



Hillcrest Academy Home & School Association (HAHSA)

Tuesday September 12th, 2023

7:00 pm

In person @ Hillcrest Academy

HAHSA meeting

Attendees: Amy Sara, Andrea Chountoumadis, Catherine Kapogiannatos, Cathy Carbone, Christina Mahmouridis, Danielle Leblanc, Debbie Psillos, Evelyn Louridakis, Frangiska Xenopoulos, Georgia Skiadopoulos, Jeffrey Drake, Jessica Borstein, Karen Palassian, Katherine Morency-Jarvis, Liane De Cubellis, Maggie Dello Russo, Maria Almeida, Maria Guglielmino, Peter Moschonas, Renee Neratzas, Rosa Tsekeris, Saherish Hussain, Sheyda Senoglu, Sindujaa Gunaratnam, Steve Bakos, Sylva Yapooudjian, Tania Creswell

Guests: Tania Marchitello

Minutes

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| Agenda item: <i>1. Call to Order</i> | Presenter: Renee Neratzas |
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- Renee Neratzas called the meeting to order at 7:02 pm. The motion is approved by Evelyn Louridakis and seconded by Maria Almeida.

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| Agenda item: <i>2. Approval of Agenda</i> | Presenter: Renee Neratzas |
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- The agenda is approved by motion from Evelyn Louridakis and seconded by Cathy Carbone.

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| Agenda item: <i>3. Approval of Minutes – June 6th, 2023</i> | Presenter: Renee Neratzas |
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- The June 6th, 2023 minutes are updated to state the following corrections in RED :
 - 4.5 – Governing Board Report:
 - ABAV – 2019 – 31% and 2021 – 22% - there has been a decline in incident reports.
 - Minutes are approved by Tania Creswell and seconded by Evelyn Louridakis.

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| Agenda item: <i>4.1 President's Report</i> | Presenter: Renee Neratzas |
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- Renee explains that the first meeting is usually a little longer being that we have to go over all the rules and positions available and needed to be voted in.
- Renee introduces all the Executive Members:
 - **President** – Renee Neratzas
 - **Vice-President** – Danielle Leblanc
 - **Treasurer** – Maria Guglielmino
 - **Fundraising Director** – Karen Palassian
 - **Secretary** – Catherine Kapogiannatos
 - **Charity Director** – Patrick Cristofaro
 - **QFHSA Chair** – Kelly Krassakopoulos
- Positions to be voted in – for a one school year term:
 - ❖ Photo Rep
 - ❖ Uniform Rep
 - ❖ Head Volunteer
 - ❖ Hospitality (one head volunteer who will be in charge and 5-6 reps who will be helping out)



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- ❖ Governing Board Rep
- ❖ School Supply Rep
- Renee explains it is important that those who nominate themselves for a position continue to attend the meetings and participate in more than just the first meeting. These positions are crucial to continue the success of HAHSA as whole and they are all volunteer basis.
- Renee also mentions we should aim to have shadow's for Karen and Maria G's positions in order to ensure an easy transition once they leave the school in two years.
- Voting will ONLY be done in person and can still be done confidentially.
- There will be a Grad committee put together for this school year.
- Once every members email address is confirmed – we will be sending out the HAHSA member functions and constitution and by-laws.

Agenda item: 4.2 Principal/Vice Principal's Report

Presenter: Tania Marchitello

Discussion:

- Mrs. Marchitello is excited for this new school year. She is hoping all parents are hearing about our new school values AKA the MATRIX.
- The school has a lot planned in regards to capacity building for the staff. We do a lot for teachers and sometimes the school as a whole forgets the support staff. Mrs. Marchitello has set aside time for developmental monthly meetings specifically for our support staff (attendance monitors, lunch monitors, and daycare staff). The teachers will continue to have their monthly staff meetings as well.
- Mrs. Marchitello confirms that the Grade 6 teachers would like to have a Grad Committee this year. Grad Committee remains a school based decision and not a Home & School Association sub-committee. This means that 100% of the funds raised go towards the GRAD. Mrs. Marchitello suggests that there is a Grad Committee liaison in HAHSA as well.
- Fundraising however, will not be happening at the office level. Unless there is a special project that needs attention (as the previous AC project).

Agenda item: 4.3 Fundraising Report

Presenter: Karen Palassian

Discussion:

- Karen introduces the HAHSA Fundraising Projections for 2023-2024.
- She confirms that the Athletics Merch was a "HAHSA Fundraiser" but was not a HAHSA runned fundraiser. This means that the school was simply using our POS (point of sale) processing system for the sale.
 - Being that the AC project has been completed, HAHSA will now take over the Athletic Merch sale and funds will stay within HAHSA.
 - This item needs to be voted on before the end of the meeting – see V. New Business – f) Athletic Merch.
- Karen explains that some of our fundraising activities benefit HAHSA because we are charity based and we do receive "commission checks" and/or "rebate checks". Those funds go right back into the school with HAHSA. Whereas, the school would NOT be entitled to the commission/rebate checks.
- TCBY is a HAHSA runned fundraiser, however the funds raised go into the Special Needs Requirements of the school which the administration oversees where those funds go.
- Scholastics does not give back actual money but they do give Scholastic Rewards back and the school/teachers use those rewards for the school/classrooms throughout the year.
- Our projection for 2023-2024 is \$68,650 + \$7,000 in Scholastics Rewards.
- Karen also advises that the Fundraising Director position should be shadowed as well as she will be leaving after her term comes to an end – SCHOLASTIC BOOK FAIR SHADOWS: Steve Bakos & Jessica Borstein



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Agenda item: **4.4 Treasurer's Report**

Presenter: Maria Guglielmino

Discussion:

- Maria explains the position and states that it would be smart to have a shadow this year and next year. She explains that the position works hand in hand with the Fundraising Director.
- The budget is carried out on an Excel sheet. Though it sounds like we are making a big amount of profit, she wants everyone to keep in mind that we are also paying out a lot. It is important to work with the Admin team as well.
- Maria presents her proposed budget:
 - She has split the proposed budget with the INs and the OUTs.
- Maria suggests that the Photo Rep verifies why the rebate check from the company is only \$488 as historically they were always over \$1,000.
- Last year we had voted in that we would keep the profit margin of the After School activities @ 30%.
- Should the following Treasurer like to create the budget on a system other than Excel (for example, Simply Accounting or other), that can also be included within our Office Expenses budget.
- Grade Allocation:
 - Pre-K – 500\$ (2 classes)
 - K – 750\$ (3 classes)
 - Grade 1 – 1,000\$ (4 classes)
 - Grade 2 – 750\$ (3 classes)
 - Grade 3 – 750\$ (3 classes)
 - Grade 4 – 750\$ (3 classes)
 - Grade 5 – 750\$ (3 classes)
 - Grade 6 – 750\$ (3 classes)

Totaling: 6,000\$ @ 250\$/class

Renee Neratzas motions that we budget 6,000\$ @ 250\$/class for grade allocations – approved by **Tania Creswell** seconded by **Cathy Carbone**.

VOTED IN UNANIMOUSLY

- Mrs. Marchitello advises the group that the teachers have requested Walkie-Talkies for their classrooms. Last year when there was a power outage, there was also a day that cellphone service was unavailable for a few hours. The teachers worried about what if there was an emergency? Intercom system was not working, cell phones were not working – they suggested Walkie-Talkies in each classroom to be used only when they LEAVE the classroom. Mrs. Marchitello is asking for 23-24 extra Walkie-Talkies for this year.
 - Cost for 12 Walkie-Talkies – 4,000\$
 - Would only fund half this year and the other half next year.
 - Charge remains even if there is no electricity and they are also secured frequencies.
 - This item needs to be voted on before the end of the meeting – see V. New Business – g) Walkie-Talkies.



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| Agenda item: | 4.5 Governing Board Report | Presenter: | Tania Creswell |
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Discussion:

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| Agenda item: | 5.1 New Business | Presenter: | Renee Neratzas |
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Discussion:

a) Vote for HAHSA Positions:

- **Uniform Representative:** Evelyn Louridakis
- **Photo Representative:** Maria Almeida & Amy Sara
- **School Supplies:**
- **Head Volunteer:** Catherine Kapogiannatos & Rosa Tsekeris
- **Hospitality:** Evelyn Louridakis, Maggie Dello Russo, Christina Mahmouridis, Katherine Morency-Jarvis, Liane De Cullis, Rosa Tsekeris, Saherish Hussain, Jessica Borstein, Andrea Chountoumadis, Amy Sara, Sindujaa Gunaratnam
- **Governing Board:** Jeffrey Drake

VOTED IN UNANIMOUSLY

b) Photo Day:

- September 14th, 2023
- Two volunteers needed

c) Corn Roast:

- Send out email for volunteers needed
- Children will chuck their corn and then corn will be distributed in the classrooms

d) Pumpkins:

- Two years ago Renee purchased 500 mini pumpkins for all the kids + 26 (one for each classroom) – costed roughly 800\$-830\$
- Last year, Renee purchased 30 pumpkins and the children had a decorating contest – costed roughly 250\$ but we also purchased prizes as well
- Mrs. Marchitello advises that she has to run it by TC (Teacher Council) but she doesn't think it should be a problem.
- Renee confirms it'll be easier to vote in an amount and then we will confirm with admin what the teachers would rather.

Renee Neratzas motions that we budget 800\$ to purchase the pumpkins and/or prizes – approved by **Maria Guglielmino** seconded by **Sheyda Senoglu**.

VOTED IN UNANIMOUSLY

e) Yannick Bergeron – Atelier Scientifique Laval (school-wide event)

- Will be presenting an atelier over two days
- Scheduled for the week before the Christmas holidays
- Cost: 4,000\$

Renee Neratzas motions that we budget 4,000\$ for Yannick Bergeron – Atelier Scientifique Laval – approved by **Evelyn Louridakis** seconded by **Andrea Chountoumadis**.

VOTED IN UNANIMOUSLY

f) Athletic Merch :



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- School fundraiser runned by HAHSA to help fund the AC project for the last two years.

Renee Neratzas motions that HAHSA takes over this on-going sale and put the funds back into HAHSA and spend as HAHSA sees fit – approved by **Danielle Leblanc** seconded by **Cathy Carbone**.

VOTED IN UNANIMOUSLY

- Karen asks that we pre-order Athletic t-shirts to sell on the used uniform sale and/or Parent/Teacher nights
- Same price as listed on our website
- Made over 489\$ on Curriculum Night and we could've made more, if we had more t-shirts to sell

Renee Neratzas motions that we ask for a blanket vote to pre-order Athletic T-Shirts – approved by **Evelyn Louridakis** seconded by **Maria Almeida**.

VOTED IN UNANIMOUSLY

g) Walkie-Talkies

- Mrs. Marchitello is asking to purchase only 12 this school year
- Cost: 4,000\$

Renee Neratzas motions that we budget 4,000\$ for twelve walkie-talkies – approved by **Cathy Carbone** seconded by **Tania Creswell**.

VOTED IN UNANIMOUSLY

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| Agenda item: <i>6.0 Question Period</i> | Presenter: Renee Neratzas |
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Discussion:

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| Agenda item: <i>7.0 Varia</i> | Presenter: Renee Neratzas |
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Discussion:

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| Agenda item: <i>8.0 Next Meeting</i> | Presenter: Renee Neratzas |
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Discussion:

- **Renee Neratzas** motions that the next HAHSA parent committee meeting be held Tuesday October 17th, 2023 at 7:00pm, in the staff room – approved by **Tania Creswell** seconded by **Maria Guglielmino**.

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| Agenda item: <i>9.0 Adjournment</i> | Presenter: |
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Discussion:

- **Renee Neratzas** motions to adjourn the meeting at 8:52 PM, approved by **Tania Creswell** and seconded by **Maria Almeida**.