

**Chelsea Home and School Association Meeting**  
**Wednesday, October 2, 2019, 6:30 p.m.**  
*(notes prepared by Keri George)*

**Participation List:**

Tracy Mui – President  
Christina Tapp – Vice President  
Keri George – Secretary  
Asha Boucher-Sharma-  
Amanda DeGrace – Member  
Devon Gable – School Representative  
Andrea Gage – Principle  
Sandi Bent – Member  
Jen Thibodeau – Member  
Loralie Brown – Member  
Anna Kramotin – Member  
Sherri Dondainaz – Member  
Amy Pitkethly – Member

**Approval of Agenda:**

- OLC update added to the agenda
- Motion #1 (Asha) to approve the agenda with amendment. Seconded by Jen. Motion approved.

**Review of Voting Amendments:**

- Tracy confirmed that all four motions from the September 4, 2019 meeting were approved by proxy vote.

**Approval of Minutes (sent by email):**

- Motion #2 (Sandy) to approve September 4, 2019 meeting minutes. Seconded by Christina. Motion approved.

**Follow Up on (Relevant) Action Items from September 4, 2019 Meeting:**

- #1 – Update to H&S June 2018 meeting minutes – outstanding (Tracy to action)
- #2 – Bat Houses – Andrea has reached out to Jefferson Drost to schedule three dates in November for the presentations and workshops. Should ongoing delays continue, H&S has agreed to discuss cancelling the project and requesting a refund on funds paid to date. Andrea agreed to continue liaising with Jefferson and copy Keri on correspondence.
- #3 – OLC – Andrea provided the cost breakdown for Phase I, which totaled \$43,285. Once H&S receives a copy of the invoice, H&S will write a cheque to CES for our share (\$13,928.43). Since Phase I came in under the \$75,000 budget, Phase II will (presumably) acquire these funds (approximately \$22K in total). Andrea will inquire about Phase II parameters/access to remaining

funds. An OLC committee meeting is scheduled for October 22, 2019. H&S representatives are Asha and Tracy.

- #6 – Anonymous donation towards Chrome books – H&S requires more information but from what we understand, the donor would like to make their contribution by the end of the calendar year. H&S discussed how these devices would be integrated into the school/shared among the grades. It is envisioned that a total of 30 books would be purchased (i.e. class set) and would be available to classrooms via a teacher sign-up sheet. Andrea advised that Chrome books are now a “tech-approved” device which means any maintenance costs will be absorbed by the Board. In addition, Andrea advised that a grant for tech-related devices/support items may be available to the school. CES has a technology committee that will be submitting a proposal (to be shared with H&S) to the Board; if awarded, CES would be in receipt of the grant by the end of the calendar year. Finally, Andrea agreed to present CES’ 5-year technology plan to the H&S at the next meeting.

#### **Correspondence:**

- Fall QFHSA conference is on November 9, 2019 in Montreal. Cost is \$30/person.
- Motion #3 (Amanda) for H&S to allocate up to \$300 towards H&S participation. This amount aligns with monies spent in previous years. Seconded by Asha. Motion carried.
- Interested H&S members are to express their interest by October 11.
- Spring conference is in May 2020. Cost is \$75/person.
- Motion #4 (Amanda) for H&S to allocate up to \$300 towards H&S participation. Seconded by Sherri. Motion carried.

#### **Financial Report:**

- Discussion deferred to the next H&S meeting.

#### **Welcome Back BBQ Recap:**

- Preliminary estimate of profits is \$1100.00
- Andrea provided feedback with respect to pre-purchased food not be associated to a specific student. This is particularly an issue when parents do not attend and the students (themselves) do not know if/what has been ordered for them. As well, these students must be accompanied by a teacher to get their food order. Suggestion for a teacher-student “fast-pass” lane going forward; this would reduce the amount of time the teacher has to spend away from the rest of the class.
- Suggestion for a “pay-it-forward” option to be added to the online food orders (e.g. incremental \$5 donations). This would raise awareness among CES parents of their ability to make extra donations.
- Motion #5 (Amanda) for a H&S sub-committee to flesh out a “pay it forward” proposal for H&S consideration. Seconded by Jenn. Motioned carried.

#### **2019-2020 Events Calendar:**

Compost Bins:

- Anna briefed committee on monies left over from the Global Climate Strike event. \$200 will be spent on the purchase of compost bins.

- In addition to the large bins, 20 classes/kitchen require small bins. Christina priced smaller bins at \$10/each but Amanda will look into small bins available for purchase from the Cantley Library at \$5/each.
- H&S agreed to pay for the small compost bins. Amount TBD based on what Anna reports back as needing. To formalize this commitment, a motion will need to be introduced at the next H&S meeting.

#### French Cultural Event:

- CES presented H&S with three options: French cultural activity for all three cycles offsite (option A); in-house presentations for all three cycles (option B); and a combination (option C)
- Motion #6 (Sherri) for H&S to fund option A (off-site; French cultural activity; all cycles; age appropriate; and including funds to cover parent volunteers-ratio only) but allow CES the flexibility/discretion to switch to option C if an offsite event is just not possible/feasible. Seconded by Sandy. Motion carried.

#### Bags to School:

- Despite parent-teacher interviews not taking place until the end of November, it was agreed that Bags to School will take place as scheduled on November 13-14; pick-up on November 15.

#### Scholastic Book Fair:

- In order to coincide with parent-teacher interviews, the scholastic book fair must be moved from November 14-15 to November 28-29.
- Sherri to lead the organization of the book fair.

#### Staff Appreciation:

- Staff appreciation will be led by Amanda.

#### Chelsea's Got Talent:

- Motion #7 (Amanda) to cancel this event. Seconded by Christina. Motion carried.

#### Spring Fling:

- Deferred the selection of new co-leads until the next H&S meeting.
- Date of Spring Fling confirmed for May 21, 2020.

#### **Funding Allocations:**

- As decided at the September 2019 H&S meeting, members discussed/re-confirmed that money raised from events during the 2019-2020 school year will go towards the following items: 1) French cultural activity (approx \$5500); 2) class readers for cycle 1 (\$700) and novel study books for cycle 2 (\$700); and the delta from Chrome book purchase (\$TBD).

#### **Other:**

- Christina will attend GB meeting on October 17, 2019.

- Discussion as to whether or not GB should be approving where H&S funds are spent. More discussion to follow.

**Next Meeting & Meeting Adjournment:**

- Next H&S meeting will take place on November 6, 2019 at 6:30 p.m.

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**Summary of Action Items:**

- Bat Houses – Andrea will continue to liaise with Jefferson Drost to secure 3 dates in November for the presentations/workshops;
- OLC – H&S to receive invoice and write cheque to CES in the amount of \$13,928.43. Andrea will inquire about Phase II parameters/access to remaining funds;
- Technology – Andrea to share the school’s tech proposal (submitted to Board) and present the school’s 5 year plan at an upcoming H&S meeting;
- Fall Conference – H&S members to express interest in attending by Oct 11;
- Pay It Forward – Amanda to organize sub-committee; and
- GB Meeting – Christina to attend and report back.