



ST. JOHN FISHER
HOME AND SCHOOL
ASSOCIATION



Handbook

2017 – 2018



In association with
Quebec Federation of Home & School Associations

Revised February 2018

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ASSOCIATION



St. John Fisher Home and School Association Mission Statement

The St. John Fisher Home and School Association (HandS) promotes the positive involvement and values of parents, educators, the children of the school and the community.

The St. John Fisher Home and School Association is dedicated to supporting the St. John Fisher School Success Plan. Our aim is to reflect both the social and academic realities important in our society.

The St. John Fisher Home and School Association is committed to supporting all members of the school staff. Our goal is to help enhance the positive learning environment at St. John Fisher School.

Working together with the School, The St. John Fisher Home and School Association can make a difference.

St. John Fisher Home and School Association
Executive Team
2017 - 2018

Amanda Pelletier, Treasurer

Sarah Lalonde, Membership

Joslyn Peredes, Fundraising Coordinator

vacant, Recording Secretary

Patricia Onesi, Volunteer Coordinator

Daphne Daifas, Vice President

Sandra Gesualdi, President

sjfhands@gmail.com



St. John Fisher Hands

The St. John Fisher Home and School Association (HandS) is very active in the day-to-day life at school. We organize many activities such as a Community Walk, the SJF Fair, Family BBQ and many more. We may also provide additional academic support upon request (e.g. reading to kids). Through fundraising, we help to support the school with various materials and equipment such as Phys. Ed equipment, iPads, Lego Robotic Kits, and subsidizing field trips just to name a few.

HandS Membership

Any SJF adult family member may become a member of the HandS Association. There is an \$18.00 annual membership fee (per family) payable upon registration which is remitted to the QFHSA. Your \$18.00 pays for the following:

- Four issues of the QFHSA Home & School NEWS emailed to you.
- Affiliation with Canadian Home & School Federation.
- Parent Programs and Workshops offered by the QFHSA.
- Leadership Programs and resource material.
- National and Provincial representatives for English School Boards.

The Quebec Federation of Home & School Associations (QFHSA) is an independent, incorporated, not-for-profit volunteer organization. It is dedicated to enhancing the education and general well being of children. The QFHSA promotes the involvement of parents, students, educators and the community at large in the advancement of learning. It also acts as a voice for parents in English school boards across Quebec; it presents briefs to the government and acts on our behalf.

The Spirit of Participation in a Home and School

A place where the view of each member is respected and the interest of the students guides each decision. Each member's participation should be representative of a group of persons, and not an individual. Members should have the goal of working together with the other members of the HandS Association, to achieve a common understanding and shared solutions.

Each member must respect the right of all HandS members to express their opinions, whatever their background. It is encouraged to foster this climate of mutual respect and open-mindedness.

HandS Internal Rules

Decorum

- Each member must:
 - Speak after raising his or her hand and being recognized by the President.
 - Refrain from speaking on issues on which the President has already called a vote.
- Public meeting:
 - A member cannot ask for any comments to be 'off the record' as all meetings are public. In the event that members must discuss an issue pertaining to a person that may be sensitive, an 'in camera' session may be requested (this is a private meeting with one or more Executive Team members).

Notice of Meetings

The President will send the proposed agenda of a meeting and the relevant documents to the members at least seven (7) working days before the meeting is to be held. These documents serve as a notice of the meeting.

A member who expects to be absent from a meeting should notify the President or the Recording Secretary as soon as possible.

Agenda

The President in consultation with other members of the Executive Team, prepares the proposed agenda and calls the meeting at the time appointed.

Any member may add an item to the agenda by communicating with the President at least ten (10) working days before the meeting is to be held. The subject must be adequately precise, and if the item is to be voted on, a draft should be presented with the request.

The Meeting

Quorum:

7 parent members must be present for the meeting to proceed. In the case of the Annual General Meeting (AGM), 9 parent members must be present in order for the meeting to proceed.

After receiving the proposed agenda, the members have the right to request:

- That one or more items be added.
- That the wording of any item be modified

- That the order of the items on the agenda be modified.

Once the agenda has been adopted, the President, without the unanimous consent of the members present, may accept no further additions to the agenda.

When a meeting is adjourned, the President may accept no further subject to discuss, unless all members are present and consent is given unanimously.



Roles and Responsibilities of Executive Team Members

President

The President presides over the HandS meetings. The role of the President is as follows:

Meeting

1. To ensure that the rules of internal procedure are observed, in order to create a relaxed, cordial, orderly atmosphere.
2. To follow the agenda, unless it is modified with the consent of the members, and to define the goals of the discussion.
3. To give explanations or have explanations given regarding each subject, and to answer members' questions or have their questions answered.
4. To ensure that each member has a chance to express his or her opinion.
5. To decide on the order in which speakers will be heard and to give members the floor.
6. To ensure that the discussion does not stray from its subject and that decorum is respected.
7. Facilitate an atmosphere of common purpose and cooperation.
8. Welcomes new members, encouraging participation and innovation.

Organization

1. Shares responsibility and delegates duties.
2. Works together with all Team members and is aware of the importance of planning continuity in office.
3. Is familiar with the fundamentals of parliamentary procedure, recognizing impartially the rights of all members to participate in discussion.
4. Is knowledgeable about the constitution, bylaws, and the rules of order and procedure.
5. Maintains files and records.
6. Signs cheques and documents.
7. Submits annual report to the QFHSA.
8. Communicates with the Governing Board via reports.

Liaison

1. Invites school administrators, staff, and other organizations to exchange liaison representatives.
2. Distributes to the officers, coordinators and members, the information and material intended for their use from the provincial federation (QFHSA).
3. Attends or delegates an alternate to represent the association at district, area or regional council meetings.
4. Forwards the names and addresses of the newly elected Executive Team and Committee Coordinators to the provincial federation.
5. Is responsible for ensuring representation at the Annual General Meeting of the provincial federation.
6. Attends sub-committee meetings as a liaison as need be.

Vice President

1. Together with the President creates a cohesive team. Presides at meetings in the absence of the President.
2. Assumes responsibility for the administrative details delegated by the President.
3. Represents the Association upon request of the President of the Executive Team.
4. Assumes / shares the duties of the President in case of resignation or until the position is filled in accordance with the by-laws.
5. Performs other specific duties that may be provided for in the by-laws, or are assigned by the President.
6. Follows up with coordinators for reports at regular meetings.
7. Attend sub-committee meetings as a liaison to support coordinators.

Treasurer

1. Receives all monies, pays all bills, and does the banking (including opening an account if necessary).
2. Keeps an accurate record of all receipts and expenditures.
3. Presents a written report at monthly meetings.

4. Keeps an inventory of purchases and assets.
5. Submits an annual budget.
6. Prepares the annual financial report to be submitted at the annual general meeting.
7. Arranges for an audit of the financial books, if requested by the QFHSA.
8. Forwards per capita fees and administration fees to the provincial federation and other councils when designated.
9. Keeps all cancelled cheques, invoices, receipts, and other financial records for a *minimum of six years*.
10. Participates in all financial decisions.
11. Attends sub-committee meetings as need be.

Recording Secretary

Records an accurate, brief and impartial account of all business transacted at meetings. Important points of the program, such as topic, method of presentation and names of participants are included. The minutes should include the following items:

- Place, date, time and presiding officer.
 - Adoption of previous minutes and the approval of the presented agenda.
 - Reports received.
 - Total receipts, total disbursements and balance on hand from the report of the Treasurer.
 - Correspondence and action taken.
 - Results of deliberations from unfinished or new business.
 - The exact wording of all motions, the mover and seconder of the motion, whether carried or lost.
 - Time of adjournment.
 - Attendance.
1. Counts the members when a vote is necessary.
 2. Sends a copy of the minutes to the President upon completion.
 3. Insures that the minutes of the association are kept in perpetuity as an official record of all business transacted and as an accurate historical document.

Volunteer Coordinator

1. Actively pursues new volunteers.
2. Compiles and maintains a list of volunteers.
3. Organizes lists by volunteer interests.
4. Provides each event coordinator with the appropriate volunteer list.

Fundraising Coordinator

1. Investigates new ideas for fundraising.
2. Presents ideas to the Home and School.
3. Reports to HandS.
4. Coordinates the execution of fundraisers, provides supports to team leaders of fundraisers.
5. Administrates accounts such as Oliver's Labels, clothing orders and FundScrip.

Archivist

1. Keeps a record of all documents to be given to the QFHSA archive.

Membership Coordinator

1. Prepares and executes membership drive; this includes making copies of the form, distributing them and collecting the forms.
2. Maintains and updates membership list throughout the year.
3. Collects membership fees and remits them on a timely basis to QFHSA yearly.
4. Corresponds with QFHSA on all membership matters.
5. Contacts new families that have joined SJF during the school year.
6. Coordinates the HandS information table along with other HandS volunteers at school events, i.e. curriculum night, kindergarten orientation etc.

Past President

1. Supports the Executive Team and attends the Executive Team meetings upon the request of the Executive Team.
2. Is knowledgeable about the constitution, by-laws, and rules of order and procedure.
3. May represent the Association upon request of the President of the Executive Team.
4. Supports the Vice-Presidents should the President resign or until the position is filled in accordance with the by-laws.

Operational Procedures

Meetings

The HandS Meetings will be held every third Wednesday of the month, with exceptions for unforeseen events, in which case you will be notified in advance as to the new meeting date and time. The meetings will be held on a rotation basis, junior and senior schools. The meetings beginning at 7:00 p.m. As a member of HandS, you are expected to attend these meetings. If you cannot attend a meeting, please send your regrets to the Recording Secretary or the President.

Sub-committees

It is encouraged that all members of HandS sign up to be involved in a HandS event. Ways to help come in many forms. For every event we require a coordinator (this job could be shared) to head up the committee. Responsibilities of the coordinator would include scheduling of meetings, leading a team, delegating tasks, communicating status to HandS, and provide a complete report to HandS.

Home and School Offices

The HandS has one office at each school. At the Senior school, the office is located on the lower floor, beneath the staircase, near the library. The office at the Junior school, is located beyond the locked doors which lead to the daycare entrance. The HandS offices should be kept locked when not in use. Any preparation work should be done in the HandS offices to not disrupt the daily routine of the school. Sub-committee meetings may also be held in either of the offices. Please remember, these offices are used by many, please keep them clean.

Money

Special attention should be made anytime we are handling money raised in the name of SJF HandS. No money should leave the school unless it is going directly to the bank for deposit. There is a safe at both schools for HandS use, until a deposit can be made. **Neither the school, not the school board, nor HandS is covered by insurance should there be a theft.** Therefore it is imperative that coordinators plan for regular deposits during the event. To facilitate the financial process, the person making the deposit must advise the Treasurer and the President of the deposit amount. This policy and procedure MUST be implemented at all times in order to protect anyone and everyone involved with handling money at any given time during the year.

Identification

Anytime you are volunteering in the school, you should stop by the secretary's office to sign in. Please remember to wear a volunteer identification tag.

Photocopier

The school photocopiers can be used for school related documents only. Please remember: a teacher or staff member has priority to use the machines.

Distribution of HandS Forms and Flyers

Papers must be divided into stacks, per homeroom class, and put in the Teacher's mailboxes.

Providing Food Services

In conjunction with the school's allergy awareness policy, when providing food service to the students, the SJF HandS will verify with the companies providing the food products that they are nut and peanut free. The SJF HandS is aware that some students may have allergies to other foods, however, working with a large body of students, we cannot always meet the needs of each individual student's specific allergy. The SJF HandS strives to provide treats without stress.

Coordinator Checklist

1. Verify date and time of event.
2. Obtain permission, if not already approved to use school facilities.
3. Establish what rooms and equipment will be required and reserve if necessary.
4. Confirm HandS budget allocated to event. If you wish to obtain information on how the budget was allocated in prior years, please contact the Treasurer.
5. Schedule a Planning Meeting. A minimum of one meeting should be held for any event.
6. Ensure that any major modifications to traditional events be approved at a regular HandS meeting before proceeding.
7. An executive member has been assigned to help you with any questions, problems. Please keep him/her advised of any issues/changes.
8. Most HandS events involve either collecting and/or spending money. When planning your event, ensure that you have planned for frequent deposits to minimize the amount of funds left at school and complete expense refund requests promptly; Forward your expense form to the Treasurer. *Important items to include on forms:*
 - "Please make cheques payable to **SJF H&S Association**".
 - Request that the student's name, homeroom and a phone number be clearly marked.
 - Cheque number.
9. Determine the number of volunteers needed on the day of the event. If need be, contact the HandS member in charge of the Volunteer List. Prepare an event summary including a financial summary after event. This is an important document as it documents the details of the event, which helps in the planning for the following year. Take the time to jot down what went well, what did not go so well and tips & hints for the next coordinator.
10. Contact Membership Coordinator to plan for a HandS information table at event if warranted.
11. Delegate.

Working with your Volunteer Committee

Using your volunteer committee team is the key to a successful event. Once your committee has been assigned their tasks, keep in contact with them to ensure things are running smoothly; support as need be.

Tasks to be delegated to your committee team:

1. Letters to be drafted. Please note: Any letters should be reviewed by an executive member and approved by the principals.

2. Please include on the forms that a fee of \$10 will be charged for all NSF cheques.
3. Letters to be photocopied and distributed to teachers' mailboxes.
4. Process forms/phone calls returned from your letters.
5. Booking and rental of equipment and/or rooms.
6. Money handling – Arrangements must be made to receive money through the students' school bags on a daily basis during the event. Money should not be left unattended in the HandS mailboxes, or school office. Orders should be processed and any money received put into the school safe until a deposit can be made. Please advise the treasurer that a deposit needs to be made.
7. Submit receipts for reimbursement on a completed official reimbursement form, attach receipts and request no more than 30 days after the event.
8. Prepare request for advance cheques, if needed, such as speaker payments or cash float.
9. Detailed financial report with itemized expenses and profits compiled.
10. Tickets/Coupons to be printed and numbered.
11. Obtain permits, if required (i.e.: liquor permit)
12. Purchase food etc.
13. Solicit for prizes
14. Verify inventory in HandS office, if any supplies available for event.
15. Decorations
16. Advertising – Posters in the school, flyers home, newspaper, etc.
17. Volunteers to work during event.
18. Organize a work schedule for event.
19. Thank you notes to be sent to volunteers, merchant's etc after event.
20. Be prepared to report a brief summary or update of your event at the regular HandS meeting.
21. The use of the school and classrooms/library is a privilege. It is our responsibility to clean up and return rooms to their usual state. Please remember to remove all extra posters/flyers from doors and windows after an event and bring all garbage to the outside bins.

Committee Budgets

HandS has approved budgets for specific events. The committee coordinator is responsible to ensure that the cost of the event does not exceed the approved budget. Should the event cost less than the budgeted amount, the remaining funds will be put back into the general HandS fund.

Allocation of Fundraising Money

SJF HandS has yearly financial commitments of approx. \$7000. These commitments must be met before any other considerations.

Consider these things when casting your vote:

- ❖ The money has been raised by the students/families for the school.
- ❖ Have we met our financial commitments this year.
- ❖ How many students will this request impact.
- ❖ Is the request for an item that can be used for more than one year.
- ❖ Does this support the School Success Plan.
- ❖ Does this support the HandS Mission Statement.
- ❖ Is this in the best interest of the school?
- ❖ Is my decision based on all of the student population and not only my child?
- ❖ Does this meet the HandS criteria for allocating money?

YOUR Vote

Decisions concerning wish list items will occur throughout the year at our regular HandS meetings. You have three choices: Yes, No, or Abstain. Remember this is YOUR voice and you should not feel swayed by your neighbour or friend at a meeting.

The result of a vote speaks volumes. A unanimous yes indicates the item in question has met our requirements and is important. A vote by two thirds of the members indicates it is important, but may have some concerns. A vote that is close to or a tie may indicate that there are issues not properly addressed and more thought, discussion or research should be put into it. The results of a vote may support decisions at future meetings, this year or in the years to come.

Your vote is Your voice

Home and School Events & Activities

School Spirit – Activities

Welcome Back Staff: The day before school begins, a 'welcome back to school' breakfast and snacks are prepared with a welcome back note from HandS to our staff. This requires one coordinator, 2 people to set up and several contributors.

Teacher Appreciation Week: Five day event. Each day a treat is prepared/presented to the teachers on behalf of the students. This can take place during the traditional TA week in February, or once a month from January – May. See financials for budget.

Appreciation Days

Daycare Day: The daycare staff and lunch monitors are treated to a luncheon, baked goods and or a small gift etc. on behalf of the students. See financials for budget.

Bus Driver's Day: HandS will provide coffee and muffins after the morning drop-off to the bus drivers. See financials for budget.

Caretaker's Day: All caretakers are treated to a lunch or supper (according to their work shift).

Secretary's Day: A gift of appreciation is purchased and presented to the school secretaries on behalf of HandS. See financials for budget.

Librarian's Day: A gift of appreciation is purchased and presented to the school secretaries on behalf of HandS. See financials for budget.

SJF Family BBQ: This event is for the students and their families. Hot Dogs and Hamburgers with all the trimmings are served. This would require one coordinator to organize and oversee many volunteers. Tasks entailed include volunteer schedule, ordering of food and equipment, raffle items (your discretion), ticket sales, etc; takes place in June, in the Senior Schoolyard.

Student Photos: Coordinate volunteers during picture taking. Distribute pictures when received, and organize retakes if required. One coordinator is needed and 3 volunteers per time slot is needed, per school.

Kindergarten Open House: HandS information table with baked goods (your discretion), drinks and colouring pages for the kids.

Welcome Table “HandS Hub” for Curriculum Nights: Set up a table to display HandS pamphlets, membership forms, FundScrip and Oliver’s Labels info. Questions & Suggestions Box and *The SJF News* newsletter.

The SJF Fair: The SJF Fair is a one-day event, with activities for the children: gift shop, face painting, crafts games, etc. Also set-up is The Lunch Café including a lunch menu, baked goods and drinks. This committee requires one Coordinator to oversee all the different activities going on that day, as well as one leader for each individual activity.

Community Outreach

Community Walk: We support three foundations and the SJF Social Action Team. We organize a charity walk for these organizations, to raise funds. A team of 4 people is needed to organize the event and 20 volunteers are needed for the day of the walk.

Blood Drive: One person is needed to coordinate snacks (and volunteers if need be). Held in February.

Workshop for Parents: To organize workshops or seminars offered to the SJF community.

Collection Boxes for the Montreal Children’s Hospital (Halloween): To distribute and collect boxes from classrooms; empty boxes and prepare bags for pickup. Approx. 4 people needed.

Book collection for various community programs. Ongoing throughout the year.

Fundraising

FundScrip: Year round fundraising project. To coordinate the weekly orders and distribute accordingly. To promote and advertise to the SJF families.

TCBY: Frozen yogurt is offered for purchase to the students once a month during lunch hour. Responsibilities include sending out a flyer, collect orders and money then distribute the TCBY monthly at both campuses. One coordinator and 4- 5 volunteers are needed.

Sponsor -A- Book Program: Information is sent home to parents with the option of donating money towards a new book for the library. This book will have a placard with their child's name inscribed. This child will then be the first to withdraw the book from the library.

Editions Vaudreuil: School supply service is offered to SJF parents. Orders are done online. The pick up date is the week before school begins, at the school.

Oliver's Labels: The sale of labels is offered to SJF parents. Ordering is done online.

Pizza and Sandwich lunch at the Junior School: These lunches are organized and executed by HandS volunteers. Each lunch is offered once monthly. One coordinator and 4 volunteers are needed.

Clothing Sales: School apparel is sold a few times per year: At Editions Vaudreuil pick up, Book Fairs, the SJF Fair; anytime that parents are in the schools, would be a good opportunity to have a sale. School Apparel is always available for purchase. One coordinator and 2 volunteers is needed.

Other

Hepatitis B vaccines: Every year children in Grade 4 are offered this vaccine. Requires 4-6 volunteers, 2 mornings for approximately 2 hours. Sessions are November and April/May. It is preferred that the same volunteers do both sessions.

HPV Vaccine: Every year children (girls and boys) in grade 4 are offered this vaccine. Requires 3 volunteers for approximately 2 hours.

Memo Boards: To maintain the memo boards assigned to HandS with up to date information at the junior and senior schools.

*Balance, peace and joy are the fruits of a successful life.
It starts with recognizing your talents and
finding ways to serve others by using them.*

Thomas Kinkade

Ongoing

FundScrip
Oliver's Labels
TCBY
Membership
Lunches at Junior School

September

Back to School Welcome to Teachers
First Day of School for Kindergarten students: gift of a School t-shirt
Curriculum Nights
Corn Boil
Picture Day
Volunteer Sign Up
Membership Drive
Freezie Days: 2 days, dependent on weather
Welcome to the SJF Community Wine & Cheese

HandS 1st Meeting: Wednesday, September 20th at 7:00 p.m. - Junior school
Meet & Greet HandS meeting
Volunteer sign-up

October

Student picture retakes
Halloween Collection Boxes - distribution
Parent Workshop

HandS meeting: Wednesday, October 18th at 7:00 p.m. - Senior school

November

Parent Workshop
Hepatitis B vaccine
Halloween boxes - collection
SJF Holiday Fair

HandS meeting: Wednesday, November 15th at 7:00 p.m. - Junior school

December

HandS meeting: TBA

January

Kindergarten Open house
Blood Drive

HandS meeting: Wednesday, January 17th at 7:00 p.m. - Senior school

February

Teacher Appreciation Week

HandS meeting: Wednesday, February 21st at 7:00 p.m. - Junior school

March

HandS meeting: Wednesday, March 21st at 7:00 p.m. - Senior school

April

Appreciation Days:
Secretary's Day, Bus Driver's Day and Caretaker's Day - dates TBA
Parent Workshop

HandS meeting: Wednesday, April 18th at 7:00 p.m. - Junior school
Nominations accepted up until and including May 16th, 2018.

May

Hepatitis B vaccine
Community Walk
Daycare Appreciation Day

HandS meeting: Wednesday, May 16th at 7:00 p.m. - Senior school
Annual General Meeting -
Election for Executive Team positions will take place for the coming school year.

June

Family BBQ at Senior schoolyard
Grad Dance Party

HandS meeting: TBA

Please note that Parent Workshops will be announced one month prior to the date of the workshop.



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Thank you for supporting the SJF Home & School Association

The St. John Fisher Home & School Association Constitution and By-Laws
can be found on the school website.