

**EDINBURGH PSA**  
500 Hudson  
Montreal West, QC  
H4X 1X1

## **PSA Parent Committee Meeting Minutes**

**Meeting:** September 8, 2015

**In attendance were:**

Jacqui Roye, Director PSA  
Amy Candoleta, Treasurer  
Karen Latham, President  
Lisa Makovsky, Secretary  
Melissa Bergevin  
Sonia D'Arrigo  
Christine DeWolf  
Vikki Brewster

### **Minutes**

- 1. Approval of the Minutes:** The minutes from the last meeting were approved
- 2. Audit:** Discussed the possibilities of audit choices. Committee decided on a medium level audit which the accountant has deemed sufficient. It is termed a "Notice to Reader Audit". There is some paperwork remaining to be provided to accountant in order to complete the audit.
- 3. AGM:** Date established for AGM: October 1, 2015 at 7:00 PM at Edinburgh School.
- 4. Children Registration Update:** 202 children registered. We estimate it will increase due to the habitual beginning of the year adjustments. Presently looking for a hip hop teacher. High interest in Karate, Ukulele, and Hip Hop.
- 5. Tutoring:** Enrollment is low for tutoring this year; at 17 children.
- 6. Budget: Still in progress along with PSA fees finalization. To be finalized in coming weeks.**

- 7. Program and Activity Update:** Need to speak with Principal Marotta to establish what type of activities PSA will be able to provide.
- 8. Staffing Update:** Grade 2 teachers will meet with PSA staff to adjust to the new learning methods. Action: Ensure a follow up at next meeting to update and ensure all is on track.
- 9. Contracts:** Staff Contracts are prepared and ready for Karen's signature
- 10. Promotional Items:** Items will be ordered; with goal to distribute at Open House. Pamphlets need to be translated into French. Pens and Magnets are ordered.
- 11. Performance Evaluations:** Template needs to be created. Meeting will be held with staff to present evaluation process.
- 12. Accounting for Ped Days:** More detailed separation of fees will be established. Ex. PED days separated.
- 13. Revision of Fees and Morning Drop Off:** Early AM drop off time established from 7:00 to 7:35 to establish organization and safety of children.
- 14. Budget for making Edinburgh Great:** Will purchase new sofas for staff room; Bathroom renovations will be proposed with 2 quotations for the renovations.
- 15. Comparison Base to PSA:** Item pending
- 16. Varia: 1) Website Improvements:** Website improvements are needed to improve user friendliness. Two quotes will be obtained for the work.
- 15. Adjourned at 21:10**

**The next PSA meeting TBD**

**Annual General Meeting: October 1<sup>st</sup> 2015.**

**Minutes taken by:** Lisa Makovsky, Secretary, PSA.