



École Harold-Napper
Harold Napper School

Harold Napper School Governing Board Meeting Wednesday November 15th, 2023 at 7:00PM

Members present:

- Laila Prud'homme
("Laila")
- Natasha Laliberté
("Natasha")
- Catherine Greven
("Catherine")
- Sana Diwan
("Sana")
- Andrea Lagacé Desautels
("Andrea")
(departed at 20:00)
- Krista Rahn
("Krista")
- Candice Valentine
("Candice")
- Nick Moraitis
("Laila")
- Steve Belanger
("Laila")
- Tina del Vecchio
(joined at 19:10)
- Valerie Forde
("Valerie")
- Dimitra Christou
("Dimitra")
- Francine Couture
("Francine")
- Connie Fernandes
("Connie")
- Brigitte Piche
("Brigitte")
(joined at 19:34)

Members Absent with regret:

- Steve Venne
- Michael Pestemalgicil
- Asma Qureshi
- Stacy Pinho
- Marie-Josée Broudehous

Agenda

1. Call to order and welcome

Harold Napper Governing Board Chair, Laila called the meeting to order at 7:02 p.m. Catherine volunteered as Secretary of the meeting due to the absence of Asma.

2. Adoption of the agenda

Motioned by Krista and seconded by Connie for the agenda to be approved.

Carried

3. Adoption of the minutes from October 14, 2023

Motioned by Catherine and seconded by Candice for approval of the meeting minutes from October 14, 2023.

Carried

4. Business arising from the previous minutes

None.

5. New Business

5.1. Educational Project 2023-2027

Valerie explained the education project requirements (the “Plan”) and process and proposed that *the increase of language proficiency of the students of Harold Napper* be our focus area for 2023 to 2027. Various discussions took place.

Approval of the Plan motioned by Sana and seconded by Dimitra.
Natasha abstained from voting.

Carried

5.2. Revised Budget 2023-2024

Valerie presented the revised budget for the 2023-2024 school year to those present. Certain questions were posed by Nick and Laila regarding the allocation of certain funds which was addressed by Valerie.

5.3. ABAV Plan (draft) 2023-2024

Valerie presented the ABAV Plan for the 2023-2024 school year to those present and discussed certain improvement of same to address safety concerns on and around school property, emotional learning, and support available to students such as Oasis.

Questions were raised by Nick pertaining to lunch time supervision and those carrying out said supervision. Valerie responds.

Laila and Valerie discuss the approval date of the ABAV Plan.

5.4. Journée moustache 28 novembre

Laila mentions that the PPO fundraiser “Journée moustache” is upcoming on November 28th.

5.5. Field trips

Laila and Valerie discussed the success of past field trips and those to come in the school year.

5.6. Governing Board Approval of PPO Projects and Expenses

Motioned by Nick and seconded by Steve to ratify and confirm approvals obtained by the members of the governing board via email with regards to certain expenses of PPO, namely those outlined in Appendix A attached hereto

Carried

Laila presents additional PPO Projects and Expenses to be approved by the Governing Board, namely:

1. 2024 Staff Appreciation Week: Annual request to celebrate our fantastic HN Teachers, Administrators, Resource Staff, Support Staff, Daycare Staff, Lunch Monitors, and Caretakers during RSB's designated "Staff Appreciation Week." The request will cover a week's worth of surprises for ~80 people. → Value of the request: \$600

Motioned by Krista and seconded by Candice.

Carried

2. Jump Rope for Heart: Every year, Mr. Steve Venne and Mr. Jason Clément lead the charge in teaching our students about physical fitness and health education in support of the Heart and Stroke Foundation of Quebec. It would be the PPO's pleasure to donate \$100 on behalf of the entire HN Community to support our skippers and their healthy hearts. → Value of the request: \$100

Motioned by Krista and seconded by Dimitra.

Carried

3. 2024 Graduation PPO Donation: Annual request to put aside \$500 just in case the Grad Committee does not meet its fundraising objectives. While we have not had to use this line item in the past few years, it is always put aside as a "safety net." → Value of the request: \$500

Motioned by Catherine and seconded by Krista.

Carried

4. 2024 Back to School Corn Roast: The HN community is invited to kick-off the new school year with a corn roast. → Value of the request: \$1,300

Motioned by Candice and seconded by Krista.

Carried

5. 2024 Graduation PPO & GB Awards: Annual request. To be presented at the 2024 Graduation and will likely be in the form of Indigo gift cards. → Value of the request: \$250

Motioned by Dimitra and seconded by Krista.

Carried

6. 2024 Graduation Medals and Trophy Engraving: Annual request. To be presented at the 2024 Graduation Ceremony. Includes: 1) Keepsake medals on blue ribbons for Grade 6 award recipients. One side displays the school logo and the other side shows the student's name, school year and award title. 2) Class of 2023 trophy engraving → Value of the request: \$500

Motioned by Connie and seconded by Dimitra.

Carried

7. HN Christmas Baskets Annual request to help families in Need. → Value of the request: \$500

Motioned by Connie and seconded by Brigitte.

Carried

8. Purchase of "kitchen items": Following the departure of Christina Fanara, we no longer have access to the needed kitchen equipment for our Corn Roast, Fundraising Soiree and Fun Day PPO wants to purchase these kitchen items to facilitate food manipulation (cooking, serving, transporting) in a safe and appropriate manner. The amount will cover the purchase of pots, covers, trays, pans, sheets, and burners. We can use the items for multiple events/activities in the school. We would break even in less than 2 years VS if we went on to rent these items every time we needed them. → Value of the request: \$1,200

Motioned by Steve and seconded by Krista.

Carried

9. Holiday Food Drive: During the pandemic, we had to stop our annual tradition of holding a food drive before Christmas. Our families are notoriously generous in activities of this nature, we expect to be able to support many local families in these hard times. We will support HOPE, a local food bank based in Brossard that RSB has been supporting for years. → Proposed timeline:

- i. Week of November 27th: Inform HN community and request their support for the food drive. The collection of food begins. Volunteers to check in every day to store donations.
- ii. Week of December 4th: Last call for donations on FB post.
- iii. December 8th: Last day for collecting. Volunteers deliver the food to the organization.

Motioned by Connie and seconded by Dimitra.

Carried

10. Online Auction: Continuing with my goal to automate, facilitate, and increase our fundraising capabilities, we have been looking to move our auction from paper forms to an online platform. We will be using GalaBid for this. Here are some of the highlights:

- i. Simple to use for bidders, free to set up
- ii. Can have a large projector to show the live bidding and create excitement
- iii. Each item has an ID number, which can be displayed in front of each item. QR code to get easy access to bidding
- iv. When signing up, user needs to input their credit card information.
- v. Potential service fee of 2.9% to be paid by PPO.

This potential financial risk is the reason we are bringing it to GB. With last year's auction sales of approx \$12K, that would only represent \$348 - IF EVERYONE DECLINED TO PAY. The users will be asked on the auction site to cover the fee so that HN does not have the burden. Based on their stats, only 6% of buyers don't pay them. We are also quite certain that by going this route, buyers will not have to limit their spending VS when they have to manage the cash they have on hand, leading us to increase potential fundraising through the auction.

Motioned by Nick and seconded by Candice.

Carried

6. Reports:

6.1 Chairperson's and Parent Rep. Reports

Catherine advised that there is nothing to report.

Laila discussed an initiative to remove cellular devices from the classrooms at Centennial Regional High School called Yonder.

6.2. Administration Report

Valerie advised that more information is coming on certain matters, and that the process surrounding a complaint with school services has changed.

6.3. PPO Report

Nick presented on current and upcoming events.

Catherine motioned that the meeting be extended by 15 minutes, seconded by Francine.

Carried

6.4. Daycare Report

Connie Fernandes advised that she will be sending out an email to the members of the Governing board.

6.5. Teacher's Report

- Brigitte presented on the kites created by her students.
- Sana presented on Remembrance Day.
- Dimitra presented on student teachers.

6.6. Support Staff Report

Steve presented on new resources available at Oasis.

6.7. Other Reports

None.

7. Correspondence

None.

8. Varia

None.

9. Public Question Period – 10 minutes max.

None.

10. Closing of the meeting

Motioned by Sana and seconded by Dimitra that the meeting be adjourned at 9PM.

Next Meeting: December 13th, 2023, in person

Appendix A

Email votes:

1. Harold Napper Emergency Measures Plan 2023
2. Request to approved the use of fundscrip by PPO for this school year
3. 2024 Fundraising Soirée: Proposed Date: Saturday February 10th, 2024. Value of the request: \$5,000
4. Les Supers Recycleurs: Proposed Date: Saturday April 20th, 2024. Value of the request: \$0
SSIAA Buses: HN will be competing in 2 tournaments this school year. Value of the request: \$1,350
5. Fully loaded MacBook: Value of the request: \$3,000
6. Halloween @ HN Door Decorating: Value of the request: \$200
7. Movember Moustache Day: Value of the request: \$100
8. "HN CAN Make A Difference" School Wide Treat: Value of the request: \$560
9. Fun Day: Value of the request: \$5,500
10. 3R Medals: Value of the request: \$1,981.02
11. HN grad fundraiser movie night on Nov 3rd. Estimated spend \$600.