

# FSA Ordinary Meeting

FSA Ordinary Meeting  
14 September 2023, 6:00 PM  
CIS Multi-Purpose Room

## 1. Attendance

- 1.1. Noted that all members of the FSA Exec Committee (“**Exec Co**”) were present, being:
  - (a) Laetitia Vincke (“**L**”) - President
  - (b) Shelly Roderick (“**S**”) - Vice President
  - (c) Emma Howe (“**E**”) – Treasurer
  - (d) Cory Macculloch (“**C**”) - Secretary
- 1.2. Noted there was due representation from family and staff members to duly comprise the general FSA Committee. Noted that Jim Urquhart, CIS Director was also present.
- 1.3. Noted that C would take minutes as Secretary of Exec Co.

## 2. Previous Meetings

- 2.1. As this was the first meeting of the FSA Committee, there were no previous minutes or matters to consider.

## 3. Introductions

- 3.1. Each of L, S, E, and C introduced themselves.
- 3.2. L noted the following staff and family representatives were appointed as members of the FSA Committee
  - (a) Early Childhood Staff Representative: Sabrina Guemas
  - (b) Early Childhood Family Representatives: Kristin Scott & Shirene Robb
  - (c) Elementary School Staff Representative: Paola Ortiz
  - (d) Elementary School Family Representatives: Rory Marchant & Sharon Cho Yi
  - (e) Middle School Staff Representative: Michael Neeland
  - (f) MS Family Representatives: Aviva Fabricant & Samantha Paul
  - (g) High School Staff Representative: Lindsay Thompson
  - (h) High School Family Representative: Laurence Van Hanswijck

## 4. FSA Objectives

- 4.1. L discussed the general purpose(s) of the FSA.

- 4.1.1.L mentioned community building and connection being a central purpose of the FSA.
- 4.1.2.L spoke about the FSA webpage and online presence for the FSA, and how there is now a tab on the CIS website that has been set up for the FSA.
- 4.2. L discussed potential objectives of the FSA surrounding parent volunteering.
  - 4.2.1.L noted one potential goal of the FSA to be about making volunteering more consistent amongst grades.
  - 4.2.2.L noted that there was a goal of creating a volunteer request page online where potential volunteers could indicate their interest in volunteering by submitting an online form.
- 4.3. L discussed potential objectives of the FSA surrounding staff appreciation.
  - 4.3.1.L noted how one potential goal could be to make staff appreciation initiatives more consistent.
  - 4.3.2.L noted that the FSA would not implement any project for this goal this year.
- 4.4. L discussed potential objectives of the FSA surrounding school uniforms.
  - 4.4.1.L noted that one goal of the FSA was to take ownership of the school uniform sale process. L mentioned that this would involve the FSA receiving proceeds from school uniform sales.
  - 4.4.2.L and S discussed proceeds from the sales and note that all proceeds would be transparently used and documented.
  - 4.4.3.L noted that FSA was considering options to have uniforms made locally.
- 4.5. L discussed possible events that could be put on by the FSA.
  - 4.5.1.L noted that because the FSA was new, the goal would be to not take on too much for this year.
  - 4.5.2.L discussed the idea of a garage sale which may happen in March. L also discussed the potential idea of having a trivia night for parents and staff. Noted that Jim U has volunteered as quizmaster.
  - 4.5.3.L noted that there was interest expressed in having an international event. FSA likes this idea, however realistically we would be aiming to have the event next year (2024 school year).

## 5. Ongoing Matters

- 5.1. S mentioned that a historical parent teacher association for the school set up a bank account with Butterfield and the Exec Co was in the process of bringing this bank account to good status.
- 5.2. C mentioned that the legal structure of the FSA was presently under consideration. C noted that that the Exec Co was investigating the structure of the historical PTA, and this may impact future decisions. C noted that it was a goal to get this structure formalized.

## 6. Other Matters

- 6.1. Jim Urquhart, CIS Director expressed thanks to the FSA Committee and to the Exec Co for volunteering their time.
- 6.2. Kristin Scott, EC Family Representative asked whether volunteer tab would be open to all volunteers. L confirmed it would.
- 6.3. Aviva Fabricant, ES Family Representative noted her experience with the historical parent teacher association and how its role grew large and vague. Aviva suggested that it may be a good idea to make it clear to parents what the role of the FSA would exclude. She noted that charter did have such language however.
- 6.4. A discussion about the School Advisory Committee ("**SAC**") ensued.
  - 6.4.1. Aviva asked about the status of the SAC. Jim U mentioned that it was closed, but the school was considering reviving it.
  - 6.4.2. E confirmed that SAC was indeed closed and provided more information about SAC. E noted that it was a school and faculty joint committee that operated during COVID.
  - 6.4.3. E noted it would be important to delineate the roles between SAC and the FSA.
- 6.5. L noted that the FSA charter is open and public.
- 6.6. A discussion about parent volunteering ensued.
  - 6.6.1. Aviva recommended that the FSA consider police clearance certificates in connection with parent volunteers.
  - 6.6.2. The Exec Co confirmed. E noted there were aspects of volunteering that needed to be considered more, such as data protection concerns.
  - 6.6.3. L noted that the Exec Co received queries about volunteering and credit for permanent residency applications. L noted Exec Co was considering these queries.
- 6.7. L closed the meeting by thanking everyone and apologizing for technical difficulties. L noted that a copy of the minutes of the meeting would be made available online.