

# MINUTES

## Honoré Mercier Elementary - Home and School Association

Monday September 23, 2024

Meeting called to order by Felica Spadafino 7:08 pm

### Attendance

#### Home and School Members

Spadafino, Felicia (President)	Cancilla, Luciana	Paolozza, Amanda
Mancini, Romina (Vice President)	Conte, Dona	Racaniello, Stella
Holowka, Arianna (Treasurer)	Da Costa, Diana	Ramundo, Merika
Di Stefano, Diego (Secretary)	DiVincenzi, Sarah	Ranellucci, Sonia
Baccari, Mary (Co-Secretary)	Dykes, Sabrina	Rizzuto, Carmen
Cynthia Canale (Principal)	Garofalo, Verena	Scarfone, Christina
Ali, Saffiran	Ghanoudi, Nadia	Scicchitano Pinsky, Maria Scott
Almeida, Mindy	Giannini, Adriana	Uniat/Rawski, Jennifer/Peter
Agostino, Amanda	Lombardi, Ida	Valiante, Theresa
Behjoudi, Sally	Mastromonaco, Clara	Venditti, Concetta Maria
Basciani, Vanessa	Mercadante, Daniela	
Camalda, Lorena	Mota, Kimberly	

Regrets from Executive Committee: N/A

### Approval of Meeting Agenda

Motion to approve: Diego Di Stefano

Motion seconded: Ida Lombardi

Approved by majority

### Approval of Minutes

Motion to approve April 2024 Minutes with proposed corrections: Teresa Valiante

Motion seconded: Romina Mancini

Approved by majority

Motion to approve May 2024 Minutes with proposed corrections: Teresa Valiante

Motion seconded: Merika Ramundo

Approved by majority

Motion to approve June 2024 Minutes with proposed corrections: Sonia Ranellucci

Motion seconded: Verena Garofalo

Approved by majority

---

### Treasurer Report (Arianna Holowka)

---

- Opening balance		3,957.38 \$
- Deposits		975.00 \$
- Expenses	( 58.00 \$ )	
-----		
- Book Balance		4,874.38 \$
- Held Funds	( 1,850.00 \$ )	
-----		
- Available Funds		3,024.22 \$

---

### Secretary's Report (Diego Di Stefano & Mary Baccari)

---

- Outdated constitution for Honoré-Mercier Home & School Association will be redrafted with new QFHSA guidelines. Once approved by QFHSA, the new constitution will be submitted to all members and voted into power at next Annual General Meeting.
- As per QFHSA guidelines, Home & School by-laws must be drafted and submitted for approval to all members.

---

### Principal's Report (Cynthia Canale)

---

- As this is the first meeting of the school year, there aren't many items to present, but there are a few important points to share.
- Principal Canale extends her gratitude to the Home and School Association for their continued support right from the start of the school year. Their efforts in organizing the balloons, coffee, and treats for the staff on the first day back were greatly appreciated. On behalf of both the Governing Board and the Home and School, she thanks everyone's involved for their contributions.
- Principal Canale acknowledge the incredible volunteers who assisted during our Fun Day and Picture Day. Their presence and dedication were invaluable. It is through partnerships like these that our school community thrives!
- Honoré-Mercier Open House will be held on November 27th, 2024

- Principal Canale informs us that she has established an Open House Committee of teachers, with a first meeting scheduled for early October. She is considering ways to increase attendance at the event, including:
  - Creating promotional pamphlets or cards.
  - Distributing materials to local daycares, stores, and neighborhood venues.
  - Social Media exposure
- Principal Canale thanks everyone for their attention and mentions that she looks forward to continuing our work together to ensure a successful school year.

---

### Teachers' Report (Christine Lagarde)

---

- Nothing to report currently.

---

### Executive Committee Report (Felicia Spadafino & Romina Mancini)

---

- As of the calling to order of this September 23<sup>rd</sup> meeting at 7:08 PM by Felicia Spadafino, Home & School Association President, 42 confirmed members have submitted both their completed membership application form and paid their membership dues.
- Committees led and comprised by H&S members will be formed for each event and / or fundraiser. Inscription forms for each committee will be sent out shortly.
- Volunteer T-shirts and Hoodies are available for purchase by member but not mandatory to volunteer:
  - Price for 1 T-Shirts 12.00 \$
  - Price for 1 Hoodie 30.00 \$
- Daycare has agreed to use the Halloween Haunted House in the library for daycare hours, allowing daycare children and parents to view and enjoy it. Possibility of collecting donations from parents will be discussed.
- Les Délices Lafrenaie will be donating cookies for the children on Halloween. If anyone knows of companies willing to donate towards any of our events, please come forward.
- Home & School will not be organizing a chocolate fundraiser this year. Although profitable, this type of fundraiser has become challenging to manage in the past years due to some parents not paying for, nor returning, the chocolates they were provided.
- Pancake Breakfast in the gymnasium, this year, will be held in conjunction with Winter Wonderland in the library with Santa. There are leftover funds from last year's book fair sale which were unused by the teachers. Principal Canale has agreed to make these funds available to Home & School for the purpose of providing each child a book gifted from Santa as well as possibly a cookie. The possibility of having a photo taken with Santa is to be discussed at this time.

- Home & School is asking for anyone who wishes to donate any Christmas decorations to please come forward.
- Our annual Book Fair will be held once again in the school gymnasium this year. A committee will be formed and tasked with creating a theme. There was a discussion about having certain grade 6 students reading to the children in the younger grades. This can be revisited and decided by the Book Fair committee.
- Home & School is proposing to bring the Big Box of Cards fundraiser back to Honoré-Mercier. The purchase price will be 1.00 \$ per card (sold in boxes of 35 cards) and each box sold will allow Home & School to profit 11.00 \$.  
The company offers a great incentive program by which any school that sells at least 75 boxes or more, 125 boxes or more and 400 boxes or more will be in the running for a variety of prizes. (This needs to be approved by Governing Board)
- Home & School is proposing to bring the TCBY fundraiser to Honoré-Mercier during lunch periods. The purchase price will be 3.00 \$ per ice cream and each ice cream sold would allow Home & School to profit 0.90 \$, minus delivery fee of 10\$. (This needs to be approved by Governing Board)

---

## New Business

---

- Big Box of Cards Fundraiser
  - Motion to approve fundraising activity: Arianna Holowka
  - Motion seconded: Diego Di Stefano
  - Approved by majority
  
- TCBY Fundraiser
  - Motion to approve fundraising activity: Felicia Spadafino
  - Motion seconded: Verena Garofalo
  - Approved by majority

---

## Q + A period

---

- Q: How will the grade 6 graduation committee be formed and managed this year, and will it be run through Home & School like in prior years?
- A: Principal Canale will have a discussion with the concerned teachers to formulate a plan. Once a plan is set, she will inform everyone involved on exactly how things will be run for the grade 6 graduation this year.

\*\*\*\*\*

Q: Regarding fundraising in general, are specific-predetermined fundraising goals established?

A: Fundraising done by Home & School will raise funds for Home & School. Although we can fundraise for a specific reason or a specific need, generally, fundraised funds are held by Home & School to help finance and run a variety of activities, most of which are discussed and voted on during Home & School meetings.

\*\*\*\*\*

Q: Will different fundraisers overlap with one another?

A: We will be mindful to make certain that no fundraisers overlap with one another.

\*\*\*\*\*

Q: Will fundraised funds be split between grade 6 graduation financial needs and Home & School financial needs for running school wide activities?

A: Any and all fundraised proceeds will be held and managed by Home and School. Any requests for funds will be voted upon by all members during regular Home & School meetings or by evote.

\*\*\*\*\*

Q: For the 2024 graduating class, 10% of all graduation fundraised proceeds were given back to Honoré-Mercier. Will this be the case again for the 2025 graduation fundraisers?

A: In 2024, funds from prior years were still available, mainly due to the restriction of activities during the COVID years. The availability of sufficient funds made the need to fundraise for Home & School less necessary. It was a concern for many parents, that almost all the fundraising activities held during the 2023-2024 school year, were for the benefit of the 2024 graduating class. The 10% give back to Honoré-Mercier was proposed and vote into effect by Governing Board as a mean to appease this concern.

At this time, it remains unclear on how the fundraising for the graduation will be done. It might be done independently from Home & School, or it might be done jointly with Home & School. We will revisit this question once a clearer path is given by Principal Canale on how the grade 6 graduation will be run this year.

\*\*\*\*\*

Q: Can payment for TCBY be done on the day the ice cream is distributed?

A: Payments can only be fulfilled by etransfer prior to the day the ice cream will be distributed and according to the ordering schedule that will be provided by Home & School. No exceptions will be made as the orders for ice cream need to be placed in advance and for the correct quantities. .

\*\*\*\*\*

Q: During the Christmas Winter Wonderland book giveaway, would it be possible to provide the children with both an English and a French book?

A: Great idea Home & School will see if it is possible and get back to everyone with the information.

\*\*\*\*\*

Q: Can the annual toy drive in honor of Brianna be held again this year?

A: Yes, it is unanimous amongst all members as well as the administration that this annual Honoré-Mercier tradition and initiative should continue. In the past, Honoré-Mercier would accept toys in October and November and then start distributing toys to the Montreal Children’s Hospital during the month of December. It remains to be discussed if this initiative will be run and managed by Home & School or directly by Honoré-Mercier. In either case a memo will be sent out to inform the Honoré-Mercier parent community of the details pertaining to the toy drive.

\*\*\*\*\*

Q: Would it be possible to inform parents that they have not been chosen as volunteers for a specific event? Sometimes parents who have not been chosen are not aware that they were not chosen.

A: A second email will be sent to notify everyone whether they were selected or not. However, our goal remains to use as many volunteers as possible, even if it is for shorter time slots.

\*\*\*\*\*

### **Halloween Brainstorming**

- Trick or Treating outdoors in school yard after school hours. (Liability & safety concerns to be considered)
- Possibility of setting up tables in school yard and giving out candies to the children during school hours.

### **Fundraising Brainstorming**

- Selling used books and used items in the form of a "Bazar" or "Garage Sale" on school grounds. Would be a good way to raise funds. Home & School would need prior notice to organize with the EMSB rental department. Tables and Tents can also be requested through the borough at no cost if given 7 days' notice.
- Selling cases of oranges is a new fundraising idea for Honoré-Mercier that some schools already use and have had much success with. Felicia mentioned she would verify possibility and costs with one of her contacts from Inter Marché.
- Felix & Norton fundraiser was very successful last year. Home & School has every intention to bring it back this year, possibly more than once.
- St-Viateur Bagels fundraiser was also very successful last year. Home & School also has every intention to bring this one back this year, possibly more than once.
- Yoga fundraiser was mentioned by Merika Ramundo. Her sister would like to continue donating her time by offering weekly yoga classes on Wednesday evenings in the Honoré-Mercier gymnasium starting on October 23<sup>rd</sup>, 2024, until the end of the school year, except for the month of January 2025 and March break 2025. It is unclear at this time if this fundraiser will be run and organized through Home & School or directly through Honoré-Mercier. This would need to be approved by Governing Board.

### **Miscellaneous Topics**

- To facilitate communications and maximize reach, Principal Canale has graciously offered to create memos and send them out to the entire parent community when needed, on behalf of Home & School.
- Principal Canale has updated Home & School members and executives that the corrections and updates will be made to the Home & School section of the Honoré-Mercier website in the upcoming weeks.

---

## Adjournment

---

Motion to adjourn the meeting at 8.43 pm: Arianna Holowka

Motion seconded: Verena Garofalo

Approved by majority