

# Evergreen Home and School Association Meeting Agenda

## Monday September 10, 2018

1. Call to order - Welcome - Introductions
2. Robert's Rules
3. Agenda - Additions / Adoption of the Agenda
4. Approval of Minutes from last meeting June 12, 2018 / Corrections
5. Standing Reports
  - 5.1 Principal
  - 5.2 Teacher Representative
  - 5.3 Grad
  - 5.4 Governing Board
  - 5.5 Website
  - 5.6 Facebook
  - 5.7 By-Laws
  - 5.8 Coordinators
    - 5.8.1 Fundraising
    - 5.8.2 Gym Shirts
    - 5.8.3 Pizza
    - 5.8.4 Subway
    - 5.8.5 TCBY
    - 5.8.6 Swag Wear
6. Special Committee Reports
  - 6.1 Low Ropes
  - 6.2 Back to School BBQ / Grill and Chill re-schedule
7. Old Business
  - 7.1 Stationary bikes
8. New Business
  - 8.1 Kiss and drop / Newsletter / New Bell
  - 8.2 Terry Fox - September 27, 2018
9. Questions
10. Closing 8:00 PM
  - 10.1 Next Meeting Monday October 15, 2018 6:30PM
  - 10.2 Adjournment

Have a question for us?

Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com). OR our Facebook:Evergreen Elementary (St. Lazare).

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Dawn Gilleen Treasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Minutes

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**Date:** Monday, September 10th, 2018

**Location:** Evergreen Elementary School, Saint-Lazare

**Present:** Melissa Bindon, Jennifer Gilligan, Dawn Gilleen, Suzy Racine, Margaret Grant, Chris Sheppard, Susan Nowak, Melinda Paradis, Tracy Reardon, Monique Szabo, Jennifer Buraglia, Laura Montreuil, Rachel Mattsson.

**Taken By:** Melissa Bindon

## 1. Call To Order - Welcome - Introductions

6:42 meeting officially called to order. Introductions, we have a new parent joining us today: Suzy Racine.

## 2. Robert's Rules

Jen B. shares a little history: it was published in 1876 by Henry Martyn Robert.

Generally, Robert's Rules of Order is a guide for conducting meetings and making decisions as a group. It is a standard for facilitating discussions and group decision making.

Robert's Rules of order is the recognized guide to running meetings and conferences effectively and fairly.

Rules we follow:

- A "Motion" is anything that needs to be discussed and voted on. Prior to any discussion and voted on. Prior to any discussion, a "Motion" must be made and "Seconded". If people do not want to discuss the topic, the "Motion" will either not be put forward or seconded.
- The Chair will announce what is next on the agenda. If a "Motion" is required, the Chair will ask, "Would somebody like to make the Motion?"
- For example, when approval of minutes is next on the agenda, the Chair will say, "Next on the Agenda is, the approval of the minutes from our last meeting. Would somebody like to make the motion?" A volunteer would put up their hand and say, "I would like to put forward the motion to approve the minutes from our last meeting. The chair will ask for someone to "Second" that motion. If it is not followed by a seconder. A volunteer will put up their hand and say, "I second that motion."

## 3. Agenda - Additions / Adoption of the Agenda

Monique makes a motion to discuss the agenda. Melinda seconds.

Monique would like to know where to find the agenda prior to the meeting: Jen B. says Facebook page, and Melinda says also on Website.

Susan would like to add Fall Fair to the agenda.

All in favor to approve the agenda.

#### **4. Approval of Minutes from Last Meeting: June 12th, 2018 / Corrections**

Melinda motions to approve the minutes from the previous meeting. Jen G Seconds.

Melissa wants to verify the date. Date is ok.

All in favor of adopting the minutes.

#### **5. Standing Reports**

##### **5.1. Principal**

Staff Updates:

New: Lindsay Smith & Robert Cory & Christine Landry-Serre will be in ressource. Kristen McCarthy is back to do ½ split. Arthur Olivenstein is in Phys Ed. Nicole Marshal is literacy. Amanda Caron is back in the music class.

There are no flex classes.

Events:

- Meet the Teacher night went very well. The rubric was introduced. It will allow the teachers to discuss and respond to intervention and will help the children.
- Ultimate Frisbee: Sept 17th
- Terry Fox Run: Sept 27th
- Vaccination Day Grade 4: October 10th
- Progress Reports Go home Oct 11th
- Photo Day: Oct. 17th
- Oct 19th Ped Day, no daycare.
- Fall Fair Oct. 20th

Enrollment is presently at 309.

Family Support Treatment Team: John Riley works with the children with social and emotional skills. He will speak to the children in class, around the playground. He does games, jump rope. He is going to work on bringing back Peace Pals.

##### **5.2. Teacher Representative**

It has been hot in the classrooms. Ms. Sheppard thanks Home & School for the fans, the teachers are appreciating them.

Teachers are planning a retreat at Auberge des Gallant, dinner and overnight.

**5.3. Grad**

The committee is looking at prices for hoodies, looking for better deals than last year.

Fundraising ideas: Hot dogs days, going to try to do three days because last year they were really popular. Half and Half raffles at portfolio nights.

There is a discussion about whether Grade 6 can do fundraising at Fall Fair. Ms. Sheppard would love the Grade 6 to be involved more, even if it's not for monetary gain, just to participate in more events.

**5.4. Governing Board**

AGA, new members: Susan, Tracy, Jen G & Melinda.

First meeting is tomorrow, Tuesday, September 11th.

**5.5. Website**

Melinda has been working hard on the new and updated website, all summer. Melinda made it easier to use. Melinda tried different platforms, but decided to stay with Wix for ease and better price. Melinda explained that she put herself in other people's shoes who are maybe not as tech savvy, and made it simpler to use. She made mandatory areas to input children's information, Jen G. says that this helps the volunteers doing the food orders. Some updates are still ongoing. Everyone is giving great feedback!

**5.6. Facebook**

Jen G says there is a lot of action on the Facebook Group. There are new members, and a clean-up has been done of old parents.

There have been a lot of posts about RSVPs for birthdays so executives were reviewing our rules and guidelines for the group.

**5.7. By-Laws**

The Executives have been working on the bylaws after approving the constitution. The bylaws will be posted on the website for everyone to review and have any comments or questions, to approve at the next meeting.

They are a fluid document, and it will be a standing report on the agenda.

**5.8. Coordinators**

**5.8.1. Fundraising**

Mabel's Labels: Melissa hasn't received updates yet.

Cookie Dough: Melissa will be in contact with QSP to start the campaign in time for Portfolio night in November - just time for Christmas.



Pumpkins: Susan would like to buy pumpkins from IGA Saint-Lazare for \$2.50, sell for \$5.00 with a pre-order on the website. The rest of the stock will go around the community by pick -up truck.

**5.8.2. Gym Shirts**

Jen G. distributes every Friday, and has sent out 171 shirts. The only issue is that Youth XL is on back order and she was substituted with Adult Small. All deliveries have Jen G's contact info included in the packages and she hasn't had anything. Only other issue is that XS was REALLY small. Melinda got 100 free shirts from the company to compensate.

**5.8.3. Pizza**

Nothing to announce, because Susan hasn't looked at the orders yet. Nick will be going to her house to store the juice and granola bars for the entire year.

**5.8.4. Subway**

All dates have been confirmed. More to report in October when it starts on October 10th.

All food dates are all confirmed. Typo: October 31st is a Pizza Day, NOT a Subway day. There is a revised calendar on the website.

**5.8.5. TCBY**

There was a reminder to order and then there will be another

Monique would like to put forth a motion to discuss membership since it wasn't added to agenda. Jen B. Seconds, All approved.

96 members, Susan added 4 more. Susan will be cross referencing who signed up last year and didn't this year and sending a reminder.

**5.8.6. Swag Wear**

Our online shop with the supplier is up and running. Every item sold will give \$1.50 back to Home & School. Melinda will get a sales report once the first round of ordering is complete so she will get a good idea which items were most popular. We are getting great feedback so far!

Tracy asked why there are different logos. Jen B explains that there is a new logo for the gym shirts for cost. The Swag wear was

Melinda explains Swag is more expensive because it's not bulk.

## **6. Special Committee Reports**

**6.1. Low Ropes**

Rachel met with Christina Ambert and she gave her the documentation and work she did on the second phase. Have to be on school property, and we lost the city's help - they will not be working with us like they did on the first phase.

Rachel feels like she has to start from fresh with the city. Rachel wanted to make

sure that the school is doing the monthly checks, and yearly inspection. Everything that was vandalized was repaired. Rachel sent an email to Prisma, but the inbox was full, so she is trying to contact someone else. Ms. Grant explains that we can apply for the grant.

**6.2. Back To School BBQ / Grill & Chill reschedule**

Trying to make it happen was difficult with time constraints with Meet the Teacher and Terry Fox. Lots of volunteers will be going to other events. It's not a fund raiser, it mostly comes out of Home & School's pocket. Invitation to the Grade 6s to be invited back to the Fall Fair. Tracy asks about the funding from the Grill and Chill, it was advertised that if the order moneys were donated, it would go to another incentive. Jen B mentions the pancake breakfast, Suzy mentions Minute to Win It. It will be put aside to another event. Tracy thinks that we should have a clear answer rather than say "incentives".

**6.3. Fall Fair**

Susan will be the doing the raffle baskets: themed per class, again. Station for bake sale: parents will be asked to donate baking. And the pumpkins as well. 11am-3pm potential time, October 20th. Contacting local merchants to donate on top of the class baskets.

**7. Old Business**

**7.1. Stationary Bikes**

**8. New Business**

**8.1. Kiss & Drop / Newsletter / Bell**

**8.2. Terry Fox Run**

Monique has been working on Terry Fox for 6 years. Monique has left us at the table with a task list as this is her last year. She has some parents interested, and volunteers. September 27th. T Shirts: Monique wanted to send out order forms, but Monique wants to preorder shirts. She will prepare a budget for ordering the shirts prior to selling them, to request from Home & School.

Kindergarten is on school premises.

Monique is looking for an inspirational speaker for the event, if anyone knows.

Forms for fundraising are in, and being sent home Friday. Available online too. Ms. Grant will send out an ems.

**8.3. Webmaster Position**

**9. Questions**

**10. Closing 8:00pm**

**10.1. Next Meeting: Monday, October 15th, 2018, 6:30pm**

**10.2. Adjournment**

All items not discussed: 7.1, 8.1, 8.3 are tabled until the next meeting.

Susan motions to adjourn. Tracy Seconds, All in Favor  
8:05pm meeting officially adjourned.

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  - 5.3 Terry Fox - September 27, 2018
  - 5.6 Melinda Paradis official title change to 'Webmaster'
6. New Business
  - 6.1 Fall Conference, TBA
  - 6.2 Photo Day, Wednesday October 17, 2018
  - 6.3 Avalanche
  - 6.4 Band instruments
  - 6.5 Pink T-shirts
7. Special Committee Reports
  - 7.1 Fall Fair, Saturday October 20, 2018
  - 7.2 Low Ropes
  - 7.3 Book Fair, Wednesday November 28, 2018
  - 7.4 Movie Night
8. Standing Reports
  - 8.1 Principal
  - 8.2 Teacher Representative
  - 8.3 Grad
  - 8.4 Governing Board
  - 8.5 Treasurer
  - 8.6 Website
  - 8.7 Facebook

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Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Agenda

## Monday October 15, 2018

### 8.9 Coordinators:

- 8.9.1 Fundraising
- 8.9.2 Gym Shirts
- 8.9.3 Pizza
- 8.9.4 Subway
- 8.9.5 TCBY
- 8.9.6 Swag Wear

### 9. Questions

### 10. Closing 8:00 PM

- 10.1 Next Meeting Monday November 12, 2018 6:30PM
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Jennifer Buraglia President, Jennifer Gilligan Vice-President, Dawn GilleanTreasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Minutes

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**Date:** Monday, October 15th, 2018  
**Location:** Evergreen Elementary School, Saint-Lazare  
**Present:** Melissa Bindon, Susan Nowak, Jennifer Gilligan, Margaret Grant, Rachel Mattson, Melinda Paradis, Jen Buraglia, Tracy Reardon, Gisela Nunes (Monique Szabo on speaker phone).  
**Taken By:** Melissa Bindon

## 1. Call to order 6:30 PM - Welcome - Introductions

6:34pm Jen B officially calls meeting to order.

## 2. Robert's Rules

Jen B. wants to go over the definition of a "Motion".

"Motion" a motion is anything that needs to be discussed and voted on.

## 3. Agenda - Additions / Adoption of the Agenda

Tracy passes motion to adopt the agenda, seconded by Susan. All in favor.

## 4. Approval of Minutes from last meeting September 10, 2018 / Corrections

Tracy passes motion to adopt the minutes from last meeting, seconded by Melinda. All in favor.

## 5. Old Business

Jen B. apologizes for having to cut Monique off last meeting. Jen B has ordered the agenda this meeting to discuss old business first as we didn't have time last meeting.

### 5.1 Stationary bikes

2 bicycles and one table-tops are ordered and should be delivered mid-October. This was from left over funds from UDL.

### 5.2 Kiss and drop / Newsletter / New Bell

At the beginning, Kiss & Drop had a few problems, Ms. Grant sent out an email with safety guidelines and reminders. Kiss & Drop ends at 7:57am. Ms. Grant said the school bell cuts in and out, someone will be here to fix the bell, there may even be new bell sounds. Melinda reports that she thinks Kiss & Drop signs had been tampered with - the plastics were cleanly cut, it has been repaired by a couple of people on two occasions, one of them was Susan who put new tie-wraps. Monique mentions orange vests for volunteers; Jen G's husband brought two for Melinda to see how we can print on them. Jen B mentions that it was discussed that they say "Parent Volunteer" & "Kiss & Drop."

### 5.3 Terry Fox - September 27, 2018

Jen B thanks Monique for her hard work on Terry Fox for the past 6 years. \$5900 was raised, the goal was \$5000. The reward is a "Pie in the Face" day on October 16th: 8 lemon meringue

pies are ready. There is also a TimBits and juice breakfast for class 201 who had the highest participation. 3 individual recognition gifts will be presented on that day too. We have two wonderful moms who will be taking over next year: Melanie Tessier and Athena Soupliotis. Jen B. reports a couple of hiccups. She would like to prepare a little information sheet for parent volunteers. Responsibilities, dos & don'ts, etc. Gisela brings up the lanyards that we used to have to indicate who is volunteering. Jen B. was thinking of making the stickers to wear. Monique mentions that she found the old stickers that say "Proud Parent Volunteer" and she remembers handing them out, and parents really liked them and did feel proud when she gave them out. In total, \$182,000 has been raised since Evergreen has started participating.

#### **5.6 Melinda Paradis official title change to 'Webmaster'**

Susan passes the motion to change the title to Webmaster. Seconded by Tracy. All in favor.

### **6. New Business**

#### **6.1 Fall Conference, TBA**

The date is November 3rd, 2018. Registration is at 8:00am, and the event is from 9:00am-4:00pm. There are great workshops and keynote speakers. Jen B. plans on going, and invites anyone who would like to go. There is a budget for members to attend.

#### **6.2 Photo Day, Wednesday October 17, 2018**

Last year there were 4 volunteers, Jen asks for volunteers: Melinda, Tracy and Gisela are interested. There was the blue/green screen issue that Jen B. asks Ms. Grant about, and Ms. Grant hasn't been told this by the company to alert students and parents to not wear green. Jen G asks Ms. Grant if there will be gym on picture day, Ms. Grant is contacting Ms. Tennant to confirm via text. Jen B will be emailing last years schedule to Ms. Grant. The company is usually here at 7:30am. Ms. Grant confirms that it is in-class gym class, where Ms. Tennant will be talking about nutrition with the kids.

#### **6.3 Avalanche**

Jen. B has been playing phone tag with Simon, it is not a confirmed no-go. They are not sure when they want to do the sale with Evergreen. They had slow sales in August-September because they believe the weather was so hot. The sports complex has already started soccer, so that location is not available, though they would like to accommodate us - using the locker/changing rooms or the open space upstairs. Tracy suggests not doing the change rooms as the smell is worse in there than the soccer field. Ms. Grant suggests having it in the gym during parent/teacher night in November, but it would only be Evergreen parents in attendance, it wouldn't be open to the public. Jen B. doesn't feel like the money raised was worth the effort. Jen G. also mentions that there is a lot of volunteers needed at the same time in November, with Book Fair, cookie dough, etc. Rachel suggest having it the same time as Westwood's craft sale - we could put signs up down there.

#### **6.4 Band instruments**

Jen B reports that because of the lawsuit, band is in dire straights. They are not allowed to ask parents to rent or purchase instruments, and playing the instruments is part of the curriculum. In

the past, all the instruments were rented and charged to the parents (about \$100) They now can't ask for that money. In all, the work that the teacher does, how to read music, rhythm etc, is all leading up to playing an instrument in Grade 6. \$6000 for one class per year is a challenge. Alternatively, if we were able to purchase the instruments, we would be able to have the instruments from grade 3 on. They would be stored in the cupboards, locked. The TWIGG company, where they currently rent, has given us the information to rent-to-own and have 2-3-4-5 year plans. Then the students could be charged for the accessories since they are consumables (ex: reeds swabs, mouth pieces, drum sticks) A total of 46 instruments are needed. Tracy is concerned about the fluctuating number of students each year, will there be enough instruments for some classes? There is also discussions of having company sponsors. Jen B. brings up Jen G.'s idea of having fundraisers such as a spaghetti dinner with Westwood's band coming to perform. Rachel suggests having a dinner and buskers night. There is discussion trying to think of a location or restaurant to hold the fundraising events. There is also a grant with the government that Jen B. would like to look into. Susan passes a motion to make a commitment to buy instruments, Monique seconds. All in favor.

## **6.5 Pink T-shirts**

Anti-Bully shirts are a joint effort with the school & Home & School. Melinda is posting them on the website tonight, until the first week of November. Mass order won't be shipped until the closing date. The price will be \$15 a t-shirt, and a portion of that money will come back to the school to go towards the Anti-Bullying program. T-Shirt logo says "Evergreen Chooses Kindness". Ms. Grant will have Pink Shirt Day every Friday. They can be worn for gym class.

Jen B passes a motion to extend the meeting by 30 minutes as we are not as far along with what needs to be discussed. All in favor.

## **7. Special Committee Reports**

### **7.1 Fall Fair, Saturday October 20, 2018**

Susan says that everything is coming together. Looking for balloon blowing volunteers. As of 3pm, using the rear gyms doors we can enter to set up (not daycare door please.) The baskets are being assembled and prepared. There is discussion about how to assemble the rest of the donations into the baskets. Gisela suggests grouping the items together to make bigger prizes.

Susan brings up an issue where a company was going to donate on the condition of receiving a tax receipt. We are no longer allowed to give tax receipts as QFHSA was audited last year. Jen B was wondering if we could be a registered charity and will be looking into this.

### **7.2 Low Ropes**

Rachel was quoted for \$7703.33 for 3 freestanding structures. An application was filled out for community support to get onto the town meeting agenda. A meeting will be held with the Prisme company and Ms. Grant to decide where the structures will go exactly. Ms. Grant also mentions



that this needs to be approved by the school board. They need to see all the diagrams to see about safety. Game break-down, quote and any information to go to the school board, and Rachel will contact the city tomorrow to be put onto the agenda for the town meeting.

### **7.3 Book Fair, Wednesday November 28, 2018**

We don't have anyone to organize yet. If you know of anybody who might be interested, please pass the information along.

### **7.4 Movie Night**

We don't have a coordinator yet for Movie Night either, which we were looking to plan for late November. Same thing, if you know anyone who can coordinate. Jen B. will email the volunteer list to see if anyone is interested.

Susan suggests a bottle drive during movie night to raise more money. Susan would transport wine bottles to LCBO in Hawkesbury where they are accepted for refunds.

## **8. Standing Reports**

### **8.1 Principal**

Successful events:

- Terry Fox - the goal was surpassed! \$5965
- The food drive filled over 25 boxes.

Upcoming Events and Activities:

- Regional Ped Day on October 19th, the teachers will be learning about Deep Learning.
- October 22nd, there will be a "Relationship and Intimacy" teacher planning session which will be about teaching the children about respecting yourself and others, with Mr. Smith. Sex Ed. is still taught by the nurse.
- The entire school (K to 6) will be participating in an art project with the Montreal Museum of Fine Arts on October 23rd. The theme will have to do with Deep Learning, citizenship, etc. The art piece will be hung in the Museum!
- On October 24th there will be a Deep Learning Cluster Meeting: 3 of our teachers will be joining 5 other schools at Sunshine Academy.
- Math PLC still meets weekly, after school to discuss which skills they want to work on/team teaching.

The school will receive \$38/child for field trips, and will abide by the lawsuit to not request payment for field trips.

The enrollment for 2018-2019 is presently at 309 students.

Ms. Grant would like to have time to discuss Deep Learning in the next meeting's agenda.

The rest of the items will be tabled until the next meeting.

## **8.2 Teacher Representative**

## **8.3 Grad**

## **8.4 Governing Board**

## **8.5 Treasurer**

## **8.6 Website**

## **8.7 Facebook**

## **8.8 Coordinators**

### **8.8.1 Fundraising**

### **8.8.2 Gym Shirts**

### **8.8.3 Pizza**

### **8.8.4 Subway**

### **8.8.5 TCBY**

### **8.8.6 Swag Wear**

## **9. Questions**

Gisela asks why Pizza/Subway isn't available to purchase for the year. Susan says it may be

because she may have gone onto the website while Melinda was reorganizing it.

Gisela would like to know if she had to put in her code every order, and Susan answers yes.

Jen G. would like to know why there were a pile of gym shirts in the Home & School drawer and Ms. Grant said they were used for sizing.

## **10. Closing 8:00 PM**

### **10.1 Next Meeting Monday November 12, 2018 6:30PM**

### **10.2 Adjournment**

Melissa passes a motion to adjourn. Seconded by Susan.

Meeting is officially adjourned at 8:36pm

# Evergreen Home and School Association Meeting Agenda

## Monday November 12, 2018

1. Call to order 6:30 PM - Welcome
2. 4 Minutes - to read reports (\*) Indicates Items with Reports
3. Robert's Rules
4. Agenda - Reorganization, Additions / Adoption of the Agenda
5. Approval of Minutes from last meeting October 15, 2018 / Corrections
6. Principal Report - Deep Learning
7. Old Business
  - 7.1 Time sensitive tabled items
    - 7.1 a) \*Treasure Report
    - 7.1 b) \*Fundraising - Cookie Dough
    - 7.1 c) \*Swag Wear
  - 7.2 Stationary Bikes
  - 7.3 Fall Conference
  - 7.4 Photo Day - Nov. 16th Retakes and Sibling photos
  - 7.5 \*Avalanche
  - 7.6 \*Pink T-Shirts - Ordering closes Nov. 16th
  - 7.7 **Motion** to re-open, Motion made and passed 'commitment to buy Band Instruments' due to further information.
8. New Business
  - 8.1 **Motion** to discuss and approve date for Pancakes and PJ's - December 19, 2018.
  - 8.2 **Motion** to discuss special guest/holiday event.
  - 8.3 **Motion** to discuss Home and School Social and approve date.
  - 8.4 **Motion** to discuss Paint Night/ open Fundraiser and approve event date.
9. Special Committees
  - 9.1 \*Fall Fair, Saturday October 20, 2018
  - 9.2 \*Low Ropes
  - 9.3 \*Book Fair, Wednesday November 28, 2018
  - 9.4 **Motion** to discuss and approve date for Bingo Night December 5
  - 9.5 Staff Holiday Hospitality - Rachel

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## Monday November 12, 2018

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### 10. Standing Reports

- 10.1 Teacher Representative
- 10.2 Grad
- 10.3 \*Governing Board
- 10.4 \*Kiss and Drop
- 10.5 \*Website
- 10.6 \*Facebook
- 10.7 \*Gym Shirts
- 10.8 \*Pizza
- 10.9 \*Subway
- 10.10 \*TCBY

### 11. Questions - Including Tabled Items with Reports.

### 12. Closing 8:00 PM

- 12.1 Next Meeting Monday December 10, 2018 6:30PM
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# Evergreen Home and School Association Meeting Minutes

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**Date:** Monday, November 12th, 2018

**Location:** Evergreen Elementary School, Saint-Lazare

**Present:** Sacha Michailides, Jen Gilligan, Dawn Gillean, Peggy Grant, Chris Sheppard, Ulla Jahchan, Rachel Mattsson, Sarah Simunic, Melinda Paradis, Susan Nowak, Jen Buraglia, Tracy Gottardo, Gisela Nunes, Melissa Bindon, Monique Szabo (Via speaker phone.)

**Taken By:** Melissa Bindon

## 1. Call to order 6:30 PM - Welcome

Meeting officially opens at 6:40pm

## 2. 4 Minutes - to read reports (\*) Indicates Items with Reports

Jen B invites everyone to have a quick read through of the printed standing reports to save time of reading them out loud. If there are any questions, let us know.

## 3. Robert's Rules

It's a about finding a format that will make the meetings go more smoothly. On the agenda we have marked what needs to have a motion. Someone will put forth the motion, with someone else to second. Motion is how we open things for discussion. The motion may be amended if necessary. Just be very clear with the motion, to have enough information. You can ask Melissa to read back what she has minuted.

## 4. Agenda - Reorganization, Additions / Adoption of the Agenda

MOTION (Jen B.) would like to add in new business, 8.5 a motion for a turkey raffle. All in favor of addition, all in favor of the agenda.

## 5. Approval of Minutes from last meeting October 15, 2018 / Corrections

MOTION (Jen B.) Jen B. would like to make a correction on point 8.8, as it was removed from the agenda. Melissa had it in her minutes from the first draft of the agenda. It should have been removed. All in favor.

## 6. Principal Report - Deep Learning

Past Events:

- Thriller Dance Video, was led by Ms. Amanda.
- November Awards Ceremony
- Remembrance Day: Mr. Mark's father (who is a Dean at a university) spoke about his life in England during the war when he was a child.
- The Brotherhood with Mr. Mark: Monday at lunch open invitation to the grad 6 boys.
- Cycle 3 robotics Wednesday at lunch, with Mme. Frenette. They have the opportunity to use all the equipment. Attendance is spotty so may not be available after Christmas.
- RTI: Response to Intervention: teachers will teach a lesson, the teacher realizes realizes who got it and who didn't. One teacher will take the group that didn't get it and re-teach.

Another teacher will take the group that did get it and do accelerated learning. Grades 2, 4, 5, have done it. Falls under deep learning. The children are getting more time with different teachers. The teachers meet afterwards to discuss to see what is working and what isn't, so it's starting to become seamless.

#### Upcoming Events

- Report cards on Fusion November 20th
- Parent interviews November 28th and 29th, appointments will be online.
- Anti-Bully & Awards assembly Friday, Dec. 7th
- Math PLC still meet weekly where they talk about strategies, skills. We are one of two schools in the school board doing it, on the second year. The program is allowing the teachers to work together.

#### Deep Learning:

##### 4 areas:

1. New Pedagogies: direct instruction, blended learning, different approaches
2. Learning Partnerships: teachers, experts, companies/industry, community, etc.
3. Leveraging Digital: new technologies
4. Learning Environment: inside the school, outdoors, virtual, libraries

The staff have decided work on New Pedagogies

#### Competencies:

- Collaboration
- Critical Thinking
- Creativity
- Citizenship
- Communication
- Character

Enrollment is presently at 311 students

## 7. Old Business

### 7.1 Time sensitive tabled items

#### 7.1 a) \*Treasurer Report

There's been an influx as people have paid for things like lunches, so it looks like we have a lot of cash, but as the year goes on we will have to pay out expenses.

#### 7.1 b) \*Fundraising - Mabel's & Cookie Dough

### **Mabel's Labels**

The reason why we did not receive anything yet was because they had printing problems with checks in October. We have been issued a check for \$122.39 that was mailed out last week. These are for sales from August, September and October.

### **Cookie Dough**

We were able to strike a deal with QSP so that we could have our order by Wednesday November 28th: they have agreed to deliver our order in their Vaudreuil site on the 28th, where we can pick it up ourselves: Suzy Q has kindly offered her pick up truck to transport. At last meeting, Tracy also offered - if the offer still stands, we would love for you to join us. Exact time to pick up with our own truck still to be confirmed.

We sold over 370 items which means we made it into the 40% profit bracket.

We were short by 3 items to make it into the 40% bracket, so the Home & School executive made the decision to purchase the three items which came to \$56 - ideas included to use them at kindergarten open house, or we could raffle them off at events. If we had processed it without the H&S order, profit would have been at \$2472.40. So buying the 3 items, we made an additional \$298.20

TOTAL:

Sales: \$7,064

Items sold: 371

Profit: \$2,826.60 (It is around \$400 less than last year.)

### **7.1 c) \*Swag Wear**

Last delivery, Oct 23rd, only parents names were on each order.

They will now add the children's name to make it easier to deliver.

### **7.2 Stationary Bikes**

Still have not shown up yet. They were supposed to show up in October. Some of the teachers have put the original ones in their classrooms.

### **7.3 Fall Conference**

QFHSA - was open for everybody. Unfortunately we didn't have anyone attend.

### **7.4 Photo Day**

Retakes is Friday and any sibling photos. Sacha asks how you sign up for it, she didn't hear about it. Jen B explains that the information is on the envelope, and it has to be sent back in. The outdoor photo for the grads didn't come out great so people are



wondering if it can be retaken. Tracy mentions the school banner wasn't in the picture even though it was available. They didn't take the one from the roof, only by the structure. Ms. Grant will send out an Erms to notify parents of the retake and sibling day.

### **7.5 Avalanche**

Jen B. had another discussion with the contact person, Simon, last week. He has offered us another sale in the last two weeks of November 2018, weekends or weekdays. It was further discussed with the executives and it was decided that it was too late in the year to host this sale on such short notice. We have not "lost" our spot. Come this spring we can discuss and confirm another fall date with Simon. There was no Avalanche sale done in this area, this year.

### **7.6 Pink T-Shirts**

Report Details: 66 shirts sold so far. Deadline extended to November 14th as per Ms. Grant's request. Shirts can be worn every Friday and are accepted as gym shirts.

### **7.7 Motion to reopen, Motion made and passed 'commitment to buy Band Instruments' due to further information.**

MOTION (Suzie Q) to discuss the further information received after the last meeting. We learned new information that \$32,000-\$35,000 was needed to purchase instruments, instead of \$20,000 like we initially thought. It is a lot more than we originally thought. The financing option through TWIGGS, essentially not coming forth with it, and we were not able to do it with bank. We do have money in the account that could be frozen, too much of a risk as H&S would have to liquidate if something were to happen. Jen spoke to QFHSA, and it's really outside of our parameters. A Save the Band email, paper letter and Facebook post have been brought to parents attention highlighting the fact that without funding, there will be no band program this year (due to lawsuit, teachers can no longer ask for rental fees). A "Save the Band" email account has been created, only four emails have been received. There were lots of suggestions to donate used instruments/equipment instead of buying new. One donation of \$250 has been offered and another donation has also been offered (no monetary amount). Potentially one or two people stepping forward to form the committee. waiting on information on how to proceed with accepting the donations. One parent is trying to work out if the parents can go directly to TWIGGS to rent directly from there instead of going through the school so that it avoids the lawsuit issues. Right now the person looking to organize the committee is a parent in Grade 2, and we really need someone in Grade 6.

**\*\*Jen. B puts forward a motion to extend the meeting to 8:30pm. All in favor, no opposed, motion passed.**

MOTION (Suzie Q) Band Committee to solicit grade 6 parents for band rental costs for this 2018-2019 school year, and to continue fundraising for the long term goal of

purchasing two full sets (for two classes) of band instruments. All in favor, no opposed, motion passed.

## **8. New Business**

### **8.1 Motion to discuss and approve date for Pancakes and PJ's**

MOTION (Suzie Q) puts forth a motion to discuss dates, December 20, 2018 was suggested. We would like to change it to the 19th. Jen B will be organizing it. Ms. Grant suggests posting the ingredients again. All in favor, no opposed, motion passed.

### **8.2 Motion to discuss special guest/holiday event.**

MOTION (Dawn) To discuss having a special guest. In the past we have money set aside to have a special event, this was before the pancake breakfast. Junkyard Symphony was the performance the year before last. Half day last year was too busy with pancake breakfast, we wanted to do Mad Science but it fell through. Should we put it off until the spring? There is \$500 budgeted. Ms. Grant suggests the Friday morning as it's a half day. Ms. Shepard suggests Geordie Productions. Kids have to be back in the classroom 11am to leave on the buses.

MOTION (Monique) will contact Junkyard Symphony to see if they are available on the morning of the 21st, after recess. 9:30am - 10:30am. Second choice is December 20th 12:30-1:30pm. Monique will also confirm the price, max \$500. All in favor, no opposed, motion carried.

### **8.3 Motion to discuss Home and School Social and approve date.**

MOTION (Melinda) to discuss the date December 7th, 6:30pm no preset menus. Melinda has booked for 8-20 people, by the bar (long table). Invitation will go out to all parents. RSVP date of November 29th. All in favor of location and dates, no opposed, motion carried.

### **8.4 Motion to discuss Paint Night/ open Fundraiser and approve event date.**

MOTION (Gisella) to discuss the Paint Night Fundraiser. Rachel explains that we just open an account with Paint Night, it's an open continuous fundraiser, people are given a code when they sign up at any event, and a percentage goes to us.

MOTION (Rachel) to set up Home & School with a Paint Night profile for an open continuous fundraiser. Information for the parents will be posted under the fundraising tab of our website, and \$15 from each sign-up will come back to Evergreen Home & School. All in favor, All opposed, Motion passed

### **8.5 Turkey Raffle**

In the past tickets have been sold to win a turkey and the proceeds went towards Le Pont food bank.

## **9. Special Committee Reports**

### **9.1 \*Fall Fair, Saturday October 20, 2018**

Suzie Q has calculated all the expenses, profits, and ticket count in her report. Total expenses: \$2284.45 plus Jen B. Profit \$2056.03 less Jen B expenses. Suzie said would have made more profit if we had not over ordered as much food. Good profit considering the turnout. Mid October is a great time to have the fair. Don't have to worry about winter coats & accessories. Notes for future fairs: Perhaps we should have the Evergreen table in the hallway. Or right next to the entrance. Even though it was printed on the handout, most guests didn't read it. Also, send the welcome sheet via email a few days before.

Notes for food for future fairs: 1. Have coffee closer to the water. Too much walking around. Actually, book the coffee lady as soon as date is picked. 2. Too much pizza. Thickness of pizza in question. 3. For hot dogs, we should do ourselves. If a volunteer boils hot dogs in staff rooms, toasts the buns and wraps them individually. We can increase profit and there is no extra. Leftover hot dogs could potentially sell extra hot dogs to grad committee. Also, feedback that cost per hot dog was high... We paid \$1.10 per, so if we did our self, we could sell for \$1.50. People were confused about food tickets. More time should have been spent explaining to the volunteers.

Notes for games for future fairs: 1. Basketball was very difficult for smaller kids. Even when they were on a chair. Volunteers at that station were very generous with tickets. 2. Have only one inflatable net time. 3. Suggestion for next time, add cotton candy???. 4. Make popcorn more visible 5. Matrix volunteers should be from senior. 6. Put extra raffle tickets in a designated space (they got misplaced & hidden).

Pumpkin Fundraiser: 75 pumpkins were sold \$168.75 overall profit 32 pre-sold on website, 16 ordered by homeroom teachers. There were 12 pumpkins that were leftover after fair. Jen B put them in her truck and drove around her area and sold them all. Great job! One pumpkin had gone bad, so teacher took the one from the office. Only one pre-order was not picked up. Suzy Q delivered it. Suggestion: Put it for sale on our website at the beginning of Oct. Hopefully, we make \$250 next year.... 111 pumpkins (at this year's cost). Get one volunteer to pick up pumpkins from IGA on set-up day. Will take 2 trips to IGA.

Overall comments: Overall went extremely well. 1. Choose date before end of year (get it approved by GB). Book coffee, masseur, face painter, henna girl when date is chosen. 2. Have flyers printed over the summer. Give sponsors a poster to hang when u pick up raffle item. Also give them raffle tickets (how many ?) 3. Have teachers choose their basket before school starts ? 4. Spend Sept getting raffle prizes 5. In Sept, contact places to advertise for free A. Your Local Journal B. St Lazare website and fb C. Today's Parent D. CTV news E. Mommy fb sites 6. Grade 6's need to be better organized with parental supervision. 7. Ask Mrs Tennant earlier to use her office and microphone and

music (bring music).

WE NEED MORE / NEW VOLUNTEERS TO STEP UP AND HELP OUT. WITHOUT ADDITIONAL HELP, EVENTS LIKE THESE CANNOT HAPPEN.

Ideally, coordinating this requires two people.

1. To do the legwork (Suzy Q – did it this time) 2. Organizing volunteers (Jenn B did it this time) In conclusion, TEAMWORK BABY!

### **9.2 \*Low Ropes**

All paperwork is handed in. Town council has discussed and seems in favor of our project! We will have confirmation the week of November 19th.

### **9.3 Book Fair, Wednesday November 28, 2018**

Book Fair scheduled for Nov. 28th-29th. Delivery for book fair set up should be around Nov. 23rd. Since we are short on time, and volunteers, we are not going to have the viewing week for the classrooms. Set-up on Tuesday, starting at 12:30pm. French Teachers/Staff will be able to come and fill out their wish list on Wednesday Nov 28th, between 8am and 12:15pm. We need volunteers for set-up and sale days.

### **9.4 Bingo**

MOTION to discuss and approve December 5th for a bingo night. There is a Westwood event on the 5th. The 6th is the Evergreen holiday staff party. We need more information, so discussion is put on hold.

### **9.5 Holiday**

## **10. Standing Reports**

### **10.1 Teacher Representative**

Postponed to next meeting.

### **10.2 Grad**

Postponed to next meeting.

### **10.3 \*Governing Board**

Annual report was presented by Ms. Grant. (will be posted on school website) School survey results 2017/2018 presented. Presentation of the school's Anti-Bully / Anti-Violence Plan (AVAB) 2018-2019. Overview of Emergency Preparedness; Ms. Grant presents binders and its content. Jennifer Buraglia presents a letter as a concerned parent regarding Health & Safety and the extreme heat/high temperatures reported within the classrooms to the Governing Board and Commissioner.

### **10.4 \*Kiss and Drop**

Report Details: Kiss and Drop is going relatively well; a few issues have been addressed with a Facebook post mid-October. Melinda has informed Ms. Grant to contact the city to change the time of the "no parking" signage on Bordelais street from 8am-4pm to

7am-3pm.

#### **10.5 \*Website**

Nothing new to report. Everything working well. A few parents reported a glitch when trying to purchase on from their mobile phone; cleared history and worked afterwards.

#### **10.6 \*Facebook**

Status quo with regard to the usual posts being posted (calendar dates, ped days, homework questions, etc). Melissa pointed out that a lot of the post are having limited views – is it due to a Facebook algorithm or are people not checking the page info as often.

#### **10.7 \*Gym Shirts**

Orders have slowed down due to the time of year. Deliveries will now be every second wednesday corresponding with Subway days.

#### **10.8 \*Pizza**

First order of the year (October) was for 144 students. The second order (this one Nov / Dec) was 131 orders. Two parents contacted us the day after it closed and their orders were processed. Between 4 - 8 days a total of 3 families contacted us. Unfortunately, they missed the deadline and the paperwork was already processed and order was submitted to GLR. They were all advised to go to the HS FB page, search “important dates” and print the sheet that includes all the dates related to pizza, subway & TCBY. They all understood.

#### **10.9 \*Subway**

67 orders placed for November & December; numbers are lower than October (down 7 orders). No issues/complaints have been reported

#### **10.10 \*TCBY**

Nothing to report - all is well.

### **11. Questions - Including Tabled Items with Reports.**

### **12. Closing 8:00 PM**

#### **12.1 Next Meeting**

Monday December 10, 2018 6:30PM

#### **12.2 Adjournment**

MOTION (Tracy) to adjourn the meeting. All approved, no opposed, motion passed.

Meeting officially adjourned at 8:31pm

# Evergreen Home & School Report

October 2018

|                                     |  |
|-------------------------------------|--|
| <b>Committee Report:</b>            | Fundraising: Cookie Dough                                    |
| <b>Date Of Report:</b>              | October 11th, 2018   |
| <b>Date of Event if Applicable:</b> | Sales: October 21st - November 4th<br>Pick-up: November 28th |
| <b>Committee Chair:</b>             | Melissa Bindon   |
| <b>Person Preparing Report:</b>     | Melissa Bindon   |
| <b>Committee Members:</b>           | Susan Nowak  |

## Report Details:

We were able to strike a deal with QSP so that we could have our order by Wednesday November 28th: they have agreed to deliver our order in their Vaudreuil site on the 28th, where we can pick it up ourselves: Suzy Q has kindly offered her pick up truck to transport. At last meeting, Tracy also offered - if the offer still stands, we would love for you to join us. Exact time to pick up with our own truck still to be confirmed.

We sold over 370 items which means we made it into the 40% profit bracket.

### ONLINE:

Sales: \$3,861

Items sold: 187

### FORMS:

Sales: \$3,203

Items sold: 184

### TOTAL:

Sales: \$7,064

Items sold: 371

Profit: \$2,826.60

We were short by 3 items to make it into the 40% bracket, so the Home & School executive made the decision to purchase the three items which came to \$56 - ideas included to use them at kindergarten open house, or we could raffle them off at events.

If we had processed it without the H&S order, profit would have been at \$2472.40. So buying the 3 items, we made an additional \$298.20

I can not compare exact numbers from last year as I only have the online reports. It is around \$400 less than last year, my husband suggested that maybe it was too soon after the last sale, a lot of people who purchased from us still have some in their freezer (including us!)

I had to return one check for \$18 as it was made out to QSP, they will return it to the school in an envelope addressed "Home & School"

Will send out reminders about pick up:

*"thank you for participating in our Fundraiser! All orders MUST be picked up on November 28th Between \_\_\_\_\_ and \_\_\_\_\_. THERE IS NO FREEZER STORAGE if you cannot attend, please have an alternate person pick up your order! Thank you"*

I would like to confirm the times of parent-teacher interviews.

## **Evergreen Home and School Committee Report**

**Committee name:** Avalanche

**Date of Report:** November 9, 2018

**Date of Event if app:** N/A

**Committee Chair:** Jen Buraglia

**Person preparing report:** “ “

**Committee members:**

- 1.
- 2.

**Report Details:**

- Another discussion with Simon, the Avalanche contact person, happened last week. He has offered us another sale in the last 2 weeks of November 2018, weekends or weekdays.
- It was further discussed with the Executive and it was decided that it was too late in the year to host this sale with too little notice.
- We have not 'lost' our spot. Come the spring we can discuss and confirm another fall date with Simon.
- There was no Avalanche sale done in this area, this year.

**Approvals needed:**



# **Evergreen Home and School Committee Report**

**Committee Name:** Pink Shirts - Evergreen Anti-bullying program

**Date of Report:** November 11th 2018

**Date of Event if applicable:** N/A

**Committee Chair:** Margaret Grant/Home and School

**Person preparing report:** Melinda Paradis

**Committee Members:**

1. Melinda Paradis

**Report Details:**

66 shirts sold so far. Deadline extended to November 16th as per Ms. Grant's request. Shirts can be worn every Friday and are accepted as gym shirts.

# **Evergreen Home and School Committee Report**

**Committee name:** Fall Fair 2018

**Date of Report:** October 26<sup>th</sup>, 2018

**Date of Event if app:** October 20<sup>th</sup> 2018

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

## **Committee members:**

1. Jennifer Buraglia (organized volunteers)

## **Report Details:**

### **Sales:**

Presale \$371 (1 x \$40, 7 x \$20, 16 x \$10, 4 x \$5, 3 x \$2, \$5 Maurice from tae kwondo)

Bake sale and pumpkins on site \$882

Pre-ordered pumpkins on website 29 x \$5 = \$145

Pre-ordered pumpkin paid via cheque with tcby (Bergamin) = \$5

Staff homerooms 16 x \$5 = \$80 **to be collected**

Matthew Lambert = \$5 **to be collected**

Ticket counter (includes canteen) and 50/50 \$2852.45 (note 50/50 generated approx. \$404. The winner, Melissa Bindon donated her winnings of \$202....The money from the 50/50 was mixed in with the ticket counter... We counted the number of 50/50 tickets and calculated the total of \$404. We know for next year)

Total sales = **\$4340.45** (The money was in the cashes. They might be allocated to the wrong category, but overall, that's the overall sales)

### **Expenses:**

|                |                                      |          |                   |
|----------------|--------------------------------------|----------|-------------------|
| Bobbi Hamilton | kids prize tickets                   | \$32.77  |                   |
| Irmgard Nowak  | Costco, Dollarama, party surprise    | \$242.62 |                   |
| IGA pumpkins   | (qty 70 x 2.75)                      | \$206.25 |                   |
| George Le Roi  | 10:30 del (10 pep, 8 ch, 75 hotdogs) |          |                   |
|                | 12:30 del (10 pep, 8 ch, 75 hotdogs) | \$636.73 | way too much food |
| Henna Girl     |                                      | \$200.00 |                   |
| Face Painter   |                                      | \$200.00 |                   |

|                 |  |          |  |
|-----------------|--|----------|--|
| Tkiti the Clown |  | \$200.00 |  |
| Amuz            | Popcorn, whack-a-mole,<br>Giant basketball)    | \$366.70 |  |
| Jen B           |  | \$       |  |
| Suzy Q          | balloons, lollipops, miscellaneous<br>Supplies | \$199.38 | (I haven't filled my<br>Expenses, but that's what I<br>remember) |

**Total expenses: \$2284.45 plus Jen B**

**Profit \$2056.03 less Jan B expenses**

\*\*\*Would have made more profit if we had not over ordered as much food (darn it) Good profit considering the turnout.

Mid October is a great time to have the fair. Don't have to worry about winter coats & accessories

### **Evergreen turnout**

37 out of 112 home and school members got their coupons = 33%  
alumni = 14 out of 52 came 27% that's because some of them volunteered

students enrolled this year:

k = 15 out of 37

l = 13 out of 41

2 = 16 out of 48

3 = 12 out of 46

4 = 13 out of 49

5 = 11 out of 46

80 out of 267 = 30%

6 = 18 out of 41 44% that's because they volunteered

So 30% participated in the fall fair.

Note for future fairs: Perhaps we should have the Evergreen table in the hallway. Or right next to the entrance. Even though it was printed on the handout, most guests didn't read it. Also, send the welcome sheet via emails a few days before.

### **Canteen sales:**

Pizza slices: 99 slices total (partway through the event, we lowered the price from \$3 to \$2, not sure if it increased sales)

Hot dogs: 80

Soft drinks, juice, water bottles, chips: 199

Coffee: 22

Full pizza \$5 each (trying to minimize our losses): 7 pizzas

Notes for future fairs: 1. Have coffee closer to the water. Too much walking around. Actually, book the coffee lady as soon as date is picked. 2. Too much pizza. Thickness of pizza in question. 3. For hot dogs, we should do ourselves. If a volunteer boils hot dogs in staff rooms, toasts the buns and wraps them individually. We can increase profit and there is no extra. Leftover hotdogs could potentially sell extra hotdogs to grad committee. Also, feedback that cost per hot dog was high... We paid \$1.10 per, so if we did our self, we could sell for \$1.50.

People were confused about food tickets. More time should have been spent explaining to the volunteers.

### **Kids activities:**

|               |             |  |
|---------------|-------------|--|
| Henna artist  | 79 tickets  | $(\$200 / 79 = \$2.53 \text{ every student})$<br>$240 \text{ minutes} / 79 = 3.03 \text{ minutes per student})$  |
| Face painting | no idea     | mix up with box  |
| Basketball    | 148 tickets | $(\$89.58 / 148 = \$0.61)$   |
| Balloon pop   | 172 tickets |  |
|               | 143 tickets | $(\$128.75 \text{ (includes 12" balloons for decorations} / 315 \text{ tickets})$<br>$= \$0.41)$   |
| Popcorn       | 182 tickets | $(\$78.28 \text{ machine} + \$54.24 = \$132.52 / 182 = \$0.73)$  |
| Lollipop tree | 212 tickets | $(\$20.63 / 212 = \$0.10)$ We should have had less than 200 tickets  |
|               |             | Used each ticket was 3 lollipops, but my daughter gave all hers back. She just wanted blue tickets. They eventually told her that she couldn't play that game anymore) |
| Whack-a-mole  | 199 tickets | $(\$100 \text{ special price} - \text{supposed to be } \$130 \text{ approx})$<br>$\$100 / 199 = \$0.50 \text{ per ticket})$  |
| Hockey shoot  | 118 tickets | no cost  |
| Ring Toss     | 337 tickets | no cost  |

Notes for future fairs: 1. Basketball was very difficult for smaller kids. Even when they were on a chair. Volunteers at that station were very generous with tickets. 2. Have only one inflatable net time. 3. Suggestion for next time, add cotton candy???. 4. Make popcorn more visible 5. Matrix volunteers should be from senior. 6. Put extra raffle tickets in a designated space (they got misplaced & hidden).

### **Pumpkins:**

75 pumpkins were sold **\$168.75 overall profit**

32 pre-sold on website, 16 ordered by homeroom teachers. There were 12 pumpkins that were leftover after fair. Jen B put them in her truck and drove around her area and sold them all. Great job! One pumpkin had gone bad, so teacher took the one from the office. Only one pre-order was not picked up. Suzy Q delivered it.

Suggestion: Put it for sale on our website at the beginning of Oct. Hopefully, we make \$250 next year.... 111 pumpkins (at this year's cost). Get one volunteer to pick up pumpkins from IGA on set-up day. Will take 2 trips to IGA.

**Layout:**

Pumpkins should be closer to exit doors. Easier for people to pick up on their way out. In location of face painter and ring toss.

Coffee table: Schedule the coffee lady asap, that way, it's good quality coffee and nothing that we have to organize. Should be set up near the bake sale.

Henna girl and face painter: Next to each other, in the back of the gym (where pumpkins were)

Psychic: Relocate to where Henna girl was. Add the masseur. Book him when date is chosen.

**Class Baskets:**

|            |                           |             |
|------------|---------------------------|-------------|
| 001 / KIP  | For the Love of Chocolate | 64 tickets  |
| 002 / KCC  | Rainy Day Survival        | 30 tickets  |
| 101/ 1LC   | Pamper Yourself           | 61 tickets  |
| 102 / 1TC  | Bath Time Fun             | 21 tickets  |
| 121 / 12KM | Halloween                 | 31 tickets  |
| 201 / 2AT  | Arts & Crafts             | 59 tickets  |
| 202 / 2JD  | Lego Mania                | 194 tickets |
| 301 / 3AJ  | Who Let the Dogs Out?     | 54 tickets  |
| 302 / 3NC  | Cooking & Baking          | 52 tickets  |
| 401 / 4MF  | Slime                     | 122 tickets |
| 402 / 4MEF | Brain Games               | 31 tickets  |
| 403 / 4SC  | All About the Game        | 34 tickets  |
| 501 / 5RN  | Reading                   | 73 tickets  |
| 502 / 5JD  | Wrap It Up                | 36 tickets  |
| 601 / 6MH  | Gimme Some Candy          | 103 tickets |
| 602 / 6CS  | Lights, Camera, Action    | 79 tickets  |

Highest class participation 001 / KIP. They got fast passes (7 out of 19 came). Don't think it influenced basket participation. Should we have 2 lego baskets for future fairs?

Next fall fair: Rainy Day Survival (too similar to Pamper Yourself) should be replaced with Pot of Gold (lottery tickets). Yes, teachers can still choose their theme.

**Kids Raffle:**

Raffles done at 12:30, 1:30 and 2:30. Overall went well. Two winners were not there. They were called for pick up on Monday. All prizes gone.

Suggestions: 1. Have more prizes per raffle time ?. 2. Prizes seemed more geared to buys. Even out the gender.

### **Main Raffle:**

Prizes were done unbelievably fast. All names were chosen within 20 minutes (I think).  
A. Jenn B on microphone B. Melissa opening boxes C. Suzy Q Pulling names & Taping tickets D. Runner – bringing baskets back and forth

Suggestions for next time: 1. We should take 5 minutes to set up. Start at 2:55pm.  
2. Section off the area so kids can't get in the way. Use gym benches to section off. 3. Have a 5<sup>th</sup> person writing down name of winner name and number per basket on master list (very important)

### **After fair**

Asked for feedback on fb and in talking with some fellow exec members and moms. Only one person e-mailed their constructive criticism. I think I added all their feedback in my report.

### **Still to be done**

Thank you notes to sponsors (Jenn B has to give them to me)  
Post List of Sponsors on our fb pages

### **Overall comments:**

Overall went extremely well.

1. Choose date before end of year (get it approved by GB). Book coffee, masseur, face painter, henna girl when date is chosen.
2. Have flyers printed over the summer. Give sponsors a poster to hang when u pick up raffle item. Also give them raffle tickets (how many ?)
3. Have teachers choose their basket before school starts ?
4. Spend Sept getting raffle prizes
5. In Sept, contact places to advertise for free
  - A. Your Local Journal
  - B. St Lazare website and fb
  - C. Today's Parent
  - D. CTV news
  - E. Mommy fb sites
6. Grade 6's need to be better organized with parental supervision.
7. Ask Mrs Tennant earlier to use her office and microphone and music (bring music).

WE NEED MORE / NEW VOLUNTEERS TO STEP UP AND HELP OUT. WITHOUT ADDITIONAL HELP, EVENTS LIKE THESE CANNOT HAPPEN.

Ideally, coordinating this requires two people.

1. To do the legwork (Suzy Q – did it this time)
2. Organizing volunteers (Jenn B did it this time)

In conclusion, **TEAMWORK BABY!**

## **Evergreen Home and School Committee Report**

**Committee name:** Low ropes report

**Date of Report:** November 7, 2018

**Date of Event if app:** ?

**Committee Chair:** Rachel Mattson

**Person preparing report:** “ “

**Committee members:**

- 1.
- 2.

**Report Details:**

- All paperWork is handed in
- town council has discussed and seems in favour of our project!
- We will have confirmation the week of November 19!

**Approvals needed:**

N/A

# **Evergreen Home and School Committee Report**

**Committee Name:** French Book Fair

**Date of Report:** November 11th 2018

**Date of Event if applicable:** N/A

**Committee Chair:** TBD

**Person preparing report:** Melinda Paradis

**Committee Members:**

1. Susan Nowak
- 2.
- 3.

## **Report Details:**

Book Fair scheduled for Nov. 28th-29th. Delivery for book fair set up should be around Nov. 23rd. Since we are short on time, and volunteers, we are not going to have the viewing week for the classrooms. Set-up on Tuesday, starting at 12:30pm. French Teachers/Staff will be able to come and fill out their wish list on Wednesday Nov 28th, between 8am and 12:15pm. We need volunteers for set-up and sale days.



# **Evergreen Home and School Committee Report**

**Committee Name:** Governing Board Rep

**Date of Report:** November 11th 2018

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.
- 2.
- 3.

## **Report Details:**

Annual report presented by Ms. Grant. (will be posted on school website)

School survey results 2017/2018 presented.

Presentation of the school's Anti-Bully / Anti-Violence Plan (AVAB) 2018-2019.

Overview of Emergency Preparedness; Ms. Grant presents binders and its content.

Jennifer Buraglia presents a letter as a concerned parent regarding Health & Safety and the extreme heat/high temperatures reported within the classrooms to the Governing Board and Commissioner.

# **Evergreen Home and School Committee Report**

**Committee Name:** Kiss and Drop

**Date of Report:** November 7th 2018

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Kiss and Drop is going relatively well; a few issues have been addressed with a Facebook post mid-October. I have informed Ms. Grant to contact the city to change the time of the “no parking” signage on Bordelais street from 8am-4pm to 7am-3pm.

# **Evergreen Home and School Committee Report**

**Committee Name:** Website

**Date of Report:** November 7th 2018

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Nothing new to report. Everything working well. A few parents reported a glitch when trying to purchase on from their mobile phone; cleared history and worked afterwards.

## **Evergreen Home and School Committee Report**

**Committee name:** Facebook

**Date of Report:** November 6<sup>th</sup>, 2018

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- status quo with regard to the usual posts being posted (calendar dates, ped days, homework questions, etc).
- Melissa pointed out that a lot of the post are having limited views – is it due to a Facebook algorythm or are people not checking the page info as often.

## **Evergreen Home and School Committee Report**

**Committee name:** Gym Shirts

**Date of Report:** November 6<sup>th</sup>, 2018

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- orders have slowed down due to the time of year
- deliveries will now be every second wednesday corresponding with Subway days

## **Evergreen Home and School Committee Report**

**Committee name:** Pizza

**Date of Report:**

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1. Lynn MacDowell
2. Chelsea Dunford
3. Melanie Doutre
4. Bobbi Hamilton (sub)

**Report Details:**

First order of the year (October) was for 144 students. The second order (this one Nov / Dec) was 131 orders. Two parents contacted us the day after it closed and their orders were processed.

Between 4 - 8 days a total of 3 families contacted us. Unfortunately, they missed the deadline and the paperwork was already processed and order was submitted to GLR. They were all advised to go to the HS FB page, search "important dates" and print the sheet that includes all the dates related to pizza, subway & TCBY. They all understood.

## **Evergreen Home and School Committee Report**

**Committee name:** Subway

**Date of Report:** November 6<sup>th</sup> , 2018

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- 67 orders placed for November & December; numbers are lower than October (down 7 orders)
- no issues/complaints have been reported

## **Evergreen Home and School Committee Report**

**Committee name:** Susan Nowak

**Date of Report:** Nov 12 2018

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1. Susan Nowak
2. Lynn MacDowell
3. Chelsea Castagna
- 4.
- 5.

**Report Details:**

Smooth sailing – all a ok



# Evergreen Home and School Association Meeting Agenda

## Monday December 10, 2018

1. Call to order 6:30 PM - Welcome
2. 4 Minutes - to read reports (\*) Indicates Items with Reports
3. Robert's Rules
4. Agenda - Additions / Adoption of the Agenda
5. Approval of Minutes from last meeting November 12, 2018 / Corrections
6. Principal Report
7. Old Business
  - 7.1 Stationary Bikes
  - 7.2 Special guest/holiday event, Friday December 21, 2018.
  - 7.3 Paint Night/ open Fundraiser
  - 7.4 \*Pink T-Shirts - Delivered
  - 7.5 H&S Holiday Social
8. New Business
  - 8.1 Evergreen Open House, Wednesday January 16, 2019.
  - 8.2 SWL
  - 8.3 Staff Appreciation Week February 4-7th
9. Special Committees
  - 9.1 \*Pancake Breakfast, December 19, 2018.
  - 9.2 \*Low Ropes
  - 9.3 \*Book Fair
  - 9.4 \*Cookie Dough Fundraiser
  - 9.4 **Motion** to discuss and approve date for Bingo Night January 24th
  - 9.5 Staff Holiday Hospitality
  - 9.6 \*Band Committee update

Page 1 of 2

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com). OR our Facebook:Evergreen Elementary (St. Lazare).

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Dawn GilleenTreasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Agenda

## Monday December 10, 2018

Page 2 of 2

### 10. Standing Reports

- 10.1 Teacher Representative
- 10.2 Grad
- 10.3 Treasure Report
- 10.4 \*Governing Board
- 10.5 \*Kiss and Drop
- 10.6 \*Website
- 10.7 \*Facebook
- 10.8 \*Gym Shirts
- 10.9 \*Pizza
- 10.10 \*Subway
- 10.11 \*TCBY
- 10.12 \*Swag wear
- 10.13 Open Fundraising

### 11. Questions - Including Tabled Items with Reports.

### 12. Closing 8:00 PM

- 12.1 Next Meeting Monday January 14, 2019 6:30PM
- 12.2 Adjournment

Have a question for us?

Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com). OR our Facebook:Evergreen Elementary (St. Lazare).

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Dawn GilleenTreasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Minutes

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**Date:** Monday, December 10th, 2018  
**Location:** Evergreen Elementary School, Saint-Lazare  
**Present:** Jennifer Buraglia, Jennifer Gilligan Melinda Paradis, Sarah Simunic, Rachel Mattsson, Margaret Grant  
**On Speaker Phone:** Susan Nowak & Monique Szabo  
**Audio Recording By:** Melinda Paradis  
**Minuted From Recording By:** Melissa Bindon

## 1. Call to order 6:30 PM - Welcome

Meeting officially called to order at 6:43pm. Jen. B thanks everyone for attending.

## 2. 4 Minutes - to read reports (\*) Indicates Items with Reports

Everyone in attendance had already read all the reports as they were posted online.

## 3. Robert's Rules

We are going to continue with the same fashion/order that we have been using.

## 4. Agenda - Additions / Adoption of the Agenda

Addition of 8.4 "Alzheimer's Walk" and 8.5 "Treasurer" to New Business.

All in favor, motion carried.

## 5. Approval of Minutes from last meeting November 12, 2018 / Corrections

MOTION (Melinda, 2nd Jen G.) To approve November 2018 minutes.

All in favor, motion carried.

## 6. Principal Report

Upcoming events: Math PLCs (Professional Learning Community) continue to meet weekly. Grade 5&6 are doing word problems, grade 6 is designing them and grade 5 is solving them. There is a new staff member: Carmen Pietracup; she is a creative arts therapist and works on Wednesdays. She helps children with anxiety, whose parents who are getting divorced, etc. Working with small groups, starting with 7 children.

Christmas Concerts: Tuesday the 11th for grades 1, ½, 3 & 5. Thursday the 13th, for grades 2, 4, and 6. Concerts begin at 6:30pm, daycare doors open at 6:15pm.

Wednesday the 12th, Westwood Sr. will be doing a band concert for the school.

Pj & Pancake Breakfast December 19th beginning at 8:15am.

December 21st is a half day. There will be a performance by Junkyard Symphony at 9:30am.

There is a question or suggestion to make the award ceremonies more public or allow the parents to attend the ceremony. Ms. Grant says it's logistics - it's complicated to get just the classes into the gym, but she will look into making the names announced in other ways: erms, Facebook, photos, etc.

## 7. Old Business

### 7.1 Stationary Bikes

Jen B reports that they have finally arrived. Thank you to Jean Guy who assembled them for us.

### 7.2 Special guest/holiday event, Friday December 21, 2018

Jen B. thanks Monique who has put that together for everyone.

### 7.3 Paint Night/Open Fundraiser

We had made the motion last meeting for Rachel to go forward with that. However, the company has cancelled the Open Fundraiser program.

### 7.4 \*Pink T-Shirts - Delivered

Melinda reports that 95 t-shirts were sold in total. They were delivered in class on Dec. 4th. First kindness assembly is Thursday, Dec 6th where students and staff get to wear their pink shirts. A few parents have asked about when the kids can wear the shirts, and if they are accepted as a gym shirts. Ms. Grant should sent out an ERMS to address inquiries.

### 7.5 H&S Holiday Social

An invitation was sent to the whole school. There were 5 people present and all had a lovely time.

## 8. New Business

### 8.1 Evergreen Open House, Wednesday January 16, 2019

Jen B will be present, and is looking for volunteers. Jen G will be there as well as it's Subway day. 8:30-10, 12:30-2. Ms. Grant would like volunteers to do tours, 4 volunteers would be great. Monique and Suzie will be able to be there.

### 8.2 Staff Wish List

Melissa has started working on the online forms with Google Docs and there a couple of things Jen B and Melissa have to work out and they will have it worked out coming back from the holidays in the new year. Jen B. would also like a picture of them with their item(s). Jen B. would like to make a collage poster to advertise what was bought and use it in our slideshow to show parents where their money goes. It will be the standard amount as in the previous years.

### 8.3 Staff Appreciation Week February 4-7th

We are planning a first meeting in the new year. Some executives have been posting ideas already

### 8.4 Alzheimer's Walk

Rachel reports that May 26th is the Alzheimer's Walk, Canada wide, and Evergreen has been asked if they want to participate. Westwood Jr is doing a fundraiser in the months of February/March/April doing - every month leading up to it. It will be the same course as Terry Fox. There are 5 Matrix girls working with Mr. Hader at Westwood Jr. He suggests that each school do a fundraiser. Rachel suggests a crazy hat day and \$2 donation for a fundraiser. Melinda suggests getting a group that can crochet hats and sell them for \$2. Ms. Grant suggests having students make their own hats, and speaking on the subject during one of the school awards assemblies to kick off the idea.

### **8.5 Treasurer**

Dawn Gillean has been the treasurer so far this year, but unfortunately has to step down from the position due to family commitments. Jen B was in contact with Georgia Gollias, our treasurer from last year, and she will replace Dawn Gillean for the remainder of the year. She would like to train someone in the spring for next year. If there is anyone interested, or if you know of someone that would be interested, please pass the information on.

## **9. Special Committees**

### **9.1 \*Pancake Breakfast, Wednesday, December 19, 2018**

Jen B. reports that it is the same set up and general schedule as previous years. Envelopes will be distributed by Dec 12. On the envelopes will be the announcement/information of the breakfast plus a request for donation, that can be placed in that envelope and returned to the school. Pancake mix is purchased, same mix as previous years. Sausages, syrup, plates, cutlery, juice boxes, oranges and bananas still to be purchased. Pancake and sausage ingredients will be posted on the Home and School website.

MOTION (Melinda, Suzie seconds) to approve a budget of \$1100.00, to cover the above mentioned costs. (Last year, the costs were \$1019.71 donations - \$279.00 Total cost - \$722.71)

Shirley, a new mom at the school, who owns the St-Zotique Metro, she is preparing a quote for sausages and syrup. Jen B. is going to get juice boxes and plates at Costco tomorrow. Volunteers are still needed for 6:30/7:00am to 12:00, and for prep work the day/night before. (Cooking sausages, etc.)

### **9.2 \*Low Ropes**

Rachel reports that we were approved for \$5000 with the town! We need a land survey, Rachel has asked Ms. Grant to see if the school has one that is up to date to save us the money. Otherwise Rachel has contacted 2 companies and is waiting for quotes. Rachel will provide the school board with the quotes, structure diagrams, etc. Jen B. wants to thank Rachel for all her hard work in getting this done!

### **9.3 \*Book Fair**

Melinda reports that the book fair was a success. 2338\$ in sales. 12 teachers and staff received an 85\$ allowance to purchase new books for their classroom/resource/library. Everyone was happy. Scholastic forgot to send us the debit/credit machine, so we used our Square device. In talks with Scholastic once we know the processing fee incurred for using our device to credit us towards another fair. A huge thank you to Monique Szabo, Susan Nowak (and her son), Jennifer Buraglia (and her son), Melanie Tessier, Jo-Anna Bevan, Sarah Simunic, Athena Soupliotis, Ute Sell, Patricia Kustec for their time in helping make this event a success. Melinda reports that there was discussions about combining the two book fairs to do both French and English in one. She will look into for next year. That way the teachers will all get the same amount to spend. There is more discussion about opening it to the community, having it in the gym, over the weekend with a lot of volunteers... it would bring a big revenue to the school. Chapters is also mentioned: book fairs, and fundraisers in store.

#### **9.4 \*Cookie Dough Fundraiser**

Melissa reports that when she reviewed the reports, she noticed that our profits were set to 35%, instead of 40%. QSP's response was that the items counted only for cookie dough units, not other items. This information wasn't marked anywhere in our documentation, and Melissa was calculating by the number on our summary page. They honoured late orders after the deadline. Total Sales: \$7,328. Total items sold: 374 items (354 cookie dough units, 20 magazine subscriptions) Total Profit: \$2,517.48. This is \$309.12 less than what we originally thought. Upon delivery, there was one box missing with one cookie dough tub. Melissa was able to use one of her own orders to replace the missing one. Melissa is still waiting for the replacement. Melissa would like to say a huge thank you to Suzie Q & Tracy for their transport SUVs and helping to move the boxes. Thank you Suzie for setting all the leftover orders and the two boxes that were mixed up. Thank you to Mr. John for allowing us his room to distribute.

#### **9.5 Motion to discuss and approve date for Bingo Night January 24th**

MOTION (Jen G., seconded by Melinda) to change the date from early december to Thursday, January 24th (it has been approved by GB.) All in favor, no opposed, motion passes. Suzie suggests borrowing 30 tables from the school board, Ms. Grant will put in a request.

#### **9.6 Staff Holiday Hospitality: "Staff Holiday Cheer"**

Organized by Rachel for the week before the holidays. Melinda suggests sending the hospitality call for volunteers via erms to the parents. Rachel requests a budget for the paper plates/bowls etc. Jen G. suggests using the hospitality budget. MOTION (Rachel, seconded by Jen G.) to use \$50 of the hospitality budget for the "Staff Holiday Cheer" All in favor, no opposed, motion carried.

#### **9.7 \*Band Committee update**

Westwood had offered to loan Evergreen band instruments for this year. Amanda had managed to re-book 4 out of the 5 clinicians needed. Speaking with Sacha, she has agreed to sit as the Chair of this committee, for at least this year. There are another 5 people who have indicated they would like to be on the committee. Sacha will be contacting these people this week to set up an official first meeting. Jen G. has sent her the password/login info for the band committee email.

### **10. Standing Reports**

#### **10.1 Teacher Representative**

Prepared by Thank you to Home & School for the \$85 in books for our classrooms and thank you to those parents who also donated books directly to the classrooms. Teachers too part in a conference on Friday, November 30th entitled CCI (Collaborate, Create & Innovate.) This was a conference on using technology - it inspires our students' creativity and for teachers to use technology in new and innovative ways. The teachers are looking forward to the holiday concerts: the students music concerts and the band concert by Westwood. Everyone has been working on the collaborative art project on resilience with the Montreal Museum of Fine Arts. Ms. Grant would like to present it to the parents in March for Meet the Teacher. Some classrooms have been having fun with Elf on the Shelf in the classrooms. Ms. Grant shared a story about one of the classrooms

has Mensch on a Bench, and how 3 of the grade 4 elves attacked Mensch on a Bench with marshmallows and destroyed Mme. Champoux's classroom, and the students were writing letters of apology to him.

#### **10.2 Grad**

Nothing to report.

#### **10.3 Treasure Report**

No report has been prepared due to the circumstances. by we will have a full report for next meeting.

#### **10.4 \*Governing Board**

Melinda chaired meeting since Veronique was absent. Ms. Grant gave her report; Deep learning will be starting shortly. Math PLC meets weekly. New Staff member, Carmen Pietracup, will be providing art therapy through play. Currently looking for francisation staff. Phys Ed field trips were approved. Report cards and IEPs were being worked on at the time of meeting. Went live on Fusion November 20th. Daycare art project with "kindness balls" as part of the resilience theme. 1000 act of kindness will be displayed as birds. H&S fundraisers approved; Bingo night to be on January 24th (tentative date). Ms. Grant presented the budget; there is a substantial loss in funding due to the lawsuit. Daycare budget is reduced as well due to lower enrolment.

#### **10.5 \*Kiss and Drop**

Kiss and drop going well. A big thank you to Jennifer Gilligan and her husband for donating orange cones to help with the parking lot issues where parents enter through the parking lot exit. The only issue right now is that house doing renovations, having the worker's vehicles parked on both side of Bordelais. The town needs to patrol and reinforce the no parking rule already established for Bordelais street. Jean Guy will be making a double of the key for the shed so that Kiss & Drop can retrieve the cones and he will leave it behind his door.

#### **10.6 \*Website**

Nothing new to report, all in good order. Next round of ordering for TCBY, Pizza and Subway opens December 22nd and closes January 10th. December update has been done.

#### **10.7 \*Facebook**

Nothing to report.

#### **10.8 \*Gym Shirts**

Jen G. reports that orders have slowed down due to the time of year. Deliveries are every second wednesday corresponding with Subway days. One return was made, after washing the shirt, the entire lower hem unraveled; exchanged shirt for a new one; will give shirt (and thread!) to Melinda to return to supplier

#### **10.9 \*Pizza**

Suzie Q reports that online ordering has really simplified pizza. Streamline ordering is fabulous. For this grouping, there were 3 pizza dates (Nov 14, Nov 28 and Dec 12 (upcoming)). On Nov 14, 3 students (2 families) said they were forgotten. Suzie was in contact directly with the families, the cause of the problem was forgetting to order. On

Nov 28, one student said they were forgotten, Suzie was in contact with the family, this time the cause was missed deadline. Pizza will be open for ordering shortly.

**10.10 \*Subway**

Jen B reports that all is going well with delivery to the school and to the classes. There was one error (Jen's error) with an upgrade request to 12", she did not update the master order for November so we credited the family \$7; list has been updated moving forward. Jen B and Jen G had discussed briefly with Suraj @ Subway the possibility of adding a tuna option, adding water instead of juice and maybe even changing the apple sauce option; to be discussed further for next ordering period. Ordering schedule has made it so much easier to coordinate.

**10.11 \*TCBY**

Suzie Q reports that everything is running smoothly. Second ordering installment will be available soon for the months of Jan, Feb and March.

**10.12 \*Swag wear**

Melinda reports that Swag Wear ordering was closed on November 18th, for both parents and staff store. All should be shipped by the end of the week/early next week (week of December 10th). Still waiting on sales report from Mad Monkey.

**10.13 Open Fundraising**

Nothing to report.

**11. Questions - Including Tabled Items with Reports.**

**12. Closing 8:00 PM**

**12.1 Next Meeting Monday January 14, 2019 6:30PM**

**12.2 Adjournment**

MOTION (Melinda, seconded by Rachel) to adjourn the meeting. All in favor, no opposed, motion carried.

Meeting officially adjourned at 8:02pm



# **Evergreen Home and School Committee Report**

**Committee Name:** French Book Fair

**Date of Report:** December 5th 2018

**Date of Event if applicable:** November 28-29th

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

1. Susan Nowak
2. Jennifer Buraglia
- 3.
- 4.

**Report Details:**

The book fair was a success. 2338\$ in sales. 12 teachers and staff received an 85\$ allowance to purchase new books for their classroom/resource/library. Scholastic forgot to send us the debit/credit machine, so we used our Square device. In talks with Scholastic once we know the processing fee incurred for using our device to credit us towards another fair. A huge thank you to Monique Szabo, Susan Nowak (and her son), Jennifer Buraglia (and her son), Melanie Tessier, Jo-Anna Bevan, Sarah Simunic, Athena Soupliotis, Ute Sell, Patricia Kustec for their time in helping make this event a success.

## **Evergreen Home and School Committee Report**

**Committee name:** Facebook

**Date of Report:** December 5<sup>th</sup>, 2018

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**  
N/A

**Report Details:**

- N/A

# **Evergreen Home and School Committee Report**

**Committee Name:** Governing Board H & S Rep

**Date of Report:** December 6th, 2018

**Date of Event if applicable:** Meeting of November 15th, 2018

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

1.

## **Report Details:**

Melinda chaired meeting since Veronique was absent.

Ms. Grant gave her report; Deep learning will be starting shortly. Math PLC meets weekly. New Staff member, Carmen Pietracup, will be providing art therapy through play. Currently looking for francisation staff. Phys Ed field trips were approved. Report cards and IEPs were being worked on at the time of meeting. Went live on Fusion November 20th. Daycare art project with “kindness balls” as part of the resilience theme. 1000 act of kindness will be displayed as birds. H&S fundraisers approved; Bingo night to be on January 24th (tentative date). Ms. Grant presented the budget; there is a substantial loss in funding due to the lawsuit. Daycare budget is reduced as well due to lower enrolment.

## **Evergreen Home and School Committee Report**

**Committee name:** Gym Shirts

**Date of Report:** December 5<sup>th</sup>, 2018

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- orders have slowed down due to the time of year
- deliveries are every second wednesday corresponding with Subway days
- one return was made, after washing the shirt, the entire lower hem unraveled; exchanged shirt for a new one; will give shirt (and thread!) to Melinda to return to supplier

# Evergreen Home & School Report

November 2018

|                                     |  |
|-------------------------------------|--|
| <b>Committee Report:</b>            | Fundraising: Cookie Dough                                    |
| <b>Date Of Report:</b>              | December 6th, 2018   |
| <b>Date of Event if Applicable:</b> | Sales: October 21st - November 4th<br>Pick-up: November 28th |
| <b>Committee Chair:</b>             | Melissa Bindon   |
| <b>Person Preparing Report:</b>     | Melissa Bindon   |
| <b>Committee Members:</b>           | Susan Nowak  |

## Report Details:

When I reviewed the reports, I noticed that our profits were only set to 35%, instead of 40%. Their response was that the items counted only for cookie dough units, not other items. This information wasn't marked anywhere in our documentation, and I was calculating by the number on our summary page. They honoured late orders after the deadline.

TOTAL:

Sales: \$7,328

Items sold: 374 items (354 cookie dough units, 20 magazine subscriptions)

Profit: **\$2,517.48**

This is \$309.12 less than I thought we profited.

There was one box missing with one cookie dough tub. I was able to use one of my own orders to replace the missing one. I am still waiting on the

I would like to say a huge thank you to Suzie Q & Tracy for the their transport SUVs and helping to move the boxes. Thank you Suzie for setting all the leftover orders and the two boxes I mixed up. Thank you to Mr. John for allowing us his room to distribute.

# **Evergreen Home and School Committee Report**

**Committee Name:** Kiss and Drop

**Date of Report:** December 5th 2018

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.
- 2.
- 3.

**Report Details:**

Kiss and drop going well. A big thank you to Jennifer Gilligan and her husband for donating orange cones to help with the parking lot issues where parents enter through the parking lot's exit. The only issue right now is that house doing renovations, having the worker's vehicles parked on both side of Bordelais. The town needs to patrol and reinforce the no parking rule already established for Bordelais street.

## **Evergreen Home and School Committee** **Report**

**Committee name:** low ropes

**Date of Report:** dec 10/18

**Date of Event if app:** April 19

**Committee Chair:** Rachel Mattsson

**Person preparing report:**

**Rachel Mattsson**

**Committee members:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Report Details:**

**Approved for \$5000! We need a land survey, I've asked Peggy to see if the school has one that is up to date to save us the money.**

**Otherwise I have contacted 2 companies and waiting for quotes.**

**Approvals needed:**

## **Evergreen Home and School Committee Report**

**Committee name:** Pancake Breakfast

**Date of Report:** December 5, 2018

**Date of Event if app:** December 19, 2018

**Committee Chair:** Jen Buraglia

**Person preparing report:** “ “

**Committee members:**

- 1.
- 2.

**Report Details:**

Same set up and general schedule as previous years.

Envelopes will be distributed by Dec 12. On the envelopes will be the announcement/information of the breakfast plus a request for donation, that can be placed in that envelope and returned to the school.

Pancake mix is purchased, same mix as previous years.

Sausages, syrup, plates, cutlery, juice boxes, oranges and bananas still to be purchased.

Pancake and sausage ingredients will be posted on the Home and School website.

**Approvals needed:**

Budget request of \$1100.00, to cover the above mentioned costs.

Cost 2017 - \$1019.71  
donations - \$279.00  
Total cost - \$722.71



# **Evergreen Home and School Committee Report**

**Committee Name:** Pink Shirts

**Date of Report:** December 5th 2018

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.
- 2.
- 3.

## **Report Details:**

95 t-shirts were sold in total. They were delivered in class on Dec. 4th. First kindness assembly is Thursday, Dec 6th where students and staff get to wear their pink shirts. A few parents have asked about when the kids can wear the shirts, and if they are accepted as a gym shirts. Ms. Grant should sent out an ERMS to address inquiries.

## **Evergreen Home and School Committee Report**

**Committee name:** Pizza

**Date of Report:** Dec 5, 2018

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1. Lynn MacDowell
2. Chelsea Dunford
3. Melanie Dautre
4. Bobbi Hamilton (sub)

**Report Details:**

Online ordering has really simplified pizza. Streamline ordering is fabulous.

For this grouping, there were 3 pizza dates (Nov 14, Nov 28 and Dec 12 (upcoming)).

On Nov 14, 3 students (2 families) said they were forgotten. Jenn G checked online, parents had forgotten to order. 1 student had a lunch so he was told to eat that. That said student mother e-mailed H & S and that said student teacher e-mailed Suzy Q. Both Jenn G and Suzy Q replied the same answer (without having speaking to each other). Unfortunately, you missed deadline, please check your own online ordering history and mark your calendars for online ordering dates.

The other two students did not have a lunch. Suzy Q spoke to the parent and she thought she had ordered for 3 months (she thought it was the same as TCBY). She promptly sent payment in (and supplied lunch for her children on Nov 28).

On Nov 28, pizza should have run smoothly since it was a duplicate of Nov 14, but this time a different student did not have a lunch. Called the parent but they did not answer. As child did not have a lunch, pizza was supplied. Parent sent an e-mail to H & S asking for clarification and was told she missed the deadline. This parent had also missed the first TBCY deadline but as goodwill since new to Evergreen (she has paid for TCBY), was added to TCBY. At the time, Suzy Q included the "important dates" spreadsheet for reference. Since, she missed the pizza deadline, student will not be added to Dec 12 pizza date. Suzy Q sent a follow up payment note and reminded parent to supply a lunch on Dec 12. Suzy Q also e-mailed her a step by step instruction on where to locate the "important dates" spreadsheet on our website.

Pizza will be open for ordering shortly.

## **Evergreen Home and School Committee Report**

**Committee name:** Soon to be, Band Committee

**Date of Report:** December 5, 2018

**Date of Event if app:** n/a

**Committee Chair:** TBA

**Person preparing report:** Jen B

### **Committee members:**

1. TBA

### **Report Details:**

Westwood had offered to loan Evergreen band instruments for this year.

Amanda had managed to re-book 4 out of the 5 clinicians needed.

Speaking with Sacha, she has agreed to sit as the Chair of this committee, for at least this year.

There are another 5 people who have indicated they would like to be on the committee.

Sacha will be contacting these people this week to set up an official first meeting.

## **Evergreen Home and School Committee Report**

**Committee name:** Subway

**Date of Report:** November 6<sup>th</sup> , 2018

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- all going well with delivery to the school and to the classes
- there was one error (my error) with an upgrade request to 12", I did not update the master order for November so we credited the family \$7; list has been updated moving forward
- Jen B and I had discussed briefly with Suraj @ Subway the possibility of adding a tuna option, adding water instead of juice and maybe even changing the apple sauce option; to be discussed further for next ordering period
- ordering schedule has made it so much easier to coordinate

# **Evergreen Home and School Committee Report**

**Committee Name:** Swag Wear

**Date of Report:** December 5th 2018

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.
- 2.
- 3.

**Report Details:**

Swag Wear ordering closed on November 18th, for both parents and staff store. All should be shipped by the end of the week/early next week (week of December 10th). Still waiting on sales report from Mad Monkey.

## **Evergreen Home and School Committee Report**

**Committee name:** Susan Nowak

**Date of Report:** Dec 5 2018

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1. Susan Nowak
2. Lynn MacDowell
3. Chelsea Castagna
- 4.
- 5.

**Report Details:**

Smooth sailing – all a ok

2<sup>nd</sup> ordering installment will be available soon for the months of Jan, Feb and March. If there is an issue, it will arise then.

# **Evergreen Home and School Committee Report**

**Committee Name:** Website

**Date of Report:** December 5th 2018

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.
- 2.
- 3.

**Report Details:**

Nothing new to report, all in good order. Next round of ordering for TCBY, Pizza and Subway opens December 22nd and closes January 10th. December update has been done.

# Evergreen Home and School Association Meeting Agenda

## Monday January 14, 2018

1. Call to order 6:30 PM - Welcome
2. 4 Minutes - to read reports (\*) Indicates Items with Reports
3. Robert's Rules
4. Agenda - Additions / Adoption of the Agenda
5. Approval of Minutes from last meeting December 10, 2018 / Corrections
6. Principal Report
7. Old Business
  - 7.1 Staff Holiday Hospitality
  - 7.2 Special guest/holiday event, Friday December 21, 2018.
  - 7.3 \*Pancake Breakfast, December 19, 2018.
8. New Business
  - 8.1 Evergreen Open House, Wednesday January 16, 2019.
  - 8.2 \*SWL (Staff Wish List)
  - 8.3 \*Staff Appreciation Week February 4-7, 2019
  - 8.4 Bus Driver Appreciation
  - 8.5 Portfolio Night / Book Fair March 14, 2019
  - 8.6 Spring Fundraiser
9. Special Committees
  - 9.1 \*Low Ropes
  - 9.2 \*Bingo Night January 24, 2019
  - 9.3 \*Band Committee update

Page 1 of 2

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com). OR our Facebook: [Evergreen Elementary \(St. Lazare\)](#).

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lesey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster



# Evergreen Home and School Association Meeting Agenda

## Monday January 14, 2018

Page 2 of 2

### 10. Standing Reports

- 10.1 Teacher Representative
- 10.2 Grad
- 10.3 Treasure Report
- 10.4 \*Governing Board
- 10.5 \*Kiss and Drop
- 10.6 \*Website
- 10.7 \*Facebook
- 10.8 \*Gym Shirts
- 10.9 \*Pizza
- 10.10 \*Subway
- 10.11 \*TCBY
- 10.12 \*Swag wear
- 10.13 Open Fundraising

### 11. Questions - Including Tabled Items with Reports.

### 12. Closing 8:00 PM

- 12.1 Next Meeting Monday February 11, 2019 6:30PM
- 12.2 Adjournment

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com). OR our Facebook: [Evergreen Elementary \(St. Lazare\)](#).

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Minutes

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**Date:** Monday, January 14th, 2018  
**Location:** Evergreen Elementary School, Saint-Lazare  
**Present:** Margaret Grant, Christine Sheppard, Jennifer Buraglia, Melinda Paradis, Sacha Michailides, Susan Nowak, Tracy Gottardo, Rachel Mattsson, Melissa Bindon  
**On Speaker Phone:** Monique Szabo  
**Minuted By:** Melissa Bindon

## 1. Call to order 6:30 PM - Welcome

Meeting officially opened at 6:43pm

## 2. 4 Minutes - to read reports (\*) Indicates Items with Reports

## 3. Robert's Rules

Jen B. hasn't prepared documentation on Robert's Rules for tonight as those attending have been to previous meetings.

## 4. Agenda - Additions / Adoption of the Agenda

Jen would like to add under new business 8.7 Storage and 8.8 Library Request

MOTION (Suzie, Melinda) To adopt the agenda.

All in favor, motion passed.

## 5. Approval of Minutes from last meeting December 10, 2018 / Corrections

MOTION (Melinda, Suzie) To approve the minutes.

All in favor, motion passed.

## 6. Principal Report

Ms. Grant thanks everyone for the Pancake Breakfast

This week:

Math PLC continue to meet every week.

All the classes are working on the art projects for the Montreal Museum of Fine Arts.

Author Monique Polak spoke to the grade 3 class today.

<https://www.moniquepolak.com/monique-s-blog/entry/sweet-start-to-the-week-at-evergreen-elementary>

Open House is on Wednesday, January 16th.

Jump Rope for Heart Assembly is on Thursday, January 17th.

Governing Board meeting on Thursday January 17th at 6:30pm.

Upcoming Events:

February 8th: Ped Day and Senior Leadership Day

February 14th: Jump Rope for Heart!

February 25th: Evergreen Ped Day

February 26th-28th: Winter Carnival

February 27th: Pink T-Shirt Day

March Break! 4th-8th

## **7. Old Business**

### **7.1 Staff Holiday Hospitality**

Jen B thanks Rachel for organizing it. Ms. Grant thanks everyone for all the treats!

### **7.2 Special guest/holiday event, Friday December 21, 2018**

Jen B. thanks Monique for organizing Junkyard Symphony. It went well, everyone loved it, and they made it to the school when we feared an ice storm, it all worked out.

Monique suggests rotating them, not inviting them every year, as some of the older students know the routine from the previous years. Ms. Sheppard suggest Georgie

Productions for next year if the play is appropriate for the festivities.

### **7.3 \*Pancake Breakfast, December 19, 2018.**

Jen reports that things went very well. We had some new volunteers which was great. The envelopes sent home worked very well for bringing in donations as well as volunteers.

Farnham Metro in St. Zotique (the owner is a new parent to our school) was very helpful in keeping our costs as low as possible with sausages (our biggest expense) and syrup. A Big Thank you to them!

Thank you Melinda for doing the final money count of donations!

Expenses:

Pancakes: \$83.88 Sausages and Syrup: \$144.88 Forks and Knives: \$33.17 Plates, napkins, tin foil, foil pans, oranges, bananas, juice and butter \$326.91 Envelopes \$19.03

Total Expenses: \$607.87 Total Donations: \$592.65

Total Cost: \$15.22!!

Thank you to all the volunteers who helped make this happen, as well as the many generous donations!!

## **8. New Business**

### **8.1 Evergreen Open House, Wednesday January 16, 2019.**

Jen says that she is still recruiting volunteers.

### **8.2 \*SWL (Staff Wish List)**

Melissa is working Google Doc to try and streamline the SWL process. Jen B thanks Melissa.

We are almost there and hope to have this up and running next week.

Jen B would like to email the main form to Ms. Grant to forward it to the staff.

Total money needed to fund:

Budgeted amount: \$3200

MOTION (Jen B) to increase amount to \$3350 to include Charles (Maintenance) and Ms. Grant.

All in favor, motion passed.

### **8.3 Staff Appreciation Week February 4-7, 2019**

Jen B has organized a staff appreciation meeting for tomorrow Tuesday, January 15th: 12:30 to discuss further. Please let her know if you're able to attend or help out in any way. Ideas, themes, will be discussed.

### **8.4 Bus Driver Appreciation**

Jen B has asked Gisela, and she will be organizing this year. Usually coffee and cookie and note is delivered to the buses.

### **8.5 Portfolio Night / Book Fair March 14, 2019**

Melinda is currently emailing Scholastic to inquire if they could do ONE book fair a year, French and English, so that all teachers get the same amount to spend on books.

### **8.6 Spring Fundraiser**

Melissa will be looking into seeds and/or plants fundraiser. QSP does not have this option on their site as of now.

### **8.7 Storage**

It has been discussed among the executives for a while to find a location to store some of our items. We've talked about renting storage. Ms. Grant said she was looking into putting up an outdoor storage shed. To be discussed further.

### **8.8 Library Request**

The librarian has asked if Home and School could fund some author visits that are touring for TD's Book Week. It would be Helaine Becker. Ms. Christine says that the teachers love it.

MOTION (Jen B, Sacha) to cover the cost of two presentations (\$200 each plus tax) for grade 5 & 6

All in favor, motion passed.

## **9. Special Committees**

### **9.1 \*Low Ropes**

No news to report. Still trying to acquire new land survey.

### **9.2 \*Bingo Night January 24, 2019**

See Bingo report for a list of things that need to be done as well as a general timeline of the evening.

Pizza and hot dogs will all be available for pre order on H&S website.

Donations will also be taken for teacher supplies: (Wipes, Ziplocks, Kleenex, etc.) A raffle ticket will given for each item donated.

Suzie would like to the fundraised amount to go towards teacher supplies on this night. (To be discussed further)

### **9.3 \*Band Committee update**

Sacha reports that they can have an online fundraiser through the Lester B website (Zavi). Fundraising ideas include 50/50 draw, movie night, bingo night, paint night, spaghetti or pizza night, community dance, Westwood band could be asked to perform at the events.

Sacha is going to email parents asking for actual instrument donations. For example Sacha's family was able to donate 2 instruments, maybe there are others.

## **10. Standing Reports**

### **10.1 Teacher Representative**

Exams: Days can fluctuate, but they all have to be done within the following block of dates:

#### Grade 3

Math: April 8 - 18

#### Grade 4

French: April 1 - 12

English: January 14th-February 1

#### Grade 5

Math: March 18-March 29

#### Grade 6

French: 24th of April - 10th of May.

English: May 6th-24th

Math: June 10th-14th

Ms. Christine reports loving this time of year, everyone is motivated.

Robotics in Grade 6 started today. (January 14th)

Resilience art projects are going on, some of the art pieces will be selected to go in the Montreal Museum of Fine Arts.

### **10.2 Grad**

Ms. Christine reports a hot dog day fundraiser being planned.

1st Grad field trip is to Parc Les Forestiers Jan 30th.

June 20th is at Calypso. Ms. Micheli is planning a Coach bus for that.

MOTION (Jen, Melinda) to extend the meeting by 15 minutes.

All in favor, motion passed.

### **10.3 Treasure Report**

Georgia is taking over and working on it. Everything is on schedule.

### **10.4 \*Governing Board**

Meeting was held on December 12th at restaurant Trattoria Lani. iPad program to be discussed in Feb-March. Ms Grant tabled the business arising for January's meeting. The items are TTFM fall 2018 survey and Relationship and Intimacy Education Program. All in favour to table items for a later discussion due to the proprietary information of these two items, given that the meeting was being held in a public place. Commissioner presented his council meeting report. Next meeting to be held on January 17th.

#### **10.5 \*Kiss and Drop**

No parking at all time signs were put on Bordelais, between Rouleau and Stagecoach streets. Nothing further to report, all running great. Melinda suggest having de-icing, as her wheels spun in that area.

#### **10.6 \*Website**

All running smooth. There was a main Wix issue for members trying to reset password, a few days prior to Holiday break. Issue was resolved within 24 hours.

#### **10.7 \*Facebook**

Nothing to report.

#### **10.8 \*Gym Shirts**

Melinda advised that Youth XL has been discontinued by the supplier, we have one order that is waiting for three shirts, pending since September; will we replace with another type of shirt or refund the money to the family?

#### **10.9 \*Pizza**

Suzie reports total orders for January/February are up.

1st slice meal: up to 160 from 135 in November/December

2nd slice: up to 102 from 82 in November/December

#### **10.10 \*Subway**

Ordering for January/February closes on January 10th, Jen G will confirm total number of orders at the January meeting



### **10.11 \*TCBY**

Suzie reports January-March total is up to 156 from 141 for September-December orders.

### **10.12 \*Swag wear**

Orders were delivered second week of December. Most popular items are the pom- pom toque, adult and youth pullover hoodies. Need to determine next date to re-open store and confirm items to remove/add. Melinda is still waiting on Mad Monkey for sales report and cheque for the school.

### **10.13 Open Fundraising**

Nothing to report.

## **11. Questions - Including Tabled Items with Reports.**

No questions.

## **12. Closing 8:00 PM**

### **12.1 Next Meeting Monday February 11, 2019 6:30PM**

### **12.2 Adjournment**

MOTION (Sacha, Melinda) to adjourn.

Meeting is officially closed at 8:18pm

## **Evergreen Home and School Committee Report**

**Committee name:** Pancake Breakfast

**Date of Report:** Jan 9, 2019

**Date of Event if app:** Dec 19, 2018

**Committee Chair:** Jennifer Buraglia

**Person preparing report:** “ ”

**Committee members:**

1. Melinda Paradis
- 2.

**Report Details:**

Things went very well. We had some new volunteers which was great. The envelopes sent home worked very well for bringing in donations as well as volunteers.

Farnham Metro in St. Zotique (the owner is a new parent to our school) was very helpful in keeping our costs as low as possible with sausages (our biggest expense) and syrup. A Big Thank you to them!

Thank you Melinda for doing the final money count of donations!

**Expenses:**

|  |          |
|--|----------|
| Pancakes:  | \$83.88  |
| Sausages and Syrup:  | \$144.88 |
| Forks and Knives:  | \$33.17  |
| Plates, napkins, tin foil,<br>foil pans, oranges,<br>bananas, juice and butter | \$326.91 |
| Envelopes  | \$19.03  |

**Total Expenses:** **\$607.87**

**Total Donations:** **\$592.65**

**Total Cost:** **\$15.22!!**

**Thank you to all the volunteers who helped make this happen, as well as the many generous donations!!**

# **Evergreen Home and School Committee Report**

**Committee Name:** Save the Band

**Date of Report:** Jan 5, 2019

**Date of Event if applicable:** ongoing

**Committee Chair:** Sacha

**Person preparing report:** “ “

## **Committee Members:**

1. Sacha
2. Amanda
3. Tania
4. Zavi
5. Natasha

## **Report Details: Fundraising Ideas**

- 50/50 draw (can be done at any of our events)
- Movie night (Zavi can champion- comfortable making it monthly)
  - Sell tickets as well as refreshments
  - Earlier show time means hungrier spectators= more food sold
- Bingo Night or Paint Nite (Sacha can champion- will see if the school already has Bingo supplies)
- Westwood Band can play at any of our events
- Spaghetti Dinner/Pizza Night (Tanya can champion- any themed event night with food prepared by her husband)
- Community Dance
- Ask for money and instruments

## **Paperwork and Social Media**

- Web page- Zavi
- Facebook page- Tanya

- Connect with Melinda re: Evergreen FB page and H&S FB page
- Draw up a letter- Sacha (check with Home & School and Governing Board if need be)
- Take the "Terry Fox approach" to hopefully collect a donation from each family
- Google Doc (another way to collect info and get interest in events)
- Impulse Buy- Zavi (link to web page and Facebook page)

#### Tentative Schedule of Events

- January- Sacha's Event (Paint or Bingo)
- February- Zavi's Event (Movie)
- March- Zavi's Event (Movie)
- April
- May- Tanya's Event (Homemade Pizza?) \*WWS Band may play\*
- June

## **Evergreen Home and School Committee Report**

**Committee name:** Staff Wish List

**Date of Report:** Jan 9, 2019

**Date of Event if app:**

**Committee Chair:** Jen Buraglia

**Person preparing report:** “ ”

**Committee members:**

1. Melissa Bindon
2. Georgia Kollias
- 3.

**Report Details:**

Mellissa is working Google Doc to try and streamline the SWL process. Thank you Melissa.

We are almost there and hope to have this up and running next week.

**Approvals Needed:**

Total

|          |           |
|----------|-----------|
| Teachers | x \$100 = |
| Aids     | x \$50 =  |
| Staff    | x \$50 =  |

**Total moneys needed to fund =**  
**Budgeted amount:**

**Increase amount needed:**

## **Evergreen Home and School Committee Report**

**Committee name:** Bingo

**Date of Report:**

**Date of Event if app:** Jan 24 2019

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1. Susan Nowak
- 2.
- 3.

**Report Details:**

### **Evergreen 1st ever BINGO night - date Thursday, Jan 24th.**

Confirmed "32" tables from school board (32 x 8 per table = 256 players approx max - we can add if needed)

#### **Approx expected costs:**

Bingo set including 9" wheel, Bingo balls, 1000 single bingo cards \$70 +tax (can be used again)

1000 Bingo plastic see through markers \$20 +tax (can be used again)

500 cards of 6 games = 3000 games \$70 +tax (i think they can be used again)  
plus \$70 +tax to get them in time (I miscalculated delivery)

32 x tablecloths x 1.25 each (estimate - from dollar store) = \$40 +tax

**Total expected costs: \$270 +tax = \$310.00 Let's round it to \$350 to be approved**

#### **Things to do:**

1. Order tables from school board (must be done as soon as date is chosen to ensure availability)

2. Inform Ms.Sharon so that she can advise the city that we are using the gym on Jan 24th evening (no tae kwondo)
3. Speak to Ms.Lucy if we can use the gym to set up after school (during daycare hours)
4. 2-3 weeks prior, send out a “reserve the date” email to families (thank you to whoever already took care of that #TEAMWORK BABY)
5. Speak with Ms Tennant for the use of her microphone and sound system
6. Organize prizes (solicit for future events) - should be 10 prizes total
7. Ask for volunteers (see below for volunteers)

### **Timeline on Jan 24:**

Set up gym 3 - 5 pm.

1. Set up front table with projector with computer
2. Set up tables for players
3. Set up 8 chairs per table (both sides) - we will see if this makes sense
4. Put tablecloths on
5. Set up canteen (this can be done the day before)
6. Set up table with organized envelopes of prepaid food & membership bonus
7. Set up table for Bingo card pick up
8. Around 5-5:30, in staff room (get Ms Grant’s approval), prepare hot dogs (boil hot dogs and toast buns)
9. Pizza gets delivered at 5:45 - 5:50pm. Volunteers pre-cut (like pizza day)
10. Doors open to public at 6:15 due to daycare. Canteen is open from 6:15 - 7pm (People can eat dinner yay)
11. Bingo starts at 7:15pm
12. Play a total of 10 (maybe less depending on timeline) Bingo games. First 9 games are 5 across, down or diagonal. Final game - the ENTIRE card (for future Bingo nights, I will contact for NHL, Alouettes or Impact tickets). Should we do a gift card - I think we should wait to see pre-sale amounts.
13. Right before the final game, we should ask that at the end of the game, please fold your chair and bring it back to the rack.
14. I estimate that the Bingo will take 1-1hr15 mins.
15. At 8:30pm take down starts.
16. Departure at 9pm so that we do not incur additional costs (pls confirm if this is correct)

### **Questions (anything in purple is a question)**

1. BOOTS. Do they wear them inside the gym? Ask Jean Guy if he can mop the floor 1st thing on Friday morning?
2. Do we have a “mystery chair winner”? A color underneath one of the chairs? Or several? Can happen before Bingo actually starts

### **Food options:**

1. **Normal thin slices like pizza day?** Options: cheese, pep and **all dressed** (I have to see if it's the same cost)? \$2 each
  2. Toasted bread hot dogs \$2 each or \$1.50 (they are toasted and super yummy)
  3. Soft drinks \$1 each
  4. Water bottles \$1 each
  5. Juice boxes 0.50 each or 2 for \$1
  6. Chips \$1 each
  7. Chocolate bars \$1 each
- (I think there should be 2 cashes, 1 at the canteen, 1 at the Bingo card table)

### **Online ordering:**

Can be added to our website on Monday Jan 14th, same date that information emails gets sent to families. Yay, pizza / subway / TCBY will be closed.

I assume we put all the food options, plus Bingo card sales.

Bingo card sales:

\$1 per card

There are also sheets that have 6 cards per page. **Do we still sell at \$1 per game OR \$5 per sheet?**

**Home & School membership advantage:** 1 free single Bingo card per member (not student).

### **Volunteers:**

Organize pre-sale envelopes (1-2 volunteers)

Set up (2-3 volunteers) plus 1 tech person (staff) who knows how to set up projector and computer

Hot dogs (5:30-6:30) (1-2 volunteers - 1 can handle it, but it's more fun with 2) to boil hot dogs and toast buns in staff room

Pre-order table pick up 1-2 volunteers

Home & School (right next to pre-order table) 1 volunteer

Pizza cutting (5:40 - 6:10pm) (2-3 volunteers)

Canteen (6:10-7:10) 2 - 3 volunteers

Take down (tablecloths is garbage, **should we have garbage for recycled cans?** My kids love to put them in the machine, tables to be put away. (8:30-8:50pm) We are asking people to put their own chairs away.

**Am I forgetting something?**

Emcee for the evening & assistant. Jennifer Buraglia, can you be the emcee and Suzy Q be your assistant?

I spoke with someone from PETES. She wasn't an organizer, but they sell their cards for \$1 each. They have about 200 people that attend and they sell approx 1000 tickets. Again, not the same school, but an idea.

Based on our experience, we typically have 30% participation rate on our events this year. Enrolment is 321 students (I think). So approx 100 students. Have to be supervised by a parents (1.5 students per child). So approx 50 parents. Some staff will attend 15 staff. Friends



and family are invited. MUST specify on invitation LIMITED SEATING. I think 175 - 225 would be a good estimate.

In terms of sales.

$175 \times 30\% = 52.50 \times 2$  individual cards = \$105

$175 \times 40\%$  will be 2 - 6 page cards = \$350

$175 \times 30\%$  will be 1 - 6 page cards = 262.50

Total sales from Bingo = \$717.50

Canteen: Flat out guess \$300 profit

Profit: \$1017.50 - \$350 expenses = \$667.50 Profit YAHOO!!!! Not to mention, an evening on clean school / family fun! Again, just a guess.

#TEAMWORK BABY

**Instead of a non perishable item, are we asking families to bring a supplies for the teachers?  
Tissues, lysol wipes, etc (due to the cutbacks).**

## **Evergreen Home and School Committee Report**

**Committee name:** Low Ropes  
**Date of Report:** January 10, 2019  
**Date of Event if app:** On Going  
**Committee Chair:** Rachel Mattson  
**Person preparing report:** Jen Buraglia

**Committee members:**

- 1.
- 2.

**Report Details:**

No news to report. Still trying to acquire new land survey.

**Approvals needed:**

N/A

# **Evergreen Home and School Committee Report**

**Committee Name:** Governing Board Representative

**Date of Report:** January 8th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Meeting was held on December 12th at restaurant Trattoria Lani. iPad program to be discussed in Feb-March. Ms Grant tabled the business arising for January's meeting. The items are TTFM fall 2018 survey and Relationship and Intimacy Education Program. All in favour to table items for a later discussion due to the proprietary information of these two items, given that the meeting was being held in a public place. Commissioner presented his council meeting report. Next meeting to be held on January 17th.

# **Evergreen Home and School Committee Report**

**Committee Name:** Kiss and Drop

**Date of Report:** January 8th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

No parking at all time signs were put on Bordelais, between Rouleau and Stagecoach streets. Nothing further to report, all running great.

# **Evergreen Home and School Committee Report**

**Committee Name:** Website

**Date of Report:** January 8th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

All running smooth. There was a main Wix issue for members trying to reset password, a few days prior to Holiday break. Issue was resolved within 24 hours.

## **Evergreen Home and School Committee Report**

**Committee name:** Facebook

**Date of Report:** January 8<sup>th</sup>, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**  
N/A

**Report Details:**

- N/A

## **Evergreen Home and School Committee Report**

**Committee name:** Gym Shirts

**Date of Report:** January 8<sup>th</sup>, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- Melinda advised that Youth XL has been discontinued by the supplier, we have one order that is waiting for three shirts, pending since September; will we replace with another type of shirt or refund the money to the family?

## **Evergreen Home and School Committee Report**

**Committee name:** Pizza

**Date of Report:**

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1. Lynn MacDowell
2. Chelsea Dunford
3. Melanie Doutre
4. Bobbi Hamilton (sub)

**Report Details:**

Nothing new to report



## **Evergreen Home and School Committee Report**

**Committee name:** Subway

**Date of Report:** January 8<sup>th</sup>, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- ordering for January/February closes on January 10<sup>th</sup>, will confirm total number of orders at the January meeting

## **Evergreen Home and School Committee Report**

**Committee name:** Susan Nowak

**Date of Report:** Dec 5 2018

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1. Susan Nowak
2. Lynn MacDowell
3. Chelsea Castagna
- 4.
- 5.

**Report Details:**

Nothing new to report

# **Evergreen Home and School Committee Report**

**Committee Name:** Swag Wear

**Date of Report:** January 8th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Orders were delivered second week of December. Most popular items are the pom-pom toque, adult and youth pullover hoodies. Need to determine next date to re-open store and confirm items to remove/add. Still waiting on Mad Monkey for sales report and cheque for the school.

# Evergreen Home and School Association Meeting Agenda

## Monday February 11, 2018

1. Call to order 6:30 PM - Welcome
2. 4 Minutes - to read reports (\*) Indicates Items with Reports
3. Robert's Rules
4. Agenda - Additions / Adoption of the Agenda
5. Approval of Minutes from last meeting January 14, 2019 / Corrections
6. Principal Report
7. Old Business
  - 7.1 Evergreen Open House, Wednesday January 16, 2019
  - 7.2 \*Staff Appreciation Week February 4-7, 2019
8. New Business
  - 8.1 Bingo Night Update: April 4, 2019
  - 8.2 Bus Driver Appreciation
  - 8.3 \*Portfolio Night / Book Fair March 14, 2019
  - 8.4 \*Spring Fundraiser
  - 8.5 Executive Positions 2019/2020
  - 8.6 Storage Solution
9. Special Committees
  - 9.1 \*Low Ropes
  - 9.2 Band Committee update
  - 9.3 \*SWL (Staff Wish List)

# Evergreen Home and School Association Meeting Agenda

## Monday February 11, 2018

Page 2 of 2

### 10. Standing Reports

- 10.1 Teacher Representative
- 10.2 Grad
- 10.3 \*Treasure Report
- 10.4 \*Governing Board
- 10.5 \*Kiss and Drop
- 10.6 \*Website
- 10.7 \*Facebook
- 10.8 \*Gym Shirts
- 10.9 \*Pizza
- 10.10 \*Subway
- 10.11 \*TCBY
- 10.12 \*Swag wear
- 10.13 Open Fundraising

### 11. Questions - Including Tabled Items with Reports.

### 12. Closing 8:00 PM

- 12.1 Next Meeting Monday March 18, 2019 6:30PM
- 12.2 Adjournment

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com). OR our Facebook: [Evergreen Elementary \(St. Lazare\)](#).

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

## **Evergreen Home and School Committee Report**

**Committee name:** Staff Appreciation Week

**Date of Report:** Feb 9, 2019

**Date of Event if app:** Feb 4 - 7 2019

**Committee Chair:** Jennifer Buraglia

**Person preparing report:** “ ”

**Committee members:**

1. Melinda Paradis
2. Jo-anna Beven
3. Sonia Lamoureux

**Report Details:**

The week went well. Some new ideas were experimented with, like making fresh smoothies for a zen Monday. As always notes were taken for ways to improve, but overall went well.

Receipts are still coming in, final expenses are not completed.

# **Evergreen Home and School Committee Report**

**Committee Name:** March English Book Fair

**Date of Report:** February 6th, 2019

**Date of Event if applicable:** March 14th

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

1. Susan Nowak

## **Report Details:**

Books will be delivered to school on February 27th (due to March Break). Pick up will be on March 20th. On wheels book cases and boxes will be delivered. Received promotion box; will print letter and send home no later than March 1st. Set-up will be on Monday March 12th; English teachers/staff to view and fill up their wish list on March 13th. Take down will be on Monday, March 18th.

# Evergreen Home & School Report

February 2018

**Committee Report:** Fundraising  
**Date Of Report:** February 5th, 2019  
**Date of Event if Applicable:**  
**Committee Chair:** Melissa Bindon  
**Person Preparing Report:** Melissa Bindon  
**Committee Members:**

## Report Details:

I've been looking into other seed campaigns, as it seems QSP doesn't have it this spring.

I have requested fundraising information packets for companies Veseys (bulbs) and Make It Sow (seeds for plots/\$10-\$15 per plot)

Both companies offer 50% profit. All the others I found were 40%.

Both campaigns end and send out in May, way after portfolio night. Seeds would be easier to send home with children than the bulbs. I'm a bit concerned about delivery for the bulbs as I may be away on delivery.



## **Evergreen Home and School Committee Report**

**Committee name:** low ropes

**Date of Report:** Feb 6

**Date of Event if app:** April /19

**Committee Chair:** Rachel Mattsson

**Person preparing report:**

**Rachel Mattsson**

**Committee members:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Report Details:**

We need a land survey, I've emailed my contact at the town of St. Lazare with Peggy's document with no response, I will connect again. Otherwise, I've contacted a new company for a land survey, hoping to hear from them soon.

**Do I sign contract with gym company?**

**Approvals needed:**

# Evergreen Home & School Report

February 2018

**Committee Report:** Staff Wish List  
**Date Of Report:** February 5th, 2019  
**Date of Event if Applicable:**  
**Committee Chair:** Melissa Bindon  
**Person Preparing Report:** Melissa Bindon  
**Committee Members:**

## Report Details:

Our Google Form for the SWL submissions is up and running and has been sent to the staff, Thank you Ms. Grant!

So far, we have five submissions online:

Amanda Caron

Josiane Dicaire

Katharina (TINA) HAUSEN

Kristen McCarthy

Carolyn Chevrier

## Approvals Needed:

### **Amanda Caron \$100**

"I wish to put this money in a savings account for a future purchase that would truly benefit the music program. Unfortunately, everything of value (i.e. musical instruments) has a much higher price tag than \$100 so it would be more beneficial to save for a worthwhile purchase, than to spend now on smaller ticket items that will be of less value to the music program." *My suggestion - to give her amount (\$100) to the music committee.*

### **Josiane Dicaire \$100**

Noise reducing ear phones, to help children concentrate.

### **Tina Hausen \$50**

Cash to buy supplies for circulation, books at COSTCO that are cheaper than at the bookstores where I have to buy, small writing books for budding writers or to track what books a student has read.

**Kristen McCarthy \$100**

Laminating sheets, Teacher pay teacher units, playdough, educational board games

**Carolyn Chevrier \$100**

I would like to purchase a carpet (most likely from IKEA) for a "quiet corner" I am setting up. I would also like to get a few theme related games. Thank you very much! Your help is very appreciate Home and School!!!

# **Evergreen Home and School Committee Report**

**Committee name:** Treasurer

**Date of Report:** February 6, 2019

**Date of Event if app:**

**Committee Chair:**

**Person preparing report:** Georgia Kollias

**Committee members:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Report Details:**

The financial statements have been redone and the accounts are now reconciled from August 2018 to January 2019. Several issues came to light:

- As there was no supporting documents for several cash deposits, I have worked with the various program coordinators to account for the money and to ensure that they are accounted for in the appropriate revenue streams; however, I cannot guaranteed the accuracy of the totals for cash deposits made prior to January 1, 2019.
- There were several cheques issued with no supporting documentation. I have made a list and will be tracking these down over the next couple of weeks.
- On Friday, February 8<sup>th</sup> I will place a blue folder with the title of “**H&S CASH/CHEQUE LOGBOOK**” In the H&S safe. I request that anyone who places cash / cheques in the safe log the money into the book. This will help keep track of things.

# **Evergreen Home and School Committee Report**

**Committee Name:** Governing Board Rep

**Date of Report:** February 6th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Last GB meeting was on Jan. 17th 2019. Daycare and lunch fees were raised by the Government, going from 8.20\$ a day to 8.35\$ a day. A link to donate to the band committee is going to be on the School website, TBC. The school will run their Relationship and Intimacy program for grades 1 to 6, starting in February until May, for a total of 3-4 hours per class. Next meeting to be held on Feb. 21st, 2019.

# **Evergreen Home and School Committee Report**

**Committee Name:** Kiss and Drop

**Date of Report:** February 6th, 2019

**Date of Event if applicable:** TBD

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

**Report Details:**

All good, nothing to report.

# **Evergreen Home and School Committee Report**

**Committee Name:** Website

**Date of Report:** February 6th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

**Report Details:**

Nothing to report. All going good.

## **Evergreen Home and School Committee Report**

**Committee name:** Facebook

**Date of Report:** February 6<sup>th</sup>, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**  
N/A

### **Report Details:**

- A few new member requests, mostly from new families starting at Evergreen in September
- School Closure due to weather - who makes the call/what makes the decision/how will parents be notified, etc. Maybe a 'seasonal' post can be added to the page with a direct quote from Ms. Grant as to the official policy so as the winter season approaches, we can reference this rather than have parents wager guesses and personal opinions?
- Gym Shirts – same as above; lots of posts (one since removed) regarding gym shirts and the consequence of a child not wearing one
- Should we update the Facebook page info section or make a post regarding any/all school policies (including curriculum, buses, lunches, etc) stating they will be removed immediately?



## **Evergreen Home and School Committee Report**

**Committee name:** Gym Shirts

**Date of Report:** February 6, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- Approx. 20 shirts delivered January 30<sup>th</sup> , this was the first order since December 20<sup>th</sup>
- Deliveries are still every two weeks coinciding with Subway days

## **Evergreen Home and School Committee Report**

**Committee name:** Pizza

**Date of Report:** Feb 6 2019

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Report Details:**

3<sup>rd</sup> pizza order was placed for Jan / Feb. Parents are now in the groove of ordering.

The first pizza date Jan 23, a new student (not on the class list) was apparently missed. Parent sent e-mail to Ms Grant, asking status. Said student was on the pizza list. Suzy Q spoke on the phone with parent and reassured her that her child will received pizza next time. Apparently, student told lunch monitor who told Ms Lucy. Suzy Q checked with Ms Lucy. The child spoke to daycare about hot lunch (chartwell error) but not about pizza. Otherwise, child would have been fed. Must have been a lunch monitor error, as child was on the list.

Parent to receive \$5 credit. **Question, since it is \$5, can I refund from my personal money and put on an expense sheet?**

Feb 6 pizza, on FB, parent asked about sibling being able to bring home pizza for sick sibling. Suzy Q confirmed that due to health and safety, children are not allowed to bring pizza home nor could it be kept for the following day. If parent contacted H&S by 10:30, they could pick up at the school.

## **Evergreen Home and School Committee Report**

**Committee name:** Subway

**Date of Report:** February 6, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**  
N/A

### **Report Details:**

- There was a little issue with the Subway orders for the Grade 6 students who were away on a field trip on January 30<sup>th</sup>. Pre-arranged plan was that Subway lunches would be delivered at the end of the day but the busses arrived late so students/teachers did not go into the school; lunches had been refrigerated right from delivery so they were given to the students the following day (only 6 orders for both classes)
- A few requests have been made to refund or hold orders because students will miss a Subway day but we (Suzy for Pizza/TCBY and me for Subway) agreed there is no more adjusting orders: it's too complicated for the volunteers, the treasurer and the suppliers; the ordering system we now have in place has made everything more streamlined and organized

## **Evergreen Home and School Committee Report**

**Committee name:** TCBY

**Date of Report:** Feb 6 2019

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Report Details:**

TCBY went well. Only 1 parent thought she had ordered for the year but in reality, she ordered for the first installment only. Since we had extra, her 2 children were added to tcby that day and for the remainder of the year.

Payment is still due but have been in contact with parent and it will be sent tomorrow.

# **Evergreen Home and School Committee Report**

**Committee Name:** Swag Wear

**Date of Report:** February 6th, 2019

**Date of Event if applicable:** TBD

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Sent email to Mad Monkey to re-open store by next week. Store will be open for both parents and staff for 2 weeks. Orders should arrived after March break.

# Evergreen Home and School Association Meeting Agenda

## Monday March 18, 2019

1. Call to order 6:30 PM - Welcome
2. 4 Minutes - to read reports (\*) Indicates Items with Reports
3. Robert's Rules
4. Agenda - Additions / **MOTION** to adoption of the Agenda
5. Minutes from February 11, 2019 / Corrections / **MOTION** to approve
6. Principal Report
7. Old Business
  - 7.1 Bus Driver Appreciations
  - 7.2 Storage Solutions
  - 7.3 Pink T-Shirt Funds
  - 7.4 Band Cookie Dough Fundraiser, Clinicians \$840, PEF deposit of \$1743.44

### New Business

- 8.1 Bingo Night Update: April 4, 2019
  - 8.2 Executive Positions 2019/2020, Nominations excepted and voting at May Meeting
  - 8.3 Announcement of Facebook Change
  - 8.4 **\*MOTION** Discuss new book fair concept
  - 8.5 **MOTION** Discuss possible Avalanche Sale Fall 2019
  - 8.6 \*QFHSA - Annual General Meeting May 4th / Awards deadline April 15th /  
\*Requested Option on proposed legislation:
    1. Ban Religious symbols for teachers,
    2. Abolish elected school boards
9. Special Committees
    - 9.1 \*Low Ropes
    - 9.2 \*Portfolio Night / Book Fair March 14, 2019.
    - 9.3 \*Band Committee update
    - 9.4 \*SWL (Staff Wish List)

Page 1 of 2

(\*) Indicates a report has been prepared.

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com)

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lesey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Agenda

## Monday March 18, 2019

Page 2 of 2

### 10. Standing Reports

- 10.1 Teacher Representative
- 10.2 Grad
- 10.3 \*Treasurer Report
- 10.4 \*Governing Board
- 10.5 \*Kiss and Drop
- 10.6 \*Website
- 10.7 \*Gym Shirts
- 10.8 \*Pizza
- 10.9 \*Subway
- 10.10 \*TCBY
- 10.11 \*Swag wear
- 10.12 Open Fundraising

### 11. Questions - Including Tabled Items with Reports. **Reminder**, to please leave QFHSA questionnaire.

### 12. Closing 8:00 PM

- 12.1 Next Meeting Monday April 8, 2019 6:30PM
- 12.2 Adjournment

(\*) Indicates a report has been prepared.

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com)

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lessey Secretary, Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Minutes

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**Date:** Monday, February 11th, 2019  
**Location:** Evergreen Elementary School, Saint-Lazare  
**Present:** Melissa Bindon, Tracy Gottardo, Susan Nowak, Sacha Armstrong-Michailides, Sarah Simunik, Rachel Mattson, Margaret Grant, Chris Sheppard, Georgia Kollias, Jen Gilligan, Melinda Paradis  
**Minuted By:** Melissa Bindon

*Asterix (\*) indicates items with reports*

## 1. Call to order 6:30 PM - Welcome

Meeting is officially opened at 6:38pm.

## 2. 4 Minutes - to read reports (\*) Indicates Items with Reports

## 3. Robert's Rules

Jen B thanks Melissa for adjusting the minutes to clearly show the motions and voting.

## 4. Agenda - Additions / Adoption of the Agenda

MOTION (Jen G) the date was 2018 - should be changed to 2019. All in favor, motion passed

MOTION (Sarah, Georgia) to adopt the agenda. All in favor, motion passed.

## 5. Approval of Minutes from last meeting January 14, 2019 / Corrections

Jen G noticed the date was 2018 - should be changed to 2019.

MOTION (Melinda, Tracy) All in favor, motion passed.

## 6. Principal Report

Ms. Grant thanks everyone for Appreciation week - it was amazing, her favorite so far. Teachers love the glass dishes and music, Mary Poppins & Bert. T

Upcoming Events: This week: Jump Rope for heart. Next week: Jungle Sport. Governing Board on November 21st. There is a ped day on February 25th. Winter Carnival is February 26th to the 28th

## 7. Old Business

### 7.1 Evergreen Open House, Wednesday January 16, 2019

Ms Grant reports that there are already two full classes.

### 7.2 \*Staff Appreciation Week February 4-7, 2019

Jen B. reports The week went well. Some new ideas were experimented with, like making fresh smoothies for a zen Monday. As always notes were taken for ways to



improve, but overall went well. Receipts are still coming in, final expenses are not completed.

## **8. New Business**

### **8.1 Bingo Night Update: April 4, 2019**

Suzie has rescheduled everything to April 4th.

### **8.2 Bus Driver Appreciation**

Was supposed to happen last week but there was a glitch. Joanna Bevan is making jam to take home, wrapped with a note and Hershey Kisses.

### **8.3 \*Portfolio Night / Book Fair March 14, 2019**

Melinda reports that books will be delivered to school on February 27th (due to March Break). Pick up will be on March 20th. On wheels book cases and boxes will be delivered. Received promotion box; will print letter and send home no later than March 1st. Set-up will be on Monday March 13th; English teachers/staff to view and fill up their wish list on March 13th. Take down will be on Monday, March 18th.

### **8.4 \*Spring Fundraiser**

Melissa reports that she has been looking into other seed campaigns, as it seems QSP doesn't have it this spring. She has requested fundraising information packets for companies Veseys (bulbs) and Make It Sow (seeds for plots/\$10-\$15 per plot) Both companies offer 50% profit. All the others found were 40%. Both campaigns end and send out in May, way after portfolio night. Seeds would be easier to send home with children than the bulbs. More information to come.

### **8.5 Executive Positions 2019/2020**

Georgia is accepting the nomination for Treasurer. Jen B is putting it out there: if you are interested in taking on a position. The posts will be voted on in the May meeting.

### **8.6 Storage Solutions**

Email Ms. Grant a request, Ms. Grant will then contact the school board. We should have an answer for next time. Ms. Grant doesn't think there will be a problem.

## **9. Special Committees**

### **9.1 \*Low Ropes**

Rachel contacted the city today, and they have the paperwork. She should have an answer regarding the contract tomorrow.

### **9.2 Band Committee update**

Sacha reports that the letter will be approved and it is on the website. Tax deductible over 20\$ for donations, can pay with PayPal/Credit. Rachel suggests a table at portfolio night to give more information.

### **9.3 \*SWL (Staff Wish List)**

Our Google Form for the SWL submissions is up and running and has been sent to the staff, Thank you Ms. Grant! So far, we have five submissions online: Amanda Caron, Josiane Dicaire, Tina Hausen, Kristen McCarthy, and Carolyn Chevrier.

MOTION (Rachel, Sacha) To discuss the items that need to be approved.

All in favor, motion passed.

Amanda Caron \$100

"I wish to put this money in a savings account for a future purchase that would truly benefit the music program. Unfortunately, everything of value (I.e. musical instruments) has a much higher price tag than \$100 so it would be more beneficial to save for a worthwhile purchase, than to spend now on smaller ticket items that will be of less value to the music program."

MOTION (Suzie) To put \$100 in to the PEF Pearson Education Foundation

All in favor, motion passed.

Josiane Dicaire \$100

Noise reducing ear phones, to help children concentrate.

MOTION (Melissa)

All in favor, motion passed.

Tina Hausen \$50

Cash to buy supplies for circulation, books at COSTCO that are cheaper than at the bookstores where I have to buy, small writing books for budding writers or to track what books a student has read.

MOTION (Jen G) Motion to purchase the books from Costco only.

All in favor, motion passed.

Kristen McCarthy \$100

Laminating sheets, Teacher pay teacher units, playdough, educational board games.

MOTION (Melissa)

All in favor, motion passed

Carolyn Chevrier \$100

I would like to purchase a carpet (most likely from IKEA) for a "quiet corner" I am setting up. I would also like to get a few theme related games. Thank you very much! Your help is very appreciate Home and School!!!

MOTION (Melissa)

All in favor, motion passed.

## 10. Standing Reports

### 10.1 Teacher Representative

Ms. Shepard reports a big thank you to everyone for appreciation week. Everyone had a lot to eat. The children are working on Growth Mindset activities. (Not for marks.)

### 10.2 Grad

Ms. Shepard would like to know how to get the \$200 for the Grads. Georgia will cut a check. Jen B. suggests paying cash to pay for the DJ. More fundraisers: there will be a 50/50 and bake sale on Portfolio Night. March 1st hotdog day. Grads went to Parc Forestier on January 30th for snowshoeing. June 21st is the Calypso trip by Coach bus. There is also the Dance.

### 10.3 \*Treasure Report

The financial statements have been redone and the accounts are now reconciled from August 2018 to January 2019. Several issues came to light: As there was no supporting documents for several cash deposits, Georgia has worked with the various program coordinators to account for the money and to ensure that they are accounted for in the appropriate revenue streams; however, she cannot guarantee the accuracy of the totals for cash deposits made prior to January 1, 2019. There were several cheques issued with no supporting documentation. Georgia has made a list and will be tracking these down over the next couple of weeks. On Friday, February 8th Georgia placed a blue folder with the title of "H&S CASH/CHEQUE LOGBOOK" In the H&S safe. She is requesting that anyone who places cash or cheques in the safe to log the money into the book. This will help keep track of things.

### 10.4 \*Governing Board

Melinda reports that the last GB meeting was on Jan. 17th 2019. Daycare and lunch fees were raised by the Government, going from 8.20\$ a day to 8.35\$ a day. A link to donate to the band committee is going to be on the School website, TBC. The school will run their Relationship and Intimacy program for grades 1 to 6, starting in February until May, for a total of 3-4 hours per class. Next meeting to be held on Feb. 21st, 2019.

### 10.5 \*Kiss and Drop

Nothing to report, all going well.

### 10.6 \*Website

Melinda would like to know if she can change the website payment from her own credit card. Georgia suggests a prepaid Visa.

### 10.7 \*Facebook

Jen G. reports a few new member requests, mostly from new families starting at Evergreen in September. School Closure due to weather posts - who makes the call/what makes the decision/how will parents be notified, etc. Maybe a 'seasonal' post can be added to the page with a direct quote from Ms. Grant as to the official policy so as

the winter season approaches, we can reference this rather than have parents wager. guesses and personal opinions? Gym Shirts – same as above; lots of posts (one since removed) regarding gym shirts and the consequence of a child not wearing one. Should we update the Facebook page info section or make a post regarding any/all school policies (including curriculum, buses, lunches, etc) stating they will be removed immediately? The executives are continuing to discuss.

#### **10.8 \*Gym Shirts**

Jen G reports that approximately 20 shirts were delivered January 30th; this was the first order since December 20th. Deliveries are still every two weeks coinciding with Subway days

#### **10.9 \*Pizza**

Suzie reports that the pizza order was placed for Jan/Feb. Parents are now in the groove of ordering. The first pizza date Jan 23, a new student (not on the class list) was apparently missed. Parent sent email to Ms Grant, asking status. Said student was on the pizza list. Suzy Q spoke on the phone with parent and reassured her that her child will receive pizza next time. Apparently, student told lunch monitor who told Ms Lucy. Suzy Q checked with Ms Lucy. The child spoke to daycare about hot lunch (chartwell error) but not about pizza. Otherwise, child would have been fed. Must have been a lunch monitor error, as child was on the list. Parent to receive \$5 credit. Suzie would like to know, since it is \$5, can she refund from my personal money and put on an expense sheet? Georgia says yes. Feb 6th pizza, on FB, parent asked about sibling being able to bring home pizza for sick sibling. Suzy Q confirmed that due to health and safety, children are not allowed to bring pizza home nor could it be kept for the following day. If parent contacted H&S by 10:30, they could pick up at the school.

#### **10.10 \*Subway**

Jen G reports that there was a little issue with the Subway orders for the Grade 6 students who were away on a field trip on January 30th. Pre-arranged plan was that Subway lunches would be delivered at the end of the day but the busses arrived late so students/teachers did not go into the school; lunches had been refrigerated right from delivery so they were given to the students the following day (only 6 orders for both classes) A few requests have been made to refund or hold orders because students will miss a Subway day but we (Suzy for Pizza/TCBY and me for Subway) agreed there is no more adjusting orders: it's too complicated for the volunteers, the treasurer and the suppliers; the ordering system we now have in place has made everything more streamlined and organized. Jen G says that we have June 19th available in case there is a snow day on Wednesday. Georgia suggests having the email ready to go in case.

#### **10.11 \*TCBY**

TCBY went well. Only 1 parent thought she had ordered for the year but in reality, she ordered for the first installment only. Since we had extra, her 2 children were added to tcby that day and for the remainder of the year. Payment is still due but have been in

contact with parent and it will be sent tomorrow.

#### **10.12 \*Swag wear**

Melinda reports that the store is now open. Store will be open for both parents and staff for 2 weeks. It costs money to leave it open year round. Same items available. Melinda may add some "summer" items next time. Orders should arrived after March break.

#### **10.13 Open Fundraising**

Nothing to report. Georgia reports receiving a cheque from Mabel's Labels for \$134.

### **11. Questions - Including Tabled Items with Reports**

Melissa asks Ms. Shepard if she or any teachers at the school sell on Teacher Pay Teachers. Ms. Shepard reports that no, she doesn't think so. It is difficult for her to use it as a French teacher as it's mostly English.

### **12. Closing 8:00 PM**

#### **12.1 Next Meeting Monday March 18, 2019 6:30PM**

#### **12.2 Adjournment**

MOTION (Tracy, Melinda) to adjourn. All in favor, motion passed

Meeting officially closed at 7:50pm

# **Evergreen Home and School Committee Report**

**Committee Name:** English Book Fair

**Date of Report:** March 13th, 2019

**Date of Event if applicable:** March 14th, 2019

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

1.

## **Report Details:**

Pulled through for volunteers. Set up is happening March 13th; event on March 14th. After speaking with Jen B, we came up with the idea of doing a gently used book & DVD drive next year; whatever is left from that event will be donated to the Montreal Children's Hospital. Scholastic can not do a bilingual event, and are not willing to accommodate us in that manner. We feel Scholastic is slightly overpriced and in the spirit of being environmentally conscious, as well as giving a chance to the staff to all get an equal amount to spend on books, would be ideal. Will need to put forth a motion to end Scholastic book fairs and replace it with one main event, ie Book & Dvd drive.

## **Evergreen Home and School Committee Report**

**Committee name:** Band

**Date of Report:** March, 11<sup>th</sup>, 2019

**Date of Event if app:**

**Committee Chair:** Sacha

**Person preparing report:** Sacha

**Committee members:**

1. Sacha
2. Tania
3. Zavi
4. Natasha
5. Ms. Caron

**Report Details:**

There is currently a link on the Evergreen page as well as the LBPSB website where individuals can make a direct donation to the school band. During portfolio evening on March 14<sup>th</sup> the band committee will have a table set up where individuals can stop by to ask questions on the band as well as use a laptop to make an instance donation. The school band has been given a grant of \$11000. Ms. Caron is currently getting quotes to see how many instruments can be purchased with this amount. Nothing further to report at this time.

## **Evergreen Home and School Committee Report**

**Committee name:** low ropes

**Date of Report:** March 13

**Date of Event if app:** April /19

**Committee Chair:** Rachel Mattsson

**Person preparing report:**

**Rachel Mattsson**

**Committee members:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Report Details:**

**No land survey needed!**

**Trying to set up a meeting with prisme and Peggy to sign contract and cheque's**

**Approvals needed:**



# Evergreen Home & School Report

March 2019

**Committee Report:** Staff Wish List  
**Date Of Report:** March 18th, 2019  
**Date of Event if Applicable:**  
**Committee Chair:** Melissa Bindon  
**Person Preparing Report:** Melissa Bindon  
**Committee Members:**

## Report Details:

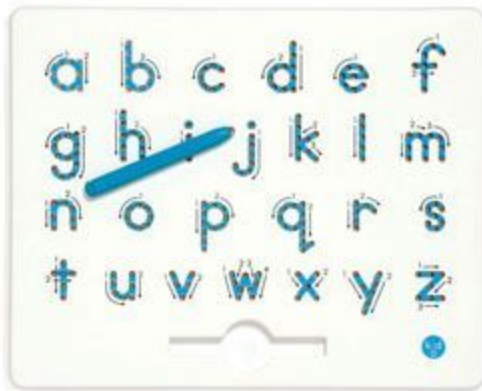
Emails were sent out to the following staff members with a link to submit their receipts for the items approved at the February Home & School meeting: Josiane Dicaire, Katharina (Tina) Hausen, Kristen McCarthy, Carolyn Chevrier

We have not received any receipts as of this morning.

## Approvals Needed:

### Marie-Louise Andersson

- Magnatab letters 703-599 (lower case magnetic letters from Avron p. 417) \$37.00



- Pencil grips

### Lucy Filiatrault

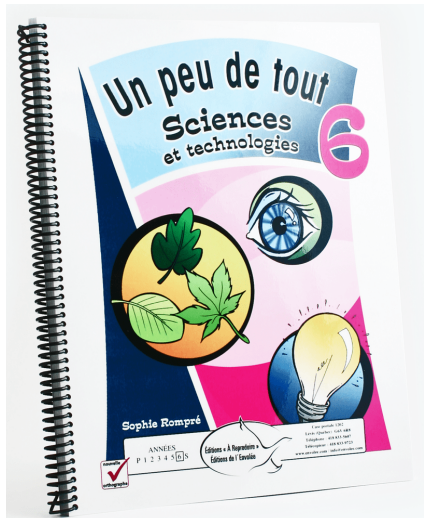
\$50

- Already purchased paper (Blue & Black) that she would like to be reimbursed for.

**Christine Sheppard**

\$100 for the following items:

1. A PDF version of a science book from Les Éditions Envolée.



2. 3 Noise cancelling headphones



**Reagan Niedan**

\$100

- wobble stool. (I have two in my classroom, and they are always in use!

Learniture Active Learning Stool, 18" H, Green, LNT-3046-18GN)



# **Evergreen Home and School Committee Report**

**Committee Name:** Governing Board

**Date of Report:** March 13th, 2019

**Date of Event if applicable:** February 21st, 2019

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Commissioner Olivenstein was absent. Principal criteria and Budget consultation were discussed. iPad program continued for the 2019-2020 school year (approved). Next meeting is March 21st, 2019.

# **Evergreen Home and School Committee Report**

**Committee Name:** Kiss and Drop

**Date of Report:** March 13th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

All going well; we had 3 isolated incidents where children crossed through the bus lane from the staff parking lot on 3 separate occasions where one of the bus driver had to stop and honk. Spoke with Ms. Grant and will be doing a reminder post in the next week or so. 2 parents still parking in the \*no parking\* zones; they have been advised of proper protocol for morning drop-offs.

# **Evergreen Home and School Committee Report**

**Committee Name:** Website

**Date of Report:** March 13th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

**Report Details:**

Website is doing well, nothing to report.

## **Evergreen Home and School Committee Report**

**Committee name:** Gym Shirts  
**Date of Report:** March 11, 2019  
**Date of Event if app:** N/A  
**Committee Chair:** Jen G  
**Person preparing report:** Jen G

**Committee members:**  
N/A

### **Report Details:**

- Last delivery date was February 27<sup>th</sup>
- Deliveries are still every two weeks coinciding with Subway days, next delivery day is March 20<sup>th</sup>

## **Evergreen Home and School Committee Report**

**Committee name:** Pizza

**Date of Report:** March 15, 2019

**Date of Event if app:** Every other Wednesday

**Committee Chair:** Susan Nowak

**Person preparing report:** Jen B

**Committee members:**

1. Lynn Mcdowel
2. Chelsea Dunford
- 3.

**Report Details:**

Things are going well, nothing to report.

**Approvals needed:**

Not required.

## **Evergreen Home and School Committee Report**

**Committee name:** Subway

**Date of Report:** March 11, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**  
N/A

**Report Details:**  
N/A



## **Evergreen Home and School Committee Report**

**Committee name:** TCBY  
**Date of Report:** March 15, 2019  
**Date of Event if app:** Every other Wednesday  
**Committee Chair:** Susan Nowak  
**Person preparing report:** Jen B

**Committee members:**

1. Lynn Mcdowel
2. Chelsea Dunford

**Report Details:**

Things are going well, nothing to report.

**Approvals needed:**

Not required.

# **Evergreen Home and School Committee Report**

**Committee Name:** Swag Wear

**Date of Report:** March 13th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Some issues with the fundraised money from the sales; cheque not made in the proper name, or right amount. Spoke with our supplier, Mad Monkey, and they are looking into and figure out how this mistake was made. Running the store all year round would increase the prices of the apparel greatly, and shipping fee for each order would be 15\$. Last ordering period close on Feb. 28th. Only 3 orders total this round; should be delivered within the next 10 days.

# Evergreen Home and School Association Meeting Agenda

## Monday April 8, 2019

1. Call to order 6:30 PM - Welcome
2. 4 Minutes - to read reports (\*) Indicates Items with Reports
3. Robert's Rules
4. Agenda - Additions / **MOTION** to adoption of the Agenda
5. Minutes from March 18, 2019 / Corrections / **MOTION** to approve
6. Principal Report
7. Old Business
  - 7.1 \*Bingo Night
  - 7.2 Tabled Avalanche, **MOTION** to approve and set date Fall 2019
8. New Business
  - 8.1 \*Spring Fundraiser
  - 8.2 Executive Positions 2019/2020, Nominations being accepted and voting will take place at the May Meeting.
  - 8.3 **MOTION** - officially change the name of our Gym Shirts to Phys. Ed. Shirts
  - 8.4 **MOTION** - new open fundraiser, Turkish towels - Lualoha Store
  - 8.5 **MOTION** - Hudson Castle Hardware soil fundraiser completion with Mount Pleasant
  - 8.5 QFHSA - Annual General Meeting and Dinner May 4th / Awards deadline April 15th
  - 8.6 Mini Kindergarten Day - May 3, 2019
  - 8.7 **MOTION** - Grill and Chill June 13, 2019
  - 8.8 **MOTION** - Minute to Win it, June 18, 2019
9. Special Committees
  - 9.1 \*Low Ropes - April 23, construction date!
  - 9.2 \*Band Committee update
  - 9.3 \*SWL (Staff Wish List)

Page 1 of 2

(\*) Indicates a report has been prepared.

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com)

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Agenda

## Monday April 8, 2019

Page 2 of 2

### 10. Standing Reports

- 10.1 Teacher Representative
- 10.2 Grad
- 10.3 \*Treasurer Report
- 10.4 \*Governing Board
- 10.5 \*Kiss and Drop
- 10.6 \*Website
- 10.7 \*Gym Shirts (Phys. Ed Shirts?)
- 10.8 \*Pizza
- 10.9 \*Subway
- 10.10 \*TCBY
- 10.11 \*Swag wear
- 10.12 Open Fundraising, Mables labels

### 11. Questions - Including any tabled items with reports.

### 12. Closing 8:00 PM

- 12.1 Next Meeting Monday May 13, 2019 6:30PM
- 12.2 Adjournment

(\*) Indicates a report has been prepared.

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com)

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Minutes

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**Date:** Monday, March 18th, 2019  
**Location:** Evergreen Elementary School, Saint-Lazare  
**Present:** Melissa Bindon, Tracy Gottardo, Sacha, Rachel Mattsson, Georgia Kollias, Sarah Simunic, Susan Nowak, Melinda Paradis, Jennifer Buraglia, Christine Sheppard, Margaret Grant.  
**Minuted By:** Melissa Bindon

*Asterix (\*) indicates items with reports, which were copied to the minutes with slight changes to accomodate syntax change or to add details.*

## 1. Call to order 6:30 PM - Welcome

Meeting officially opened at 6:36pm. Jen B welcomes everyone and thanks everyone for coming.

## 2. 4 Minutes - to read reports (\*) Indicates Items with Reports

## 3. Robert's Rules

## 4. Agenda - Additions / MOTION to adoption of the Agenda

MOTION: (Tracy) To adopt the agenda with the following changes: to discuss 9.2 Book Fair at the same time as point 8.4, and add 8.7 "Bookathon".

All in favor, motion passed

## 5. Minutes from February 11, 2019 / Corrections / MOTION to approve

MOTION: (Tracy) To approve the minutes from February 11, 2019 with the following corrections: In the Principal's report, the next governing board meeting date should read February 21st instead of November. Carnival week should read February 26th - March 1st. Correction to Sarah Simunic and Christine Sheppard's name.

All in favor, motion passed.

## 6. Principal Report

Ms. Grant shares some updates. Math PLCs are still going on: this is where the math teachers in each cycle meet to discuss evaluation, as of April they will be presenting to all the teachers what they have accomplished this year. This month Kindergarten will be joining as well. We are the only school who has stuck with PLC. Communication with staff across all levels has been great, Ms. Grant would love to have it across other subjects as well.

Literacy will be switching up; they will have a new subject. Literacy will be changed a little bit. K, 1, 2 will still be early literacy. 3, 4, 5, 6 will be doing a class about mindfulness: studying

subjects like yoga, meditation, movement. Seatwork is just not working. Many of the children have anxiety, so they want to do something to promote stress relief and focusing.

Evergreen got the grant from MusiCounts! They had originally said no, but another school dropped out and Evergreen was accepted. Evergreen will received \$11,000 tax included.

Evergreen is now on Twitter! Ms Grant and all the teachers are now on it. Evergreen wants to get the good word out about what Evergreen is doing. They are connecting with the school board, other schools in the community, MusiCounts follows the Evergreen account now.

Sexuality in Education: Today (March 18th) the teachers met to discuss the curriculum with Mark Smith supporting. The teachers will be working together to cover the whole curriculum, it will be in French and English. Ms Sheppard did the program last year, and she has already started the program with the grade six class. One of the main goals teachers and parents, it's not about sex, it is about the whole child: Mr. Smith today did grade 4: friendship. There are 3 themes: body image, sexual growth(science curriculum - anatomy.), and homophobia. Personality safety, cyber safety will also be included. There will be a letter coming home to the parents regarding this.

Upcoming Events: March 21st is the next Governing Board Meeting. Grade 6s have Math Olympics at Riverdale on April 2nd. There is the enrichment Exam for Grade 5 on May 3rd. May 3rd is also the Kindergarten Mini-Day.

## **7. Old Business**

### **7.1 Bus Driver Appreciations**

Thank you to Joanna Bevan who made jam, added in spoons, hershey kisses, all wrapped in packages for the bus drivers. Thank you to Melinda who helped handing them out.

### **7.2 Storage Solutions**

Jean Guy was saying we weren't going to be able to do anything outside, so he found some storage space in the garage in the gym. He helped us move our stuff in there. A big thank you to Jean-Guy!

### **7.3 Pink T-Shirt Funds**

Evergreen Chooses Kind was a joint effort with Evergreen and Home & School. \$475 went to the anti-bullying fund. Ms. Grant would like to do something in the spring to end the year.

### **7.4 Band Cookie Dough Fundraiser, Clinicians \$840, PEF deposit of \$1743.44**

Correction: \$1742.44 was the deposit.

## **8. New Business**

### 8.1 Bingo Night Update: April 4, 2019

Presale online will open soon. Suzie will contact Georgia for a float.

### 8.2 Executive Positions 2019/2020, Nominations accepted and voting at May Meeting

Every position is open for nomination. Descriptions will be posted on the website.

### 8.3 Announcement of Facebook Change

The facebook group is now a community parent page. Ms. Sheppard speaks for the teachers: they are very uncomfortable not being allowed in the group. They feel that when they were allowed in the group when it was run by Home & School, they knew that people weren't bashing the teachers or the schools. Jen B. explains; Jen G is the head administrator and if there is anything that comes up, she will remove it. Melissa points out that since the change, there has been less activity or drama. Melinda says that since the change, our reminder posts are now being seen by more members.

### 8.4 \*MOTION Discuss new book fair concept

Melinda and committee pulled through for volunteers. Set up happened March 13th; event was on March 14th. \$3120 in sales, \$110 per teacher, 180 books given to the school. After speaking with Jen B, they came up with the idea of doing a gently used book & DVD drive next year; whatever books are left from that event will be donated to the Montreal Children's Hospital. Scholastic can not do a bilingual event, and are not willing to accommodate Home & School in that manner. They feel Scholastic is slightly overpriced and in the spirit of being environmentally conscious, as well as giving a chance to the entire staff to all get an equal amount to spend on books, would be ideal. Will need to put forth a motion to end Scholastic book fairs and replace it with one main event, ie Book & Dvd drive., and get approval from Governing Board. There is the question of storage, and Melinda and Jen B. said they could store at home. There is no room at school. If we tell the parents now, we will have to start accepting them now. Rachel suggests doing Sarah's suggestion of the Readathon at the same time. Board Game collection was suggested. Donations are to be in English and French. Invite teachers to choose amongst the left over donations then deliver the remainder to local charities. Donations will be welcomed from parents and communities.

MOTION: (Melinda) To end Scholastic Book Fairs and replace it with a one-time gently used book drive event that includes books for all ages in both French and English, DVDs and Board Games. All proceeds will be divided equally between all teaching staff and they will purchase their own books. Leftovers of books to be donated to local charities.

All in favor, motion passed.

### 8.5 MOTION Discuss possible Avalanche Sale Fall 2019

Simon reached out to Jen B. to inquire if we wanted to host a sale in the late fall 2019, as he is changing things around. Volunteer requirement was large on our part. Now, he will bring in his own staff (retired volunteers) to run it and we would only have to have one person there to represent Home & School. Past sales have proved that September has been too hot to sell winter wear. Simon reports that his sales in late October/early November were a lot better.

There is a lot going on in the fall: Fall Fair, now the new book fair. We need it at a place where there is community traffic and the sports complex is not available as soccer is in full swing in late fall. Georgia suggests posting on the e-green community page to see if parents have suggestions, ideas or places to hold the sale.

MOTION: (Melinda, Georgia) To table the discussion about The Avalanche Sale so that Jen B. can do some more research as to where we can hold it.

All in favor, motion passed.

#### **8.6 \*QFHSA - Annual General Meeting May 4th / Awards deadline April 15th / \*Requested Option on proposed legislation: 1. Ban Religious symbols for teachers, 2. Abolish elected school boards**

QFHSA are going to be lobbying about these two subjects. A Survey Monkey will be sent out to all members to fill out the survey.

#### **8.7 Bookathon**

Was discussed in 8.4.

### **9. Special Committees**

#### **9.1 \*Low Ropes**

Rachel reports that no land survey is needed! She set up a meeting with Prism and Peggy for March 21st. to sign the contract and give deposit cheque. They will come and build on April 23rd - they should only be on site for about 3 hours, as it is mostly prefab. Georgia prepared the cheque for 50% deposit already so everything is ready to go.

#### **9.2 \*Portfolio Night / Book Fair March 14, 2019.**

#### **9.3 \*Band Committee update**

Sacha reports that there is currently a link on the Evergreen page as well as the LBPSB website where individuals can make a direct donation to the school band. During portfolio evening on March 14th the band committee will have a table set up where individuals can stop by to ask questions on the band as well as use a laptop to make an instant donation. MusiCounts has donated \$11,000. Ms. Caron is currently getting quotes to see how many instruments can be purchased with this amount. Nothing further to report at this time. \$141 in donations in cash, \$250 online to PEF on Portfolio Night. 2 new instruments were donated.

#### **9.4 \*SWL (Staff Wish List)**

Emails were sent out to the following staff members with a link to submit their receipts for the items approved at the February Home & School meeting: Josiane Dicaire, Katharina (Tina) Hausen, Kristen McCarthy, Carolyn Chevrier. We have not received any receipts as of this morning. There are some approvals that have to be made: Marie-Louise Andersson for Magnatab letters & pencil grips. Lucy Filiatrault Already purchased paper (Blue & Black) that she would like to be reimbursed for. Christine Sheppard A PDF version of a science book from Les Éditions Envolée and noise cancelling headphones. Reagan Niedan wants to order another



wobble stool. ("I have two in my classroom, and they are always in use!")

All requests are approved

MOTION: Jen B wishes to extend the meeting by 15 minutes.

All in favor, motion passed.

## **10. Standing Reports**

### **10.1 Teacher Representative**

Portfolio night went well. Ms. Neigan & Josiane did a deep learning presentation: the kids presented a project to all parents. The other parents evaluated all the children. The parents had a sense of understanding where their child stands in the grand scheme of things. It was done in such a respectful way, the kids never felt judged. Ms. Sheppard says she loved it and is changing her whole parent night set up. She was thrilled.

The children's artwork is now on display at the Montreal Art Museum. There may be a field trip organized for the children to go see it.

### **10.2 Grad**

Ms. Sheppard reports that they are financially doing fine. They are desperately searching for someone to take on the car wash. They need another parent to step up. Ms. Sheppard will be sending an email to all grade 6 parents to encourage volunteer involvement. Hot Dog Day was switched from May 10th to 31st.

### **10.3 \*Treasurer Report**

\*See report for financial report.

### **10.4 \*Governing Board**

Commissioner Olivenstein was absent. Principal criteria and budget consultation were discussed. iPad program was approved to continue for the 2019-2020 school year. Next meeting is March 21st, 2019.

### **10.5 \*Kiss and Drop**

Melinda reports that all is going well; there were 3 isolated incidents where children crossed through the bus lane from the staff parking lot on 3 separate occasions where one of the bus drivers had to stop and honk. Melinda spoke with Ms. Grant and will be doing a reminder post in the next week or so. Two parents still parking in the \*no parking\* zones; they have been advised of proper protocol for morning drop-offs.

### **10.6 \*Website**

Nothing to report

### **10.7 \*Gym Shirts**

Jen G reports that the last delivery date was February 27th. Deliveries are still every two weeks coinciding with Subway days, next delivery day is March 20th.

### **10.8 \*Pizza**

Nothing to report.

### **10.9 \*Subway**

Nothing to report.

### **10.10 \*TCBY**

Nothing to report. Please note that it is one Friday per month, NOT every other Wednesday as was noted on the report: it was an error. Please refer to the ordering calendar document on the Home & School website.

### **10.11 \*Swag wear**

Melinda reports some issues with the fundraised money from the sales; cheque was not made in the proper name, or for right amount. Melinda spoke with the supplier, Mad Monkey, and they are looking into it to figure out how this mistake was made. Running the store all year round would increase the prices of the apparel greatly, and shipping fee for each order would be 15\$. Last ordering period close on Feb. 28th. Only 3 orders total this round; should be delivered within the next 10 days.

### **10.12 Open Fundraising**

Nothing to report.

## **11. Questions - Including Tabled Items with Reports. Reminder, to please leave QFHSA Questionnaire.**

No questions

## **12. Closing 8:00 PM**

### **12.1 Next Meeting Monday April 8th, 2019 6:30PM**

### **12.2 Adjournment**

MOTION: T(Tracy, Georgia) to adjourn the meeting.

All in favor, motion passed.

Meeting official closed at 8:18

## **Evergreen Home and School Committee Report**

**Committee name:** Bingo

**Date of Report:** April 7, 2019

**Date of Event if app:** April 4 2019

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

### **Report Details:**

Evergreen 1st ever BINGO night - revised date April 4th

Original date Jan 24 cancelled - due to weather, school board closed all LBPSB. School is closed = Bingo is cancelled. Glad we put "in the event of cancellation would you like refund or credit". Only 1 person asked for a credit due to date change.

Originally, we requested "32" tables from the board. School board asked if we needed them all, we revised number to 24 BUT we used 4 personal tables. For Bingo there were still 2 empty tables and not all tables were filled to capacity.

Due to the rescheduling date, we did not have to ask people to remove their outside boots due to snow, sand or salt.

### **After the pre-sale orders were removed from website**

The Monday prior to event, Melinda removed the items from the website, Jenn G created a dump and Suzy Q placed an order with GLR for the pizza delivery and calculated how many hot dogs & buns were needed.

On Tuesday evening, Suzy Q and Alessio organized the pre-affle Bonus tickets. A spreadsheet was created and pictures along with a text / e-mail was sent to each person. The following day, a hard copy of the ticket(s) were sent home in an envelope with the student with the following (properly filled) note attached to it:

Student name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Hello \_\_\_\_\_,

Thank you for pre-ordering raffle ticket(s) (order # \_\_\_\_\_) for the BONUS prizes at Evergreen Bingo night. Here is the hard copy of the digital photo that was sent to your phone or e-mail address this past Tuesday evening.

Blue = autographed Montreal Canadians t-shirt OR Pink = Montreal Alouette tickets.

You do not have to be present at Bingo night in order to win. The winning raffle ticket number will be posted on Friday, April 5th at [www.evergreenhs.ca](http://www.evergreenhs.ca).

Thank you for your support. Good luck!

Evergreen Home & School



## **Set up**

Right after school, Ms. Lucy graciously let us use the gym for set up (we asked permission a few days before.). I did not realize that Ms. Cregan needed the gym for Mary Poppins (every Thursday). We split the gym and in the meantime, Jay (Jenn B bro) & my two kids and I opened the tables and set up the boxes for the "teacher supply drive". Jenn B set up the overhead projector (Jean Guy brought it down earlier, Suzy Q checked that it worked). Since Ms Cregan wasn't sure of the stage size, she went to the music room (approx 3-3:15) to continue her practice (thank you). This allowed for us to space and angle the tables. Once the tables were in place, each table was set with 6 chairs covered with dollar store table cloths, alternating blue, red, green or yellow. Very colourful and very nice. No other decoration was used. Still looked festive.

We left the chair racks loose in the gym (one on each side) to allow for quick and easy clean up. Had the gym have been free the entire time, set up would have taken 1 hour (based on a crew of 4 people).

Jean guy brought 6 x garbages and 6 x blue bins (for cans only - some people cannot read) in the gym. They were placed for easy clean up.

Suzy Q completely forgot to ask an independent person (daycare) to put a sticker under two random chairs. the original plan was to start off the evening by people looking under their chairs. In hindsight, I don't think we should do it as it would disrupt everyone from getting ready to play.

## **Food**

Thanks to our website, pre-ordering the food was easy (thanks Melinda). Jenn G (thank you) created the dump in 2 ways, by item (so i wouldn't have to count) and by order number.

With the order numbers, the canteen crew (Tracy, you're a rock star and Oma, well your my mom, so I love you even more) sorted the cut pizza flavours and hot dogs per family. On top of the box, the specifics of the order were written (ex. 2 x pep, 2 A/D, 3 hot dogs). In the front of the box the family name was written. Made it very easy for for pick up. For future reference, pizzas should be delivered between 5:15-5:30. They were delivered at 5:35 (I think).

Preparation of hot dogs. Thanks to Jenn B, water was warmed up before Melissa arrived. Great tip, would never have thought of it. As soon as she arrived, the hot dogs were put in the water. We had a team of children (child labour? - they were our own kids so its ok). Leighton was buttering up the sides of the buns, Melissa was toasting them, Georgia was putting the hot dogs in the buns and Juliana, Josh & Alessio were wrapping them up in tinfoil. A team of 4 people are needed for this assembly line to work effectively. Preparation of hot dogs should start at 5pm.

## **Grand opening**

Doors were supposed to open at 6:15 but were delayed 5-7 minutes in order for the food orders to be completed. Pick up went smoothly. Originally, Tracy tried to cross off food pick ups, but everything went so fast that this step was quickly removed. For future events, since pizzas are kept warm in pizza bags, food pre-orders should NOT take place in the canteen. A separate table inside the gym should be temporarily set up for pick ups. It will streamline, facilitate and expedite purchasing of drinks, chips and chocolate bars.

### **Hot foods**

GLR generously gave us a free pepperoni pizza and we had 8 extra hot dogs leftover in the bag, so they were prepared. All the “extra” pizza slices were sold and 5 hot dogs were remaining at the end of the night. No additional costs incurred.

### **Canteen**

Soft drinks were put in the fridge on the previous pizza day (so they would be cold). All ice teas were sold (32 - we could have bought more), 1 mixed pack of root beer and crushes (approx 25 sold), 6 x ginger ale sold (we could have put 6 more in the fridge), approx 10 x 7 ups sold, approx 5 x diet cokes sold, 5 x pepsi and 10 x coke sold. Approx 40 waters sold. When we ran out of a soda, another soda was purchased, so no lost revenue. This information is useful for Grill & Chill.

3 boxes of 18 nut free chocolates were sold. We ran out. We could have sold 4.5 boxes. For the most part, when we didn't have the chocolate bar, chips were purchased instead.

3 boxes of 50 chips were purchased. We went through 1.5 boxes. For future events, if we buy more chocolates, we should only buy 1 box of chips. 1 box was returned to Costco on Sunday.

Suzy Q returned the cans (on Saturday) for credit and some from her home for an additional \$3.90 in sales.

### **Ticket Table**

There were 4 volunteers at the ticket table.

Karen Stone volunteered for H&S membership bonus... 1 x single Bingo card per family was given. The spreadsheet that was supplied to the QFHSA was used, in non alphabetical order (it did not cause a problem). A total of 23 H&S members out of 114 came to Bingo night. Only 1 H&S member, that I know of, forgot to pick theirs up (I only realized this as I was writing this report. Otherwise, I would have reminded them to pick it up - sorry). Side note, Juliana actually won a Bingo round off the H&S bonus card. Not sure about other winners.

Jenn B sold the Bonus raffle tickets. This person is only needed if someone is able to get a Bonus raffle prize beforehand. Blue = Montreal Canadians t-shirt Pink = 4 x Montreal Alouettes tickets.

Melissa was in charge of Bingo card sales and pre-order pick up. Thanks to the dump (thanks Jenn G), it was super easy. As players picked their pre-orders up, Melissa would cross them off the list.

Georgia was in charge of “teacher supply drive coupons”. Based on the value of the donation, for every \$1 spent on teachers, they would receive a white raffle ticket. This person is only needed if we have a supply drive raffle again.

At approx 6:50, Jenn B made an announcement that H&S members get 1 free playing card, get their “teacher supply drive” tickets and to buy the Bonus raffle prizes tickets.

### **Actual Bingo**

Subsequent to the delay in getting the pre-orders ready and opening the doors late, the actual Bingo started shortly after 7pm.

Jenn B did a fantastic job as the emcee. Originally, Suzy Q was going to write the numbers that were pulled on the overhead projector. Jenn B suggested that someone else write the numbers so that Suzy Q would be free to oversee the overall event. Great suggestion!!! Instead, Suzy Q’s mom wrote on the overhead projector. Having someone write it down was imperative and should always be done. It eliminates players from asking if a specific number has been drawn which makes the evening run smoother.

Before the first game was started, Jenn B explained that there would be 8-10 Bingo games (time dependant) where in the final game, in order to get Bingo, the entire Bingo card would need to be completed and the winner would receive the grand prize of 4 x Alouettes tickets and \$50 gift cards at Walmart. Woohoo! Also, it was explained that shortly after the halfway point there would be a quick break and the canteen would be briefly opened for a quick snack.

Since H & S had so many prizes left over from previous events (Suzy Q was tired of storing them in her house), two prize tables were made. One was smaller for the child to choose from and a second table for the parent to choose from. Going forward, I don’t think there will be two prizes per winner; unless we solicit local businesses. It is important to have more than one prize per round, as on 2-3 separate rounds, two players got Bingo at the same time. Also, whenever someone called Bingo, Jenn B would go to their card to ensure that the correct numbers were pulled. During the first round of Bingo, someone went to get the caretaker to lower the lights. It made seeing the projector easier but players could still see their cards.

Suzy Q stayed at the prize table while winners chose their prizes and explained to pick an item from both tables.

Before intermission, a last call announcement was made for the BONUS raffle ticket draws. During intermission, prizes were stored away as no one was standing guard, protecting them. Canteen was very busy (one volunteer at the fridge getting drinks, one volunteer getting chips / water and one volunteer taking the orders and processing the sales. Some kids got excited and jumped all over the mats. Right after intermission (possibly before), 2-3 draws were made for the “teacher supply list”. Those winners got to choose one prize for the child table.

Once there were no more customers at the canteen, the canteen closed and Bingo resumed. When needed, Suzy Q distributed additional Bingo chips to those who needed. Starting around 8:20pm, a handful of people left Bingo due to the fact that their child needed to go to sleep.

Before the final, full call Bingo game started, it was announced that the winner would receive 4 x tickets to the Montreal Alouettes and \$50 Walmart gift card. If however, there were two winners at the same time, the prize would be divided by 2 (2 x Alouettes tickets and \$25 gift card each winner). Sonia Lamoureux was the grand winner.

After the final game of Bingo approx 20-25% of people left. The others waited for the 2 x Bonus Raffle Tickets to be drawn. An impartial person (who has not personally or family member purchased tickets for that specific draw). Suzy Q videotaped the draw, where the person showed their hands were empty, mixed up the raffle tickets and drew one ticket that Jenn B announced. Alessio Mogianesi was the winner for the 4 x Montreal Alouettes tickets. Then, the second draw (also videotaped by Suzy Q) was done where an impartial person drew the raffle ticket and Oma won the signed Canadians t-shirt.

### **End of Night**

When Bingo finished, some parents stayed to help put the chairs and tables away. A special thank you to Veronique Seguin & hubby for working so hard. Most volunteers also stayed until the end. At 9:30 Jenn B and Suzy Q called it a night. All the chairs and tables were taken down and put away. The Bingo related items and miscellaneous items were placed in the H&S room and was a disaster. The following morning, Suzy Q returned to the school from 7-10am organizing the room. **All that's left is the financials (which will happen on Monday with Georgia).**

### **Projection vs Turnout**

#### Projected forecast by Suzy Q in initial report

Based on our experience, we typically have 30% participation rate on our events this year. Enrolment is 321 students (I think). So approx 100 students. Have to be supervised by a parents (1.5 students per child). So approx 50 parents. Some staff will attend 15 staff. Friends and family are invited. MUST specify on invitation LIMITED SEATING. I think 175 - 225 would be a good estimate.

#### Estimated turnout by Suzy Q

We did not keep track of attendance or number of cards sold. My rough calculation. 26 tables had people on them. Approximate turnout is 4.5 people per table (I know, in real life, you can't have 0.5 person) .  $26 \times 4.5 = 117$  players. No staff in attendance.

So, 58 less players. (33% less than projected)

### **Profitability (Sales - Costs)**

#### Projected forecast by Suzy Q in initial report

In terms of sales.

$175 \times 30\% = 52.50 \times 2$  individual cards = \$105

$175 \times 40\%$  will be 2 - 6 page cards = \$350

$175 \times 30\%$  will be 1- 6 page cards = 262.50

Total sales from Bingo = \$717.50

Canteen: Flat out guess \$300 profit

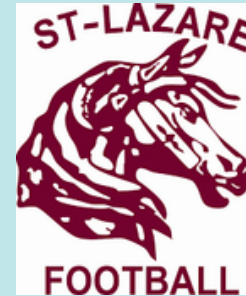
Profit: \$1017.50 - \$350 expenses = \$667.50 Profit YAHOO!!!! Not to mention, an evening of clean school / family fun! Again, just a guess.

#### Actual Sales & Expenses

These figures will be calculated on Monday and will not be ready until H & S meeting. A final Bingo report will be made with actual/ final figures.

# # TEAMWORK BABY





Hudson Hardware Store x St-Lazare Stallions

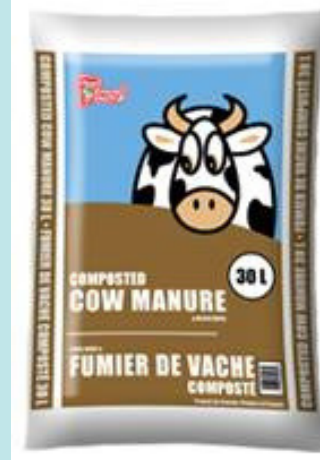


FOR EVERY BAG OF SOIL, TOP SOIL  
OR MULCH PURCHASED,  
HUDSON HARDWARE WILL MAKE A  
**\$0.25 DONATION**  
TO THE ST-LAZARE STALLIONS  
FOOTBALL ASSOCIATION.

**MENTION "GO STALLIONS!" WHEN YOU MAKE THE PURCHASE!**

# OPTIONS:

- PEAT MOSS
- BLACK EARTH
- GARDENING SOIL
- TOP SOIL
- ORGANIC TRIPLE MIX
- COW MANURE
- SHEEP MANURE
- NATURAL CEDAR MULCH
- BLACK CEDAR MULCH
- RED CEDAR MULCH
- PLAY SAND



## **Evergreen Home and School Committee Report**

**Committee name:** low ropes

**Date of Report:** April 3

**Date of Event if app:** April /19

**Committee Chair:** Rachel Mattsson

**Person preparing report:**

**Rachel Mattsson**

**Committee members:**

1. Jen Burgalia
- 2.
- 3.
- 4.
- 5.

**Report Details:**

**Equipment to be installed April 23!!!**

**Approvals needed:**

## **Evergreen Home and School Committee Report**

**Committee name:** Band

**Date of Report:** April, 8<sup>th</sup>, 2019

**Date of Event if app:**

**Committee Chair:** Sacha

**Person preparing report:** Sacha

**Committee members:**

1. Sacha
2. Tania
3. Zavi
4. Natasha
5. Ms. Caron

**Report Details:**

There is currently a link on the Evergreen page as well as the LBPSB website where individuals can make a direct donation to the school band. Instruments were purchased and delivered to the school through MusicCounts. We also received 4 instruments through Evergreen family donations. Will reach out to see how much we have in donations so far online. A band member is looking into hosting a dinner fundraiser. Still awaiting to hear back from this member to work out logistics.

# Evergreen Home & School Report

April 2019

**Committee Report:** Staff Wish List  
**Date Of Report:** April 4th, 2019  
**Date of Event if Applicable:**  
**Committee Chair:** Melissa Bindon  
**Person Preparing Report:** Melissa Bindon  
**Committee Members:**

## **Report Details:**

Emails were sent out to the following staff members with a link to submit their receipts for the items approved at the March Home & School meeting: Marie-Louise Andersson, Christine Sheppard, Lucy Filiatrault, & Reagan Neidan

We have received receipts from Josiane Dicare (Check was already sent to her), Christine Sheppard and Carolyn Chevrier.

I have emailed Ms. Lucy asking for the bill so we know the amount that was spent, as she only sent us the shipping slip.

## **Approvals Needed:**

### **Marie-Eve Frenette:**

Wobble stool (as mentioned at previous meetings.) (\$100)

### **Joan Dion:**

Art and craft supplies through SSO system (\$100)

### **Isabelle Rinfret:**

a new cutting board for my paper, thank you! (\$100)

## **Marisa Furino**

Thank you again for your contribution to the school and students

- The surf: It is a seat and table together that can be used when kids sit on the floor



- Twist n Write with Refill pack is a pencil that can be used to help those with fine motor issues write,



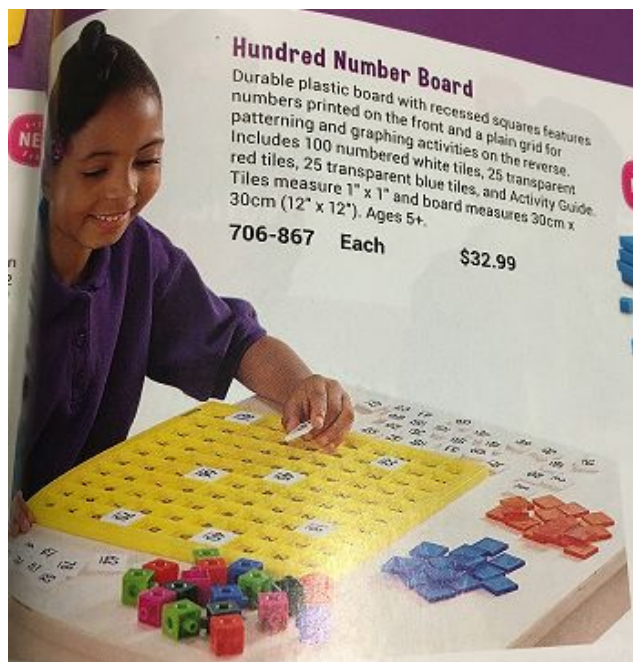
- Earmuff-noise cancelling earphones for those who need quiet (\$100)

## Sue Lecavalier

- 1 pair of Mini Easy Grip Scissors (\$11.99)



- 1 Hundred Number Board with tiles (\$32.99)



(\$44.98) Thank you!

## **Nathalie Venne**

### Apprentissage de la lecture

amfon.co

> **APPRENTISSAGE DE LA LECTURE**

PRINT SELECTED IMAGE



### **APPRENTISSAGE DE LA LECTURE**

CODE #: 703-241

**\$38.99**

## **Karen Ramage**

Hundred number board 32.99\$

mini grip scissors 15.99\$

(see photos above)

(\$50)

## **Louise Connor**

From FDMT Magnatab letters lowercase 703-599



(\$37.99)



## Christine Landry Serré

- Educational games:

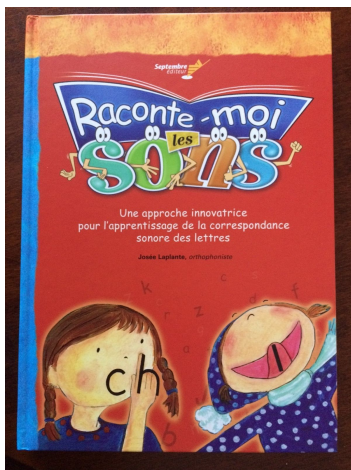
L'As des sons 16.95\$



Le jeu Ultra-Sons 21.95\$



Orthographe 2 & 3 (games with Raconte moi les sons) 16.50\$ & 12.50



- dry-erase markers for white board and erasers 18.00\$ (\$100)

**Judy, Melany and Shelley**

3 earmuffs from FDMT

\$32.95 each (3)

**Lindsay Smith**

10 pack of Neon Black White boards

2 packs of dry erase markers

(\$100) Thank you!

# Evergreen Home and School Committee Report

**Committee name:** Treasurer

**Date of Report:** April 3, 2019

**Date of Event if app:**

**Committee Chair:**

**Person preparing report:** Georgia Kollias

**Committee members:**

- 1.
- 2.
- 3.
- 4.
- 5.

## **Report Details:**

There are still minor adjustments and re-classed amounts to the revenue streams being done, but there is nothing significant.

I corresponded with the National Bank regarding different account set ups that would allow H&S to have a credit card. The bank representative told me that the only account set up that would allow us to have no banking fees would be a “non-profit organization” account but that our status as a “non-profit” would need to be evaluated by their analysts. With this type of account we would not have the option to have a credit card. All other business banking options have relatively high fees.

I went back to the TD bank and explored other business banking account options to provide us with credit card options. From the information I received, there are high fees associated with these accounts. Currently, our TD “Community Plan Plus” account does not have any fees as long as we maintain a minimum balance of \$10,000. Otherwise, the monthly fee would be \$4.95.

|                     | Monthly Plan Fee | Transactions | Deposit Items <sup>5</sup> | Cash Deposits <sup>6</sup> | Fee Rebate <sup>7</sup> with Minimum Monthly Balance <sup>2</sup> |
|---------------------|------------------|--------------|----------------------------|----------------------------|---|
| Community Plan      | \$1.95           | 5            | 15                         | \$2,500                    | \$5,000   |
| Community Plan Plus | \$4.95           | 30           | 30                         | \$5,000                    | \$10,000  |
| Additional Activity | N/A              | \$1.25 each  | \$0.22 each                | \$2.50 per \$1,000         | N/A   |

The TD Bank would be able to offer us a credit card if we chose to change our account type to a business plan. Below are the fee structures. Keeping the same number of transactions and deposits as we have now, I believe that the Every Day A plan would work for us. There would be a fee waiver if we maintain a minimum balance of \$20,000. Otherwise, the monthly fee would be \$19.

|                     | Monthly Plan Fee | Transactions | Deposit Items <sup>6</sup> | Cash Deposits <sup>7</sup> | Fee Rebate with Minimum Monthly Balance <sup>2</sup> |
|---------------------|------------------|--------------|----------------------------|----------------------------|--|
| Every Day A         | \$19             | 20           | 50                         | \$5,000                    | \$20,000   |
| Every Day B         | \$39             | 60           | 50                         | \$5,000                    | \$35,000   |
| Every Day C         | \$72             | 120          | 50                         | \$5,000                    | \$45,000   |
| Additional Activity | N/A              | \$1.25 each  | \$0.22 each                | \$2.50 per \$1,000         | N/A  |

There are a couple of issues with having a credit card issued to H&S:

- 1) The credit card will be based on an individual's (one of the executives) credit history.
- 2) The credit card will need to be the financial responsibility of an individual. What this means is that if the credit card is not paid, the individual associated with the card will be held personally responsible for paying it, and it will affect their credit rating.
- 3) Every time the executive changes and the person associated with the card is removed from the executive, a new credit card application will need to be completed.

The purpose of having a credit card is to pay for the website hosting and to have on hand for an emergency. I suggest that we apply for a RELOADABLE MASTERCARD to keep on hand for this purpose. I did some research and I believe that the Canada Post Cash Passport Mastercard is the best bet. Although this type of card is promoted as a travel card, I think it would work for our purposes. Below is some information I found on the Canada Post website:

*Follow these easy steps and your Cash Passport will be up and running in no time:*

1. Get your Cash Passport at [your local post office](#).
2. Be sure to sign the back of your card as soon as you receive it
3. Peel back the tab on your card carrier to reveal your Cash Passport PIN number.
4. [Create your online Mastercard My Account](#).
5. In Mastercard My Account you can view your balance, move money between currencies and check your transactions. You can also view your balances and [check your transactions on the go with the Zenwallet mobile app](#).

## How much does the card cost?

|                   | <i><b>Fee</b></i>                                |
|-------------------|--|
| <i>Purchase</i>   | <i>\$15</i>                                      |
| <i>Reload</i>     | <i>\$3</i>                                       |
| <i>Other fees</i> | <i>\$2.80 monthly inactivity fee<sup>1</sup></i> |

<sup>1</sup> Charged if you don't use the card after 12 months - no balance, no fee.

## Find the best way to manage your card

[Access Mastercard My Account](#) and manage your funds conveniently.

|  | <i><b>Post office</b></i> | <i><b>Online</b></i> | <i><b>Phone</b></i> | <i><b>Mobile app Zenwallet</b></i> |
|--|---------------------------|----------------------|---------------------|------------------------------------|
| <i>Reload my Cash Passport card</i>                  | X                         | X                    |                     | X                                  |
| <i>Move money from one currency to another</i>       |                           | X                    | X                   |                                    |
| <i>Get a PIN reminder</i>                            |                           | X                    | X                   |                                    |
| <i>Check my balance</i>                              |                           | X                    | X                   | X                                  |
| <i>Get back the money I haven't spent (cash out)</i> |                           |                      | X                   |                                    |

*\*via Mastercard My Account*

The advantages are:

- We can reload the balance as we need it conveniently at the post office,
- We can limit our liability to the balance on the card,
- Canada Post is close by (center of town St-Lazare),
- Although the Treasurer will need to go purchase the card initially, it can be reloaded by anyone and it will not affect the credit history of any one individual.

The disadvantages are:

- The recurring fees,
- The need to keep it secured.

**Evergreen Home & School**  
**Actual YTD vs BUDGET**  
**March 2019**

**Income**

|                                  | Income           | Projected Income | Expenses         | Projected Expenses | Net Income       | Projected Net Income |
|----------------------------------|------------------|------------------|------------------|--------------------|------------------|----------------------|
| UDL Fundraiser                   |                  | 0.00             |                  |                    | 0.00             |                      |
| Gym Uniforms                     | 3,792.00         | 7,920.00         | 5,398.67         | 7,260.00           | -1,606.67        | 660.00               |
| H&S Membership                   | 2,172.00         | 2,000.00         | 1,944.00         | 2,000.00           | 228.00           | 0.00                 |
| Pizza Day                        | 13,256.93        | 13,800.00        | 5,562.87         | 8,000.00           | 7,694.06         | 5,800.00             |
| Subway Day                       | 6,557.90         | 10,000.00        | 3,405.50         | 8,300.00           | 3,152.40         | 1,700.00             |
| TCBY                             | 4,072.00         | 4,000.00         | 2,623.08         | 2,100.00           | 1,448.92         | 1,900.00             |
| Fall Fair                        | 4,726.45         | 4,500.00         | 2,318.60         | 2,500.00           | 2,407.85         | 2,000.00             |
| Scholastic Book Fair             | 3,294.85         | 0.00             | 3,345.52         | 0.00               | -50.67           | 0.00                 |
| Pancake Breakfast                | 587.65           | 0.00             | 496.03           | 700.00             | 91.62            | -700.00              |
| Cookie Dough QSP Fall Campaign   | 3,480.84         | 3,500.00         | 3,480.84         | 1,000.00           | 0.00             | 2,500.00             |
| Cookie Dough QSP Spring Campaign | 0.00             | 3,500.00         | 0.00             | 1,000.00           | 0.00             | 2,500.00             |
| Mabels Labels                    | 134.59           | 100.00           | 0.00             | 0.00               | 134.59           | 100.00               |
| Swag Wear                        | 0.00             | 0.00             | 0.00             | 0.00               | 0.00             | 0.00                 |
| Movie Night                      | 0.00             | 1,100.00         | 0.00             | 700.00             | 0.00             | 400.00               |
| Grill n Chill                    | 0.00             | 2,000.00         | 0.00             | 3,000.00           | 0.00             | -1,000.00            |
| Minute to Win it                 | 0.00             | 250.00           | 22.63            | 300.00             | -22.63           | -50.00               |
| Pink T-Shirts (Anti-Bullying)    | 1,485.00         | 0.00             | 1,501.97         | 952.47             | -16.97           | -952.47              |
| Terry Fox Run                    | 2,665.90         | 0.00             | 2,665.90         | 0.00               | 0.00             | 0.00                 |
| Bingo Night                      | 668.50           | 0.00             | 572.16           | 0.00               | 96.34            | 0.00                 |
| Miscellaneous Revenue            | 165.13           | 0.00             |                  | 0.00               | 165.13           | 0.00                 |
| <b>Total Income</b>              | <b>47,059.74</b> |                  | <b>33,337.77</b> |                    | <b>13,721.97</b> |                      |

**Expenses**

| <b>Home &amp; School Admin</b>                | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
|---|-------------------------|-----------------|------------------|
| Bank Fees                                     | 4.15                    | 200.00          | 195.85           |
| NSF Cheques and fees                          |                         | 0.00            | 0.00             |
| Square Fees                                   | 661.22                  | 1,200.00        | 538.78           |
| Paypal Fees                                   | 325.18                  | 800.00          | 474.82           |
| QHFSAs Fees                                   | 50.00                   | 1,000.00        | 950.00           |
| H&S Administration Costs                      | 54.81                   | 300.00          | 245.19           |
| Website & Social Media                        | 463.59                  | 1,000.00        | 536.41           |
| Maintenance and upkeep of H&S Items           |                         | 1,000.00        | 1,000.00         |
|   | <b>1,558.95</b>         | <b>5,500.00</b> | <b>3,941.05</b>  |
| <b>Home &amp; School Initiatives</b>          | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
| Helping Our Own                               | 943.50                  | 1,500.00        | 556.50           |
| Donation to Grads                             | 200.00                  | 200.00          | 0.00             |
| Terry Fox run - Freezies                      |                         | 60.00           | 60.00            |
| Evergreen Open House / Kindergarten Welcome   |                         | 200.00          | 200.00           |
| Hospitality (other than gifts & appreciation) | 168.07                  | 150.00          | -18.07           |
| Gifts & Appreciation                          | 992.17                  | 800.00          | -192.17          |
| Winter Carnival/Fun Day/Minute to Win It      |                         | 300.00          | 300.00           |
|   | <b>2,303.74</b>         | <b>3,210.00</b> | <b>906.26</b>    |
| <b>Special Events &amp; Teacher Requests</b>  | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
| Teachers' Wish List                           |                         | 2,850.00        | 2,850.00         |
| Special Events/Speakers                       | 621.50                  | 500.00          | -121.50          |
| Educational Support (Formerly Raz Kids)       |                         | 1,500.00        | 1,500.00         |
| Universal Designed Learning (UDL) Fund        | 1,574.01                | 2,074.01        | 500.00           |
| Anti-Violence/Anti-Bullying Initiatives       |                         | 200.00          | 200.00           |
| Robotics                                      |                         | 1,000.00        | 1,000.00         |
| Miscellaneous Requests                        |                         | 200.00          | 200.00           |
|   | <b>2,195.51</b>         | <b>8,324.01</b> | <b>6,128.50</b>  |
| <b>Outdoor Enhancement</b>                    | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
| Low-ropes structures (cookie dough 2017-2018) | 3,289.00                | 3,289.00        | 0.00             |
| Soccer Field Maintenance                      |                         | 1,000.00        | 1,000.00         |
| Playground Maintenance                        |                         | 1,000.00        | 1,000.00         |

|                         |                 |                 |                 |            |
|-------------------------|-----------------|-----------------|-----------------|------------|
| Playground Improvements | 1,045.56        | 4,000.00        | 2,954.44        | Footnote 4 |
| Front Entrance Upkeep   |                 | 250.00          | 250.00          |            |
|                         | <b>1,045.56</b> | <b>6,250.00</b> | <b>5,204.44</b> |            |

|              |                 |                  |                  |
|--------------|-----------------|------------------|------------------|
| <b>Total</b> | <b>7,103.76</b> | <b>23,284.01</b> | <b>16,180.25</b> |
|--------------|-----------------|------------------|------------------|

#### Total Expenses

|                  |
|------------------|
| <b>40,441.53</b> |
|------------------|

#### Net Profit

|                 |
|-----------------|
| <b>6,618.21</b> |
|-----------------|

Cash Balance July 31, 2018  
Net Profit Aug 2018 - July, 2019  
Cash Balance July 31, 2019

|                  |
|------------------|
| 18,524.88        |
| 6,618.21         |
| <b>25,143.09</b> |

#### FOOTNOTES

- Footnote 1 - Unused funds in this account will accrue yearly, to a max of \$2000  
Footnote 2 - Original \$500 budget reduced by \$300 that was advanced during 2017-2018  
Footnote 3 - To be confirmed at beginning of school year, based on number of staff in the school  
Footnote 4 - Unused funds in this account will accrue yearly, to a max of \$4000  
Footnote 5 -  
Footnote 6 - Includes balance of 2017-2018 funds to be disbursed this year \$1574.01  
Footnote 7 - Amount corrected - balance of 2017-2018 funds  
Footnote 8 - QFHSA Fees include the following:  
- Admin Fee \$50.00  
- Fall Conference \$100.00  
- AGM \$700.00  
- Awards \$150.00  
  
Footnote 9 - Gifts & Appreciation Includes the following:  
Staff Appreciation \$500.00  
Daycare Appreciation \$100.00  
Beginning and Year End gifts, Xmas \$200.00

Corrections - Expense amounts were overstated for Fall Fair and understated for food fundraisers

# **Evergreen Home and School Committee Report**

**Committee Name:** Governing Board

**Date of Report:** April 3rd, 2019

**Date of Event if applicable:** March 21st, 2019

**Committee Chair:** Veronique Seguin

**Person preparing report:** Melinda Paradis

**Committee Members:**

1. Susan Nowak
2. Tracy Gottardo
3. Jennifer Gilligan
4. Chris Couture

**Report Details:**

Commissioner Olivenstein was absent. Book Drive for November 2019 in lieu of Scholastics' book fair approved. Magician for December 2019 approved. The rubric grating system was discussed as some parents raised concerns with it. Discussed measure to identify substitute teachers at school. Governing board composition consultation; approved to remain as it is. Next meeting is April 25th pending if incoming school year budget is received by Peggy.



# **Evergreen Home and School Committee Report**

**Committee Name:** Website

**Date of Report:** April 3rd, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Website is doing well. Will do a few tweaks in the coming weeks to make it even more fun and easy to navigate.

## **Evergreen Home and School Committee Report**

**Committee name:** Gym Shirts

**Date of Report:** April 3<sup>rd</sup>, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- two orders since last report, one online transaction and one order paid by cash; everything has been noted and Georgia has been advised about the cash order
- Suzy Q has graciously helped me out with the last two deliveries as I was unable to get to the school

## **Evergreen Home and School Committee Report**

**Committee name:** Pizza

**Date of Report:** April 5<sup>th</sup> 2019

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1.

### **Report Details:**

Pizza days are going smoothly. Pizza crew is awesome. Very friendly, reliable and efficient. If I were absent for the day, I'm convinced that no one would even notice.

On E-green, a parent voiced her opinion that we must have changed suppliers since her child doesn't like it or eat it anymore. I told her it was still GLR, same as the past 4-5 years. She mentioned that she needs to come to H&S meetings. I replied, all parents are welcome and encouraged to attend.

During that same discussion, another parent offered to buy the drinks and snacks (if that meant changing suppliers). If that were the case, to me, it would make sense for that parent to be pizza coordinator. Pizza coordinator involves three major steps.....

1. Paperwork (calculating orders, provide GLR with order, getting cheque issued)
2. Getting the bins ready per class (juice, snacks, plates & napkins)
3. Pizza day with crew (cutting pizza, boxing and delivering per class)

I invited that parent to my house to see what step 2 involves. She was unavailable last pizza day but may be available on the upcoming pizza day.

Lastly, another parent has volunteered to get quotes from different / local pizza vendors (Georgia did this last year). She was provided last years letter. I gave her a deadline of April 29th to get pricing so that the quotes could be looked at and if necessary a taste testing could take place before our May H&S meeting.

Last order installment opens April 15 and ends April 25. (same as Subway).  
The end is in sight...

## **Evergreen Home and School Committee Report**

**Committee name:** Subway  
**Date of Report:** April 3<sup>rd</sup>, 2019  
**Date of Event if app:** N/A  
**Committee Chair:** Jen G  
**Person preparing report:** Jen G

**Committee members:**  
N/A

### **Report Details:**

- March 20<sup>th</sup> Subway day there was a parent who thought they had ordered Subway for their child but they had not – Suzy called the mom to inform them, Suzy gave the child a Subway lunch and the mom sent in \$\$ to cover the order; Gerogia was notified so the \$\$ can be added to our records
- Suzy Q has graciously helped me out with the last two Subway days as I was unable to get to the school

## **Evergreen Home and School Committee Report**

**Committee name:** TCBY

**Date of Report:** April 5<sup>th</sup> 2019

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1.

### **Report Details:**

All went smoothly for the 2<sup>nd</sup> installment.

Last ordering installment opened on April 1<sup>st</sup>. It will close on April 15<sup>th</sup>.

# **Evergreen Home and School Committee Report**

**Committee Name:** Swag Wear

**Date of Report:** April 3rd, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

April 12th to 27th will be our last order for the year. Sent email to Mad Monkey to follow-up on our remittance cheque (still haven't received as of yet). Hoping this will motivate parents and staff to get their swag! Scarf, pom-pom toque, children's pants will be removed from this ordering period.

# Evergreen Home and School Association Meeting Agenda

## Monday May 13, 2019

1. Call to order 6:30 PM - Welcome
2. 4 Minutes - to read reports (\*) Indicates Items with Reports
3. Robert's Rules - Posted on Website
4. Agenda - Additions / **MOTION** to adoption of the Agenda
5. Minutes from April 8, 2019 / Corrections / **MOTION** to approve
6. Principal Report
7. Old Business
  - 7.1 Hudson Castle Hardware soil fundraiser competition with Mount Pleasant
  - 7.2 QFHSA - Annual General Meeting and Dinner May 4th
  - 7.3 Mini Kindergarten Day - May 3, 2019
8. New Business
  - 8.1 Westwood Home and School Speaker Coming to June Meeting - Lisa Fougere
  - 8.2 Daycare Appreciation
  - 8.3 Soccer Netting and New Soccer Net
  - 8.4 Proposed 2019/2020 Treasurer Budget, Motion to approve at June meeting
  - 8.5 Nominations Acceptance and Election for Executive Positions 2019/2020
9. Special Committees
  - 9.1 \*Low Ropes - Revised - May 18, construction date!
  - 9.2 \*Band Committee update
  - 9.3 \*SWL (Staff Wish List)
  - 9.4 \*Grill and Chill - June 13, 2019
  - 9.5 Minute to Win it - June 18, 2019

Page 1 of 2

(\*) Indicates a report has been prepared.

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com)

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lesey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Agenda

## Monday May 13, 2019

Page 2 of 2

### 10. Standing Reports

- 10.1 Teacher Representative
- 10.2 Grad
- 10.3 \*Treasurer Report
- 10.4 \*Governing Board
- 10.5 \*Kiss and Drop
- 10.6 \*Website
- 10.7 \*Phys. Ed Shirts
- 10.8 \*Pizza
- 10.9 \*Subway
- 10.10 \*TCBY
- 10.11 \*Swag wear
- 10.12 Open Fundraising, Mables Labels, Lualoha Towels

### 11. Questions - Including any tabled items with reports.

### 12. Closing 8:00 PM

- 12.1 Next and Last Meeting of the Year, Monday June 10, 2019 6:30PM
- 12.2 **MOTION** - Adjournment

(\*) Indicates a report has been prepared.

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com)

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster



# Evergreen Home and School Association Meeting Minutes

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**Date:** Monday, April 8th, 2019  
**Location:** Evergreen Elementary School, Saint-Lazare  
**Present:** Jennifer Buraglia, Georgia Kollias, Susan Nowak, Jennifer Gilligan, Rachel Mattsson, Sacha Armstrong-Michailides, Tracy Gottardo, Melissa Bindon  
**Minuted By:** Melissa Bindon

*Asterix (\*) indicates items with reports, which were copied to the minutes with slight changes to accomodate syntax change or to add details.*

## 1. Call to order 6:30 PM - Welcome

Meeting officially called to order at 6:41pm.

## 2. 4 Minutes - to read reports (\*) Indicates Items with Reports

## 3. Robert's Rules

Jen B has included a page about the Robert's Rules in the reports for a refresher.

## 4. Agenda - Additions / MOTION to adoption of the Agenda

Changes: QFHSA: Change to 8.6 instead of 8.5 and Mini Kindergarten Day: change 8.6 to 8.7, etc. to 8.9

All in favor, motion passed.

MOTION (Georgia, Tracy) To adopt the agenda with the above changes.

## 5. Minutes from March 18, 2019 / Corrections / MOTION to approve

Changes: Correct in 10.1 Ms. Neigan to Ms. Niedan.

MOTION (Susan, Tracy) To approve the minutes from March 18, 2019 with the above changes.

All in favor, motion passed

## 6. Principal Report

Ms. Grant is absent tonight, so there is nothing to report.

## 7. Old Business

### 7.1 \*Bingo Night

Susan reports that it was fun and successful. Please see report. Profit on the report will be updated as it's calculated.

### 7.2 Tabled Avalanche, MOTION to approve and set date Fall 2019

MOTION (Tracy, Georgia) To reopen the subject of the Avalanche sale.

All in favor, motion passed

Jen B contacted the company that rent the tents. and there was a lot of logistics with weather and heating etc, so that's a no go. Looking into places for indoors, it was very expensive. Jen B. doesn't think it's the best idea with the effort and money that goes into, so right now it isn't making sense for this fall.

MOTION (Tracy, Georgia) to postpone the Avalanche sale.

All in favor, motion passed.

## 8. New Business

### 8.1 \*Spring Fundraiser

Sacha offers to do a chocolate bar fundraiser. Melissa has looked into the seeds packet company "Make It Sow" but isn't that interest. There is discussion about how much profit it would bring in, when we could do pick-up, etc. Georgia says we don't need more funds this year.

MOTION: (Georgia, Tracy) To not proceed with any spring fundraiser this year.

7 for, 1 opposed, motion passed.

### 8.2 Executive Positions 2019/2020, Nominations being accepted and voting will take place at the May Meeting.

Thank you Melinda for putting the nominations form on the website. Melinda is also putting a newsletter out tomorrow to remind everyone.

### 8.3 MOTION - officially change the name of our Gym Shirts to Phys. Ed. Shirts

MOTION: (Georgia, Melinda) To officially change the name from "Gym" Shirts to "Phys. Ed." Shirts. Melinda is putting it on the website now.

All in favor, motion passed.

### 8.4 MOTION - new open fundraiser, Turkish towels - Lualoha Store

An Evergreen parent came forward with her company to do an open fundraiser for us. \$15 from each towel goes back to Home & School. People can shop at the store or online through our Home & School website.

MOTION: (Georgia) To have the Turkish Towel fundraiser on our website.

All in favor, motion passed.

### 8.5 MOTION - Hudson Castle Hardware soil fundraiser competition with Mount Pleasant

Hudson Hardware have offered to open a fundraiser for the spring, when you purchase soil, say you are supporting Evergreen, they will give us 25 cents from each bag sold. The competition with Mount Pleasant is for fun. All we have to do is advertise, send an email, etc.

MOTION: (Jen B) To do the soil fundraiser competition with Hudson Castle Hardware.

All in favor, motion passed.

### 8.6 QFHSA - Annual General Meeting and Dinner May 4th / Awards deadline April 15th

Anyone who would like to go to the AGM. Typically the award winners are invited to the dinner.

#### 8.7 Mini Kindergarten Day - May 3, 2019

Treats for the kids and parents. We do a speech to talk about what H&S do, and selling memberships and physical education shirts. If anyone can volunteer, please let us know. Tracy will be selling them.

MOTION (Jen B.) To continue selling the 25th anniversary shirts for 2 for 1 (\$10)

All in favor, motion passed.

#### 8.8 MOTION - Grill and Chill June 13, 2019

No rain date.

MOTION (Georgia, Melinda) To approve the date of June 13th, 2019 with a budget of \$3000.

All in favor, motion passed.

#### 8.9 MOTION - Minute to Win it, June 18, 2019

MOTION (Susan, Jen G.) To have Minute to Win It on June 18th, 2019 with a budget of \$300.

All in favor, motion passed.

### 9. Special Committees

#### 9.1 \*Low Ropes - April 23, construction date!

Jen B thanks Rachel for all her hard work on the Low Ropes. Construction date is April 23rd, school and daycare are closed on that day. There is no rain date.

#### 9.2 \*Band Committee update

Sacha reports there is currently a link on the Evergreen page as well as the LBPSB website where individuals can make a direct donation to the school band. Instruments were purchased and delivered to the school through MusicCounts. The Band Committee also received 4 instruments through Evergreen family donations. They will reach out to see how much they have in online donations. A band committee member is looking into hosting a dinner fundraiser. Still awaiting to hear back from this member to work out logistics.

MOTION (Jen B) to extend the meeting by 15 minutes.

All in favor, motion passed.

#### 9.3 \*SWL (Staff Wish List)

Emails were sent out to the following staff members with a link to submit their receipts for the items approved at the March Home & School meeting: Marie-Louise Andersson, Christine Sheppard, Lucy Filiatrault, & Reagan Niedan. We have received receipts from Josiane Dicaire (Check was already sent to her), Christine Sheppard, Lucy Filiatrault and Carolyn Chevrier.

Approvals needed for the following requests:

Marie-Eve Frenette: Wobble stool (as mentioned at previous meetings.) (\$100) APPROVED

Joan Dion: Art and craft supplies through SSO system (\$100) (Melissa will email to confirm)

Isabelle Petterson: a new cutting board for my paper, thank you! (\$100) APPROVED

Marisa Furino: The surf: It is a seat and table together that can be used when kids sit on the floor, Twist n Write with Refill pack is a pencil that can be used to help those with fine motor issues write, Earmuff-noise cancelling earphones for those who need quiet. APPROVED

Christine Landry Serré: Educational games: L'As des sons 16.95\$, Le jeu Ultra-Sons 21.95\$, Orthographe 2 & 3 (games with Raconte moi les sons) 16.50\$ & 12.50, dry-erase markers for whiteboard and erasers 18.00\$. APPROVED

Lindsay Smith: Neon White boards with 2 sets of markers. APPROVED

All of the aides below (email from Ms. Andersson):

Sue Lami: hundred number board and mini grip scissors

Karen Lamage: hundred board and mini grip scissors

Nathalie: Apprentissage de lecture

Marie-Louise: Magnatab letters, magnetic lower case letters

Louise: Magnatab letters

Velma: Magnatab letters

Judy: Earmuff

Shelley: Earmuff

Melanie: Earmuff

Serina: Earmuff

Debbie: Rep Putty

Sandy: Twist and write, twist and write refill, writing claw, reading guide, pinch grip pencil holders.

APPROVED

Ms. Cregan: Writes, "I hope you're doing well and that the Bingo night was a big success! Thank you for all that you do!" She would like a prize spinner wheel from Amazon. She lists 12 different activities she can use it for. It seems it is a reusable one with dry-erase, so she can use it for a variety of things. APPROVED

Tanya Lynn Caza: I have already bought hundreds of dollars worth on Teachers Pay Teachers on word walls, thematic centers/activities. They are all absolutely great educationally and so much fun for the students. For example, one is a center where they follow recipes to make pizza orders! I'd either send in receipts of things I've already bought or I'd buy a gift certificate from TPT to be used later on as I've already bought what I need for this year. (up to \$100) APPROVED

Micheli Hay: Hokkie Stool from Amazon (\$100) APPROVED

Ms. Taddio: Classroom rug APPROVED

Kristen McCarthy: Has already been approved for laminating sheets, she would like to request a gardening kit for a planting unit, and a bath bomb kit for a mother's day project that would tie into her measuring lesson. APPROVED

## **10. Standing Reports**

### **10.1 Teacher Representative**

Ms. Sheppard reports grade 4 is doing their french exam right now. There is a math competition coming April 17 for whole school. Math olympics went well, Evergreen came in second, second and 6th in three categories.

### **10.2 Grad**

Hot Dog day is changed to June 7th, because of track and field. June 1st car wash. June 14th Grad Dance, the theme is "Denim and Diamonds". June 19th is the grad ceremony. June 20 is the Calypso Trip. June 21 is grad breakfast.

### **10.3 \*Treasurer Report**

There are still minor adjustments and re-classed amounts to the revenue streams being done, but there is nothing significant. Georgia corresponded with the National Bank regarding different account set ups that would allow H&S to have a credit card. The bank representative told her that the only account set up that would allow us to have no banking fees would be a "non-profit organization" account but that our status as a "non-profit" would need to be evaluated by their analysts. With this type of account we would not have the option to have a credit card. All other business banking options have relatively high fees. I went back to the TD bank and explored other business banking account options to provide us with credit card options. From the information I received, there are high fees associated with these accounts. Currently, our TD "Community Plan Plus" account does not have any fees as long as we maintain a minimum balance of \$10,000. Otherwise, the monthly fee would be \$4.95. (See Treasure Report for more information.)

### **10.4 \*Governing Board**

Commissioner Olivenstein was absent. Book Drive for November 2019 in lieu of Scholastics' book fair was approved. Magician for December 2019 was approved. The rubric grading system was discussed as some parents raised concerns with it. Discussed measure to identify substitute teachers at school. Governing board composition consultation; approved to remain as it is. Next meeting is April 25th, pending if incoming school year budget is received by Peggy.

### **10.5 \*Kiss and Drop**

Melinda reports that they have received information from parents that the town has been saying they can park in "no-parking or no-stopping zones" for a few minutes while dropping their kids at school, which goes against the signage affixed by the town at our request. Spoke with Jen B. and Ms. Grant about it. We need parents to email/call the town to explain situations where mornings are absolute chaos and a huge safety concern for all. Other than that, K&D is going

well.

#### 10.6 \*Website

Melinda reports that the website is doing well. Will do a few tweaks in the coming weeks to make it even more fun and easy to navigate.

#### 10.7 \*Gym Shirts (Phys. Ed Shirts?)

Jen G reports that there were two orders since last report, one online transaction and one order paid by cash; everything has been noted and Georgia has been advised about the cash order. Suzy Q has graciously helped me out with the last two deliveries as I was unable to get to the school

#### 10.8 \*Pizza

Susan reports that pizza days are going smoothly. Pizza crew is awesome. Very friendly, reliable and efficient. On E-green Facebook Group, a parent voiced her opinion that we must have changed suppliers since her child doesn't like it or eat it anymore. Susan told her it was still George Le Roi, same as the past 4-5 years. Parents on e-green have stood up saying they will get quotes, will take over pizza next year, have a taste test at the May meeting, etc. Last order installment opens April 15 and ends April 25. (same as Subway).

#### 10.9 \*Subway

Jen G reports that on March 20th Subway day there was a parent who thought they had ordered Subway for their child but they had not – Suzy called the mom to inform them, Suzy gave the child a Subway lunch and the mom sent in \$\$ to cover the order; Georgia was notified so the money can be added to our records. Suzy Q has graciously helped Jen G out with the last two Subway days as she was unable to get to the school.

#### 10.10 \*TCBY

All went smoothly for the 2nd installment. Last ordering installment opened on April 1st. It will close on April 15th

#### 10.11 \*Swag wear

Melinda just heard from Mad Monkey, they have sent the remittance cheque, and they would like to give Jen B a new pair of pants as hers had a defect. Scarf, pom-pom toque, children's pants will be removed from this ordering period.

#### 10.12 Open Fundraising, Mabel's Labels

Melissa has nothing to report.

### 11. Questions - Including any tabled items with reports.

Sacha wants to know if we can sell Mary Poppins tickets on the Home and School website. Georgia explains that they would have to charge extra to cover the fees.

### 12. Closing 8:00 PM

#### 12.1 Next Meeting Monday May 13, 2019 6:30PM

## 12.2 Adjournment

**MOTION (Tracy Georgia) To adjourn.**

**All in favor, motion passed.**

**meeting officially adjourned at 8:18pm**

## **Evergreen Home and School Committee Report**

**Committee name:** Low Ropes  
**Date of Report:** May 9, 2019  
**Date of Event if app:** n/a  
**Committee Chair:** Rachel Mattson  
**Person preparing report:** Jennifer Buraglia

**Committee members:**

- 1.
- 2.

**Report Details:**

- The construction did not happen on April 23, 2019 due to communication challenges.
- These challenges still seem to be persisting, however I personally visited their office Thursday May 9, 2019 to confirm that the communication is clear, and construction is scheduled for Saturday, May 18, 2019.
- Invoices are being divided into two. One addressed to Evergreen Home and School and the other to Lester B Person School Board C/O Town of Saint Lazare. This is the root to some of the communication issues.



## **Evergreen Home and School Committee Report**

**Committee name:** Band

**Date of Report:** May, 13<sup>th</sup>, 2019

**Date of Event if app:**

**Committee Chair:** Sacha

**Person preparing report:** Sacha

**Committee members:**

1. Sacha
2. Tania
3. Zavi
4. Natasha
5. Ms.Caron

**Report Details:**

There is currently a link on the Evergreen page as well as the LBPSB website where individuals can make a direct donation to the school band.

The latest update is that we have received \$2,236.07 in donations so far.

The band committee is holding off on fundraising further until the new year.

# Evergreen Home & School Report

May 2019

**Committee Report:** Staff Wish List  
**Date Of Report:** May 9th, 2019  
**Date of Event if Applicable:**  
**Committee Chair:** Melissa Bindon  
**Person Preparing Report:** Melissa Bindon  
**Committee Members:**

## Report Details:

Emails were sent out to the following staff members with a link to submit their receipts for the items approved at the March Home & School meeting: Marie-Eve Frenette, Joan Dion, Isabelle Petterson, Marisa Furino, Christine Landry Serré, Lindsay Smith, and all the aides.

We have received receipts from Ms. Micheli, Mme. Frenette, Lindsay Smith, Ms. Furino and Kristen McCarthy. Requests were put in with Georgia to process cheques.

We have received no other requests and no other receipts.

## **Evergreen Home and School Committee Report**

**Committee name:** Grill and Chill  
**Date of Report:** May 8, 2019  
**Date of Event if app:** Thursday June 13, 2019  
**Committee Chair:** Jen Buraglia  
**Person preparing report:** “ ”

**Committee members:**

1. Melinda Paradis
- 2.

**Report Details:**

- Date was approved at GB.
- Face painter and DJ are booked.
- Tables are booked.
- Website food sales are organized ready to go live.
- Save the date ERMS will go out first few days of June with a volunteer sign up link.

**Evergreen Home & School**  
**Statement of Income and Expenses**  
**April 2019**

| Income  |        |                 |                  |       |                 |
|---|--------|-----------------|------------------|-------|-----------------|
|   | Income | Income          | Less: Expenses   | Float | Net Income      |
| UDL Fundraiser                                |        |                 |                  |       | -               |
| Phys Ed Uniforms                              |        | 68.00           | 544.07           |       | (476.07)        |
| H&S Membership                                |        | 20.00           |                  |       | 20.00           |
| Pizza Day                                     |        | 520.29          | 1,050.20         |       | (529.91)        |
| Subway Day                                    |        | 755.00          | 609.00           |       | 146.00          |
| TCBY  |        | 180.30          | 257.20           |       | (76.90)         |
| Fall Fair                                     |        |                 |                  |       | -               |
| Scholastic Book Fair                          |        |                 |                  |       | -               |
| Pancake Breakfast                             |        |                 |                  |       | -               |
| Cookie Dough QSP Fall Campaign                |        |                 |                  |       | -               |
| Cookie Dough QSP Spring Campaign              |        |                 |                  |       | -               |
| Labels Labels                                 |        |                 |                  |       | -               |
| Swag Wear                                     |        | 76.50           |                  |       | 76.50           |
| Movie Night                                   |        |                 |                  |       | -               |
| Grill n Chill                                 |        |                 |                  |       | -               |
| Minute to Win it                              |        |                 |                  |       | -               |
| Pink T-Shirts (Anti-Bullying)                 |        | 74.50           |                  |       | 74.50           |
| Terry Fox Run                                 |        |                 |                  |       | -               |
| Bingo Night                                   |        | 915.95          | 418.86           |       | 497.09          |
| Miscellaneous Revenue                         |        | 13.50           |                  |       | 13.50           |
|   |        | <b>2,624.04</b> | <b>2,879.33</b>  | - -   | <b>255.29</b>   |
| Account Balance Rebate                        |        | 4.95            |                  |       | 4.95            |
| <b>Total Income</b>                           |        | <b>2,628.99</b> | <b>2,879.33</b>  | -     | <b>(250.34)</b> |
| Expenses                                      |        |                 |                  |       |                 |
| <b>Home &amp; School Admin</b>                |        |                 |                  |       |                 |
| Bank Fees                                     |        |                 | 114.33           |       |                 |
| NSF Cheques and fees                          |        |                 |                  |       |                 |
| Square Fees                                   |        |                 | 31.68            |       |                 |
| Paypal Fees                                   |        |                 | 26.14            |       |                 |
| QHFSAs Fees                                   |        |                 |                  |       |                 |
| H&S Administration Costs                      |        |                 |                  |       |                 |
| Website & Social Media                        |        |                 |                  |       |                 |
| Maintenance and upkeep of H&S Items           |        |                 |                  |       |                 |
| <b>Home &amp; School Initiatives</b>          |        |                 |                  |       |                 |
| Helping Our Own                               |        |                 | 73.50            |       |                 |
| Donation to Grads                             |        |                 |                  |       |                 |
| Terry Fox run - Freezies                      |        |                 |                  |       |                 |
| Evergreen Open House / Kindergarten Welcome   |        |                 |                  |       |                 |
| Hospitality (other than gifts & appreciation) |        |                 |                  |       |                 |
| Gifts & Appreciation                          |        |                 |                  |       |                 |
| Winter Carnival/Fun Day/Minute to Win It      |        |                 |                  |       |                 |
| <b>Special Events &amp; Teacher Requests</b>  |        |                 |                  |       |                 |
| Teachers' Wish List                           |        |                 | 443.44           |       |                 |
| Special Events/Speakers                       |        |                 |                  |       |                 |
| Educational Support (Formerly Raz Kids)       |        |                 |                  |       |                 |
| Universal Designed Learning (UDL) Fund        |        |                 |                  |       |                 |
| Anti-Violence/Anti-Bullying Initiatives       |        |                 |                  |       |                 |
| Robotics                                      |        |                 |                  |       |                 |
| Miscellaneous Requests                        |        |                 |                  |       |                 |
| <b>Outdoor Enhancement</b>                    |        |                 |                  |       |                 |
| Low-ropes structures (cookie dough 2017-2018) |        |                 |                  |       |                 |
| Soccer Field Maintenance                      |        |                 |                  |       |                 |
| Playground Maintenance                        |        |                 |                  |       |                 |
| Playground Improvements                       |        |                 |                  |       |                 |
| Front Entrance Upkeep                         |        |                 |                  |       |                 |
| <b>Total Expenses</b>                         |        |                 | <b>3,568.42</b>  |       |                 |
| <b>Net Profit</b>                             |        |                 | <b>- 939.43</b>  |       |                 |
| Cash Balance March 2019                       |        |                 | <b>21,396.30</b> |       |                 |
| Net Profit April 2019                         |        |                 | <b>-939.43</b>   |       |                 |
| Cash Balance April 2019                       |        |                 | <b>20,456.87</b> |       |                 |

**Evergreen Home & School**  
**Actual YTD vs BUDGET**  
**April 2019**

**Income**

|                                  | Income           | Projected Income | Expenses         | Projected Expenses | Net Income       | Projected Net Income |
|----------------------------------|------------------|------------------|------------------|--------------------|------------------|----------------------|
| UDL Fundraiser                   |                  | 0.00             |                  |                    | 0.00             |                      |
| Phys Ed Uniforms                 | 3,860.00         | 7,920.00         | 5,942.74         | 7,260.00           | -2,082.74        | 660.00               |
| H&S Membership                   | 2,192.00         | 2,000.00         | 1,944.00         | 2,000.00           | 248.00           | 0.00                 |
| Pizza Day                        | 13,777.22        | 13,800.00        | 6,413.07         | 8,000.00           | 7,364.15         | 5,800.00             |
| Subway Day                       | 7,312.90         | 10,000.00        | 3,814.50         | 8,300.00           | 3,498.40         | 1,700.00             |
| TCBY                             | 4,252.30         | 4,000.00         | 2,641.25         | 2,100.00           | 1,611.05         | 1,900.00             |
| Fall Fair                        | 4,726.45         | 4,500.00         | 2,378.60         | 2,500.00           | 2,347.85         | 2,000.00             |
| Scholastic Book Fair             | 3,294.85         | 0.00             | 3,345.52         | 0.00               | -50.67           | 0.00                 |
| Pancake Breakfast                | 587.65           | 0.00             | 496.03           | 700.00             | 91.62            | -700.00              |
| Cookie Dough QSP Fall Campaign   | 3,480.84         | 3,500.00         | 3,480.84         | 1,000.00           | 0.00             | 2,500.00             |
| Cookie Dough QSP Spring Campaign | 0.00             | 3,500.00         | 0.00             | 1,000.00           | 0.00             | 2,500.00             |
| Mabels Labels                    | 134.59           | 100.00           | 0.00             | 0.00               | 134.59           | 100.00               |
| Swag Wear                        | 76.50            | 0.00             | 0.00             | 0.00               | 76.50            | 0.00                 |
| Movie Night                      | 0.00             | 1,100.00         | 0.00             | 700.00             | 0.00             | 400.00               |
| Grill n Chill                    | 0.00             | 2,000.00         | 0.00             | 3,000.00           | 0.00             | -1,000.00            |
| Minute to Win it                 | 0.00             | 250.00           | 22.63            | 300.00             | -22.63           | -50.00               |
| Pink T-Shirts (Anti-Bullying)    | 1,559.50         | 0.00             | 549.50           | 0.00               | 1,010.00         | 0.00                 |
| Terry Fox Run                    | 2,665.90         | 0.00             | 2,665.90         | 0.00               | 0.00             | 0.00                 |
| Bingo Night                      | 1,584.45         | 0.00             | 741.02           | 0.00               | 843.43           | 0.00                 |
| Miscellaneous Revenue            | 178.63           | 0.00             |                  | 0.00               | 178.63           | 0.00                 |
| <b>Total Income</b>              | <b>49,683.78</b> |                  | <b>34,435.60</b> |                    | <b>15,248.18</b> |                      |

**Expenses**

| <b>Home &amp; School Admin</b>                | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
|---|-------------------------|-----------------|------------------|
| Bank Fees                                     | 118.48                  | 200.00          | 81.52            |
| NSF Cheques and fees                          |                         | 0.00            | 0.00             |
| Square Fees                                   | 692.90                  | 1,200.00        | 507.10           |
| Paypal Fees                                   | 351.32                  | 800.00          | 448.68           |
| QHFSAs Fees                                   | 50.00                   | 1,000.00        | 950.00           |
| H&S Administration Costs                      | 353.56                  | 300.00          | -53.56           |
| Website & Social Media                        | 463.59                  | 1,000.00        | 536.41           |
| Maintenance and upkeep of H&S Items           |                         | 1,000.00        | 1,000.00         |
|   | <b>2,029.85</b>         | <b>5,500.00</b> | <b>3,470.15</b>  |
| <b>Home &amp; School Initiatives</b>          | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
| Helping Our Own                               | 1,017.00                | 1,500.00        | 483.00           |
| Donation to Grads                             | 200.00                  | 200.00          | 0.00             |
| Terry Fox run - Freezies                      |                         | 60.00           | 60.00            |
| Evergreen Open House / Kindergarten Welcome   |                         | 200.00          | 200.00           |
| Hospitality (other than gifts & appreciation) | 168.07                  | 150.00          | -18.07           |
| Gifts & Appreciation                          | 992.17                  | 800.00          | -192.17          |
| Winter Carnival/Fun Day/Minute to Win It      |                         | 300.00          | 300.00           |
|   | <b>2,377.24</b>         | <b>3,210.00</b> | <b>832.76</b>    |
| <b>Special Events &amp; Teacher Requests</b>  | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
| Teachers' Wish List                           | 443.44                  | 2,850.00        | 2,406.56         |
| Special Events/Speakers                       | 621.50                  | 500.00          | -121.50          |
| Educational Support (Formerly Raz Kids)       |                         | 1,500.00        | 1,500.00         |
| Universal Designed Learning (UDL) Fund        | 1,574.01                | 2,074.01        | 500.00           |
| Anti-Violence/Anti-Bullying Initiatives       |                         | 200.00          | 200.00           |
| Robotics                                      |                         | 1,000.00        | 1,000.00         |
| Miscellaneous Requests                        |                         | 200.00          | 200.00           |
|   | <b>2,638.95</b>         | <b>8,324.01</b> | <b>5,685.06</b>  |
| <b>Outdoor Enhancement</b>                    | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
| Low-ropes structures (cookie dough 2017-2018) | 3,289.00                | 3,289.00        | 0.00             |
| Soccer Field Maintenance                      |                         | 1,000.00        | 1,000.00         |
| Playground Maintenance                        |                         | 1,000.00        | 1,000.00         |

|                         |          |          |          |            |
|-------------------------|----------|----------|----------|------------|
| Playground Improvements | 1,045.56 | 4,000.00 | 2,954.44 | Footnote 4 |
| Front Entrance Upkeep   |          | 250.00   | 250.00   |            |
|                         | 1,045.56 | 6,250.00 | 5,204.44 |            |

**Total**      **8,091.60**    **23,284.01**    **15,192.41**

#### Total Expenses

**42,527.20**

#### Net Profit

**7,156.58**

|                                  |                  |
|----------------------------------|------------------|
| Cash Balance July 31, 2018       | 18,524.88        |
| Net Profit Aug 2018 - July, 2019 | 7,156.58         |
| Cash Balance July 31, 2019       | <b>25,681.46</b> |

#### FOOTNOTES

Footnote 1 - Unused funds in this account will accrue yearly, to a max of \$2000

Footnote 2 - Original \$500 budget reduced by \$300 that was advanced during 2017-2018

Footnote 3 - To be confirmed at beginning of school year, based on number of staff in the school

Footnote 4 - Unused funds in this account will accrue yearly, to a max of \$4000

Footnote 5 -

Footnote 6 - Includes balance of 2017-2018 funds to be disbursed this year \$1574.01

Footnote 7 - Amount corrected - balance of 2017-2018 funds

Footnote 8 - QFHSA Fees include the following:

- Admin Fee \$50.00
- Fall Conference \$100.00
- AGM \$700.00
- Awards \$150.00

Footnote 9 - Gifts & Appreciation Includes the following:

- Staff Appreciation \$500.00
- Daycare Appreciation \$100.00
- Beginning and Year End gifts, Xmas \$200.00

Corrections - Expense amounts were overstated for Fall Fair and understated for food fundraisers

# Evergreen Home School

## Bank Reconciliation as of April 30, 2019

Book Balance, March 31, 2019 \$ 24,625.67

Deposits \$ 2,628.99  
\$ 27,254.66

Cheques \$ 3,568.42

Book Balance, April 2019 23,686.24

Bank Balance, April 2019 \$ 28,100.44

o/s Cheques

|      |    |          |                      |
|------|----|----------|----------------------|
| 1561 | \$ | 3,851.67 | Prisme Equipements   |
| 1562 | \$ | 840.00   | Evergreen Elementary |
| 1568 | \$ | 482.89   | Prisme Equipements   |
| 1575 | \$ | 50.00    | Lucy Filiatrault     |
| 1579 | \$ | 544.07   | Mad Monkey           |
| 1580 | \$ | 257.20   | TCBY                 |
| 1582 | \$ | 114.33   | Deluxe Canada        |

\$ 6,140.16

o/s Deposits

|    |          |        |
|----|----------|--------|
| \$ | 730.45   |        |
| \$ | 327.50   |        |
| \$ | 668.01   | PayPal |
| \$ | 1,725.96 |        |

\$ 7,866.12

Adjusted Bank Balance, April 2019 28,100.44

\$ -

# **Evergreen Home and School Committee Report**

**Committee Name:** Governing Board

**Date of Report:** May 3rd, 2019

**Date of Event if applicable:** May 21st 2019

**Committee Chair:** Veronique Seguin

**Person preparing report:** Melinda Paradis

**Committee Members:**

1. Tracy Gottardo
2. Susan Nowak
3. Jennifer Gilligan
4. Chris Couture
5. Melinda Paradis

**Report Details:**

There was no meeting in April. The next Governing Board meeting will be held on May 21st, 2019.



# **Evergreen Home and School Committee Report**

**Committee Name:** Kiss and Drop

**Date of Report:** May 3rd, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Nothing to report. Things going smoothly. Chris Doiron will be taking over as Kiss and Drop Coordinator for the 2019-2020 school year.

# **Evergreen Home and School Committee Report**

**Committee Name:** Website

**Date of Report:** May 3rd, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

**Report Details:**

Nothing to report. All going good.

## Evergreen Home and School Committee Report

**Committee name:** Phys. Ed Shirts

**Date of Report:** May 3<sup>rd</sup>, 2019 (revised May 10<sup>th</sup>, 2019)

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

### **Report Details:**

- inventory of all phys. ed shirts was done April 17<sup>th</sup>; based on year to date sales, Youth Medium and Youth Large likely need to be ordered for 2019-2020 school year

| YEAR TO DATE SALES (effective May 10, 2019) |     | INVENTORY (effective April 17 <sup>th</sup> , 2019) |     |
|---|-----|---|-----|
| Youth X- Small                              | 9   | Youth X-Small                                       | 89* |
| Youth Small                                 | 41  | Youth Small   | 87  |
| Youth Medium                                | 126 | Youth Medium  | 89  |
| Youth Large                                 | 82  | Youth Large   | 29  |
| Youth X-Large                               | 18  | Youth X-Large                                       | 62  |
|   |     |   |     |
| Adult Small                                 | 17  | Adult Small   | 23  |
| Adult Medium                                | 10  | Adult Medium  | 27  |
| Adult Large                                 | 2   | Adult Large   | 8   |
| Adult X-Large                               | 2   | Adult X-Large                                       | 7   |

- \* Youth X-Small are labeled as size 2-4 we will distribute to local daycares and keep minimal stock
- inventory has been added to the website, as future orders are fulfilled, the inventory will automatically update
- 25<sup>th</sup> Anniversary shirts: 68 (youth xs); 1 (youth small); 2 (youth xl); 4 (adult small)

## **Evergreen Home and School Committee Report**

**Committee name:** Pizza  
**Date of Report:** May 7th, 2019  
**Date of Event if app:** Ongoing  
**Committee Chair:** Susan Nowak  
**Person preparing report:** Susan Nowak / Jen Buraglia

### **Report Details:**

Final online order has closed and order has been placed with supplier. 2 days of pizza for May and only 1 in June.

As stated on my last report, on approx. Mar 22nd (I believe, give or take a day), on E-Green, a parent voiced her opinion on her child not liking pizza which opened a great opportunity to discuss pizza. I must say, I love it when parents join in the conversation and then step up to find a positive solution.

After much back and forth discussion and work in regards to obtaining quotes for a new supplier, we were unable to locate another supplier to meet our pizza lunch fundraising needs.

George le Roi has provided a quote for next year. He has maintained the same pricing as in the past. His prices are the same as they were 4 years ago when I became pizza coordinator. He has also confirmed this his restaurant will be closed next year from Jan 6 – Jan 20 inclusively for his vacation. Communication is very easy, no problem with last minute changes and very eager to accommodate our needs.

My suggestions for next year pizza days are as follows:

Oct 2, 16, 30

Nov 13, 27

Dec 11

Jan 22

Feb 5, 19

Mar 11, 25

Apr 8, 22

May 6, 20

June 3

Recap of pizza orders per ordering period.

| Meals      | Extra | slices |
|------------|-------|--------|
| Oct        | 146   | 85     |
| Nov/ Dec   | 135   | 82     |
| Jan / Feb  | 160   | 102    |
| Mar / Apr  | 157   | 103    |
| May / June | 158   | 102    |

Throughout the year, I have been contacted by approx. five parents (maybe less) about their child' planned absent for one of the pizza days during said period. In order to streamline and avoid unnecessary confusion, they have all been told that exceptions cannot be made. We are trying to streamline pizza so that it is as easy and efficient as possible for any future volunteer pizza coordinator.

Our website has made pizza ordering so much easier and less time consuming. Thank you Melinda! It is so easy for parents to navigate. Also, the order "dumps" are so easy. Thank you Jenn G for providing me with all this information. Also, creating a master spreadsheet for parents with ordering information and deadlines and putting Subway and pizza during the same ordering periods has simplified the ordering process.

All this to say...

#teamwork baby

## **Evergreen Home and School Committee Report**

**Committee name:** Subway

**Date of Report:** May 3<sup>rd</sup>, 2019 (revised May 10<sup>th</sup>, 2019)

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

### **Report Details:**

- Subway supplier Suraj mentioned that he is likely going to have to increase prices for next year because his own costs have risen; he suggested trying to find a way to increase the number of orders instead of him raising the prices; unfortunately we cannot control this because a large factor is the participation of each grade (last year, grade sixes alone accounted for approximately thirty orders; this year, the highest class orders are 202 and 302 at seven orders each; highest grade totals is nine for K, 3 and 6)
- Suraj said they can offer all options except for toasted bread and hot meats (steak, chicken/bacon) and could also offer water as a drink choice instead of juice; he could also offer cookies instead of apple sauce but with allergies this is not wise
- idea to add a 'deluxe' Subway order option (website would have four Subway icons with drop down choices within (6" & 12" regular / 6" & 12" deluxe); not sure of what the Subway pricing would be but my own thought is: deluxe pricing option 6" (\$7.00 or \$7.50), 12" (\$10.50)
- if we have to increase current pricing, increase 6" to \$6.50 (currently \$6.00), increase 12" to \$10 (currently \$9.50)
- might be worthwhile to conduct a Facebook or online survey as to what options parents would want; might also solve the mystery as to why some parents actually bring their own Subway lunch orders on Wednesdays instead of ordering through us...
- we need to get the word out that although there are some limitations on choices, you can ultimately 'dress' the sub with any/all fixings like at the actual store!
- Year to Date Sales: 6" = 179 // 12" = 22

## **Evergreen Home and School Committee Report**

**Committee name:** TCBY

**Date of Report:** April 26th 2019

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1.

### **Report Details:**

Today was 1<sup>st</sup> day of 3<sup>rd</sup> installment.

2 parents (3 kids) forgot to order the 3<sup>rd</sup> installment. Parents were contacted and approved them getting TCBY for today and remainder of year. They will be sending payment next week attn: suzy Q. Cheques payable to Evergreen Home & School

TCBY went smoothly. Recap of yearly orders

|            | V  | C  | S  | O  | M  | Total |
|------------|----|----|----|----|----|-------|
| Sept - Dec | 18 | 19 | 74 | 17 | 13 | 141   |
| Jan-Mar    | 23 | 20 | 79 | 20 | 14 | 156   |
| Apr-June   | 20 | 20 | 78 | 23 | 16 | 157   |

TCBY is a great supplier. Correspondance is easy and straightforward. For future years, any supplier needs to have a sorbet option.

# **Evergreen Home and School Committee Report**

**Committee Name:** Swag Wear

**Date of Report:** May 3rd, 2019

**Date of Event if applicable:** April 12th-April 27th 2019

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

## **Report Details:**

Last order session of the year was between April 12th-27th. 6 items were ordered on the parents shop. We are in discussion as to how to proceed for next school year, to make the process even easier for parents and staff alike to order...Orders should be delivered by the 3rd week of May.



# Evergreen Home and School Association Meeting Agenda

## Monday June 10 , 2019

1. Call to order 6:30 PM - Welcome
2. 4 Minutes to read reports (\*) Indicates Items with Reports
3. Agenda - Additions / **MOTION** to adoption of the Agenda
4. Minutes - May 13, 2019 / Corrections / **MOTION** to approve
  - 4.1 \*CORRECTION\* 8.5 c) - Constitution re-wording does not apply due to an outdated constitution was being referenced. Recommendations will be included in President Report for next AGM.
5. Principal Report
6. Old Business
  - 6.1 **MOTION** - Hudson Castle Hardware soil fundraiser competition with Mount Pleasant
  - 6.2 Daycare Appreciation
7. New Business
  - 7.1 **MOTION** - Web Master Position remove from Executive Committee
  - 7.2 **MOTION** - Proposed 2019/2020 Treasurer Budget
  - 7.3 Soccer Netting and New Soccer Net
8. Special Committees
  - 8.1 \*Low Ropes
  - 8.2 \*Band Committee update
  - 8.3 \*SWL (Staff Wish List)
  - 8.4 **MOTION** - \*Grill and Chill - June 13, 2019
  - 8.5 Minute to Win it - June 18, 2019

Page 1 of 2

(\*) Indicates a report has been prepared.

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com)

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Agenda

## Monday June 10 , 2019

Page 2 of 2

### 9. Standing Reports

- 9.1 Teacher Representative
- 9.2 Grad
- 9.3 \*Treasurer Report
- 9.4 \*Governing Board
- 9.5 \*Kiss and Drop
- 9.6 \*Website
- 9.7 \*Phys. Ed Shirts
- 9.8 \*Pizza
- 9.9 \*Subway
- 9.10 \*TCBY
- 9.11 \*Swag wear
- 9.12 Open Fundraising
  - 9.12.1 \*Mables Labels
  - 9.12.2 \*Lualoha Towels

### 10. Questions - Including any tabled items with reports.

### 11. Closing 8:00 PM

- 11.1 Last Meeting of the Year! Thank you!!
- 11.2 **MOTION** - Adjournment

(\*) Indicates a report has been prepared.

Have a question for us?  
Contact us via email: [homeandschool.evergreen@gmail.com](mailto:homeandschool.evergreen@gmail.com)

Jennifer Buraglia President, Jennifer Gilligan Vice-President, Georgia Kollias Treasurer, Melissa Lessey Secretary,  
Susan Nowak Membership, Rachel Mattson Special Projects, Melinda Paradis Webmaster

# Evergreen Home and School Association Meeting Minutes

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**Date:** Monday, May 13th, 2019  
**Location:** Evergreen Elementary School, Saint-Lazare  
**Present:** Tracy Gottardo, Sacha Michailides, Athena Soupliotis, Christine Sheppard, Peggy Grant, Jen Gilligan, Georgia Kollias, Melinda Paradis, Rachel Mattsson, Sarah Simunic, Susan Nowak, Melissa Bindon  
**On the phone:** Monique Szabo  
**Minuted By:** Melissa Bindon

*Asterix (\*) indicates items with reports, which were copied to the minutes with slight changes to accomodate syntax change or to add details.*

## 1. Call to order 6:30 PM - Welcome

Meeting officially called to order at 6:37pm.

## 2. 4 Minutes - to read reports (\*) Indicates Items with Reports

## 3. Robert's Rules

Will be posted on the website.

## 4. Agenda - Additions / MOTION to adoption of the Agenda

Changes: Change 8.5 to "AGM" A) President's report B) Last year's finances C) Constitution Amendment D)Nominations

MOTION (Melinda, Georgia) To adopt the agenda with the above changes.

All in favor, motion passed.

## 5. Minutes from March 18, 2019 / Corrections / MOTION to approve

Changes: Change wording on page 2, point 8.5: from "open" to "offered for the month of May."

MOTION (Tracy, Georgia) To approve the minutes from March 18, 2019 with the above changes.

All in favor, motion passed

## 6. Principal Report

Field trips update: the government has decided they want parents to pay for the field trips for the 2019-2020 school year. It is law that the school has 2 x 20 minute recesses (morning and afternoon) lunch is 50 minutes. Ms.Niedan had applied for a professional improvement grant and it was approved. They want to continue working on math in teams. Killingbeck Grant was applied for by Furino and Frenette, was approved for \$6500 for a trip. They are looking into going to Switzerland to see how they apply co-teaching and deep learning. Everyone is consumed by Mary Poppins. Upcoming events; Mary Poppins musical May 15th & 16th. Ped

Day on Friday. GB on the 28th, track and field day is on May 29th, June 1st Grad car wash, June 7th is the new Hot Dog Day Grad Fundraiser. June 10th to 14th is the Grad dance on the ped day. June 18th is Minute to Win It, as well as the music concert which will now be during the afternoon. There will be no evening shows for the parents due to time constraints. June 19th will be the Grad Ceremony. June 20th is the Grad Trip to Calypso. June 21st is the Grad Breakfast on the last day of school. Ms. Grant has not heard if it is a half day on the last day of school on June 21st.

## **7. Old Business**

### **7.1 Hudson Castle Hardware soil fundraiser competition with Mount Pleasant**

Share with your friends and family! Thank you to Melinda for the info flyer. Castle will award the winning school with frozen treats.

### **7.2 QFHSA - Annual General Meeting and Dinner May 4th**

Some parents were able to attend and it was a great time.

Congratulations to the award winners:

Unsung Hero Award: Sarah Simunic, Sacha Michailides-Armstrong, Jo-Anna Bevan, Lynn MacDowell, Tracy Gottardo, Monique Szabo, Athena Soupliotis, Chris Doiron, June Herron, Chelsea Dunford, Nellie Dionne, Rachel Mattsson, Jennifer Gilligan, Georgia Kollias, Melissa Bindon-Lesey,

Golden Torch Award: Jennifer Buraglia, Susan Nowak, Melinda Paradis.

### **7.3 Mini Kindergarten Day - May 3, 2019**

Went well. Sold the 25th anniversary t-shirts - 2 for 1 sale worked out really well.

## **8. New Business**

### **8.1 Westwood Home and School Speaker Coming to June Meeting - Lisa Fougere**

She would like to come and discuss what Home and School does on the high school level. Rachel mentions that there is a timing conflict as the high school has an information night at the same time as the meeting so the parents won't be at our home and school meeting.

### **8.2 Daycare Appreciation**

May 20 - 24th. Last year we did hanging flower baskets. Jen B is looking into potted plants and herbs.

### **8.3 Soccer Netting and New Soccer Net**

Suzie has obtained a quote for 6 replacement soccer nets for \$852.42. Paint for the posts will be required as well, which would leave \$150 of the Soccer Field Maintenance budget for paint.

MOTION (Georgia, Suzie) to use the \$1000 Soccer Field Maintenance budget to purchase new nets and paint.

All in favor, motion passed.

#### 8.4 Proposed 2019/2020 Treasurer Budget, Motion to approve at June meeting

Tracy questions why Grad budget is listed as “conditional” as she sees it as a gift, as they’ve been here since kindergarten and has donated and participated throughout the years. It is explained that since the Grad Committee is now a separate entity and with all their fundraisers, that the budget wasn’t necessarily needed, but there in case it is. Conditions are if the fundraising doesn’t meet the teacher’s expectations, or if there are students that can’t afford the activities.

MOTION: (Jen) to change the wording for Footnote 2: Payment to Grad Helping Our Own.

All in favor, motion passed.

#### 8.5 Annual General Meeting

##### A) President’s report

Handed out to meeting attendees

##### B) Last year’s finances

##### C) Constitution Amendment

It costs about \$1000 for a CPA to audit.

MOTION: (Jen B) to change point 8.4.4 to Financials are always open and available for review through the executive.

All in favor, motion passed.

##### D)Nominations & Elections

President: Melinda (Accepts), Sacha (Declines)

Vice-President: Sacha (Accepts) Melinda (Can not accept)

Treasurer: Georgia (Accepts)

Secretary: Melissa (Accepts), Athena (Declines)

Membership: Suzie (Accepts)

Webmaster: Remains open

Special Projects: Athena (Accepts) Jen B. (Declines)

MOTION (Melinda, Sacha) to extend the meeting by 20 minutes.

All in favor, motion passed.

## 9. Special Committees

### 9.1 \*Low Ropes - Revised - May 18, construction date!

Rachel reports that the construction did not happen on April 23, 2019 due to communication challenges. These challenges still seem to be persisting, however she personally visited their

office Thursday May 9, 2019 to confirm that the communication is clear, and construction is scheduled for Saturday, May 18, 2019. Invoices are being divided into two. One addressed to Evergreen Home and School and the other to Lester B Pearson School Board C/O Town of Saint Lazare. This is the root to some of the communication issues.

## 9.2 \*Band Committee update

Sacha reports there is currently a link on the Evergreen page as well as the LBPSB website where individuals can make a direct donation to the school band. The latest update is that we have received \$2,236.07 in donations so far. The band committee is holding off on fundraising further until the new school year.

## 9.3 \*SWL (Staff Wish List)

Emails were sent out to the following staff members with a link to submit their receipts for the items approved at the March & April Home & School meeting: Marie-Eve Frenette, Joan Dion, Isabelle Petterson, Marisa Furino, Christine Landry Serré, Lindsay Smith, and all the aides. We have received receipts from Ms. Micheli, Mme. Frenette, Lindsay Smith, Ms. Furino and Kristen McCarthy. The aides have submitted their receipts as well and a check has been made to the school to be reimbursed as they paid for their orders together. Receipts were sent to Georgia to process cheques. We have received no other requests and no other receipts.

## 9.4 \*Grill and Chill - June 13, 2019

Jen B reports that the date was approved at GB. Face painter, tables and DJ are booked. Website food sales are organized ready to go live. Save the date ERMS will go out first few days of June with a volunteer sign up link.

## 9.5 Minute to Win it - June 18, 2019

Now a morning event, no longer all day. Nothing else to report.

# 10. Standing Reports

## 10.1 Teacher Representative

Ms. Sheppard reports that they have been going through lots of exams in Grade 6. Whole school is into Mary Poppins, and a lot of the staff is working as crew. All hands on deck for Mary Poppins. Grade 3s went on a field trip Iroquois village in the rain.

## 10.2 Grad

Getting set for car wash on June 1st. Hot Dog day on June 7th. Convocation on the 19th. Trip on the 20th and breakfast on the last day of school Everything is well organized. They are on budget with fundraising, everything is hinging on the car wash if they have to ask parents to pay for the events.

## 10.3 \*Treasurer Report

See report for full financial report. Georgia reports that everything is balanced. Tracy asks where Helping Our Own has gone to this year; Jen B reports that it's for lunches and Chartwells to families in need in the school.

#### 10.4 \*Governing Board

There was no meeting in April. The next Governing Board meeting will be held on Tuesday, May 28th, 2019.

#### 10.5 \*Kiss and Drop

Nothing to report. Things going smoothly. Chris Doiron will be taking over as Kiss and Drop Coordinator for the 2019-2020 school year.

#### 10.6 \*Website

Nothing to report. All going good.

#### 10.7 Phys. Ed Shirts

Inventory of all phys. ed shirts was done April 17th; based on year to date sales. Youth Medium and Youth Large likely need to be ordered for 2019-2020 school year. (See report for full inventory and year to date sales.) \*Youth X-Small are labeled as size 2-4 we will distribute to local daycares and keep minimal stock. Inventory has been added to the website, as future orders are fulfilled, the inventory will automatically update 25th. Anniversary shirts: 68 (youth xs); 1 (youth small); 2 (youth xl); 4 (adult small) A lot was sold at the Kindergarten Orientation, so the inventory will be recounted.

#### 10.8 \*Pizza

Suzie reports that the final online order has closed and order has been placed with supplier. 2 days of pizza for May and only 1 in June. As stated on her last report, on approx. Mar 22nd on E-Green Facebook group, a parent voiced her opinion on her child not liking pizza which opened a great opportunity to discuss pizza. After much back and forth discussion and work in regards to obtaining quotes for a new supplier, we were unable to locate another supplier to meet our pizza lunch fundraising needs. George le Roi has provided a quote for next year. He has maintained the same pricing as in the past. His prices are the same as they were 4 years ago when Susan became pizza coordinator. He has also confirmed this his restaurant will be closed next year from Jan 6 – Jan 20 inclusively for his vacation. Communication is very easy, no problem with last minute changes and very eager to accommodate our needs. Susan's suggestions for next year pizza days are as follows:

Oct 2, 16, 30

Nov 13, 27

Dec 11

Jan 22

Feb 5, 19

Mar 11, 25

Apr 8, 22

May 6, 20

June 3

Please see report for full order history

#### 10.9 \*Subway

Jen G reports that Subway supplier Suraj mentioned that he is likely going to have to increase prices for next year because his own costs have risen; he suggested trying to find a way to increase the number of orders instead of him raising the prices; unfortunately we cannot control this because a large factor is the participation of each grade (last year, grade sixes alone accounted for approximately thirty orders; this year, the highest class orders are 202 and 302 at seven orders each; highest grade totals is nine for K, 3 and 6). Suraj said they can offer all options except for toasted bread and hot meats (steak, chicken/bacon) and could also offer water as a drink choice instead of juice; he could also offer cookies instead of applesauce but with allergies this is not a wise idea. To add a 'deluxe' Subway order option (website would have four Subway icons with drop down choices within (6" & 12" regular / 6" & 12" deluxe); not sure of what the Subway pricing would be but my own thought is: deluxe pricing option 6" (\$7.00 or \$7.50), 12" (\$10.50). If we have to increase current pricing, increase 6" to \$6.50 (currently \$6.00), increase 12" to \$10 (currently \$9.50). Jen G. suggests conducting a Facebook or online survey as to what options parents would want; it might also solve the mystery as to why some parents actually bring their Subway lunch orders on Wednesdays instead of ordering through us... we need to get the word out that although there are some limitations on choices, you can ultimately 'dress' the sub with any/all fixings like at the actual store!

Year to Date Sales: 6" = 179 // 12" = 22

#### 10.10 \*TCBY

Today was 1st day of 3rd installment. 2 parents (3 kids) forgot to order the 3rd installment. Parents were contacted and approved them getting TCBY for today and remainder of year. They will be sending payment next week attn: Suzy Q. Cheques payable to Evergreen Home & School TCBY went smoothly. Recap of yearly orders can be found on the report. Suzie reports that TCBY is a great supplier. Correspondence is easy and straightforward. For future years, any supplier needs to have a sorbet option.

#### 10.11 \*Swag wear

Last order session of the year was between April 12th-27th. 6 items were ordered on the parents shop. We are in discussion as to how to proceed for next school year, to make the process even easier for parents and staff alike to order...Orders should be delivered by the 3rd week of May.

#### 10.12 Open Fundraising, Mabel's Labels, Lualoha Towels

Mabel's Labels there nothing to report. Towels have been approved, Melinda will get in touch with the company to set up shop online. If you want to visit them in person, go to their store on Main Street in Hudson, or at Finnegan's Market, tell her it's to support Evergreen. \$15 per towel. Sarah suggests Boston Pizza for a fundraiser.



## **11. Questions - Including any tabled items with reports.**

No questions

## **12. Closing 8:00 PM**

12.1 Next Meeting Monday June 10, 2019 8:18PM

12.2 Adjournment

Jen B thanks everyone and congratulates the nominees new executives.

MOTION (Melinda, Sacha) To adjourn.

All in favor, motion passed.

Meeting officially adjourned at 8:18pm

| Evergreen Home & School<br>Proposed Budget<br>2019-2020  |        |                         |                 |                    |                  |                      |
|--|--------|-------------------------|-----------------|--------------------|------------------|----------------------|
| Income   |        |                         |                 |                    |                  |                      |
|  | Income | Projected Income        | Expenses        | Projected Expenses | Net Income       | Projected Net Income |
| Phys. Ed. Uniforms   |        | 4,000.00                |                 | 2,000.00           |                  | 2,000.00             |
| H&S Membership   |        | 2,000.00                |                 | 2,000.00           |                  | 0.00                 |
| Pizza Day  |        | 13,800.00               |                 | 8,000.00           |                  | 5,800.00             |
| Subway Day   |        | 7,000.00                |                 | 4,500.00           |                  | 2,500.00             |
| TCBY   |        | 4,000.00                |                 | 2,800.00           |                  | 1,200.00             |
| Fall Fair  |        | 4,500.00                |                 | 2,500.00           |                  | 2,000.00             |
| Book Drive   |        | 0.00                    |                 | 500.00             |                  | -500.00              |
| Pancake Breakfast  |        | 0.00                    |                 | 700.00             |                  | -700.00              |
| Fall Campaign  |        | 3,500.00                |                 | 1,000.00           |                  | 2,500.00             |
| Spring Campaign  |        | 3,500.00                |                 | 1,000.00           |                  | 2,500.00             |
| Mabels Labels  |        | 100.00                  |                 | 0.00               |                  | 100.00               |
| Lualaba (Turkish Towels)   |        | 1,000.00                |                 | 0.00               |                  | 1,000.00             |
| Swag Wear  |        | 400.00                  |                 | 250.00             |                  | 150.00               |
| Fall Event Night   |        | 500.00                  |                 | 400.00             |                  | 100.00               |
| Spring Event Night   |        | 500.00                  |                 | 400.00             |                  | 100.00               |
| Grill n Chill  |        | 2,000.00                |                 | 3,000.00           |                  | -1,000.00            |
| Minute to Win it   |        | 250.00                  |                 | 300.00             |                  | -50.00               |
| Pink T-Shirts (Anti-Bullying)  |        | 0.00                    |                 | 0.00               |                  | 0.00                 |
| Terry Fox Run  |        | 0.00                    |                 | 0.00               |                  | 0.00                 |
| Miscellaneous Revenue  |        | 0.00                    |                 | 0.00               |                  | 0.00                 |
|  |        |                         |                 |                    |                  |                      |
| <b>Total Income</b>  |        | <b>0.00</b>             |                 | <b>0.00</b>        |                  | <b>0.00</b>          |
|  |        |                         |                 |                    |                  |                      |
| Expenses   |        |                         |                 |                    |                  |                      |
| <b>Home &amp; School Admin</b>   |        | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b>   |                  |                      |
| Bank Fees  |        | 200.00                  | 200.00          |                    |                  |                      |
| NSF Cheques and fees   |        | 0.00                    | 0.00            |                    |                  |                      |
| Square Fees  |        | 1,000.00                | 1,000.00        |                    |                  |                      |
| Paypal Fees  |        | 700.00                  | 700.00          |                    |                  |                      |
| QHSA Fees  |        | 1,000.00                | 1,000.00        |                    | Footnote 8       |                      |
| H&S Administration Costs   |        | 500.00                  | 500.00          |                    |                  |                      |
| Website & Social Media   |        | 1,000.00                | 1,000.00        |                    |                  |                      |
| Maintenance and upkeep of H&S Items  |        | 1,000.00                | 1,000.00        |                    | Footnote 1       |                      |
|  |        | <b>0.00</b>             | <b>5,400.00</b> | <b>5,400.00</b>    |                  |                      |
| <b>Home &amp; School Initiatives</b>   |        | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b>   |                  |                      |
| Helping Our Own  |        | 1,500.00                | 1,500.00        |                    |                  |                      |
| Donation to Grads  |        | 500.00                  | 500.00          |                    | Footnote 2       |                      |
| Terry Fox run - Freezies   |        | 100.00                  | 100.00          |                    |                  |                      |
| Evergreen Open House / Kindergarten Welcome  |        | 200.00                  | 200.00          |                    |                  |                      |
| Hospitality (other than gifts & appreciation)  |        | 300.00                  | 300.00          |                    |                  |                      |
| Gifts & Appreciation   |        | 1,150.00                | 1,150.00        |                    | Footnote 9       |                      |
| Winter Carnival/Fun Day/Minute to Win It   |        | 600.00                  | 600.00          |                    |                  |                      |
|  |        | <b>0.00</b>             | <b>4,350.00</b> | <b>4,350.00</b>    |                  |                      |
| <b>Special Events &amp; Teacher Requests</b>   |        | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b>   |                  |                      |
| Staff Wish List  |        | 3,350.00                | 3,350.00        |                    | Footnote 3       |                      |
| Special Events/Speakers  |        | 800.00                  | 800.00          |                    |                  |                      |
| Educational Support  |        | 1,500.00                | 1,500.00        |                    |                  |                      |
| Universal Designed Learning (UDL) Fund   |        | 500.00                  | 500.00          |                    | Footnote 6       |                      |
| Anti-Violence/Anti-Bullying Initiatives  |        | 200.00                  | 200.00          |                    |                  |                      |
| Robotics   |        | 1,000.00                | 1,000.00        |                    |                  |                      |
| Miscellaneous Requests   |        | 200.00                  | 200.00          |                    | Footnote 5       |                      |
|  |        | <b>0.00</b>             | <b>7,550.00</b> | <b>7,550.00</b>    |                  |                      |
| <b>Outdoor Enhancement</b>   |        | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b>   |                  |                      |
| Soccer Field Maintenance   |        | 1,000.00                | 1,000.00        |                    |                  |                      |
| Playground Maintenance   |        | 1,500.00                | 1,500.00        |                    |                  |                      |
| Playground Improvements  |        | 4,000.00                | 4,000.00        |                    | Footnote 4       |                      |
| Front Entrance Upkeep  |        | 500.00                  | 500.00          |                    |                  |                      |
|  |        | <b>0.00</b>             | <b>7,000.00</b> | <b>7,000.00</b>    |                  |                      |
|  |        | <b>Total</b>            | <b>0.00</b>     | <b>24,300.00</b>   | <b>24,300.00</b> |                      |
| <b>Total Expenses</b>  |        | <b>0.00</b>             |                 |                    |                  |                      |
| <b>Net Profit</b>  |        | <b>0.00</b>             |                 |                    |                  |                      |
| Cash Balance July 31, 2019   |        |                         |                 |                    |                  |                      |
| Net Profit Aug 2019 - July, 2020   |        |                         |                 |                    |                  |                      |
| Cash Balance July 31, 2020   |        |                         |                 |                    |                  |                      |
|  |        |                         |                 |                    |                  |                      |
| <b>FOOTNOTES</b>   |        |                         |                 |                    |                  |                      |
| Footnote 1 - Maximum budgeted limit of \$1,000   |        |                         |                 |                    |                  |                      |
| Footnote 2 - Funds to be used as a Helping Our Own for grads                                     |        |                         |                 |                    |                  |                      |
| Footnote 3 - To be confirmed at beginning of school year, based on number of staff in the school |        |                         |                 |                    |                  |                      |
| (Guideline: Teacher \$100 / Staff \$50)  |        |                         |                 |                    |                  |                      |
| Footnote 4 - Unused funds in this account will accrue yearly, to a max of \$4000                 |        |                         |                 |                    |                  |                      |
| Footnote 5 -   |        |                         |                 |                    |                  |                      |
| Footnote 6 - \$500.00 budgeted limit   |        |                         |                 |                    |                  |                      |
| Footnote 7 -   |        |                         |                 |                    |                  |                      |
| Footnote 8 - QHSA Fees include the following:  |        |                         |                 |                    |                  |                      |
| - Admin Fee \$50.00  |        |                         |                 |                    |                  |                      |
| - Fall Conference \$100.00   |        |                         |                 |                    |                  |                      |
| - AGM \$700.00   |        |                         |                 |                    |                  |                      |
| - Awards \$150.00  |        |                         |                 |                    |                  |                      |
| Footnote 9 - Gifts & Appreciation Includes the following   |        |                         |                 |                    |                  |                      |

Revenue and Expenses reduced by 50% from last year due to excess inventory carried forward from 2018-2019

## **Evergreen Home and School Committee Report**

**Committee name:** Low Ropes  
**Date of Report:** June 5, 2019  
**Date of Event if app:** N/A  
**Committee Chair:** Rachel Mattsson  
**Person preparing report:** Jennifer Buraglia

**Committee members:**

1.

**Report Details:**

- Construction started on May 25 and finished on June 1, 2019.
- Despite communication challenges through-out this project we are please with the final product.
- Our portion has been payed and the invoice for the remaining 50% has been sent to the town via the Lester B. Pearson School Board.

## **Evergreen Home and School Committee Report**

**Committee name:** Band

**Date of Report:** June, 05<sup>th</sup>, 2019

**Date of Event if app:**

**Committee Chair:** Sacha

**Person preparing report:** Sacha

**Committee members:**

1. Sacha
2. Tania
3. Zavi
4. Natasha
5. Ms.Caron

**Report Details:**

There is currently a link on the Evergreen page as well as the LBPSB website where individuals can make a direct donation to the school band. The latest update is that we have received \$2,236.07 in donations so far. The band committee is holding off on fundraising further until the new school year. A post was currently made on the E-green fb page and will be reposted again throughout the summer as a reminder to parents in hopes of gaining more donations.

# Evergreen Home & School Report

June 2019

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Committee Report:</b>            | Staff Wish List |
| <b>Date Of Report:</b>              | June 10th, 2019 |
| <b>Date of Event if Applicable:</b> |                 |
| <b>Committee Chair:</b>             | Melissa Bindon  |
| <b>Person Preparing Report:</b>     | Melissa Bindon  |
| <b>Committee Members:</b>           | Jen. B          |

## Report Details:

We received a Costco bill in Home & School's drawer in the school's office from Tina Hausen. She was reimbursed by check for \$50

We have received no other requests and no other receipts.

There is just over \$1100 left in the Staff Wish List budget.

## **Evergreen Home and School Committee Report**

**Committee name:** Grill and Chill

**Date of Report:** June 5, 2019

**Date of Event if app:** June 13, 2019

**Committee Chair:** Jennifer Buraglia

**Person preparing report:** “ ”

**Committee members:**

1. Melinda Paradis
2. Jo Anna Bevan?

**Report Details:**

- Everything is coming together well.
- Inflatables and cotton candy machine is booked with Air En Folie.
- 4 of the needed 5 inflatable attendees are booked.
- An eblast was sent on Friday May 31 and an ERMS was sent on June 6, 2019.
- Food pre-orders went live on the website on May 31, thank you Melinda.
- Prices schedule has changed slightly to encourage pre-orders. All hot food purchases at the event will each be \$1 more. Example: a hamburger pre-ordered on the website will cost \$3 and to purchase a hamburger at the Grill and Chill will cost \$4.

**Approvals needed:**

***MOTION*** : Extend budget expense by \$250 to cover cost of paid inflatable attendees.

**Evergreen Home & School**  
**Statement of Income and Expenses**  
**May 2019**

**Income**

|                                  | Income | Income        | Less: Expenses  | Float         | Net Income        |
|----------------------------------|--------|---------------|-----------------|---------------|-------------------|
| UDL Fundraiser                   |        |               |                 |               | -                 |
| Phys Ed Uniforms                 |        | 410.00        |                 |               | 410.00            |
| H&S Membership                   |        |               |                 |               | -                 |
| Pizza Day                        |        |               | 1,045.76        |               | (1,045.76)        |
| Subway Day                       |        |               | 1,009.50        |               | (1,009.50)        |
| TCBY                             |        | 18.00         | 271.60          |               | (253.60)          |
| Fall Fair                        |        |               |                 |               | -                 |
| Scholastic Book Fair             |        |               |                 |               | -                 |
| Pancake Breakfast                |        |               |                 |               | -                 |
| Cookie Dough QSP Fall Campaign   |        |               |                 |               | -                 |
| Cookie Dough QSP Spring Campaign |        |               |                 |               | -                 |
| Mabels Labels                    |        |               |                 |               | -                 |
| Swag Wear                        |        |               |                 |               | -                 |
| Movie Night                      |        |               |                 |               | -                 |
| Grill n Chill                    |        |               |                 | 250.00        | (250.00)          |
| Minute to Win it                 |        |               |                 |               | -                 |
| Pink T-Shirts (Anti-Bullying)    |        |               |                 |               | -                 |
| Terry Fox Run                    |        |               |                 |               | -                 |
| Bingo Night                      |        |               |                 |               | -                 |
| Prepaid Visa Card                |        |               | 500.00          |               | -                 |
| Miscellaneous Revenue            |        |               |                 |               | -                 |
|                                  |        | <b>428.00</b> | <b>2,826.86</b> | <b>250.00</b> | <b>- 2,148.86</b> |
| Account Balance Rebate           |        | 4.95          |                 |               | 4.95              |
| <b>Total Income</b>              |        | <b>432.95</b> | <b>2,826.86</b> | <b>250.00</b> | <b>(2,143.91)</b> |

**Expenses**

**Home & School Admin**

|                                     |       |
|-------------------------------------|-------|
| Bank Fees                           | 4.95  |
| NSF Cheques and fees                |       |
| Square Fees                         | 6.52  |
| Paypal Fees                         | 0.59  |
| Prepaid Visa Fees                   | 15.00 |
| QHFSAs Fees                         |       |
| H&S Administration Costs            |       |
| Website & Social Media              |       |
| Maintenance and upkeep of H&S Items |       |

**Home & School Initiatives**

|   |        |
|---|--------|
| Helping Our Own                               | 105.00 |
| Donation to Grads                             |        |
| Terry Fox run - Freezies                      |        |
| Evergreen Open House / Kindergarten Welcome   |        |
| Hospitality (other than gifts & appreciation) | 64.39  |
| Gifts & Appreciation                          |        |
| Winter Carnival/Fun Day/Minute to Win It      |        |

**Special Events & Teacher Requests**

|   |          |
|---|----------|
| Teachers' Wish List                     | 1,170.36 |
| Special Events/Speakers                 |          |
| Educational Support (Formerly Raz Kids) |          |
| Universal Designed Learning (UDL) Fund  |          |
| Anti-Violence/Anti-Bullying Initiatives |          |
| Robotics                                |          |
| Miscellaneous Requests                  |          |

**Outdoor Enhancement**

|   |        |
|---|--------|
| Low-ropes structures (cookie dough 2017-2018) |        |
| Soccer Field Maintenance                      |        |
| Playground Maintenance                        | 402.41 |
| Playground Improvements                       |        |
| Front Entrance Upkeep                         |        |

|                       |                 |
|-----------------------|-----------------|
| <b>Total Expenses</b> | <b>4,846.08</b> |
|-----------------------|-----------------|

**Net Profit - 4,413.13**

|                         |           |
|-------------------------|-----------|
| Cash Balance April 2019 | 20,456.87 |
| Net Profit May 2019     | -4,413.13 |
| Cash Balance May 2019   | 16,043.74 |

**Evergreen Home & School**  
**Actual YTD vs BUDGET**  
**May 2019**

**Income**

|                                  | Income           | Projected Income | Expenses         | Projected Expenses | Net Income       | Projected Net Income |
|----------------------------------|------------------|------------------|------------------|--------------------|------------------|----------------------|
| UDL Fundraiser                   |                  | 0.00             |                  |                    | 0.00             |                      |
| Phys Ed Uniforms                 | 4,270.00         | 7,920.00         | 5,942.74         | 7,260.00           | -1,672.74        | 660.00               |
| H&S Membership                   | 2,192.00         | 2,000.00         | 1,944.00         | 2,000.00           | 248.00           | 0.00                 |
| Pizza Day                        | 13,777.22        | 13,800.00        | 7,458.83         | 8,000.00           | 6,318.39         | 5,800.00             |
| Subway Day                       | 7,312.90         | 10,000.00        | 4,824.00         | 8,300.00           | 2,488.90         | 1,700.00             |
| TCBY                             | 4,270.30         | 4,000.00         | 2,912.85         | 2,100.00           | 1,357.45         | 1,900.00             |
| Fall Fair                        | 4,726.45         | 4,500.00         | 2,378.60         | 2,500.00           | 2,347.85         | 2,000.00             |
| Scholastic Book Fair             | 3,294.85         | 0.00             | 3,345.52         | 0.00               | -50.67           | 0.00                 |
| Pancake Breakfast                | 587.65           | 0.00             | 496.03           | 700.00             | 91.62            | -700.00              |
| Cookie Dough QSP Fall Campaign   | 3,480.84         | 3,500.00         | 3,480.84         | 1,000.00           | 0.00             | 2,500.00             |
| Cookie Dough QSP Spring Campaign | 0.00             | 3,500.00         | 0.00             | 1,000.00           | 0.00             | 2,500.00             |
| Mabels Labels                    | 134.59           | 100.00           | 0.00             | 0.00               | 134.59           | 100.00               |
| Swag Wear                        | 76.50            | 0.00             | 0.00             | 0.00               | 76.50            | 0.00                 |
| Movie Night                      | 0.00             | 1,100.00         | 0.00             | 700.00             | 0.00             | 400.00               |
| Grill n Chill                    | 0.00             | 2,000.00         | 250.00           | 3,000.00           | -250.00          | -1,000.00            |
| Minute to Win it                 | 0.00             | 250.00           | 22.63            | 300.00             | -22.63           | -50.00               |
| Pink T-Shirts (Anti-Bullying)    | 1,559.50         | 0.00             | 549.50           | 0.00               | 1,010.00         | 0.00                 |
| Terry Fox Run                    | 2,665.90         | 0.00             | 2,665.90         | 0.00               | 0.00             | 0.00                 |
| Bingo Night                      | 1,584.45         | 0.00             | 741.02           | 0.00               | 843.43           | 0.00                 |
| Prepaid Visa Card                |                  |                  | 500.00           |                    |                  |                      |
| Miscellaneous Revenue            | 178.63           | 0.00             |                  | 0.00               | 178.63           | 0.00                 |
| <b>Total Income</b>              | <b>50,111.78</b> |                  | <b>37,512.46</b> |                    | <b>13,099.32</b> |                      |

**Expenses**

| <b>Home &amp; School Admin</b>                | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
|---|-------------------------|-----------------|------------------|
| Bank Fees                                     | 118.48                  | 200.00          | 81.52            |
| NSF Cheques and fees                          |                         | 0.00            | 0.00             |
| Square Fees                                   | 699.42                  | 1,200.00        | 500.58           |
| Paypal Fees                                   | 351.91                  | 800.00          | 448.09           |
| Prepaid Visa Fees                             | 15.00                   |                 | -15.00           |
| QHFSAs Fees                                   | 50.00                   | 1,000.00        | 950.00           |
| H&S Administration Costs                      | 353.56                  | 300.00          | -53.56           |
| Website & Social Media                        | 463.59                  | 1,000.00        | 536.41           |
| Maintenance and upkeep of H&S Items           |                         | 1,000.00        | 1,000.00         |
|   | <b>2,051.96</b>         | <b>5,500.00</b> | <b>3,448.04</b>  |
| <b>Home &amp; School Initiatives</b>          | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
| Helping Our Own                               | 1,122.00                | 1,500.00        | 378.00           |
| Donation to Grads                             | 200.00                  | 200.00          | 0.00             |
| Terry Fox run - Freezies                      |                         | 60.00           | 60.00            |
| Evergreen Open House / Kindergarten Welcome   |                         | 200.00          | 200.00           |
| Hospitality (other than gifts & appreciation) | 232.46                  | 150.00          | -82.46           |
| Gifts & Appreciation                          | 992.17                  | 800.00          | -192.17          |
| Winter Carnival/Fun Day/Minute to Win It      |                         | 300.00          | 300.00           |
|   | <b>2,546.63</b>         | <b>3,210.00</b> | <b>663.37</b>    |
| <b>Special Events &amp; Teacher Requests</b>  | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
| Teachers' Wish List                           | 1,613.80                | 2,850.00        | 1,236.20         |
| Special Events/Speakers                       | 621.50                  | 500.00          | -121.50          |
| Educational Support (Formerly Raz Kids)       |                         | 1,500.00        | 1,500.00         |
| Universal Designed Learning (UDL) Fund        | 1,574.01                | 2,074.01        | 500.00           |
| Anti-Violence/Anti-Bullying Initiatives       |                         | 200.00          | 200.00           |
| Robotics                                      |                         | 1,000.00        | 1,000.00         |
| Miscellaneous Requests                        |                         | 200.00          | 200.00           |
|   | <b>3,809.31</b>         | <b>8,324.01</b> | <b>4,514.70</b>  |
| <b>Outdoor Enhancement</b>                    | <b>Expenses to date</b> | <b>Budget</b>   | <b>Remaining</b> |
| Low-ropes structures (cookie dough 2017-2018) | 3,289.00                | 3,289.00        | 0.00             |



|                          |                 |                  |                  |            |
|--------------------------|-----------------|------------------|------------------|------------|
| Soccer Field Maintenance |                 | 1,000.00         | 1,000.00         |            |
| Playground Maintenance   | 402.41          | 1,000.00         | 597.59           |            |
| Playground Improvements  | 1,045.56        | 4,000.00         | 2,954.44         | Footnote 4 |
| Front Entrance Upkeep    |                 | 250.00           | 250.00           |            |
|                          | <b>1,447.97</b> | <b>6,250.00</b>  | <b>4,802.03</b>  |            |
| <b>Total</b>             | <b>9,855.87</b> | <b>23,284.01</b> | <b>13,428.14</b> |            |

#### Total Expenses

**47,368.33**

#### Net Profit

**2,743.45**

|                                  |                  |
|----------------------------------|------------------|
| Cash Balance July 31, 2018       | 18,524.88        |
| Net Profit Aug 2018 - July, 2019 | 2,743.45         |
| Cash Balance July 31, 2019       | <b>21,268.33</b> |

#### FOOTNOTES

Footnote 1 - Unused funds in this account will accrue yearly, to a max of \$2000

Footnote 2 - Original \$500 budget reduced by \$300 that was advanced during 2017-2018

Footnote 3 - To be confirmed at beginning of school year, based on number of staff in the school

Footnote 4 - Unused funds in this account will accrue yearly, to a max of \$4000

Footnote 5 -

Footnote 6 - Includes balance of 2017-2018 funds to be disbursed this year \$1574.01

Footnote 7 - Amount corrected - balance of 2017-2018 funds

Footnote 8 - QFHSA Fees include the following:

- Admin Fee \$50.00
- Fall Conference \$100.00
- AGM \$700.00
- Awards \$150.00

Footnote 9 - Gifts & Appreciation Includes the following:

Staff Appreciation \$500.00

Daycare Appreciation \$100.00

Beginning and Year End gifts, Xmas \$200.00

**Corrections - Expense amounts were overstated for Fall Fair and understated for food fundraisers**

# Evergreen Home School

## Bank Reconciliation as of May 31, 2019

Book Balance, April 30, 2019 \$ 23,686.24

Deposits \$ 432.95  
\$ 24,119.19

Cheques \$ 4,846.08

Book Balance, May 2019 19,273.11

Bank Balance, May 2019 \$ 20,249.09

### o/s Cheques

|       |    |        |                          |
|-------|----|--------|--------------------------|
| 1588  | \$ | 98.48  | Marie-Eve Frenette       |
| 1589  | \$ | 100.00 | Marisa Furino            |
| 1592  | \$ | 402.41 | Prisme Equipement Canada |
| 1599  | \$ | 334.50 | Subway 31902             |
| 1600  | \$ | 50.00  | Katarina Hausen          |
| <hr/> |    |        |                          |
|       | \$ | 985.39 |                          |

### o/s Deposits

|       |        |        |
|-------|--------|--------|
| \$    | 9.41   | PayPal |
| <hr/> |        |        |
| \$    | 9.41   |        |
| <hr/> |        |        |
| \$    | 994.80 |        |

Adjusted Bank Balance, May 2019 20,249.09

\$ -

# **Evergreen Home and School Committee Report**

**Committee Name:** Governing Board

**Date of Report:** June 5th, 2019

**Date of Event if applicable:** May 28st 2019

**Committee Chair:** Veronique Seguin

**Person preparing report:** Melinda Paradis

**Committee Members:**

1. Tracy Gottardo
2. Susan Nowak
3. Jennifer Gilligan
4. Chris Couture
5. Melinda Paradis

**Report Details:**

- Public Question Period: Jennifer Buraglia provides an update on the heating/air conditioning situation. ceiling fan pilot project will be implemented at Mount Pleasant approx \$1000/per class; ceiling fans cost more than the a/c units Jennifer presented; according to Carol Heffernan, it is ultimately up to the teacher and the principal to determine when it is too hot in the classroom and to move the children to a cool place;
- Principal's report: Ms. Grant announces her departure and new position at Place Cartier. Math teachers received a grant to continue with the PLC math program;
- Approval of field trip to an ostrich farm for Grade 1;
- Ms. Furino provides an update; co-teaching grant was approved for Ms. Furino and Mme Frenette who will be visiting schools and researching the program throughout Switzerland;
- Commissioner Danny goes through LBPSB administrative changes (principal changes, etc); field trip policy and SNAC advocating for higher adult:student ratio; SNAC AGA September 25th, 2019; LBPSB will not be enforcing Bill 21.
- Home and School Pizza/TCBY/Subway and, Terry Fox, Swag Wear and Lualoha Towel fundraiser approved for the 2019-2020 school year.
- TTFM results are in; Ms. Furino suggests investigating the results further when the new principal, Mr. Adam Lambert, in September.

- AVAB Plan: Peggy proposes that once the TTFM survey results are reviewed by Mr. Lambert (new principal) that a new AVAB plan be implemented;
- Educational Project (tabled for next meeting) and Letter from Maureen Hunt concerning parent involvement (to be reviewed) at the June meeting.
- Daycare policies revised safety purposes.
- 20 minutes recess: daily schedule has been modify.
- Code of conduct: recording on electronic devices of any kind is prohibited.
- Breakdown of school fees and supply list for each grade done, and approved.
- Next meeting will be held on June 12th, at 6:30pm.

# **Evergreen Home and School Committee Report**

**Committee Name:** Kiss and Drop

**Date of Report:** June 5th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

**Report Details:**

- Nothing to report. Everything going well.

# **Evergreen Home and School Committee Report**

**Committee Name:** Website

**Date of Report:** June 5th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

- 1.

**Report Details:**

- Website updated with all June related events and dates. All going well.

## **Evergreen Home and School Committee Report**

**Committee name:** Phys. Ed Shirts

**Date of Report:** June 3<sup>rd</sup>, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- last delievery day will be June 19th
- Athena will be taking over as co-ordinator next school year

## **Evergreen Home and School Committee Report**

**Committee name:** Pizza

**Date of Report:** June 5<sup>th</sup> 2019 – Last report of the year

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1.

### **Report Details:**

Last pizza day was today. Went off without a hitch.

Spoke to the pizza crew. All are planning on returning next year.

Posted a thank you on e-green for parents participation in the fundraiser.

Pizza is over for the year!

On a sidenote.... The kitchen was messy. One microwave was just left on the counter, two coffee percolators were left on the counter and grad bins & tent were left in the floor... plus a lot of miscellaneous things left everywhere. This tends to be a recurring thing; just normally not as many things are left. I find it thoughtless that people constantly leave things in our room. It's as if our room is left as a dumping ground. Not blaming anyone in particular (not sure who leaves stuff) but I hope a solution is found next year.



## **Evergreen Home and School Committee Report**

**Committee name:** Subway

**Date of Report:** June 3<sup>rd</sup>, 2019

**Date of Event if app:** N/A

**Committee Chair:** Jen G

**Person preparing report:** Jen G

**Committee members:**

N/A

### **Report Details:**

- final two Subway days are June 12<sup>th</sup> and June 19<sup>th</sup>; June 19<sup>th</sup> replaces the snow day of February 13<sup>th</sup>

- May 29<sup>th</sup> Subway day was a success thanks to Lucy who helped me determine which students in grades 4-6 were at school or were at the Track & Field event, and a special thank you to Suzy Q, Monique and Ms. Judy who helped deliver the Subway orders at the end of the day to the students who had been away at Track & Field

- Suzy Q will be Subway co-ordinator next school year

## **Evergreen Home and School Committee Report**

**Committee name:** TCBY

**Date of Report:** June 7<sup>th</sup> 2019

**Date of Event if app:** ongoing

**Committee Chair:** Susan Nowak

**Person preparing report:** Susan Nowak

**Committee members:**

1.

### **Report Details:**

Last TCBY day or the year was today.

All went as smooth as silk.

Posted a thank you on E-green to parents and volunteers.

# **Evergreen Home and School Committee Report**

**Committee Name:** Swag Wear

**Date of Report:** June 5th, 2019

**Date of Event if applicable:** N/A

**Committee Chair:** Melinda Paradis

**Person preparing report:** Melinda Paradis

**Committee Members:**

1.

## **Report Details:**

- There was a mistake with Lucy's daycare order. Ordered 7 zipped hoodies and received 7 PULLOVER hoodies. I called Mad Monkey and we confirmed that 7 zipped hoodies were indeed ordered. Mad Monkey is sending 7 zipped hoodies free of charge, and said to keep the pullover hoodies.
- Mad Monkey expressed that they were concerned with the lack of orders from parents, suggesting to limit ordering period to twice a year; will give pricing also if we want to have the apparel on our website instead and do monthly orders. More info to be confirmed.

## **Evergreen Home and School Committee Report**

**Committee name:** Mabel's Labels

**Date of Report:** June 10, 2019

**Date of Event if app:** On going

**Committee Chair:** Melissa Lesey

**Person preparing report:** Jen Buraglia

**Committee members:**

- 1.
- 2.

### **Report Details:**

#### **\*Note\***

- There are no reports received from Mabel's.
- Only cheques are delivered to the school at seemingly random periods.
- When inquired last year to have information regarding a way to see what comes in, we was told they don't have fundraising accounts to sign in to see data.

## **Evergreen Home and School Committee Report**

**Committee name:** Lualoha Towels  
**Date of Report:** June 5, 2019  
**Date of Event if app:** Ongoing Fundraiser  
**Committee Chair:** Not yet assigned  
**Person preparing report:** Jennifer Buraglia

**Committee members:**

1. Jennifer Gilligan

**Report Details:**

- The sales are officially open on our Home and School website, thank you to Melinda, our webmaster, for making this come to life.
- Purchase cut offs will be every Sunday night at 6 PM.
- Deliveries will be made by the Thursday of the following week, while school is in. Orders will continue throughout the summer on the website, with pick up available at the store in Hudson.
- Profits from 1 towel sold is \$12.44 , or when a 2 towel package is sold we profit \$16.19 (or \$8.10 per towel)
- So far we have sold 15 towels in total.