: Should there be a rain date?

- **Photo Day:** Coordinated by Isabelle Gaul. It will run at both campuses. The schedule is still being figured out.
 - ☺ Sibling photos: How will this work? Have the siblings come to junior campus and then bus back to other campus? Will need a bus.
 - ☺ Can something be negotiated to help with families who need financial help?
- It's the end of 2-year contract.
- ☺ Time to shop for new photography providers.
 - ☺ Option of digital only?
- **Halloween:** Coordinated by Eva McGrath. All seniors will come to junior campus - Grade 5 and 6 will switch. Last year, Halloween party was revamped. Lots of help is needed for the very fun Halloween event.
 - ☺ Looking for a team to work the Haunted House, with someone with the vision to head it up.
 - ☺ Need some more coordinators in general.
- H&S has most of the supplies (amassed over many years). There should be a point person the night before for set-up. No Grade 6 students should be in with the Kindergartners! Need more tattoos (no glitter tattoos!)
- ☺ Volunteer sign-up sheet should get out as early as possible. Second week of October?
- **Recette en pots:** Coordinated by Luisa Carpio-Mak. This is in its 3rd year. Raises \$ for emergency fund (19 kids this year.) Every jar sold, half comes to us, and one meal is donated to Food Depot. October 25 will be kick off. Pick up will be at pancake breakfast (Dec. 2). Campaign has been shortened; runs for 3 weeks only.
 - **Teacher appreciation week (TSAW):** Coordinated by Luisa Carpio-Mak and Kim Tulloch. Takes place Valentine's Day week in Feb. Includes continental breakfast, potluck luncheon, Friday dessert table. Challenge will be the 2 campuses.
 - ☺ Can teachers come to junior campus and extend lunch monitors?
 - ☺ Should it be spread out over the year for smaller shows of appreciation, instead of just one week? Or both?
 - **Carolyn's Toy Drive:** Founded and run by Carolyn Bouchard-McNeil. For people in shelters, incl. more than 2,000 kids. Age- and gender-specific gifts (done through a sign-up sheet). Carolyn's Toy Drive was approved at last year's GB meeting. H&S will continue it this year, providing a sign-up sheet. Kick-off slated for around Nov. 1.
 - **Book Fair:** Coordinated by Eva McGrath and Sharon Stoddart. First one takes place Nov. 20. Need 10 volunteers for each shift. A new idea was discussed: The "golden ticket" (a \$10 coupon for a book) and raffle in each class. There is \$120 in the fund. Add budget item of \$170 to Budget Approvals.

B) Update on New Initiatives

- **Mabel's Labels** is ongoing. Already raised more than \$450.
- **Editions Vaudreuil** school supplies service went well. Only one complaint out of 240 orders. \$21,000 sold. Raised approx. \$1,300. There was a little input from H&S (class supply lists, etc.). Next year, there should be one list (instead of one from school and one from them). To discuss further with admin and teachers.
- **Volunteer lanyards** are supposed to be worn by volunteers, who are supposed to sign in. Parents who are often in school volunteering need to do a police check – to be done every 2 years. One idea: Fill out the paperwork at Meet-the-Teacher night.
 - ☺ Should H&S be involved?
 - ☺ Carmen will get more info.
 - ☺ Put it on next meeting's agenda.
- **Parents green committee:** Organized by Benoit Bazinat. One meeting has taken place. Next meeting will be promoted. One of the things discussed: "green" the events taking place at the school, and those hosted by school. Goal is to make a presentation to Governing Board.

C) Budget Approvals

- Movie night \$150. Trinity moved, Luisa seconded.
- Gardening bee \$150. Luisa moved, Genevieve seconded.
- Halloween \$500. Eva moved, Sharon seconded.
- One bench at senior campus \$1,500.
 - Someone asked why was this not part of school budget? Carmen explained why not. Julie explained H&S has offered this as a gift, like the benches on Terrebonne.
 - When would it be installed?
 - Could grad committee take it on?
 - ☺Table this until the spring. See how the emergency fund pans out.
- Bike rack \$3,000 (for one at each campus). Kim moved, Rossitza seconded.
- TSAW \$500 for week in past. Put a motion forward to budget \$750 for entire year. Trinity moved, Gen seconded.
- Christmas concert. H&S been asked to pay for the sound system. \$1,100 for each event (total \$2,200). Kim moved, Luisa seconded.
- \$1,350 for Cycle 2 and 3 for Geordie Theater Productions. Moved Rossitza, seconded Nadine.
- Basketball jerseys. Free for kids grade 4 and up. \$300. Moved Gen, seconded Sharon.
- e-votes:
 - Sept. 26: \$400 for ribbon-cutting ceremony for non-disposable cutlery, ingredients and celebratory cake.
 - Sept 23: \$720 for gift of a mural by a parent artist.
 - Sept. 13: \$150 for a family struggling.
- Motion to issue \$170 to do a gift of \$10/class for Book Fair. Moved Trinity, seconded Kim.

D) Elections

- Second Secretary. Sara Soifer volunteered. Julie nominated, Sharon moved to approve, Gen seconded.

XII. **Varia**

1. Toolbox: Kathleen and Danuscia had promoted it. H&S wants to keep it running. Danuscia has agreed to come in to do a parents' workshop.

2. Trinity said that Mailchimp's free plan includes only one audience. Wants to keep the settings for several audiences. For a cost of between \$10-\$15/month.

☺Do an e-vote.

Motion to budget \$15 plus tax for 12 months - \$300 total. Jill Sanderson moved, Rossitza seconded.

XII. **Adjournment** - Meeting adjourned at 9:15 pm.

Minutes submitted by Kristin McNeill, October 9, 2019.