**Home and School Meeting Minutes – Sept 19, 2017.**

**In attendance:** Reasa Diab, Sandra Wohl, Kristi Snary, Jessica Thomas-Troian, Manju Dahal, Raya Ahmed, Maggie Xiao, Shilpa Shukla, Colleen Kaus, Pauline Olthof-Youn, Karen MacPhail.

**Non-member attendee:** Chris Blunsdon

Reasa welcomed the group and called the meeting to order.

**Elections and Meeting Dates:**

This year’s committee positions will be filled as follows:

Chair: Reasa Diab

Secretary: Jessica Thomas-Troian

Treasurer: Kristi Snary

Motion: Colleen

Seconded: Manju

Motion passed.

This year’s meetings will alternate being held on Tuesdays then Thursdays to help accommodate the availability of Mr. Goodacre and various members.

The dates for this year’s meetings will be:

**Thursday October 12**

**Tuesday November 14**

**Thursday January 18**

**Tuesday February 13**

**Thursday April 12**

**Tuesday May 22**

Home and School meetings will run from 7:30p – 8:30p after the School Council meetings.

**Treasurer’s Report and Approval (Kristi):**

Treasurer’s report 2016/2017Final:

We started off the 2016-2017 year with $24,332.76. We raised $28,225.04 during the 2016/2017 school year, which gave us a total cash of $52.557.80. We allocated $36,802.68, leaving us in the bank with $15, 755.12 at the end of the 2017 school year.

Treasurer’s Report as of Sept 11, 2017:

We’re starting off with $15,755.12 in the bank. Our expected fundraising income for 2017-2018 school year is $26,660.00, which would give us a total of $42,415.12 to allocate during the school year.

Approval of Treasurer Reports:

Motion: Sandra

Seconded: Manju

Motion passed.

**Bank Signatures for Home and School Cheques:**

We need two signatures on each cheque. Having the bank change the names on the signature approval is quite a process. Currently, Reasa, Sandra and Kristi can sign off on Home and School cheques. Group decided not to make any changes or additions to the names with cheque signature approval.

Motion: Colleen

Seconded: Karen

Motion passed.

**This year’s Fundraisers:**

Reasa: Fundraising suggestions are welcome; they are decided on as a group.

Raya: I have a son in JK and noticed that the classrooms could use some new things.

Reasa: A request for new things would need to be placed. Speak to the teachers to see what they’d like. We need to receive a written quote; please submit it to Home and School.

Chris: Things being funded need must be in line with Board requirements. We don’t want any liabilities.

**Pizza Monday –**

Reasa: Pizza is offered for sale during second nutrition break on Mondays. Where the Monday is a holiday, the pizza is offered on a Tuesday. We have two topping options: plain cheese or cheese and pepperoni. Orders can be placed through Cash Online or students can buy some through the school store.

Kristi: Our numbers are usually good and we can accommodate walk-up sales, though there is no guarantee.

Reasa: Cash Online is ready to go live on September 21 or 22. The closing date for Term One sales will be October 2. The first pizza day will be Tuesday October 10th.

Kristi: No late orders will be accepted. The info going out to families is clearly labelled to alert them to this.

Reasa: We need volunteers to run the program from 11:30a – 2:00p each week. Volunteers are provided with a class list: orders are organized by topping preferences and classroom.

Volunteers: Sandra, Reasa and Colleen (Colleen is available for Term One). Shilpa is interested in shadowing in order to learn more and she will apply for the Vulnerable Sector check. Kristi will continue to volunteer behind the scenes.

**Lunch Box Orders –**

This was an amazing program last year. We made $908.10 in a 3-month period. The program was run on Thursdays. Possibility was raised to run it on Tuesdays and Thursdays this year. We rotated vendors every week: Quesada, Pita Pit, Swiss Chalet, Subway, Golden Pita.

At the end of last year and survey was sent out to get parent feedback. Response was limited, but indicated the Swiss Chalet and Subway were popular options.

We will need someone to volunteer on Lunch Box days. For J.K. to grade Two, the lunches need to be delivered to their classrooms and for Grades 3 to 8, a class representative will be sent to pick them up.

Quesada didn’t go very well. They didn’t always provide spoons for dishes that required them. They also delivered late. Feedback was that the food was soggy and not put into warmers. The profit was slim at $0.50. Overall, not worth it.

We should start with Subway, Pita Pit, Golden Pita and Swiss Chalet. The first three offer a profit of $1.25. Swiss Chalet offers a profit of $0.50, but we’ll offer it as a concession to parents.

At any time, we can switch up the vendors, but we must meet with the nut-free policy and nutritional guidelines.

Volunteers: Sandra and Reasa will volunteer Thursdays, 12:30p – 1:30p.

Reasa will see if the program can start on Ocotober 12th.

Pauline suggested switching the program’s day to Friday. Thursdays will remain the day for this program because sometimes we have Fridays off for PA days and holding it on Thursdays also gives the family of kids who were off sick on Thursday to pick up their lunch (which will be stored in the fridge).

**Holiday Bazaar –**

Reasa: Traditionally the Bazaar is held on the second Friday of December. This year’s Bazaar will be held on Friday December 8th. I believe Chris and Simon have already booked the gym from December 7th for rentals and set-up and also for the event on December 8th. This is a big event. Committee members help by going out to shop for items needed for sale. Items are sorted by category, i.e. Girls, Boys, Mom& Grandmas, Dads & Grandpas, etc.

We made over $1700.00 last year. If you have connections to get donations, please do pursue that. Even gift cards could be used to purchase toys. If you know someone at a chip factory, small bags would sell well. Must keep to the nut-free policy.

**Buffalo Wild Wings –**

Last year we earned $500.00. It was hosted by the B.W.W. on Golf Links Rd and the event is a great opportunity for staff and families to hang out. The restaurant also offered up a gift basket, which was awarded by a draw. Sandra will get in touch with her contact and check into having two dates this year – perhaps for November and May?

**Spring Fling –**

Last year we made $4121.28 even with cold, wet weather. This is an amazing event and lots of fun.

**Freezie Day –**

Reasa saw Freezies on sale at Costco and bought 10 cases today, so we have 700 on hand. Their expiration date is for November 2019. Will pursue permission to hold one on Monday September 25th at second break (12:58p – 1:38p).

Volunteers: Karen, Colleen, Sandra and Reasa.

**New Ideas:**

**World’s Finest Chocolate –**

The school has run this fundraiser in years past. It requires a 2-week commitment and involved handling the boxes, dealing with the kids, collecting their sales money and distributing the chocolate for sale. Hours required are: 9:00a – 10:30a and 1:00p – 3:30p.

**Other –**

Shilpa is interested in coming up with some new fundraising ideas for discussion at the next meeting.

Reasa: Shout them out at any time.

Sandra: They can also be emailed at any time.

Karen: Suggestion to look into Professor Jamz Move-a-thon. Their Hallowe’en theme events get booked a year in advance.

Reasa: Mr Forrester has returned to the school and it is likely that he will host a dance again. In the past, staff helped to run his events. Running after school required supervision.

Possibly could run a dance during the day, but would mean working with school admin to schedule it and only disturb classes minimally.

Chris: Could be done before a long weekend/holiday.

Reasa: Home and School could buy glow sticks, etc.

Chris: Could also make it a student run initiative.

Timing options: before the winter break and before March break.

**Paid Voting Members:**

Home and School will pay the $15.00 to cover insurance for paid members. Paid voting members: Reasa, Sandra, Kristi, Pauline, Colleen, Shilpa, Manju, Karen and Jessica. The voting member fees total $135.00.

Motion: Sandra

Second: Colleen

Motion passed.

**Principal’s Discretionary Fund:**

The amount of $500.00 is suggested for this year.

Motion:Colleen

Second: Karen

Motion passed.

**Home and School Discretionary Fund:**

The amount of $1000.00 is suggested. To be used for supplies and any necessary Home and School expenses.

Motion: Colleen

Second: Karen

Motion passed.

**Food Cupboard:**

$200.00 is suggested in order to supply the Food Cupboard with granola bars, goldfish crackers and apples. Apples are purchased monthly, the other supplies are purchased approximately every three months.

Motion: Manju

Second: Sandra

Motion passed.

**Other Business:**

We’d like to do something for Bus Driver appreciation and also for the duty teachers. Typically this is done on Bus Driver Appreciation Week, which is October 25 – 27th. Further action on this item will be discussed at the Ocotber 12th meeting.

**Motion to Adjourn:**

Motion to adjourn the meeting at 8:45p

Motion: Sandra

Second: Reasa

Motion passed.