

## Board Meeting Minutes

Thursday, February-04-16 at 7:00pm

**Present:** Christine Dewolf, Melissa Bergevin, Vicky Brewster, Amelia Candoleta, Lisa Markovsky, Karen Laham, Jacqui Roye

**Absent:** Sonia Arrigo

1. Approval of the minutes:
  - a. Tabled and will approve or comment via email once members receive them.
2. Approval of the agenda:
  - a. Amendment to agenda – letter from a parent ( to ensure confidentiality)
  - b. Addition of point XI. RQ and CRA

**Motion carried by: Christine**

**Seconded by: Melissa**

3. Review incorporation binder ( minute book):

Amy presented several points to highlight in minute book:

  - a. Review of the by-laws: AGM are a must once a year, other meetings are currently closed.
  - b. Minutes have to be made available 10 days after meetings
  - c. Minute book must be made available at all times in the office
  - d. PSA is a non-profit organization membered by the parents of children attending the PSA.  
This is a separate entity from Edinburgh school and the EMSB

**Motion carried by Christine: To make by-laws available in PSA website in addition to the minute book in office.**

**Seconded by: Karen**

4. Children registration update

Jacqui: 222 children currently

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### 5. Tutoring update

Jacqui: Not many children in tutoring this year, so there is available space.

Karen: Some grade 5-6 parents have expressed interest for tutoring geared for entrance exam to high school.

Jacqui and Stephanie have experience in the Stepping Up program and will look into offering this program for next year.

### 6. Budget updated to December:

Jacqui presented budget for Amy to review and she confirmed that it is on target based on the December report. The January budget is currently being finalized.

### 7. Programs/Activities update

Jacqui : Boot camp still continuing even with the introduction of Concordia program in afterschool.

All other activities are running as usual.

### 8. Staffing update – new hire

Another staff member, Anne-Marie, was hired due to high numbers of children especially in homework (particularly for grades 5 and 6).

### 9. Fire Drill

An incident happened in the PSA where the alarm was accidentally triggered followed by successful evacuation of all children and personnel.

A discussion ensued on the possibilities for a fire drill plan. Such as assigning staff to check specified rooms for evacuation, specific staff for a second spot check of rooms in school (post evacuation), redesign sign-out sheets and roll call at the designated evacuation area.

Jacqui has request the assistance of the fire department and they will be coming to visit PSA to help design a fire drill plan followed by training of the staff. PSA will work with Edinburgh and the EMSB to conduct a fire drill within this school year.

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### 10. Letter from-a concerned parent

An email was received by Jacqui from a concerned parent with a number of concerns.

Snacks

Open House

Why are the PSA board meetings closed

Cost comparison

A discussion on each item was had. Snacks are not part of the PSA program and parents are notified in their guidelines to provide children with their snacks.

An additional open house was discussed. A point was raised that the childrens' activities were highlighted during the PSA show at the end of the year. This provides parents the opportunity to see the success of the programs. An open was provided to the Kindergarten parents and received successfully.

**Motion carried by: Karen - We will have one open house at the beginning of the year for K and new parents to the school.**

**Seconded by: Vicky**

PSA board meetings are closed due to the sensitivity of the information that is being discussed. However a mechanism needs to be implemented by which parents are able to address issues or concerns they have regarding the PSA. This will be a way for parents to directly contact the board members to discuss in confidentiality. A suggestion was made to have a generic email address that will be accessible only by the parent representatives of the board.

**Motion carried by: Christine** that Karen set up a generic email address for only board members to access and to make available on the PSA website: ***"To contact board members directly, [edinburghpsaboard@gmail.com](mailto:edinburghpsaboard@gmail.com)"***

Board member names will be made available on the PSA website as well.

Karen will also be the point person for screening all emails to this address and take appropriate action to contact all other board members and respond to concerned parents in a timely manner.

**Seconded by: Vicky**

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Cost comparison is not be addressed at this time as this is a joint effort with the EMSB

### 11. RQ and CRA

The switchover from the old organization registration number was not completed to the new registration number. Therefore the tax filings for Revenue Quebec and Canada Revenue agency have had to be corrected over the months of December and January. We are under a tight schedule to reach the R1 and R24 deadline for the 2015 tax year.

### 12. Releve 24

The R24s will be delayed for the 2015 tax year as the supplier PSA uses, DONA, has had a system issue and they cannot provide the R24s this year.

The R24 will be done through the Revenue Quebec website which will allow PSA to provide the parents the releve on time.

### 13. Refunds

Update on refunds was that they will be issue in April

### 14. Concordia program update

Lisa: Governing board approved to introduce this program but failed to determine the minimum enrollment number.

Monday, February 2, 2016 – 3 children were in the program

Wednesday, February 4, 2016- 2 children were in the program

A discussion ensued as to the potential issue is space availability as was experienced on Monday, Feb 2. This was a day the PSA children could not go outside due to inclement weather, but Concordia was using the gym space.

Jacqui: Concordia was approached to use the stage area due to the small group to accommodate the PSA children that had to stay indoors. Concordia refused.

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Jacqui: Another concern was raised about the pick up area and the protocol that should be followed by the other after school activities. Issues have been addressed between Jacqui and the other educators.

15. Prep for coming EMSB meeting

A date for the February 18 was suggested by Jacqui in her correspondence with Mr. Angelo Marino of the EMSB. We are still awaiting a confirmation of the date from EMSB.

A tax lawyer has sent a formal letter to confirm that the PSA is allowed to issue Releve 24 to its parents in response to a question raised by the EMSB.

16. Varia

17. Adjournment at 10:01pm