

Fessenden Home and School Association Meeting Minutes –

Wednesday, September 25, 2019

Attendees: Andrew Hawryluk, Shannon Holmes Shedden, Alaina Evans, Sarah Rietkoetter, Erin Ridpath, Tania Toop Darke, Kimberly Strecker, John Scime, James Ling, Michelle Carignan, Mike Bell, Diana Samman, Carolyn Zizzo, Julie Payne, Natalia Bourenane, Janice Forth, Nicola Provost, Amy Hinchliffe, Jeff Hinchliffe, Xin Wang, Mike deMaria

1. Alaina welcomed all present to the Home & School (H&S) Association and provided background on the mandate and work of H&S
2. Membership
 - a. Mike explained the membership process, and the need to be a member if wanting to vote in the meetings
 - i. Membership is open to anyone that wants to join, and requires a \$20 fee to be paid upfront (September 30th is the due date)
 1. Payment to be made to Andrew
 2. Members that attend 50% of the meetings throughout the 2019/2020 school year will have their membership fee reimbursed by H&S
 - ii. Non-members can still attend meetings and volunteer for events, just unable to vote and not covered by insurance when volunteering
 - b. Mike will be stepping down as membership coordinator, so looking for someone to fill this role
 - i. John Scime volunteered to take this on
3. Treasurer report
 - a. Andrew reviewed the treasurer report (see attached)
 - b. Had to formally close both previous H&S associations and have established the bank account for the new association with the combined balance from the two
 - i. ASPS H&S was not focused on revenue generation, was primarily for the grade 8 graduation
 - c. Grade 8 grad
 - i. Tania has been in charge of grade 8 graduation in the past – will take on again this year unless someone else will
 - ii. To reserve the space for graduation need to send in the deposit
 - iii. **MOTION: To approve the funds for the deposit needed to reserve the venue for grade 8 graduation – TANIA; CAROLYN 2nd**
 1. Approved (14 For, 0 Against, 0 Abstentions)
 - d. Pumpkin Stroll
 - i. Funds have been set aside to cover costs of the event, won't necessarily use all of it
 - e. Raz kids
 - i. Current license up in May 2020, so usually earmark this
 - ii. Parent council pays the other half
4. Lunch lady
 - a. Started last week

- b. James Ling is at the North site as a volunteer, hoping to operate without a volunteer at the South site
 - c. Last year a portion of the funds raised through the program were used to support families that otherwise were not able to participate by providing them with a pre-paid account from which they could order lunches for their children
 - i. Hoping to support families to participate in the program again this year
 - ii. H&S provides the funds, but does not know who the families/kids are the participate
 - iii. Have reached out to the teachers to identify potential kids that could benefit from the program and let Jenny know, this information is provided to Chrissy at Lunch Lady so the account can be set up
 - iv. Accounts allow for roughly \$7 a week per child; the majority of the lunches are between \$5-7
5. Storage
- a. Shannon asked Jenny whether there is any storage space at the school that H&S can use
 - i. The portables are not an option – all but 2 will be removed, which will be for French and music
 - b. There is some space behind the library in the South campus building that can be used
6. Meet the teacher night
- a. Hope to have tables set up at both campuses – asking for a few volunteers to help at the tables
 - i. Let Alaina know if you can volunteer
 - b. 2-3 food trucks will be there, H&S receives a 10% kick back from food sales
7. Pumpkin stroll
- a. Shannon provided an update in Cindy's absence
 - b. Flyers are being printed & signs will be put up around town
 - c. Carving party at Optimist Club
 - i. Sunday October 20th, 1-4pm
 - ii. All are welcome
 - d. On the 24th, need trucks to pick up the pumpkins early in the morning and deliver to Fieldcote
 - e. A lot of help needed on the day of the stroll, email Cindy if interested in helping
 - i. Will have Ancaster high students and volunteers from the market
 - ii. High school students can receive 3 hours for the Sunday, and 4 hours for the 24th
 - f. Pumpkins to go back to the farm after for the animals
 - g. Admission is by donation, suggested amount is \$10 but can give what want
 - i. 25% of the proceeds will be donated to Ancaster Community Services
 - h. BIA has given \$2000
 - i. There will be food trucks
 - j. Sarah asked that a reminder be given to teachers and community members contributing pumpkins to not have knives, sharp objects in the pumpkins
 - k. **MOTION: Have \$1000 available to Cindy to cover up-front expenses – ALAINA, MICHELLE 2nd**

- i. Approved (14 For, 0 Against, 0 Abstentions)
- 8. Future fundraisers
 - a. Poinsettia sale in November
 - b. Big Box cards
 - i. 33 cards in the box, sell for \$33 and the school receives \$11 for each one
 - ii. Incentives for whoever signs up the most
 - 1. We can choose the prizes
 - iii. Will need a chair for this event (as with the Poinsettia orders)
 - 1. Sarah volunteered to take both on
 - c. Movie nights
 - i. First one will be December 6th
 - ii. Planning to do 3 - 2 for primary, 1 for more junior grades
 - iii. Will need volunteers and teacher rep for each one
 - 1. Jenny will ask the teachers at the staff meeting
 - iv. Will use the North campus
- 9. Raz kids
 - a. We already support the Raz Kids program for the younger grades (split the costs with parent council)
 - b. Teachers are requesting the program for some of the older grades – French and English, 4-5
 - i. Would need 6 accounts – 30 kids per account
 - ii. Cost is \$659.70 USD
 - c. **MOTION: To pay for half the cost of Raz Kids for the older grades if the other half is approved by parent council – ALAINA, JOHN 2nd**
 - i. Approved (14 For, 0 Against, 0 Abstentions)
 - d. Andrew will provide contact to try and get prorated amount and coordinate renewal dates with the existing account
- 10. Teacher wish lists
 - a. Jenny created a Google doc that will continue to grow and change throughout the year for teacher wish list items (e.g. art supplies, outdoor equipment, items for new kinder rooms, books)
 - b. Climbing wall is a priority for the teachers and Jenny; before it can be used each year the teachers need to be trained
 - c. Alaina went through the list and identified some items that seemed like they should be covered by the board (walkie talkies, agendas, card reader for external door, science textbooks)
 - d. If these items are removed from the list, there is roughly \$7000 worth of items that remain
 - e. Summary of discussion regarding providing funds to purchase these items:
 - i. Some felt that the time sensitive items should be approved first
 - ii. It was suggested that we approve \$7000 of funding for the teachers wish list items so these items can be purchased and used immediately

1. There was some concern that there may not be funds available to front costs for other fundraising activities and events (e.g. carnival), but we will have further fundraising events before that is needed
2. Shannon stressed the need to spend our existing funds as the expectation of parents donating to our fundraising events is for the money to be invested in the school as soon as possible
3. Having motions to approve individual items on the list will take too long, but those present felt that wanted to at least view the wish list before the money is spent
4. Suggested sending the list out to all voting members and providing one week to review the list and identify any specific items they would like to discuss further before purchasing
 - a. **MOTION: To provide the school with \$7000 to purchase wish list items that have been reviewed and approved by voting members via email (deadline to respond October 4 2019) – ALAINA, SARAH 2nd**

i. Approved (13 For, 1 Against, 0 Abstentions)

11. MOTION: Adjourn meeting – ANDREW; SARAH 2nd

- a. Approved (14 For, 0 Against, 0 Abstentions)