



**MARGARET MANSON HOME & SCHOOL ASSOCIATION  
MEETING MINUTES  
MONDAY, SEPTEMBER 17, 2018**

**1. Opening and Welcome**

**Attendees:** Tina Wentzell, Andrea Yule, Cynthia Casullo, Kim McFadden, Stéphanie Hérault, Christina Ward, Vira DiGirolama, Renee Aspiotis, Nadia Jacino, Melanie d'Antoni, Nathalie Zobyhan, Marlene Sayegh, Brigitte Legault, Erin Gillman-Dawe, Dimitra Papapanagiotou, Jennifer Heyligen, Kim Poirier, Anna Tecce

**2. Elections (Mme Hérault presiding)**

**3. Executives Positions available for 2018-2019 – Brief description of positions**

- Nominations
  - Renee Aspiotis for chair
  - Marlene Sayegh and Erin Gillman-Dawe for Publicity
- Volunteers for positions
  - Chairpersons
    - Vira Di Girolamo for Co-Chair with Renee Aspiotis
    - Both Renee and Vira acclaimed
  - Treasurers
    - Nathalie Zobyhan and Kim McFadden (Renee to provide instructions)
    - Both Nathalie and Kim acclaimed
  - Secretary
    - Brigitte Legault for Secretary
    - Melanie d'Antoni as back up
    - Brigitte acclaimed
  - Membership
    - Marlene Sayegh
    - Marlene acclaimed
  - Publicity Chair
    - Tina Wentzell as backup to Erin and Marlene on Publicity
    - Erin and Marlene acclaimed

**4. Destruction of ballots & end of elections**



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1. **Opening remarks**
2. **Approval of Agenda**
  - a. Motion: Brigitte
  - b. Second: Nadia
3. **Approval of executive meeting minutes held on Sept. 5<sup>th</sup>**
  - a. Correction: potential Halloween Bingo night Oct. 19<sup>th</sup>
  - b. Motion: Marlene
  - c. Second: Erin
4. **Principal and Teacher Reports**
  - **Thank You's**
    - **Home and School & volunteers**
      1. fundraising - tech ordered
    - **Ms. Poirier**
      1. organizing recess equipment
      2. master timetable
      3. Terry Fox coming shortly
      4. For taking on the role of staff assistant
    - **Community**
      1. fundraising
    - **Daycare - Ms. Bouchard**
      1. Common planning and dialogue with whole team!
    - **Ms. Dunwoodie**
      1. School spirit and activity planning
    - **Mrs. Newton**
      1. For taking on the ABAV role
      2. For taking on the role of staff assistant
    - **Mme V. & committee**
      1. Code of Conduct +
  - **Welcome**
    1. Jason Cordery (CASCA)
    2. Ms. Mikaela (grade 5 French)
    3. Ms. Laura Pietracupa (PE)
    4. Ms. Afra Baig (integration aide)
    5. Patty Cloran (ASD Consultant)



- **News**

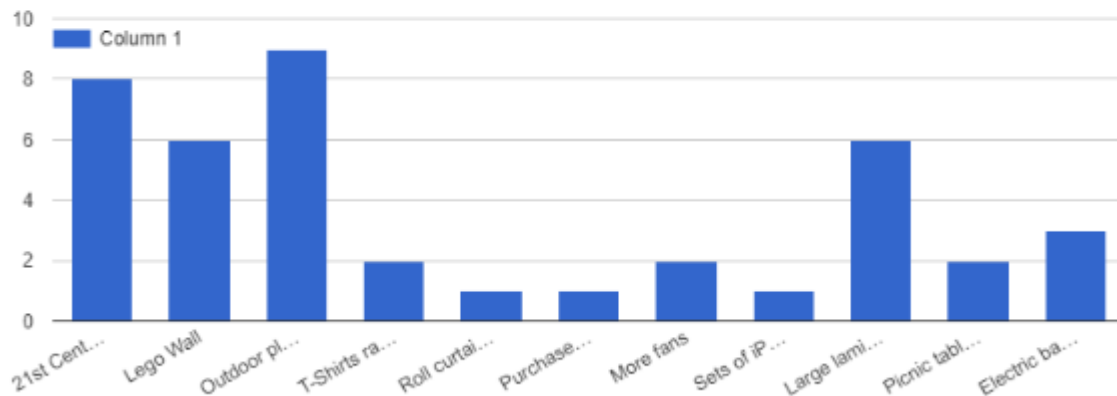
- **Field Trips and Activities**

- 1. very conservative - 38.50\$/child

- **Happenings**

- 1. Mme Couto is back in the office
    - 2. Ms. Christina is back this time in 3 and ¾ French
    - 3. Mme Heidi is back in grade 4
    - 4. Mme Aline in Music
    - 1. Shelves on wheels in library
    - 2. New photocopiers (1 in lab and 1 in staff area)
    - 3. Grad committee has already been very active
    - 4. Police and city of Kirkland very active at beginning of year for drop off
    - 5. lab becoming multimedia/21st century library (mobile tech fleet instead)
    - 6. Have had 1 fire drill and 1 lockdown drill so far
    - 7. Curriculum Night - great turnout
    - 8. Photo Day - a success - thank you to volunteers and Mme Couto
    - 9. Ms. Poirier - pumpkin proposal
    - 10. Wishlist:
      - a) Outdoor playground (jungle gym +) & paint lines & games in both yards, remove monkey bars in K area & picnic table in K area
      - b) 21st Century Library
      - c) Large laminator

Please select your top 3 choices ONLY



- **Resources**

- 1. 1.5 Resource teachers
    - 2. Literacy grades 1 (mainly) and 2
    - 3. Special Ed Tech (K-6) 2.5 days (Miss Valerie)
    - 4. Have spent approximately 20000\$ (48 chromebooks, SB retrofit, 3 laptops for robotics) in tech (NTIC/H&S) + have 12 laptops (robotics), ipad pro and robot coming from grant in June



- **Coming Up**

1. Deep Learning PD coming - admin this week, staff Oct. 17th
2. Grad Committee meeting tomorrow
3. Welcome Back Event Friday
4. Governing Board September 25th
5. Parent conference October 3rd - Partnering for Success
6. BHS Music Tour - October 4th - 10:30 am

- **Teacher Report**

1. Handball Oct. 3rd
2. Tentative date for Terry Fox Run is Oct. 24th
  - Laura (Miss Poirier's partner) only here on Wednesdays
  - Would it be possible to get apples again?
3. Make early requests in order to plan as early as possible
  - Halloween – One big Pumpkin per class to decorate (not cut)
    - Displayed at bingo when date determined
    - Parents could vote for the best pumpkin
  - Holiday week
    - Candy canes for comfy cozy reading
    - If possible to have continental breakfast Dec.21<sup>st</sup>

## 5. Executive Reports

### 1. Treasurer

#### ➤ Year End Report – Financials 2017-2018

- Report handed in to QFHSA
- Four events held last year (2017-2018) – total: 2274.55\$ in profits
- \$9490.72 fundraiser profits totals for the year
- Support activities: \$1401.95 in expenses
- Other Expenses includes: bank expenses, QFHSA school membership fee and H&S wine and cheese
  - Wine and Cheese cancelled for this year due to lack of attendance
- Two year goal achieved in one year - \$14806 in Aug. 2018
- Commitments, 2 of 3 cheques remain to be cleared
- Plan to have \$ amount to start with in September of following year: QFHSA fee, Welcome Back Event, Halloween Bingo (cards \$100) with cushion of \$500
  - Total: 2660\$ to start the year 2018-2019
  - We are in a good position to donate
- Motion to allocate up to 10,500k for the 2017-2018 for mobile technology based on PO to be provided by Mme Héroult
  - Motion: Melanie
  - Second: Dimitra
  - All in favor - Motion passed
- Cheques ordered from TD Bank – should be received this week



## 2. Membership

- Thank you to Nathalie Marotte
- Talled about 35 memberships, still trickling in
- Membership gives voting right, say in ideas, etc.
- Follow-up with ten members who are interested but did not fill out the correct form
- Cheque to be sent by end of month

## 3. Publicity

- H&S official Facebook page – all events, forms, etc. are posted
- New forms appreciated and found to be very clear, modern and easy
- Google Drive
  - All event planners have their folders
  - Meeting minutes
  - Closed access for now but will be opened up shortly

## 6. Updates

### 6.1. Events

- a) Welcome Back Event
  - 21 Sept
  - Responses due today
  - 104 people already but more forms received
  - Some people sent forms with just child eating – Send reminder that this is a family event and children must be accompanied by an adult
  - Pizza is easier to plan for inside which is the reason we will not have a corn roast this year
  - Bakers reach out to Dimitra or H&S email (Gmail account at bottom of the form)
  - Volunteers required – Request with reminder
  - Renée will get back to Mme Héroult with notes/reminders that need to go out
- b) Halloween Bingo
  - Is this something we want to do this year?
  - Brought in \$1500 last year
  - Lead required today (Julie Ann and Renée have taken lots of notes that are uploaded to the drive) – Dimitra volunteers
  - Sub-committee: Melanie
    - Renée to put out a message tonight for volunteers for sub-committee
  - Date: 26th Oct, 2018



- c) Other potential event(s) for 2018-2019
  - Year End BBQ
  - Holiday Fair
    - Vendors must pay to come
    - Crafts, gingerbread men decorating, etc.
    - This is not always a For Profit event
    - Lead required today – Tabled to next meeting
      - Renee to reach out to absentee members
      - Come up with a proposal
      - Sub-committee
    - Must be approved by Governing Board (meeting Sept 25th)
  - Other

## 2. Fundraisers

- a) Fundraiser Lunches
  - Fundraiser lunch co-ordinators (2 people required)
    - Help distribute the lunches, once a month for one hour
    - All meals packaged ahead of time with kids' name, separated by class
    - Kim and Anna volunteer
    - Can they do collections for the next campaign in December?
      - Update forms and distribute in teachers cubicles
      - Collecting and uploading data
- b) Bake Sales – Curriculum Night
  - Bake sales co-ordinator - Dimitra
- c) Mabel's Labels
- d) QSP – Magazine subscriptions
  - Physical mailing at the beginning of the year
  - One mailing in the fall and summer for QSP and Mabel's Labels
  - One cheque sent each month if we're over a certain amount or follow-up at the end of the year
  - We're not doing the cookie dough with QSP but can be explored in the future
  - Volunteer for QSP and Mabel's Labels needed
- e) Fundschrift –
  - Tabled to next meeting
- f) Recettes en Pot
  - Approved by Governing Board



## 7. New Fundraisers / Initiatives / Other Positions

1. 2018-2019 Fundraising Objective(s)
  - Potential goals (3 highest voted by staff):
    - Outdoor play equipment: jungle gym, line painting, games, picnic table in kindergarten area (anchored) and remove monkey bars for safety reasons (kindergarten yard),
      - Half the senior yard belongs to the city, should it be claimed, only a half the yard would remain with the jungle gym
      - The cheapest jungle gym costs \$75,000 with 3 partners (minister, school board and H&S (25k each)
      - Note: We have two portable picnic tables
      - Mme Héroult would need to talk to the maintenance director to see what kind of equipment could be installed in the yard and how much it would cost
      - Some equipment can be put away at night
      - Have to apply for the grant (written by a team) – Deadline October so we'd have to apply next year for the following year.
      - Could be a draw for new parents, makes the outdoors more attractive
      - Could be a two year goal
    - 21st Century library – Door between library and multimedia room
      - Expensive – 10-20k average
        - 5-10k just for the door
      - Large laminator
    - Votes
      - Votes for #1 – 11 votes
      - Votes for #2 – 3 votes
    - Motion to raise 10k this year for outdoor play equipment
      - Motion: Marlene
      - Second: Erin
2. New fundraisers – to discuss
  - Examples: Spirit Wear, Epicure, etc.
3. Family Helping Families Initiative
  - During Christmas – Baskets for families in need, food bank, gifts, Toonies for turkey
  - Motion: Nathalie
  - Second: Christina
4. Positions:
  - Fundraiser Chairs (2 people)
    - To file all the ideas coming in from H&S
      - A non-member can make suggestions to the fundraiser chair
    - Overlook, research and present of all the ideas
    - Group them by degree of difficulty
  - Governing Board Liaison



5. Addition (Renee)
  - 300 apples and 16 pumpkins
    - Last year was 160\$
  - Motion for \$200 for apples (Terry Fox) and pumpkins
    - Motion: Nadia
    - Seconded: Vira
8. **Meeting Dates**
  - To be determined
9. **Adjournment**
  - At 2035