

Evergreen Home & School Association

Minutes of Monthly Meeting

Date: Tuesday, September 12th, 2017

Location: Evergreen Elementary School – St. Lazare

Present: Margaret Grant, Jennifer Buraglia, Jennifer Gilligan, Melissa Bindon, Christina Ambert, Pam Gareau, Monique Szabo, Dawn Gillean, Kirsten Bennett, Sarah Simunic, Melinda Paradis, Suzy Mendonca, Fatima Cardoso, Marie-Eve Frenette.

Minutes By: Melissa Bindon

Minutes

1.0: Call to order – Welcome/Introductions/Robert's Rules

Meeting was opened officially at 6:42pm

Robert's Rules: We will try to follow the "Robert's Rules" guidelines as much as possible. During the meetings we will be making motions, and seconded.

Kirsten makes a motion to move meetings along, no more than 1hr 30mins long, move items to next meeting.

Motion passes, AU.

2.0: Agenda – Approval of the agenda/Additions

AU.

3.0: Approval of Minutes From Last Meeting

Monique makes motion to approve, Melinda seconds. Motion passes, AU.

4.0: Reports

4.1: Treasurer

Georgia Kollias, the present treasurer is absent due to being sick. Jen B. Gives the update that the signing over of the paper work is in the works.

4.2: Principal

There have been successful events. For the 25th Birthday celebrations, the teachers had a hot dog and cupcake lunch for the children on Friday, September 8th. On Monday September 11th, they held outdoor activities and had great weather. Meet the Teacher night went very well, with many new staff members to introduce! AGA voted in 4 new parent members on to the Governing Board: Chris Couture, Pam Gareau, Claire Atkin and Caroline.

Staffing updates: There are a lot of maternity leaves. John Riley started in August as the new FFST (Family School and Support Treatment Team.) He works in the classroom and goes outside, he focuses on social emotional well being. Tina Hausen is the new Librarian, and is requesting volunteers. Amanda Brack is the Literacy Teacher. Amanda Caron is the music teacher and known well. Senior Resource is Jessika Eagleton who is replacing a maternity leave. Grade 4 French is Julia Boland. Grade 1 French is Joan Dion, the position is permanent. In Kindergarten: Vicky Wood is the French teacher, Kristen McCarthy in English, Mme P. Took over the bilingual. Mrs. Oliver retired over the summer, Carol Riceman is on Mat leave. Dave Pare, who likes to be referred to as Mr. P (no relation to Mme P.) is the new Phys Ed teacher. There are many upcoming events and activities. The next Governing Board meeting is on September 20th at 6:30pm. September 22nd is a board wide ped day. On October 11th, the Grade 4 have vaccinations. Progress reports go home on October 12th. October 18th is School Photo Day.

Enrolment for the 2017-2018 school year is presently at 329 students.

4.3: Teacher Representative

Ultimate Frisbee for grade six students on Monday

4.4: Governing Board

Nothing to report as the first meeting is on September 20th.

4.5: Membership

Membership is going well with the website. The discounts have been encouraging. As of September 10th, there are 100 paid members (98 full members, 2 associate members) and this is ahead of the past two years. All certificates were mailed except for a few that were newly signed up on the website. There were 30 new sign-ups from kindergarten. The presentation at the Meet the Teacher night went well, and it seemed to pump the crowd up: 29 signed up during the presentation. It was noted that there were some names missing from people that were historically members in the past.

4.6: Coordinators

4.6.1: Hospitality

Susan Nowak shared a great idea for highlighters for the Back to School gifts for the staff. Melissa picked up highlighters from Walmart and made tags to individually attach to each highlighter with ribbon. Ms. Grant stated that they were enjoyed, and that even the aides were pleased to receive them.

4.6.2: Lunches/Treats

The executives will reach out for volunteers who signed up online to help with the lunch days.

4.6.2 a) Pizza

The pizza coordinator, Susan, might be absent so Home & School is looking for more help. The meal will be priced at \$5.00, with an additional slice of \$1.50.

4.6.2 b) Subway

New this year is Subway lunch, every Wednesday that is not Pizza Day. It was organized with the Subway on Harwood. The meal includes a 6 inch sandwich, juice box and an unsweetened applesauce. The cost per meal is \$4.25. The meals will be sold at \$6.00 for non-members and \$5.50 for members. Personalization of the meal is also online available when purchasing for bread type, meat, cheese, vegetables and condiments. The orders will be organized in a box per class. Each order is in a Subway bag with the child's name on it. Volunteers have offered to help with Subway lunch. Christina makes a motion to approve the price of the meal, Pam seconds. Motion passes, AU.

4.6.2 c) TCBY

Monique volunteers to be the TCBY Committee Chair and will organize volunteering. TCBY will begin September 29th and will be once a month. There are three frozen yogurt flavours and three sherbet flavours available to choose from. There will be a box per class, with a list of what was ordered for each child. Delivery will be made Tuesday or Thursday of that week and stored in the freezer in Jean Guy's storage room. Price for non members: \$3, \$2.70 for members.

4.6.3 Avalanche

Everything is set to go for Thursday. Only wine will be served at the VIP, no food. Chapiteau National is set and ready to go with equipment including the waterproof floor for the VIP section. Advertising is coming together, posters printed and starting to be hung, as well as windshield wiper ads. Facebook page for the sale is active. A deal was made with Jewel radio for advertising and they are giving away VIP tickets. Jen B will be going on the air to talk about the event on Wednesday morning. Other advertising includes: Your Local Journal, West Island Mommies, Varage Sale, Kijiji, Facebook Warehouse Sales, Montreal Gazette Online.

4.6.4 Grad

Grad meeting (Monday September 11th 6:00pm-6:30pm) had a good turn out. More information is needed regarding changing names on the bank account – tabled.

4.6.5 Facebook

A lot of comments and questions were received. Pam is responding to Facebook questions regarding membership and coupon codes and certificates. There was some confusion about cross sharing posts and information regarding the 25th celebration. There is a lot of interest in Spirit wear, specifically jogging pants – Gisela will be coordinating with a date TBD. There were questions regarding bringing back Raz Kids – this will be brought to GB.

4.6.6 Website

Each month to submit Pam will do an “eblast” with reminders/news/etc. Pam invites anyone who wants to, to submit content to publish on the website.

5.0 Old Business

5.1: 25th Anniversary Celebrations

Discussed during the Principal's Report (4.2)

6.0 New Business

6.1: QFHSA

There are two meetings coming up, the Fall Conference will be held on October 29th... more information next meeting.

6.2: Photo Day

Photo day is on Wednesday October 18th. The photographer will take individual pictures, class pictures and a school picture from the roof of the students and staff standing in a 25 shape for the anniversary. Due to the difficulties that occurred last year, the photo company was changed to “Life Touch” this year. Four volunteers is asked for, to help with Photo Day: Fatima, Susan M. and Melinda are interested.

6.3: Terry Fox

Monique and Michelle Wood are coordinating. October 13th is being looked into for the day of the event, Ms. Grant will confirm (Unable to have the event October 4th, 5th & 17th because of events previously planned.)

6.4: Book Fair

This year the English and French Scholastic book fairs will swap dates. The English book fair always seems to bring in more profit, it is unsure if it is because more parents attend the curriculum night or if it is because it is a mostly English community attending the school. Ingrid will be contacted to coordinate, Christina will be able to help and Diane Barone will be contacted to see if she is interested.

6.5: Spirit Wear

Gisela will be taking over as coordinator from Kirstin. Kirsten has jogging pants in mind which is what a lot of the requests were for.

6.6: Tablecloths

The current table cloths get used fairly often, for kindergarten open house, curriculum night etc., and are fairly dirty and stained. Melinda can look into Elena Kirby for some kind of deal so approval for a price was tabled.

6.7 Front Board

Tabled, until next meeting.

6.8 Fund-raising

Melissa volunteers to coordinate volunteers for future fund raising events.

Questions:

Outdoor yards during recess: soccer nets in the senior yard were removed because they were rusting. It was suggested by Jen G that maybe they can rotate yards so everyone can have access to the other soccer nets. Juniors and Seniors are using each other yards. Phase 2 of the low ropes course will be discussed next meeting.

7.0 Next Meeting / Adjournment

Monday, October 16th, 2017, 6:30

Scheduled for the third Monday of October because of Thanksgiving Monday. Monique puts forth motion to adjourn the meeting, Melinda seconds. AU. Meeting officially adjourned at 7:52pm

KEY:

GB = Governing Board

AU = Approved Unanimously

TBD = To Be Determined

Evergreen Home & School Association

Minutes of Monthly Meeting

Date: Monday, October 16th, 2017
Location: Evergreen Elementary School – Saint - Lazare
Present: See Presence Sheet
Taken By: Melissa Bindon (Recorded by Jen Buraglia)

Minutes

1. Call to Order - Welcome. Committee reports information.

Meeting officially called to order by Jen B at 6:38pm. Jen B thanks all for coming.

2. Agenda - Additions / Adoption of the agenda

Suzie motions to adopt the agenda, seconded by Christina.

3. Approval of Minutes from last meeting / Corrections as required

Required correction: change the date to September 19th instead of June 19th. Georgia motions to approve the minutes, seconded by Christina.

4. Reports

4.1 Treasurer, Approval for this years budget

A copy of the proposed budget was provided. The budget was proposed last year. There are a few changes. The first is the addition of Subway and TCBY. Fall Fair was removed because it coincided with the 25th Anniversary celebrations. Georgia has to make a few adjustments as she didn't have the reports on time. In November, we should receive a better forecast for these budgets as not everyone ordered, or knew about it, it may decrease because of the addition of Subway, etc. Georgia mentions that Square fees and paper purchasing fees will go up. Since everything on line, there are more transactions, which would explain the Square fees going up. Only 20% of income was done by cheque. Motion to approve budget by Georgia, seconded by Christina.

4.2 Principal

Bully Proof Week was organized by the staff. The children are to receive bracelets, they didn't arrive in time. Ping Pong Ball activity: "Catching Kindness": When a teacher sees kindness happening, they'll write it on the ping pong ball and will add it to a cylinder to watch kindness go up. Mr. John & his girlfriend has created/drawn a tree, each season the children can contribute flowers, snowflakes, leaves, etc. All to encourage kindness, caring, citizenship throughout the year. Pink T-Shirt day will also happen February 22nd, Pink t-shirt will be put out for purchase and it will be decided what to do with the raised funds.

The Terry Fox Day was the previous Friday. A lot of volunteers came out. Ms Grant thanks Michelle and Monique for putting it all together.

Grade 4 vaccinations the previous Wednesday. Lots of parent volunteers.

Cross Country Run is tomorrow (Oct.17) The kids have been practising with Ms Tennant.

Photo Day is on October 18th. Everyone was outside practising to do the 25 photo. Ms. Grant said she was on the roof to have the view of the shape of the 25 for the photo.

October 27th: the wine and cheese event for the 25th celebration. Ms. Grant hands out the invitation. You can RSVP on the Home and School Website. Preparations for the event are in works.

October 25th: alumni were invited for the revealing of the time capsule. The event will be taped.

A new staff list was provided because there's been a lot of movement. Ms. Furino is on a sick leave temporary replaced by Lindsay Coolidge. Integration aides added. New Library Tina Hausen. New psychologist present on Mondays and Tuesday. Jackie Wood is the new social worker who comes in on Tuesdays. A new speech therapist. IT specialist is Corey. Sue comes in to work with the kids on iPads. Spiritual animator Jason is here on Fridays.

John Riley is FSSTT 8-2:15; helps the students with anxiety and stress, peer management, etc. All confidential. He is like a resource teacher. Maureen may come and present about the subject. If the family would like to come in to discuss with him, they can. Covers the social atmosphere of the resource team.

4.3 Teacher Representative

Marie-Eve said everyone had a blast at the Terry Fox. One of the staff has breast cancer, and they will be wearing pink t-shirts on Fridays to support her. A donation was made in her name to the cause. A really great song was performed for the Anti-Bully day. It was "Titanium", instead of the "Bullet-Proof" lyric it was "Bully-Proof" Interim reports were sent home. Next year they will be digital on Fusion.

4.4 Governing Board

Fund raising with Home and School wasn't mentioned at the last meeting so it will be put forth at the next one. Raz kids: it was asked how much money we had set aside for it. Educational Support budget: \$1500, broke into 3 cycles, for all three cycles. The teachers would have to be asked who would want to do it, and the costs. It was mentioned from some of the parents were pleased with the French Raz program.

There was a suggestion if it was possible to order Scholastic online?

4.5 Membership

Pam had reported 119 members, 117 full members, 2 associate members. Jen B believes that the paperwork has been sent in to the QFHSA. A lot fo new members have signed up. People are happy with the discounts, Subway and TCBY. There seemed to a lot of people who didn't know what we did or what membership was for. This could all be factors to the raise in memberships.

4.6 Coordinators

4.6.1Avalanche

Jen B has not received all the numbers yet from Simon at Avalanche. Avalanche was a success. The weekend of the sale was very hot weather, we did extra advertising, We reach

out to a lot of people and groups but the numbers weren't as high as expected. Jen B thanks all the volunteers that came out. We had a lot of volunteers and staff that came out to help.

Last year's total sales were just at over \$41 000, this year was just over \$40 000. Jen B was aiming for the \$60 000 mark. Simon has already spoken about next year, it's good business for him, he also gives a lot towards the event (he pays a portion of the soccer field, etc.) It was suggested to have the sale later next year, since the weather was so warm, to switch the Terry Fox dates. If you're one of the first sales, you have a lot more stock available to sell. If you're one of the last sales, it's just what's left over from the other sales. This year our sale was number 3 in line. The date will have to be played by ear next year. Advertising for Avalance: The Jewel \$460, Facebook about \$100, kijiji boosts, road signs and etc. Around \$700 was spent altogether.

4.6.2 Grad

Bake sale is coming up. There was a suggestion to do brownies as they are most popular.

4.6.3 Evergreen clothing (Gym shirts/Spirit wear)

Gym Shirts: The sales have been going well, the children seem happy with the t-shirts. There has been a few hiccups with delivery in the classrooms when the payments come in. If you hear of any other issues, please let H&S know. There is stock left but size Large has sold out. Another order will be made for Large. Adult Medium was not ordered and there have been 4 requests for that size so they will be ordered as well. Children XL and Adult Small are almost the same size, the Adult Small is just a bit longer.

Spirit Wear: Gisela is still looking into it.

4.6.4 Lunches / Treats

4.6.4 a) Pizza

Only minor issues came up, Suzie had the old class list. Since the last pizza day, Sharon has fixed the list. Suzie has pencilled in the corrections on the original list.

4.6.4 b) Subway

All meals were well organized and labelled. Jen B had stayed to make sure there were no glitches on the first day, and delivery to classes went smoothly.

4.6.4 c) TCBY

There was a few issues to coordinate the excel sheet in a format that TCBY could use. Monique got it figured it out. They delivered on the Tuesday and it goes in the freezer in Jean-Guy's office. Volunteered to the classrooms and that seemed to work well. Comment from Christina: Some of the kids were sad watching their classmates eat great deserts – it's different than missing out on hot lunch or pizza days. More orders are expected for this reason, and possibly again with the warmer weather in spring. Jen B suggested maybe that can be a special treat as a reward for classes.

4.6.5 Book Fair, volunteers

It was decided to go with the French book fair first. Christina is looking for volunteers for set up, and tear down and for the sales hours. 10 Tables were ordered to replace the shelves that Scholastic used to provide to set up the books. Marie-Eve mentioned how much the books

are appreciated by the teachers.

4.6.6 Terry Fox Run

Last Friday, 9-12 in the morning. The planned goal of \$7000 was not met. The goal was \$500 more than last year's goal. Pledge forms are still coming in, but it's still not expected to meet the goal. Only about 50% of the goal has been met. 118 t-shirts were sold last year, this year was 44. Last year, 14 days was given before the event, this year was 12 days. It seems that more days need to be given to have more notice for raising funds and ordering t-shirts. More rewards/incentives were given last year for money raised. (Ex: Ms. Grant on the tricycle.) Some suggestions: having it earlier in the year, having the event in the afternoon. Volunteers were lost because of the time of the events, it's easier in the afternoon. Another suggestion, to have the form separate as the go to different people (permission to teachers and volunteer forms to Home & School.)

4.6.7 Fundraising

Label Fund raising: a few different options: Mabel's Labels, Oliver's Labels and Emily Press all offer school fund raising and it doesn't take a lot of planning, each company does the work of sending the orders to the schools to be sent home. Each company gives 20% back to the school.

Fundscrip: Not a lot of effort to participate, since gift cards for Christmas and groceries cards are available, it's very easy to raise money. You buy your cards and get the same amount on the card to spend but a portion goes to the school.

Pam is going to bring these ideas to Governing Board for approval.

4.6.8 Website

646 transactions were made so far this year, just over \$25,000 worth of sales so it's doing well!

Pam would like to pump up the content, advertizing events for example.

Ms. Grant and Pam can promote the site on the Facebook pages when there are new posts.

4.6.9 Facebook

It has been pretty quiet, not much to report. Just basic questions and answers.

5. Old Business

5.1 25th Anniversary Celebrations

Was discussed earlier in the meeting during the Principal Report.

5.2 Grad committee

Tabled from the last meeting: who manages the bank accounts. The accounts have been separated in the past, and usually in the past the treasurer has been on the grad committee so there wasn't extra work. Now that the treasurer is not on the Grad committee, it makes it very difficult especially for cheques (Getting them to and from Georgia.) There are no issues with the constitution nor the QFHSA. Home & School will continue to donate \$500 to the Grads. It was \$800 in the past, but was decreased by \$300 to give more to the robotics program.) Tracy puts forth a motion to allow Ms. Peggy Grant and the grade 6 teachers,

Micheli Hay and Marie-Eve Frenette, to be the signing officers on the grad account, seconded by Michelle.

5.3 QFHSA Fall Conference, Saturday October 28, 8 - 4pm

The conference is available for everybody. More information was passed around at the meeting. There are keynote speakers, workshops such as Teen Depression, Email Etiquette, Building Character, etc. Jen B will be attending.

5.4 Table Cloths

An e-vote was done to approve \$100 to order new table cloths that were arranged by Melinda. They came out to \$13 each.

5.5 Front Board

The plans that were made to decorate the front board has fallen through. We are looking for more volunteers.

6. New Business

6.1 Photo Day, volunteers

Gisela, Fatima, Melinda and Sarah will be volunteering. More volunteers are requested. Tracy volunteers for the AM. There are multiple photographers to do individual and class photos so it should go smoothly. Life Touch is the company. A schedule will be made to coordinate the day.

6.2 Turkey Raffle (coordinator)

This is an event that Home & School would like to do so we are looking for a coordinator. The money would go towards the food back. IGA donates the Turkeys (one per grade.)

6.3 Low Ropes phase II

Christina and Monique have be looking into the second phase. A report will be done for next meeting by Christina.

6.4 Constitutions Review / Revision

The constitution is outdated and needs to be reviewed and revised. Christina and Monique have have agreed to work on it together.

6.5 UDL Fundraiser money

The final UDL report from last year has come in. There was a \$50/\$60 adjustment to give back to the chocolate company to finalize the account, bringing us just under the \$5900 mark.

6.6 Teacher's Wish List

The new list from the staff has been received. The promised funds for this needs to be figured. The UDL money will be divided up for each class, 19 classes, so about 350\$ per teacher. UDL needs to be non-consumable towards the students. The funds can be separated or pooled together. We need a coordinator to handle this.

6.7 Holiday Breakfast

The date that has been looked at, but hasn't been verified. Activity or animation and date

tabled for the next meeting.

6.8 Movie Night

We would like to have these events, so a volunteer coordinator is needed. November was looked at but there is a lot going on already. It would depend on the coordinator and if there schedule works with it. Feedback from the last movie event was to have less candies and sweets.

Other items: Halloween: Ms. Grant encourages costumes, but no masks and no props.

Tracy motions to adjourn, Suzie seconds.

Meeting officially adjourned at 8:08pm.

Evergreen Home & School Association

Minutes of Monthly Meeting

Date: Monday, November 13th, 2017

Location: Evergreen Elementary School, Saint-Lazare

Present: Jennifer Buraglia, Melissa Bindon, Georgia Kollias, Pamela Gareau, Peggy Grant, Marie-Eve Frenette, Melinda Paradis, Kirstin Bennett, Suzy Mendonca, Rod Morrow, Fatima Cardoso, Sarah Simunic, Lori Towers, Rachel Mattsson.

Taken By: Melissa Bindon

1. Call to order – Welcome

Meeting officially called to order by Jen B at 6:43pm.

2. Agenda- Additions / Adoption

Removal of repeated "Grad" section 4.7.2.

3. Approval of minutes from last meeting / corrections as required

Suzie makes a motion to approve the minutes. Georgia seconds.

4. Reports

4.1 Treasurer

Nothing to report

4.2 Principal

Successful events over the past month: Awards Assembly with Mr. John will be monthly, awards handed to students in each class for citizen, improvement and achievement. Cross country run. Grade 4 had their vaccinations. Over 200 people attended Evergreen's 25th anniversary wine & cheese. Remembrance day assembly. The picture retakes were done as well as sibling photos and the new company was better than in the past.

Upcoming events: report cards on November 20th, parent teacher interviews : everything will be available through the Fusion Portal. The grade 6 Math Olympics will be held at Riverdale in the evening of December 7th.

Teacher Collaboration and Capacity Building: teachers will be meeting every week for a Math PLC (Professional Learning Committee) with consultant Jordan Vain, to talk about strategies to improve math and to make math more fun. Marie-Eve has been working on Evergreen's Educational Project (5 year plan 2015-2020) and it is near completion.

Enrolment is currently at 329 for 2017-2018

4.3 Teacher Report

The teachers worked hard on the report cards. December 18th-21st, Grade 6 students will write a French song with French composer Alexandre Belliard for three days, and grades 3, 4 & 5 will work for one day. The schedule was discussed regarding the pancake breakfast and the potential Mad Science show during this last week before the holidays. Confirmation on dates and times will be discussed.

4.4 Grad

The grad committee is working on a bake sale – they are seeking bakers among the grade six classes. There will be a raffle for a guitar and possibly Disney on Ice.

4.5 Governing Board

Home and school's request for a label fundraiser was approved however they would like more information about the FunScript program. Pam advised the GB that Home and school was interested in a movie night. Mr. John and Maureen (FFSST) presented to the GB about what they do at the school and offered to present to Home and school.

4.6 Membership

117 members, up from 89 last year. Membership was removed from the website. Paperwork has been sent to the QFHSA. May be eligible for two awards: Growth in membership and membership as a percentage of families in school. (the school with the highest percentage.) Pam would like to see if we can get a family count from Sharon so QFHSA is advised of the number.

4.7 Coordinators

4.7.1 Avalanche

Jen B is still waiting for the remaining funds raised from Avalanche. A cheque was received for the majority of what is owed which was \$4544.87. Another cheque is expected for \$1000 for extra costs that Avalanche donates to Home and School.

4.7.2 Evergreen clothing (Gym shirts/Spirit Wear)

Jen G is the new coordinator.

4.7.3 Lunches/Treats

4.7.3 a) Pizza

Orders have increased to almost 150, up from 137. Not what Susan had predicted. First Pizza day went well and had 4 volunteers. Fatima will volunteer at all the pizza days. Reminders were posted on Facebook for November orders but there were still some who forgot. Late orders could not be accepted. Pam will put the dates on the website. Suzie Q and Georgia got together to figure out how to handle cash orders and money owed.

4.7.3 b) Subway

Last week there was a mix up with the grade 6 order and Suraj from Subway was very apologetic and quickly redid the whole class order. There was new staff that day. This week's order went without flaw. There were 104 orders.

4.7.3 c) TCBY

Everything is going well.

4.7.4 Book Fair

Suzie Q will be taking care of set up and take down. Christina is doing paperwork/accounting. Everything is set for the French book fair to be held during interview night.

4.7.5 Low Ropes Course Phase 2

Christina and Monique met to work on the project and will possibly be working with Ms. Tennant.

4.7.6 Constitutions Review/Revision

Christina and Monique have started work on the project. Nothing to report yet.

4.7.7 Website

There is still confusion with cash payments which needs to be sorted out. Interact E transfer is being looked into. Content updates include 25th anniversary, Avalanche, Terry Fox. Pam presented web traffic update. QFHSA invited Pam back to do another presentation about our website as it is way ahead of other schools regarding electronic payment.

4.7.8 Facebook

There was a heated situation regarding personal information on Facebook and the rules and purpose of the Home and School Facebook group had to be reminded and reissued in a post. In the future, such posts will be removed or comments on the post will be halted. The page can be made inactive. We don't want to moderate but have to have guidelines to protect Facebook users, families, faculty, etc. So if it doesn't have to do with Home and School, we will redirect to Ms. Grant and the school.

4.7.9 UDL Fundraiser money

Final numbers are in. Money (\$6000) will be distributed among homeroom classes and resource teachers. There are 23 classes, \$260 per class.

4.7.10 Staff Wish List

(Changed to "Staff" from "Teacher Wish List") \$100 will be donated to teachers for non-consumables, literacy, etc. \$50 for aids, Sharon & Jean-Guy. Rod Morrow is the new coordinator of the wish list.

4.7.11 Teacher's Wish List/Staff Wish List

We are changing the name to Staff Wish List since it's now offered to all staff members. \$100 is offered to teachers for non-consumables, \$50 per aid, \$50 to Sharon, Lucy & Jean Guy. Rod Morrow is now the coordinator

5. Old Business

5.1 25th Anniversary Celebrations

The classes will start working on a new time capsule.

5.2 Front Board Coordinator

We are still looking for a coordinator volunteer.

5.3 Turkey Raffle Coordinator

A Kindergarten mother volunteered.

5.4 Pancake Breakfast/Holiday Event, Confirm Thursday December 21

December 21st confirmed. Holiday event will be discussed in point 6.2 of the meeting. Schedule for the day will be prepared for each class.

5.5 Movie Night Coordinator

A committee was created with Jen G.

6. New Business

6.1 Holiday Social, Date, Venue

This year it will be at a public place to accommodate more people. Two options were Mon Village with a set menu, Il Tesoro with an open menu with 3 choices and BYOB. The date will be November 30th. Put to vote, Il Tesoro wins.

6.2 Special Holiday Event (Mad Science?)

The mad science "show" would be an assembly in the gym. Possibly on Dec 22nd in the AM. Pam motions to have Mad Science, Kirsten seconds. AU.

7. Question Period

No questions.

Jen B puts a motion forth to create a new executive position called "Special Projects", headed by Christina Ambert. Pam Seconds. AU.

8. Closing

8.1 Next Meeting

Monday December 11th, 6:30 (No Grad Meeting beforehand)

8.2 Adjournment

Meeting official Adjourned at 7:54pm

Evergreen Home & School Association

Minutes of Monthly Meeting

Date: Monday, January 15th, 2018

Location: Evergreen Elementary School, Saint-Lazare

Present: Jennifer Buraglia, Jennifer Gilligan, Georgia Kollias, Melissa Bindon, Pamela Gareau, Margaret Grant, Marie-Eve Frenette, Melinda Paradis, Sarah Simunic, Suzy Mendonça, Tracy Reardon.

Taken By: Melissa Bindon

1. Call to order – Welcome

Meeting officially called to order by Jen B at 6:35pm. Because of our mission to reduce paper, we are aiming to have the agenda, reports and previous month's minutes on the facebook group page before the meeting.

2. Agenda- Additions / Adoption

Pam motions to adopt the meeting's agenda. Melissa seconds.

3. Approval of minutes from last meeting / corrections as required

Melinda makes a motion to approve the minutes. Georgia seconds.

4. Reports

4.1 Treasurer

eTransfer is now accepted as method of payment on the website. Georgia recommends to be careful with no refunds, maybe crediting the parents? Georgia will contact the bank to see what the fee structure is. From now on, the Grad Committee is going to be handling their own funds. Georgia will be going to the bank to close the account.

4.2 Principal

Successful events over the past 2 months: The grade 6 classes attended Math Olympics and there were many awards that were won. December 13th & 14th were the winter concerts. On December 15th Grades 3-6 went to see the movie Wonder in theater. Everyone loved the holiday breakfast on the 21st during the Holiday activity week. 40 students from the grade 6 classes went to a volleyball tournament and was a success. The children were very well behaved, knew all the rules and won every single match except for one.

Upcoming events: Kindergarten Open house will be on January 24th. Olympic themed winter carnival will be two weeks long. Hot chocolate was requested from Home & School. Ms. Cregan will be doing Glee Club for grades 4, 5, & 6 during lunch time on Wednesdays, with an end of year show for April/May.

New Initiatives: Ms. Hunt and Mr. John will be leading "Friendship Groups" which will help promote social skills. Starting in January, there will be a, 18 year old student from Dawson interning with Mr. John and the daycare to run activities.

Enrolment is currently at 330 for 2017-2018

4.3 Teacher Report

December 18th-21st, Grade 6 students wrote a French song with French composer Alexandre Belliard. Grade 4 have exams.

4.4 Grad

Grad committee have raised \$1167 so far with fundraisers, \$800 from the bake sale alone. March 2nd will be Hot Dog day. There may be another Hot Dog Day in may like last year and another bake sale is being planned.

4.5 Governing Board

Budget was discussed at the last meeting

4.7 Coordinators

4.7.1 Fundraising

Decision was made not to go with Fundschrift after poor reviews from previous tries at our school and other schools, and during the current try.

Mabel's Label's fundraising page is now available for purchase. It is an ongoing fundraiser so advertising will be done throughout the year to promote labels for the holidays, vacations, summer camp, sports, etc.

Melissa introduced the idea of selling frozen cookie dough with QSP.ca instead of chocolate bars. Depending on the number of boxes sold, we can make anywhere from 30-40% profit. Georgia makes a motion to proceed with the cookie dough sale and Pam seconds. Pam will bring it to the governing board for approval.

4.7.2 Movie Night

Movie night is this Friday night. Chocolate, popcorn, juice, water will be sold. No intermission, no candy this time. All children must be accompanied by an adult. Doors open at 6:30.

Jen B has been looking into purchasing a commercial sized popcorn machine, on a cart, for Home & School instead of renting.

4.7.3 Gym Shirts

Jen G has fixed the pending orders.

4.7.4 Spirit Wear

Pam is the coordinator

4.7.5 Lunches/Treats

Jen G has posted a photo of Subway and Pizza days and pinned it to the top of the Home & School Facebook page because we get a lot of questions every week about when they are.

4.7.5 a) Pizza

Nothing to report.

4.7.5 b) Subway

Things are going well. The request for 12 inch subs has been accommodated as of the January 10th lunch. Subway provides extra sandwiches, just in case. No lunches are kept and there are no refunds as stated on the Home & School website if the child is absent for any reason. However an exception was made for the colleyball tournament because of the number of children involved, the order was already sent to Subway, and the children were going to return to school after the field trip. Their lunches were placed into the fridge upon delivery and distributed at 2pm to take home.

4.7.5 c) TCBY

Everything is going well. It was requested to move the June TCBY date up a week(to the friday before.) because the 22nd is the last day of school and a half day. Doing it on half days gives less time to distribute and a lot of the kids are absent.

4.7.6 November Book Fair

Everything went well and was very successful. \$3439.65 was brought in during the 1 1/2 day sale. All of which goes back to classrooms for the teachers to purchase books. The French teachers were extremely pleased.

4.7.7 Low Ropes Course Phase 2

Christina and Monique don't have much to report. Everything is well on course to get something done for this year.

4.7.8 Constitutions Review/Revision

The first draft is almost done. This is going to be a big improvement as the last constitution was written on a typewriter.

4.7.9 Website

Pam really wants people to write their own content. Executives and coordinators will be trained on how to use the website. The website has gotten great feedback. The website now accepts eTransfers. There is now an info section on the front page web update and a new "E-Newsletter blast" that has the same content as the website, with just the most important items.

4.7.10 Facebook

Nothing to report.

There was a post about busing issues: the principal must be notified when there are problems so it can be rectified.

4.7.11 UDL Fundraiser money

It was discussed that if there are teachers not using their budget if it can go towards an "Energy Station". Deadline for submissions is March 31st.

4.7.12 Staff Wish List

Mme. P, Ms. Sheppard, Ms. Cregan, Mme. Dicaire, Ms. Tenant and Ms. Boland's submissions were approved (AU). One of the submissions was a licensing agreement. It wasn't a high amount and was approved, it was discussed that maybe there should be a maximum amount that would be approved in the future.

5. Old Business

5.1 25th Anniversary Celebrations

In January, the 25th will be the first activity: celebrating 25 years of "Toe to Toe" homeless charity (sock donations) was being looked into.

5.2 Avalanche

Still waiting for final cheque. They were hoping for an invoice and Jen B is still looking into what can be done.

5.3 Turkey Raffle

The raffle was a no go. Joanna Bevan suggested a ham raffle for Easter to support a food bank.

5.4 Pancake Breakfast

Everything went well and volunteers came together. The number of sausages need to be reduced from 800 to 730. Total cost was about -\$856, while donations were about \$186 which has gone down from previous years (last year was over \$380 in donations.) Pam made a suggestion to send envelopes home that are labelled to encourage parents.

5.5 Staff Holiday Hospitality

Thanks to Pam who organized. There were so many volunteers, Pam had to turn people away.

Adjournment:

Jen B mentions it is 8:00pm, as it was agreed to not go past 8:00pm at the beginning of the year. Melinda motions to adjourn, seconded by Tracy.

Evergreen Home and School Association Minutes of Monthly Meeting

Date: Monday, March 12th, 2018
Location: Evergreen Elementary School, Saint-Lazare
Present: Jennifer Buraglia, Jennifer Gilligan, Pam Gareau, Christina Ambert, Georgia Kollias, Melissa Bindon, Jo-Anna Bevan, Suzy Mendonça, Peggy Grant, Melinda Paradis, Rachel Mattsson, Tracy Reardon, Sarah Simunic.
Taken By: Melissa Bindon

1. Call to order - Welcome

Meeting is officially open at 6:40pm.

2. Agenda Additions/Adoption of Agenda

Changes: change how the constitution will be reviewed: maybe once a week the executive can meet to review a section at a time. Jen B motions to have the executive committee to review periodically, Christina Seconds.

Georgia motions to approve the agenda, Melinda seconds.

3. Approval of minutes from the last meeting / corrections as required

Melinda motions to approve the minutes, Georgia seconds.

4. Reports

4.1 Treasurers Report

Terry fox cheque has been cut and sent out.

80\$ cheque from grad account, Georgia would like it to be done asap so we can close it at the end of the month. If we go under \$10,000 in the account there is a fee of 4.95\$ per 30 transaction and 30 deposit items cash deposits of \$5000. Goal is to always stay over \$10000.

4.2 Principal's Report

Ms. Grant thanks Home and School for a wonderful Appreciation Week.

Reports cards are live as of this afternoon!

Portfolio night: only one class will be booking time slots (Grade 5) as the teacher has set up stations for the parents to work at with their children. The other classes are just a pop in. Grad Bake sale will be there.

Ms. Grant will send an ERMS reminder for the Jump Rope for Heart

Preparations for exams for Grades 3-6 April 23rd – June 12th

Thursdays, Guy Walker the extra resource, is helping Cycle 3 students, Evergreen is sharing him with two other schools in the area.

Marisa Furino is supporting the resource team until April 2nd when she will be back in the class. It is a gradual return building up to a full schedule in grade 4 (English teacher.)

There will be two kindergarten classes for next September, still waiting for the third class.

4.3 Teacher's Report

Teachers had a great spring break.

Thank you for staff appreciation week.

Teachers are preparing for exams.

4.4 Grad

Currently at \$2079 of the \$5000 goal. This is from the Silent Auction and hot dog day. There will be another May 17th another hot dog, June 2nd car wash, March 15th bake sale.

Grad dance is on Friday June 15th, Grill and chill was scheduled for the day before on the 14th... Last year Grill and Chill was on June 9th. Downside, the grads are still in exam mode before June 12th. Concern was raised that parents may not want to be at both, Maybe less volunteers for the Grill and Chill? There are currently 8 volunteers for the grad dance... Vote: AU keeping with the Grill and Chill on the 14th

4.5 Governing Board

Field trip policy; when the teachers arrive at location, have to go over the emergency protocol with with the students. More official checklist, in case there's a fire, evacuation site, goal was to tighten up safety when on field trips.

4.6 Coordinators

4.6.1 Fund raising

Only thing left to determine is where to hand out the cookie dough on portfolio night.

4.6.2 Movie night

\$184 profit. It was a hockey tournament weekend, so lots of families were away.

4.6.3 Gym Shirts

7 shirts delivered in January.

1 order was place late February.

Madame P asked Jen B. If she could have some gym shirts to send to her classroom's Thailand pen pals (at Lester B's satellite school, which Kathleen O'Riley is in charge of) 4 t-shirts were donated. Georgia will fit into the budget.

4.6.4 Spirit wear

Pam and Melinda have been looking into several companies. We can't get samples unless we pay for them in advance. An online shop can be set up so that we don't have to handle money. One company seems to be best pick; low price, good quality. Melinda wants to negotiate with them

more. Leg work done for kick off of school. Pam thinks its a little late in the year to launch now.

4.6.5 lunches/treats

a) Pizza: 146 orders

b) Subway: 90 March/April. April is still up on website. Only one subway day in March due to spring break. May/June will be together

c) TCBY: Things are running well, issue with two children missing data.

4.6.6 Low ropes phase II

What Christina is looking at; A frame climbing wall, (as requested by Ms. Tennant for gym classes.) free standing monkey bars, suspended log \$7000 quote from Prism. Contact with city was not made as Christina wanted to wait for the quote from the second company. Equipment has to be approved by the school board first, and brought to town council (Donald Rozon would be the person to contact.)

4.6.8. Website

We need to make a date to train the executives on the website.

4.6.9 Facebook

Buses: Fusion has bus tracker, for anyone asking about late buses.

4.6.10 UDL Fundraiser Money

There were some requests handed in from Aides and Teachers.

AU to approve

4.6.11 Staff Wish List

Done during 4.6.10

4.6.12 Book Fair March 15

Everything is all set up and ready to go. Still looking for 1 or 2 more volunteers. Teacher shopping day and pick up still to be confirmed.

5. Old Business

5.1 Avalanche

Got checks in, total profit: \$2,646. Simon was pleased with how much we sold considering the really great summer-like weather on the sale's weekend. Christina suggests doing it every second year, and Jen B. Said she discussed it with Simon already and he was not for that. There is the risk that he will go with another school in the area as he has been contacted already. He should be contacting Jen in the next month or so. Someone suggests doing a fashion show with the children during VIP night or instead of a VIP night. Suzy asks if we can try for a cheaper venue like the community centre or the new city hall. One idea from last year was doing it at a ski hill. Ms Grant suggests Fall foliage festival at the ski hill, Jen G mentions its during thanksgiving weekend.

5.2 Kiss and drop safety

City will be visiting this week, to talk with Ms Grant to speak about a cross walk/crossing guard. Side walk is also still on the table.

5.3 Open house January

Grade 6s stepped up and they really gave a lot of information to the tours visiting.

5.4 Staff Appreciation

Jen B. thanks everyone to everyone for coming together to make it happen.

5.5 Bus drive appreciation

Boxed muffins were handed out with thank you note.

6. New Business

6.1 Grill & Chill

Discussed during 4.4 Grad

6.2 QFHSA - AGM

Saturday April 29th if you are interested in attending, workshop and keynote speakers, very interesting, H&S has a budget to send people

6.3 Executive Positions 2018/2019

Pam and Christina (Grade 6) will be leaving at the end of this year.

Georgia will be stepping down as her business is taking off and she no longer has time.

If you know someone who would be really great please let us know. The position descriptions are on the website.

7. Question Period

No questions

8. Closing 8pm

8.1 Next Meeting

Monday April 9th, 6:30

8.2 Adjournment

Jen B motions to adjourn the meeting, Tracy & Melinda second.

Meeting officially adjourned 8:01pm.

Evergreen Home & School Association Minutes of Monthly Meeting

Date: Monday, April 9th, 2018
Location: Evergreen Elementary School, Saint-Lazare
Present: Georgia Kollias, Jen Gilligan, Tracy Gottardo, Suzy Mendonça, Peggy Grant, Marie-Eve Frenette, Kristin Bennett, Melinda Paradis, Pam Gareau, Susan Nowak, Jen Buraglia, Melissa Bindon
Taken By: Melissa Bindon

1. Call to Order – Welcome

Meeting officially called to order at 6:31pm

2. Agenda – Additions / Adoptions of Agenda

Georgia motions to approve the agenda, seconded by Pam.

3. Approval of Minutes from last meeting / corrections as required

Georgia motions to approve the minutes, Melinda seconds.

4. Reports

4.1 Treasurer

Nothing to report.

4.2 Principal

K visitation – April 20th - request for Home & School to sell t-shirts and have coffee and snacks to welcome new parents.

Low ropes course was vandalized over the weekend – someone cut the climber in half and cut the zip line right off. Ms. Grant contacted the person who came last week to talk about the new structures. Pam would like to post something on the Saint-Lazare community Facebook group.

4.3 Teacher Representative

Bake sale went well, and everyone is happy about the book fair. Marie-Eve hopes there are no more sick kids for exams coming up!

4.4 Grad

Nothing to report, dates for fund-raising listed in the Principal's Report.

Grad account: not officially closed. Georgia will be going back to the bank tomorrow because they couldn't find the file.

4.5 Governing Board

Field trips were approved at last meeting, nothing more to report. Next one will be about budget.

4.7. Coordinators

4.7.1 Fundraising

Delivery for QSP Cookie Dough on the day of Portfolio Night was stressful as the truck company did not place their deliveries in the right order in their truck. The order was delivered much later than we were told. We had lots of help from Suzy, Jen B. and her brother and kids, Melissa's husband, Mr. Dave, grade 6 students, Melinda, to get the delivery into the school box by box. There was a binder organized by order that parents signed upon pick up. Jen B and Suzy wrapped up the orders that were not picked up that night in the days that followed – all orders have been picked up! Jen B was in contact with QSP after the event and they are compensating Home & School with \$250.

4.7.2 May Movie Night

Potential Movie: The Son Of Bigfoot. There is some concern that it is too old for the kids – Rated G in Quebec but PG in the US. Everyone votes: in favour for the movie

Ann the coordinator suggested May 25th. Pam motions for May 25th, Georgia seconds. Ms. Grant is not in town, but is fine with Jen B. being in charge. Everyone vote: in favour for the date

Jen B. Suggests having hotdogs since there was feedback from last time that it was too early, there was no time to go home and eat dinner. Suzy suggests pre-ordering Pizza and movie tickets online.

4.7.3 Gym T-Shirts

Two orders were filled.

Jen B. proposes liquidating concepts because of the 25th anniversary logo and because it looks like we are going with a new company for next year. For sale at \$7.00, liquidation for \$5.00.

Pam can take off the discount codes for sale and liquidation items

4.7.4 Spirit Wear

Melinda has been working on Spirit Wear to launch late summer for the new school year. We are hoping to have some items available to wear to promote. Items that Melinda will include are hoodies, shorts, sweatpants.

4.7.5 Lunches/Treats

a) Pizza

140 orders for the month of April. There was a comment that the driver was going too fast in the parking lot. Suzy contacted Nick at George le Roi and it was fixed.

Proposal to open bidding to other restaurants for next year. Suzy says she likes the services received at George.

b) Subway

108 orders. See report.

c) TCBY

There were a couple issues where a couple of students ordered and were on the list and haven't received their orders. One of them ordered in November for the rest of the year and then the child never said anything and hasn't received it for 5 months. It was a glitch. Everything is in order now. June date: won't be on the 22nd because it is the last day of the year. Date was moved up to June 15th.

4.7.6 March English Book Fair

The book fair was a huge success. Total sales were \$1554.35. 13 staff (teachers, librarian) received \$165 each to spend on books – a total 257 new books for the school. English book fair date already scheduled for March 14th, 2019

4.7.7 Low ropes phase II

When the company came to inspect phase I and speak about the new structures, he said a tune-up would be about \$375. Christina was awaiting a quote. She has been in contact with the town and it seems like they are taking a step back from the project and that they will not be up-keeping the park during the summer

Pam suggests getting a camera to protect the property, due to the two vandalism incidents on the equipment, funded by home and school.

4.7.8 Website

Website training date still undecided.

4.7.9 Facebook

Nothing to report

4.7.10 UDL Fundraiser/Staff Wish List

Christine Landry requests, two language games (Vote: Approved)

FFSTT: skipping ropes and counters. He does skipping with 4 children every morning, they couldn't skip before starting. It's very therapeutic and motivational for the students. (Vote: Approved)

Ms. Lindsay replaced Ms. Kristen (on Mat leave) (Vote: approved)

Ms. Sheppard sent in her bill.

Robotics – The competition was cancelled because another teacher is ill. Marie-Eve requests to use the \$1000 budget to purchase extension kits for the programs she already uses. Pam motions to approve Marie-eve's request. (Vote: Approved)

We have now passed the cut off date of March 31.

5. Old Business

5.1 Kiss & Drop Safety

Town and organization agree that our current set-up isn't safe. The city isn't willing to send a crossing guard because they aren't there to direct traffic but rather to help children cross the street.

There is discussion about asking the buses to come in the other direction. It is brought up that the bus rule might be that the bus door has to face the entrance so no children are crossing the road.

5.2 Executive positions

Jen. B had someone potentially lined up to take over the treasurer position, but they have to move so they will no longer be at the school. If anyone is interested or knows of someone who would be a great addition, please let us know. Georgia, Pam & Christina will be leaving.

5.3 Grill & chill June 14th 2018

Items booked: DJ, face painter, 25 tables from school board.

Pre-ordering will be on website. Discount will only apply to pre-orders, and the pre-order prices will be better than purchasing at the event.

Jen B motions to increase the budget as in the past, it has gone over. Jen motioned to increase to \$3000 budget expense, Pam seconds. Looking into group savings with Dynamix. (Vote: approved)

5.4 QFHSA AGM April 28th 2018

Dinner & Awards ceremony. We have won an award for the biggest growth.

6. New Business

None

7. Question period

No questions.

8. Closing

8.1 Next Meeting: Monday May 14th, 2018

8.2 Adjournment

Kirsten motions to adjourn, Tracy seconds.

Meeting officially closes 7:59pm

Evergreen Home and School Association Meeting Minutes

Date: Tuesday, May 15th, 2018

Location: Evergreen Elementary School, Saint-Lazare

Present: Jen Gilligan, Dawn Gillean, Suzy Mendonça, Marie-Eve Frenette, Peggy Grant, Georgia Kollias, Melinda Paradis, Sarah Simunic, Susan Nowak, Fatima Cardoso, Christina Ambert, Jen Buraglia, Melissa Bindon

Minutes Taken By: Melissa Bindon

1. Call to Order – Welcome, explanation of a “Motion”

Meeting is officially opened at 6:34 pm, Thank you for coming.

Jen B explains Robert's Rules definition of “motioning”. It keeps order to the meeting and makes sure that everyone is heard; it is about opening up the floor for discussion.

2. Agenda – Additions / Approval of the agenda.

Jen B. motions to approve the agenda, all in favour.

3. Approval of Minutes from last meeting

Jen B. motions to approve the minutes from April's general meeting. Georgia seconds. All in favour.

4. Meeting Extension

Jen B. motions to extend the meeting by 30 minutes, if needed, for a maximum 2 hours, to accommodate some points in the meeting that may take more time such as the approval of the constitution. All in favour.

5. Executive Resignation

Pam Gareau has resigned from her executive position of Communications. Jen B. thanks her for all her hard work, especially with the website.

6. Standing Reports

6.1 Treasurer

In regards to online payments, Georgia's suggestion is to put \$1000 away next year for banking fees. \$150 in banking fees this year, the majority of which went towards the new cheques Georgia had to order. The cheques should last a couple of years. Everything is in line/balanced. We have UDL money left over, with a balance of \$2942.65. Home and School will pay \$500 for the low ropes course maintenance, and the repairs due to the vandalism – this \$500 was set aside in the budget for the low ropes course.

6.2 Principal Report

Successful events: Cross country run, Grade 5 soccer tournament at PCHS. Kindergarten visit went well, it allows the teachers to see the children's interactions, and a psychologist and counsellor are present to observe the children and help pick the classes.

Evergreen won an award for fast fire evacuation.

Grade 5 High school enrichment exam took place last Friday at the school which is new. arrangements made for those that could not attend to write it at the high school. Results in a few weeks.

June 11th is not a ped day anymore because of school closing this winter due to weather.

Ms. Grant did not get an allocation for prep or flex classes this year.

Deep learning activities for the educators, incorporates digital and UDL, the learning environment, and the 6 Cs of learning: Critical thinking, collaboration, communication, creativity, citizenship, connectivity. This allows the staff to work with each other to make groupings for kids to either push them or more time to work on projects. 2 per grade level except for grade 4.

There are many upcoming events:

- Track & Field: May 30
- Term 3 ends June 8th
- June 11th is no longer a ped day due to cancellations for weather this winter.
- Grade 4,5 & 6 (band & glee) will be performing on June 13th
- The Grade 6 Dance is June 15th
- The new time capsule will be put together and an assembly will be held on June 18th
- Convocation is June 20th
- Grad Outing is June 21st
- Report cards are online June 22nd
- Grad Breakfast is June 22nd
- Last day of school is June 22nd!

Enrolment for next year is presently at 313. There is a waiting list for Kindergarten. Parents like Evergreen's 50/50, and technology.

Jen B. asks about the iPads and if there is a need to refurbish the stock. Might be something we can fundraise for next year.

Ms. Grant has bought 6 Spark bikes: these are stationary bikes for UDL. The regular price is \$720. Ms Grant got a discount because LBPSB buys a lot from the company, so it came to \$630

each. She also bought 4 table tops at \$190 each (so students can work while pedalling.) Total \$4847.

6.3 Teacher Representative

Nothing more to say. Basketball tournament went well. Grade 6, Place Bonaventure Vocational Olympics. Hands on activities. Ms. Grant just thought that there was too many kids. Grade 3 went to an iroquois village, and they already booked for next year.

Marie-Eve invites everyone to the volunteer reception on May 31st.

6.4 Grad

They are getting ready for the Hot Dog Day and car wash on the 25th. They will have a photo booth at the grand dance. Everything will be covered from fundraising. June 4th next grad meeting.

6.5 Governing Board

June 6th, last meeting they did not meet quorum.

6.6 Coordinators

6.6.1 Fundraising – Mabel's Labels

Nothing to report.

6.6.2 Gym Shirts

Inventory has changed due to the sale on the 25th t-shirts.

As of May 2nd:

Youth XS = 79

Youth S = 12

Youth XL = 6

Adult S = 19

6.6.3 a) Pizza

Susan Nowak reports having the highest sales of the year for the last deadline.

6.6.3 b) Subway

All orders for the rest of the year have already been sent to Subway - the last day is June 13th. Facebook reminders help!

6.6.3 c) TCBY

Same day of hot dog day. Jen G asks if the date change in June was changed with TCBY so we can announce to the parents. Jen B will verify.

6.7 Website

Melinda has taken over and everything is going on track.

6.8 Facebook

Nothing to report. Ms. Grant would like to extend to Melinda Evergreen's password to cross-post on Evergreen's official page.

7. Special Committee Reports

7.1 May Movie Night, Friday May 25th

Our coordinator is unfortunately not able to manage it for personal reasons. Rachel Mattson will be taking it over for next year.

7.2 Spirit Wear

Melinda is still researching companies and prices. Trying to make it hip and fun and have something that everyone will like and hopes to have something for next year.

7.3 Low Ropes Phase 2

Christina had put the project on hold due to the vandalism repair. Signage was ordered today and will be here next week. "Notice this area is under 24hr surveillance", 4 ordered, and 4 French ones will be ordered as well. Prism gave quote for the 3 new units, free standing - we limited in that we can't go onto the city's land and there are about 3-4 trees we can build on. The new person in charge at the city isn't interested in maintenance of it. There has to have a full quote and forms filled out to send to the school board for approval and then to the city to approval. \$7000.

7.4 Pizza Provider Possibilities 2018/2019

We had the thought to open to getting quotes to

7.5 UDL/Staff Wish List

13/22 teachers submitted for UDL

29/40 staff members submitted for SWL and there is \$1000 that remains in the budget.

Mme. Caron rhythm sticks 24, 29.95 plus shipping, plus taxes \$55.90 \$95 for two orders. All in favor. Jen asks Ms. Grant to ask the teachers what else they would like to see, more bikes?

7.6 Grill & Chill June 14th, 2018

Rentals and face painter have been booked.

Susan Nowak motions we have the water balloon toss and that we should buy freezies at Costco as they are now on sale.

Rachel Mattson will be on the G&C committee. Melinda will be working on the pre-sale on the website as well as the volunteer spot website.

The colour coding tickets will be rectified.

8. Old Business

8.1 Kiss & Drop Safety

Ms. Grant wants to thank Kiss & Drop, especially Claire, who did an amazing job for the bus strike days.

8.2 QFHSA AGM April 28th, 2018

Some of the executives went to the dinner and award ceremonies after the AGM. Unsung Heros Awards were awarded to Jennifer Gilligan, Melissa Bindon, Georgia Kollias, Pamela Gareau, Susan Nowak, Christina Ambert, Melinda Paradis, Monique Szabo, Claire Atkin, Sarah Simunic, Rachel Mattsson, Jo-Anna Bevan, Suzy Mendonça and Fatima Cardoso.

9. New Business

9.1 Revised Constitution

Thank you to Christina who worked on updating the constitution. It has been 15 years since it has been revised or updated (2005). Christina drafted a new constitution based on three documents, QFHSA template, Westwood High School's document, and our old document. The constitution and the bylaws are two different documents and the QFHSA recommended that we have both. Christina motions that we accept the document as amended by the executive committee. All in favour so now it has to be approved at the QFHSA AGM.

Suzy mentions that "Signing authority will be voted among the executive members"

9.2 Election 2018/2019 Executive Home and School

2 nomination forms came in. There was no voting required as a few positions only had one nomination or were declined.

The new committee for the 2018-2019 school year will be as follows:

President: Jennifer Buraglia
Vice-President: Jennifer Gilligan
Treasurer: Dawn Gillean
Secretary: Melissa Bindon-Lesey
Communications: Melinda Paradis
Special Projects: Rachel Girard Mattsson
Membership: Susan Nowak

Jen B. motions to bring Melinda on this year's executive to replace Pam Gareau, all in favour.

9.3 End of Year Social

Activity or party, Christina will put something together and post an invitation on Facebook.

9.4 Daycare Appreciation

Usually we give a gift card for a dinner, and flower arrangements to give each of them as well. There are three full time daycare educators. Jen B will speak to Lucy to see what she would like.

9.5 Avalanche Fall 2018

Jen B is leaning towards not doing it this September as it's a lot of work and time. Simon will call back at the end of June to confirm whether or not we will go forward with them.

9.6 Fall Fair Possible Date

Suzy Nowak would like to head the committee. Melissa would like to work with Suzy. Suzy puts forth a motion to have it on October 20th as she would also like to do a Pumpkin Sale.

10. Question Period

Sarah asks if we can have lanyards for volunteers as everytime there is a volunteer thing, there is nothing to say who the volunteers are. Could we have lanyards for any school activity, not just Home & School. Jen B said that we discussed t-shirts in the past. Maybe we can give them as a gratuity when you volunteer. There is concern about them going missing if lent out.

11. Closing

11.1 Next Meeting

Tuesday, June 12, 6:30 PM

11.2 Adjournment

Melissa motions to adjourn the meeting, Suzy seconds. All in favor. Meeting officially closed at 8:30pm

Evergreen Home and School Association Meeting Minutes

Date: Tuesday, June 12th, 2018
Location: Evergreen Elementary School, Saint-Lazare
Present: Jennifer Buraglia, Jennifer Gilligan, Georgia Kollias, Melissa Bindon, Christina Ambert, Susan Nowak, Melinda Paradis, Rachel Mattsson, Sarah Simunic, Peggy Grant
Taken By: Melissa Bindon

1. Call to Order – Welcome

Meeting officially called to order at 6:37pm, Jen B. appreciates everyone coming.

2. Agenda – Additions

Jen. B motions to approve the agenda. Georgia seconds. All in favour.

3. Approval of Minutes from last meeting / corrections as required

Jen B motions to approve the minutes from the last meeting. Georgia seconds. All in favour.

4. Standing Reports

4.1 Treasurer Report

Georgia handed out the proposed budget and the May End Report. Georgia reports that at the end of May we are in good standing. All of our events have brought in a lot of money. Georgia really likes the cookie fundraiser as it brought in a lot of money very quickly for very little effort. Banking fees were higher than expected because we had to order cheques otherwise we pay nothing. Square fees were higher than anticipated as well: a fee of 30 cents per transaction. Suzie thinks that we will be saving money on Square next year since the order dates for Subway, TCBY & Pizza will all be due on the same day. Georgia says that 95%-98% of our orders come in online, so it's very very popular.

Not all the expenses have been used, or accounted for as of yet, as the end of the year is not finished. The remaining \$1100 from Helping Our Own will be going towards families that weren't able to pay their school fees, otherwise Ms. Lucy would have taken it from daycare fees.

UDL Fund had a remaining \$500 which was put aside for this year. With fundraising last year, this year there is \$2155.40 left over at the moment and there are a few more approved orders to disperse. Jen B. would like to Motion that the extra UDL cash is spent towards two stationary bikes and one tabletop for one of the bikes. All in favour. Motion passed.

The Peace Pals budget wasn't used. In the past it was used for apparel and training for this programming. Ms. Grant suggested that maybe it can go toward a different anti bullying/anti-violence program.

The \$1000 was paid out to Robotics. Georgia wants to know if Apps for iPads will be more expensive next year. Ms. Grant's brought up that everything will be more expensive because of the class action lawsuit making school fees less expensive starting next year.

Georgia thinks we are in a good position, cash flow is good because of our food fundraisers.

Allocated funds: if for example on day one we walk into the school in Sept and we have no fundraising and no money coming in, allocated funds are what we absolutely need to have set aside. They were announced by Georgia as follows:

Gym shirts \$7260.00
H&S Administration Costs \$300
Website & Social Media \$1000
Helping Our Own \$1500
Donation to Grads \$500
Terry Fox Freezies \$60
Open House/Kindergarten Welcome \$200
Teacher's wish list \$2850
Gifts/Appreciation \$800
Winter Carnival/Minute To Win It/Fun Day \$300
Robotics \$1000
Soccer field/infrastructure \$2000
Playground Maintenance\$1000
Playground improvements \$4000
Front entrance upkeep \$250.

Ms. Grant mentions that Louis from maintenance is retiring June 29th, Jen B. will look into a parting gift from the Gifts/Appreciation budget.

Georgia added in a line for Mabel's Labels: projected \$100 in income.

Jen motions to propose this budget to give to the executive next year, Melinda seconds. All in favour.

4.2 Principal Report

Ms. Grant thanks everyone on Home School and all volunteers for their continued commitment, It's been a great year.

The Track and Field day and Grad Car Wash were both successful.

Upcoming Events include:

End of year concert on June 13th

Grill & Chill June 14th

Grad Dance June 15th
Time Capsule Assembly June 20th
Convocation June 20th
Grad Outing June 21th
Minute to Win It June 21
Grad Breakfast June 22nd

Report cards will be available on Fusion on June 22nd, which will be the last day of school and a shortened day!

Grade 6 finished their last exam (Math Exam) today, June 12th.

The enrolment for the upcoming year is at 313 and there is still a waiting list for students. Ms. Grant has been allocated 15 home-room classes for next year. Each grade will have 2 homerooms except grade 4 which will have 3 groups. She did not get the allocation for special classes, but is anticipating extra aids and more allocation for resource. Evergreen may still get an allocation for a 1/2 split, but not Flex.

The daycare and Ms. Grant will taking all staff to Auberge des Gallants for a sleepover and workshop about Deep Learning.

Mr. John is coming back next year, with his aid Maureen, Ann Hunt will be there two days a week.

4.3 Teacher Reports

Marie-Eve is busy with grad events, so was unable to attend tonight's meeting.

Ms. Grant relayed that everyone is excited about deep learning, excited for the break and to come back in September. They are working on a school wide theme, which will be year long, to present at the end of the year.

4.4 Grad

Jen G. reports that the committee raised more than the money they needed!

4.5 Governing Board

An emergency meeting will be held on Tuesday to readjust all fees and school supplies. iPad program is still a go for next year, a lot of iPads were purchased already. There is some discussion about maybe Home & School being able to fundraise for more.

Jen B. motions jumping ahead to important items that need to be discussed and approved because it is 7:41pm and the meeting has to end of

7. New Business

7.1 Minute to Win It!

Will be held on June 21st, the Grade 5 students are running the games this year. Jen B motions to put \$300 as the budget for the event. All in favour.

5. Special Committee Reports

5.2 UDL/SWL

Jen B motions to discuss purchasing 17 commercial fans, one fan for each class, with the remaining money in the SWL budget. They are \$50 each from Home Depot. Jen B and Ms. Grant were looking into air conditioning units, but they were not approved because of energy concerns. Jen B has handed out charts and temp and humidity gauges to the teachers. Jen B would like to revisit the AC units early next year. Thought process is that we have to put the AC on the back burner for now and purchase the fans. Ms Grant makes a suggestion to look into larger commercial fans for the gym for next year. All in favour.

5.1 Swag Wear

The name has been changed from Spirit Wear to Swag Wear. Melinda brought in some samples from Mad Monkey to show those present at the meeting tonight. Mad Monkey was the company that offered the best services that no other company compares to. The ordering process will be hosted on Mad Monkey's site, which they have waived web fees for, and the prices will include everything even taxes. Orders shipped will already be labelled with class/grade for easy distribution.

5.3 Grill & chill

Everything is set and ready to go. 65 preorders. Preordering is finished. Volunteer Spot is coming together. Facebook post and ERMS will be sent for volunteers. Weather prediction doesn't look good. Jen B. will wait until tomorrow morning to see, and speak with the inflatable company.

6. Old Business

6.1 End of year social

Will be held at the Pincourt bowling alley 6:30pm Monday June 18th. Thank you to Christina for organizing. Jen G. mentions that Westwood's orientation for grade 7 students is on that date at that time, so Christina is thinking of rescheduling.

6.2 Daycare Appreciation

Jen B purchased and delivered hanging flower baskets for each staff member.

6.3 Avalanche Fall 2018

Avalanche was trying to convince Jen B for a November date, and in the middle of the week. Jen B. told him that we would have to decide about this next year. It's still in the air, and can be discussed at a later date.

8. Questions

Ms. Grant mentions that approval has been made by Governing Board to allow us to do Subway, Pizza and TCBY next year. Suzie would like to look into the pricing for Dairy Queen. For the pizza the pizza committee decided to stay with George Le Roi.

9. Closing

9.1 Next Meeting

September 2018 – Date and time to be announced

9.2 Adjournment

Jen B motions to adjourn. Suzie seconds, all in favour. Meeting is officially closed at 8:06pm