

## Home and School Meeting Minutes

**Date:** Tuesday October 22<sup>nd</sup>, 2019

**Attendance:** Melissa Lim, Catherine Fini, Pauline Fahkri, Neil Linsdell, Tania Buttino, Emmanuelle Dagenais, Anna Maria Armenio, Julia Genoni, Susan Brayne, Darcy Moncada, Bitá Guzman, Katherine Dampolias

**Regrets:** Tracey Blouin, Jen Hewitson, Christine Barnes, Derek Lagimodière, Malvina Spaleny

1. **Opening remarks:** Quorum is 7 and it's achieved. Tania is new, her child is in Kindergarten
2. **Approval of Agenda**  
Added 7.14 Super Recyclers  
New business: add need volunteers for vaccines  
Some people commented that they didn't get the meeting minutes or agendas.  
Motioned by: Emmanuelle Dagenais Seconded by: Neil Linsdell All in favor
3. **Approval of minutes from September (Emmanuelle)**  
7.4 School supplies: number is final number  
Approval is tabled.
4. **Business arising from September minutes –**  
-How do we want to thank LaBrosse? We want to acknowledge them somehow. We should send a special thank you by mail. We will also encourage our committees to hold meetings or socials there. We will ask if we can bring food in as they don't serve any.  
-Set a special meeting/team for website: Some things are working great with Shopify and there are some issues. We want a special committee or person to take it on. Feedback was good on customer end but labor intensive on back end. We are looking for someone to take it on. This request will go in newsletter
5. **Correspondence (Catherine) –** received info on foster child. GB meeting last week and teachers were thanking H&S for Jungle Sport. Received H&S fundraiser, but not worth mentioning at this time.
6. **Reports:**
  - 6.1 **President's Report:**
    1. *QFHSA Fall Conference November 9*, 10-4 is open to ALL (not just members). H&S has \$ to send 15 people. Cost is \$10 per person for the day (subsidized this year, normally \$25). Theme is "History of our Achievement/Future of School Boards" There is also an evening dinner and space for 3 people to attend. If you would like to go to either the day, evening or both, please let us know by the end of this week as we need to complete registration. Deadline is Friday this week.
    2. *Free Parent Workshop:* October 23, 7pm at QFHSA office: by Karen Delage, Family Life Educator: Who are you and what have you done with my child? For parents of 8-12-year olds. She offers workshops and can come to the West Island if we want to organize a workshop for parents of pre-teens. (flyer to present) - this may be of interest to grad committee

3. *Update on QHFSA Exec workshops* - Catherine and I attended and felt confident that our H&S is on track! We are doing well with our membership and the way we operate. It was good to get more training and network with other schools. There is a Facebook think tank group for collaborating ideas and asking questions.

-We were reminded of the MISSION STATEMENT of H&S and encouraged to read this at the meeting. QFHSA's goal this year is to make sure that we're not just focusing on fundraising. This year, they want to see us doing things to build and support our communities which includes educational events, workshops, community-building activities etc. We feel at BH we have a good balance struck at the moment.

-We don't have "not for profit" status, there is one H&S near here that has it. Could we get it for H&S? This will be discussed at the Fall conference.

-Most of the questions are around online payments and judicial records. We learned that each school board has their own policy. At our school, it is considered sufficient that you only need to fill this out ONCE for the duration of your time at BH - therefore volunteers do not need to fill it out each year. This is for new families. As a coordinator/H&S our responsibility is to remind our volunteers to submit their JR to the office. We do not need to follow up on this. However, to reiterate, Mrs Brayne has requested that we send our event volunteer lists to the office 48 hours in advance so the office can make sure the volunteers have their JR complete.

4. *Reminder for committee chairs*, signed agreements to the new rules for are due tonight. If you haven't received a package for your binder, please let me know and I will provide you with a copy. If your event is coming up in the next month, make sure your insurance form is given to me so I can submit it to QFHSA

5. *Update from Green Committee* - I have been in touch with them and they are moving forward with some initiatives. a) pizza boxes are being recycled from our pizza lunches. they are wondering if we can move to selling slices instead of personal pizzas to reduce on waste. We discussed briefly and have concerns regarding cleanliness and not really reducing waste. Bitu will send a response. b) they are hoping to eliminate "strongly recommend not to use" juice boxes from BH. Their goal is to introduce concept in November with policy effective in January. This means we too need to eliminate them from all our H&S events. As they move forward with their initiatives, we may be asked to collaborate with them to help making waste-free lunches easier for families and we may explore family workshops/education or adding containers/reusable snack bags in our supplies for sale on our website.

## **6.2 Treasurer's Report (Neil) – see Appendix A**

Membership collected \$2500, spending \$2100 of that; pizza lunch collected \$11200, spent \$2200 so far, clothing sales are also in, Jungle Sport cost \$1800, bank fees are at \$350 because of Shopify fees. Reiterated that we have funds for the outdoor classroom.

## **6.3 Membership Updates (Pauline)**

102 members in total (21 new families).

**6.4 Principal's report** (*Mrs Brayne*)

- Thank you so much for your part in bringing Jungle Sport to the school. The students really enjoyed their time!
- Picture Day ran very smoothly, thanks for Home and School's help.
- Thanks for the treats after our Terry Fox walk. This year the school raised \$8704.
- Grade 4 vaccinations are this Thursday at 8:30am. Are there two volunteers to help out?
- October 30th is our next school assembly. We will be supporting the diabetic foundation with Fred's Halloween again this year. The Dress down day on October 31st will be in support of Fred's Halloween.
- The Gumboot Kids presentation was well received from the students in K to grade 3.
- Beaconsfield High School bands visited us and put on a wonderful presentation as well as letting the grade 5 and 6 students know about their Open House.
- Educ-Action started last week.
- Francisation is starting this week.
- Spanish is starting next week.
- The Homework program will start the first week of November.
- We have a Canadian Armed Force member coming to speak to the students on November 8th for Remembrance Day.

**6.5 Teacher representative –** (*Mr. Lag*): Teacher Wish Lists, etc.

Mrs Brayne asked for Mr Maillé. He has changed resource room and would like little cushions with handles to hang up on hooks. 4 in a set for \$99.95. He would also like visual timers, wants one at \$30 and see how it works. Total \$165. Motion to approve: Darcy Seconded: Bitia All in favor

**7. Coordinator Reports: (25 minutes)**

**7.1 Terry Fox** (*Tracey*)

Great Terry Fox walk despite the rain. Distribution of popsicles actually went really well with teachers helping to distribute within the classrooms. Thanks to Julia and Pauline for volunteering!

**7.2 School Clothing** (*Emmanuelle*)

sales reached \$2121, approximately \$1650 on Shopify and \$450 cash.

**7.3 Pizza** (*Bitia*)

Pizza lunches are running smoothly. However, there is still a lot of time that I have to spend (two hours per pizza day) to get the orders right. It is a lot of time-consuming. We should figure out a better way for January.

**7.4 School Supplies** (*Catherine*) - nothing to report

**7.5 H&S Activity** (*Jen*) –

Junglesport came to the school the latest week of September and all the classes had a great time. Pictures were taken, and every student that was present was able to participate and enjoy the activity.

This activity used the total funds in the budget for Student Activities for this year but it was well worth it.

7.6 **Halloween** (Karen) – Mrs Brayne said that at the assembly, it will be discussed. Funds raised for FRED's Halloween (diabetes). No costumes at school but will have a dress down and funds will go to diabetic foundation.

7.7 **STRAW** (Christine) – Melissa reported that Christine has a plan to give all teachers a little gift on November 1<sup>st</sup>.

7.8 **Carnival** (Ingrid) – nothing to report

7.9 **Art Gala** (Pauline) – April 1<sup>st</sup> is the date.

7.10 **BBQ** – still waiting for their first meeting

7.11 **Book Fair** (Emmanuelle)

Clio again this year. We will get 15% cash commission. We asked teachers for book recommendations, but none came.

-We would like to offer one gift certificate per grade in the amount of \$15 to be used at the book fair by a student who may not otherwise get the opportunity. We let the teachers choose and they are discreet. If the gift certificate is not used at the book fair, we don't pay for it. Motion to approve gift certificates 7 x \$15: Julia Seconded: Neil All in favor

-We would like a \$10 discretionary budget in case we want to get new tablecloths. We will look into black tablecloths that are fabric. There will be opportunity to donate to teachers/classrooms by buying books or gift certificates. Motion to approve to buy fabric tablecloths: Motion by Darcy, approved by Anna Maria. All in favor

-We would like to have the used clothing table: who sets it up? Some clothes was bundled into 5 items per bag. They are for sale on FB. 5 items for \$10. If some items are left after the month, we could unbundled them and set up a table. Darcy will set up a table of lost and found at the event. Catherine will set up the used clothing sale, if items are left.

-Finally, we are asking for volunteers to set up and take down, but none during the book fair this year.

7.12 **Foster child** (Catherine) –

BH will continue to support our sponsored child Adalid Huanca through Plan International. Adalid is from Bolivia, and he is 8 year old. Campaigning to raise the funds to support our sponsor child will only begin in the spring, but in the meantime we will send a couple of letters to him on behalf of the students. BH families were very generous last year, which allowed us to make an additional donation that went towards supporting Adalid's community.

7.13 **Gr 6 Graduation** (Anna Maria) –

October 8<sup>th</sup> was first meeting for Grad. Reached out to parents and set up an online survey. Survey came back and was positive. Want to move forward with the sweatshirt instead of the t-shirts. Will have subcommittees about activities. We are still determining our grad budget and deciding on how to best cover the costs for sweatshirt (i.e. subsidize the cost partially or fully).

-There is not a head of each committee yet.

## Beacon Hill Elementary - Home & School Association Meeting

-Fundraising event on November 4<sup>th</sup> with Indigo. 20% of sales go to fundraising. This is happening in the store, at the Chapters in Pointe-Claire. Need 8 kids and 2-3 parent volunteers. Good fundraising in short time for little effort. Motion to approve: Bitia Seconded: Darcy all in favor.

### 7.14 **Super Recyclers**

Coming at the same time as Parent teacher interviews. Doing a human chain to load the truck. Want to advertise what we are raising money for. Melissa suggested it would be for Grad. Mrs Brayne will see if they can help as they are out at an outing.

### 8. **New Business** (15 minutes)

-Amend winter meeting dates: 1) March 23<sup>rd</sup>, was the original date, could we host on March 16<sup>th</sup>? Agreed. 2) June meeting we agreed to keep the same. 3) look into Feb meeting because it's during STRAW week.  
-volunteers for vaccines: Anna Maria and Katherine D volunteered.  
-Born to read: program for 0-2 year olds. Target siblings of incoming students. Family literacy week. QFHSA has 10 bags we could give out to younger siblings. We decided to pass.

### 9. **Open Floor/Question period (*H & S related items*) – 10 minutes**



No items

### 10. **Call to action:** none.

### 11. **Refreshments for next meeting**, Catherine will bring snacks, November 18<sup>th</sup> at 7 pm

### 12. **Meeting adjourned at 8:30 pm.** Motion: Neil, seconded by Catherine.

## Appendix A

	<b>Beacon Hill Elementary</b> <i>Together we care / Ensemble avec coeur</i>	<b>Beacon Hill Elementary School</b> <b>Budget 2019-2020</b> <i>as at October 20, 2019</i>				
		<b>2019-20</b>				
		<b>Forecast Fundraising</b>	<b>Forecast Spend</b>	<b>Actual Fundraising</b>	<b>Actual Spend</b>	<b>Actual Net</b>
QFHSA Membership		\$3,125.00	\$2,500.00	\$2,428.00		\$2,428.00
QFHSA Awards Dinner			\$650.00			\$0.00
QFHSA Fall Conference			\$150.00			\$0.00
QFHSA Administration Fees			\$50.00		\$50.00	(\$50.00)
Membership Prize			\$25.00		\$25.00	(\$25.00)
Pizza Lunch	\$22,000.00	\$14,400.00	\$11,196.00	\$2,000.00		\$9,196.00
End of Year BBQ	\$6,000.00	\$4,000.00				\$0.00
Art Gala	\$5,500.00	\$1,500.00				\$0.00
Clothing Sales	\$4,500.00	\$4,200.00	\$3,429.00	\$1,573.43		\$1,855.57
Foster Child	\$504.00	\$504.00				\$0.00
School Supplies	\$300.00	\$0.00				\$0.00
Super Recyclers	\$100.00	\$0.00				\$0.00
Outdoor classroom project		\$5,000.00				\$0.00
Teacher's Wish Lists		\$3,000.00				\$0.00
Teacher's Convention		\$2,000.00				\$0.00
Grade 6 "Prepare for High School" Workshop		\$1,500.00				\$0.00
Winter Carnival (Bingo prizes, movie, snacks)		\$1,500.00				\$0.00
Staff, Teacher & Resource Appreciation Week (STRAW)		\$1,300.00			\$140.00	(\$140.00)
Student Activity (Jungle Sport)		\$1,050.00			\$1,050.00	(\$1,050.00)
Bank/Financial Fees		\$1,000.00			\$341.25	(\$341.25)
School Spirit & Promotion		\$1,000.00			\$103.58	(\$103.58)
Miscellaneous (cleaning/office supplies)		\$500.00			\$87.19	(\$87.19)
Gifts and Thank Yous		\$500.00				\$0.00
Beacon Hill Aid Fund		\$300.00				\$0.00
New Parents Information Evening		\$100.00				\$0.00
H&S Reserve	\$4,700.00	\$0.00				\$0.00
	<b>\$46,729.00</b>	<b>\$46,729.00</b>	<b>\$17,053.00</b>	<b>\$5,370.45</b>	<b>\$11,682.55</b>	
<b><u>Accruals &amp; Adjustments (from previous years)</u></b>		<b>Accrued</b>	<b>Spent</b>	<b>Remaining</b>		
Art Gala 2017 - to fix screen in gym		\$1,098.55		\$1,098.55		
Art Gala 2018 - sound & lights		\$862.53		\$862.53		
Art Gala 2019 - outdoor classroom project		\$848.89		\$848.89		
Grad 2018 - art supplies		\$190.18		\$190.18		
Student Activity (next Jungle Sport)		\$750.00	\$750.00	\$0.00		
		<b>\$3,750.15</b>	<b>\$750.00</b>	<b>\$3,000.15</b>		