



Home and School Meeting Minutes

Date: Monday June 10th, 2019

Attendance: Marie Masserey (co-chair), Mike Kudzia (co-chair), Melissa Lim (VP), Neil Linsdell (Treasurer), Emmanuelle Dagenais, Pauline Fakhri, Julia Genoni, Bitá Guzman, Jen Ankorn, Gillian Skinner, Darcy Moncada, Catherine Fini, Tracey Blouin, Jen Hewiston, Katia Rassi, Christine Barnes, Derek Lagimodière (teacher rep), Kathleen Spaw

Regrets: Susan Hamblin

1.Opening remarks: welcome by Mike.

2.Approval of June 2019 agenda: Add STRAW to events
Motioned by Mike, approved by Tracey. All in favor

3.Approval of minutes from April 2019 (*Emmanuelle*).
Motion by Emmanuelle, approved by Melissa. All in favor.

Approval of minutes from May 2019 (*Emmanuelle*).
Motion by Emmanuelle, approved by Jen H. All in favor

4.Business arising from May minutes:

- School supplies: it was suggested in May that we drop the \$10 fee but add a 5% fee instead on orders made. Estimated that \$10 helped us raise \$720 in a \$50,000 budget. Motion was required. Motioned by Emmanuelle, seconded by Bitá. All in favor.
- Booking Jungle Sport for next year. Mrs Brayne booked it for 4 days starting September 30th for a total cost of \$3600, so H&S would cover \$1800. Motioned by Jen H, seconded by Bitá. All in favor.

5.Correspondence (*Melissa*) – none

6.Reports:

President's Report:

- Thanks to BBQ team
- QFHSA: AGM Awards (pins/certificate)
Certificate for Gillian Skinner and Jennifer Ankorn "Unsung Hero"
- President's report -see Appendix A
- Open committee position available (2nd person for Open House)
Stephanie Gartner is continuing but need another as Dipa is stepping down.
- Vote updated By-Laws, Constitution, Committee-Volunteer rules
 - Constitution: went over proposed changes in articles 4 (changing Executive to 3 mandatory positions) and 5 (changing AGM to September)
 - By-Laws: went over proposed changes in section 6.1, removed a paragraph in section 6.1.1; VP membership added "*significant* changes to membership"; Duties of secretary: note attendance and regrets of Committee chairs and executives. Changed the wording of "Chairman" to "Chair"
 - Standing Rules/Code of Conduct/Volunteer: reviewed proposed changes.
 - Motioned by Emmanuelle, seconded by Tracey. All in favor
- Calendar to present to GB in June – see Appendix B

Beacon Hill Elementary - Home & School Association Meeting

Make sure that Volunteers of BBQ are given to next year Volunteer tea organizer
Teachers are back August 26th

- Voting on new Executives or dissolution of Home and School
 - President: Melissa Lim acclaimed for 2-year term
 - Vice-President: Catherine Fini acclaimed for 2-year term
 - Treasurer: Neil Lindsell acclaimed for 2-year term
 - Secretary: Emmanuelle Dagenais acclaimed for 2-year term

Treasurer's Report and Budget to Date: See Appendix C

Committee/Event Reports

- **Family BBQ** (Katia) Waste free update (Melissa)
Thank you to all the teachers for getting "dumped" and to all volunteers. Notes for next year: need more wet suits! Need veggies options for BBQ as a regular item. Art wall was very nice.
Waste free: usually we need 15-20 bags but this year we used 3-4 bags instead. Discussed looking at getting rid of single use plastic at other events and gifts from raffle as well.
- **Foster child** (Catherine)
Raised even more than stated last time. We are \$357.20 over minimum requirement. We will donate it to the foster child's community. Total was \$529.20. Motion by Catherine, seconded by Jen. All in favor.
- **Grade 6 Graduation** (Jen)
Car wash raised \$800 and spent \$40. Bought mulch for the garden. Grad is on Friday at 5 pm. Need help from grade 5 parents. From 6-6:30. So far, there are 5 parents but need 5-6 parents.
- **H&S activity** (Jen)
Discussed earlier
- **STRAW** (Christine)
Done for the year. Teachers had sushi. Christine will drop off something for daycare. School photo tomorrow: wear blue to make a big rain drop. Will use Bureau en Gros in Kirkland to print photo.

Teacher's Rep/Mr. Lag -

- Wishlist item from M. Lag: 6 Break-out kits for the whole school. Team building and problem-solving. \$1200 CDN. Motion to approve by Mike, seconded by Darcy. All in favor.

Principal's Report: (see appendix A) Mr Lag read the report

7. Open Floor

- **Shopify** (Kathleen)
what are next steps? We will draft a website and take it from there. Kathleen will help with this process
- **School supplies** (Catherine)
Catherine will ask Mrs Brayne how parents will get their lists.

8. Year-End Party: June 17th

Thank you Mike and Marie!

Next meeting: Monday September 16th at 7 pm at the library.

Adjourned : 8:30 pm

Appendix A - President's Report Beacon Hill Home and School - 2018-2019 Annual Report

Thank you for a wonderful year! We acknowledge our dozens of volunteers, committee coordinators, executive team and general members who have contributed hundreds of volunteer hours! We thank our school's administration and staff for their ongoing support!

Home & School is a parent-initiated, parent-driven organization with an open membership. Parents set the agenda, policies, and determine the mandate of the local association. As an independent organization, we vote on how to raise funds and what to spend them on to enhance the school-life of our students. We work cooperatively with the Principal and the Governing Board, and with the support of the Quebec Federation of Home and Schools to host many events. We invite you to explore our 2018-2019 annual report which presents a summary of our financials and activities this past school year.

Our year in review...

With your efforts and support, we raised approximately \$20,000

Congratulations to all members! Beacon Hill's Home & School Association holds the highest membership award for the 2018-2019 School year with the Quebec Federation of Home & School Association!

Distribution of funds: • Sound and light system for the gym • Teacher's Wish List (musical instruments, ski goggles, carpet for music room, rain barrel, new tarp for track meets, art supplies, books, compost & garden supplies) • Junkyard Symphony (Student Activity) • Foster Child Program • Beacon Hill Student Aid Fund • Staff & Teacher Appreciation Week (STRAW) • Outdoor Classroom (furniture is ordered!) • Open House & School Photo • Carnival Week ice wall (& photo), prizes and snacks for Bingo • Refreshments for Terry Fox Run • Student and parent workshops • Graduation activities, workshops/courses, year books, t-shirts, and celebration • QHFSA Annual General Meeting

Other events we host: • Volunteers for vaccine day, Terry Fox Run, and school photos • Management of "Lost and Found" • Delivery of food baskets in December to needy families within the LBPSB • Donations to West Island Food Bank. • Halloween coin collection for diabetes.

How did we raise this money? • Art Gala • BBQ • Pizza Lunches • Recette-en-Pot (Recipes in a Jar campaign) • Membership fees • New clothing sales & school supplies • Slightly used school clothing sales • Loveable Labels • Super Recyclers (used goods donation trailer) • Book fair • Grade 6 graduation fundraisers (carwash, winter raffle & pizza lunch)

In Summary... School Activities and "Home & School Activities" are two different things, but both work towards the same goal, the children. As you can see from this year's accomplishments, Home & School has aided in creating a community environment and embellished school life with activities, tools, and supplies for the entire school to enjoy.

Beacon Hill Elementary - Home & School Association Meeting

Participating in meetings allows you to stay informed on the current issues and events at Beacon Hill. You can have a VOICE by becoming a member and by voting on what activities are planned and how our fundraising dollars are spent. We are always open to new ideas that enhance the environment and educational goals for our students. Joining us is a great way to show your child you value the place where they spend so much of their day. It also helps you make new friendships and discover new strengths while providing a valuable service to our school community. Everyone is welcome! To attend H&S meetings or to volunteer at our events, you can reach out to us at:

bhhomeandschool@gmail.com

A note from your outgoing presidents As our year of service comes to a close, we would like to sincerely thank everyone for the fantastic support in all that we have accomplished this year. Along with the rest of the Executive Team, we have updated the books and the bylaws and depart with the confidence that our successors will continue to provide the excellent service that has marked the H&S for so many of the past years. With pride, we pass the torch; it has been an honour to help move our school forward and to have shared such an amazing year with you! Mike Kudzia and Marie Masserey

Appendix B – Calendar

Version 1 (June 2019): H&S Calendar 2019-2020

(dates may change after LBPSB events are posted, i.e. open houses)

DATE	EVENT	NOTES	Volunteers needed
Aug 22	Pick-up School Supplies	One hour 5:30-6:30	x
Aug 22	Pick-up School Clothing	2 events, One hour 5:30-6:30	x
Sept 5	Curriculum Night	GB AGB, membership table	President speech, VPs at table
Sept 23	Picture day		x
Sept 26	Terry Fox	Buy popsicle during summer	x
Sept 30-Oct 3	Jungle Sport		
	Pizza	Max 3/month (Sept, Dec June, only 2	x
Nov 12	Vaccination (Gr 4)	Snack and juice	2
Nov 15	Teachers Convention	100\$/teacher	Treasurer
Nov 21-22	Book Fair & Super Recyclers & School Clothing		x
Dec ?	Bake Sale (Gr. 5) fund raiser for Jouvence	Trip in Feb.	x
Jan 23	Open House	H&S Membership table	coordinator
Feb	Jouvance trip Grade 5		
Feb 17-21	STRAW week		x

Beacon Hill Elementary - Home & School Association Meeting

Feb 25-28	Carnival Week	Bingo Prize, snack, Ice wall and photo	x
April 1	Art Gala	Alternative April 9, prior to PED day	x
April 22	Earth Day		
April/May	Foster Child	2 events raise money	coordinator
May ?	Volunteer Tea/thank you	Make sure to invite 2019 BBQ volunteers	
May	New Parents Visit & Preparing for high school workshop	Promote items +H&S Membership table	x
May 12	Vaccination (grade 4)	Snack and juice	2
May 27	BBQ	Need volunteers next day too	x
JUNE 12	Grad		X +grade 5 parents
June	Grad Trip		

Appendix C – Treasurer's report

Beacon Hill Home and School Association Treasurer's Report

For the period ending June 10, 2019



**Beacon Hill
Elementary**
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FUNDRAISERS	RAISED	EXPENSES	NET
Bureau en Gros School Supplies	745.00	-	745.00
Pizza Lunch, Run 1 (\$2,445.83 expensed and moved to Grad)	10,239.00	9,016.08	1,222.92
Pizza Lunch, Run 2	12,926.00	8,273.58	4,652.42
Clothing Sales	4,505.00	4,155.94	349.06
Used Clothing Donations	12.95	-	12.95
Super Recyclers	185.50	-	185.50
H & S Membership	3,177.00	2,356.00	821.00
Art Gala	5,887.50	1,014.58	4,872.92
BBQ	6,386.94	3,709.77	2,677.17
Grade 6 Grad (raised amount includes \$2,445.83 from Pizza Lunch)	11,704.83	6,951.06	4,753.77
Lovable Labels (used for popcorn machine)	391.88	-	391.88
Recipes in a Jar (used to supplement music program)	3,648.50	-	3,648.50
Book Fair	405.00	-	405.00
TOTAL CASHFLOW FROM FUNDRAISING	60,215.10	35,477.01	24,738.09

(Available for 2018/2019 School Year)

OTHER EXPENSES	RAISED	EXPENSES	NET
Student Activity (Junkyard Symphony)	-	624.75	(624.75)
School Spirit (Terry Fox Freebies, school & ice wall photos)	-	74.39	(74.39)
Winter Carnival	-	611.84	(611.84)
Teacher's Wish lists (Entire Year)	-	667.97	(667.97)
Teacher's Convention (November)	-	911.73	(911.73)
Staff Appreciation	640.00	670.32	(30.32)
Grade 6 "Prepare for High School" Workshop	-	500.00	(500.00)
New Parent Information Evening	-	44.82	(44.82)
Foster Child	861.20	504.00	357.20
Beacon Hill Aid Fund	-	45.00	(45.00)
Gifts and Thank Yous	-	198.78	(198.78)
QFHSA Awards & Volunteer Dinner	-	641.00	(641.00)
QFHSA Fall Conference	-	90.00	(90.00)
Membership Prize	-	20.00	(20.00)
Bank Fees	-	78.08	(78.08)
Miscellaneous	-	858.54	(858.54)
Popcorn machine (Lovable Labels Proceeds)	-	337.38	(337.38)
Musical Instrument (Recipes in a Jar Proceeds)	-	3,680.00	(3,680.00)
Outdoor Classroom Project (from Art Gala Proceeds)	-	3,950.50	(3,950.50)
TOTAL OTHER EXPENSES	1,501.20	14,509.10	(13,007.90)

2017/18 Accruals

			Remaining
Ukuleles (Music)	800.00	800.00	-
Sound + Lights System (Art Gala)	5,901.71	5,039.18	862.53
Ski Goggles	900.00	873.47	26.53
Preparation for High School (\$1,000 accrual)	1,000.00	1,000.00	-
Art Supplies (from 2018 Grad accrual)	389.86	199.68	190.18

Total Contributions to Activities & Equipment in 2018/19 **22,421.43**

Beacon Hill Elementary - Home & School Association Meeting



Beacon Hill Elementary
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For the period ending June 10, 2019

Beacon Hill Elementary School Budget 2018-2019



	2018-2019			
	2018-2019 Budget	Over-Spending	Under Budget	Actuals*
Student Activity (Junkyard Symphony)	1,000.00			624.75
School Spirit (Terry Fox freebies, school & ice wall photos)	250.00			74.39
Winter Carnival (Bingo prizes, movie, snacks)	300.00			611.84
** Teacher's Wish Lists	3,000.00			667.97
Teacher's Convention	2,000.00			911.73
Staff Appreciation (net of donations)	300.00			30.32
BBQ Expense (start up costs)	3,500.00			3,709.77
Art Gala	1,000.00			1,014.58
Grade 6 "Prepare for High School" Workshop	500.00			500.00
New Parents Information Evening	75.00			44.82
Foster Child	504.00			504.00
Beacon Hill Aid Fund	325.00			45.00
Gifts and Thank Yous	350.00			198.78
QFHSA Awards Dinner	500.00			641.00
QFHSA Fall Conference	50.00			90.00
QFHSA Administration Fees	50.00			50.00
Membership Prize	20.00			20.00
Bank Fees	250.00			78.08
Miscellaneous	400.00			858.54
** Special Projects** From Art Gala Funds raised this year - see acruals below				
	\$ 14,374.00	\$ -	\$ -	\$ 10,675.57
				\$ 3,698.43

Appendix D - Principal report Beacon Hill Home and School– June 10, 2019

Thank you to all the volunteers who helped out to make this year's Family BBQ such a wonderful event. Even with the cooler temperatures it was great to see so many people out to celebrate the conclusion of another school year. This would not be such a success without everyone's help. A huge thank you to Katia Rassi for the hours that she put in to organize the BBQ!

Thank you for the sushi lunch, the staff really enjoyed it!

Thank you to the volunteers who have made the activities and events over the school year so special. We appreciate it all!

Thank you to all the grade 6 parent volunteers. Over the years you have made a difference in the lives of so many children at Beacon Hill. Thank you for all that you have done!

Thank you Derek for giving up your Monday nights once a week, I truly appreciate it.

Beacon Hill Elementary - Home & School Association Meeting

Thank you to Marie Masserey and Mike Kudzia for taking on the roles of CoPresidents, it was wonderful working with you this year. I wish you all the best for your High School experience.

School Supplies – Teachers met with Editions Vaudreuil on Friday.

Follow up on the screen?

Jungle Sport will be coming in the week of September 30th next year for four days.

Looking forward to the H&S social on the 17th .