

Willingdon Home & School Association

Meeting Minutes

Date: Thursday, October 16, 2025

Time: 7:30 p.m.

Location: Zoom

Zoom Link: [Meeting Link](#)

Attendees:

Alex Ruaux, Vanessa Leebosh (Grad), Daniela Fietta, Adam Keith, Kristy Cuevss, Catherine, Veronika Gruntovskaya, Nicholas LeBel-Buchanan, Kristin Taylor, Kay Niedermayer, Roxanne Ross, Jono Aitchison, Alice Pearson

1. Call to Order

The meeting was called to order at **7:30 p.m.** by **Kristy**.

2. Approval of Previous Meeting Minutes

Motion: To approve the minutes of the previous meeting.

Moved by: Alex

Seconded by: Veronica

Motion carried.

3. Approval of Agenda

Motion: To approve the agenda as presented.

Moved by: Kristy

Seconded by: Veronica

Motion carried.

4. Principal's Report

No report for this meeting.

5. Teacher's Report

- **Halloween Festivities:**

Mme Jessica will forward the finalized schedule once completed. Please send the pumpkin exhibition and contest memo (including drop-off dates and hours) to Mme Eugenia for inclusion in the next weekly email.

- **Kindergarten (4-year-olds):**

Focus on seasonal topics such as apples and fall. Next week's activities will center around Halloween and fine motor skill development.

- **Kindergarten (5-year-olds):**

Continuing with seasonal themes and shifting toward Halloween activities. Students are learning to trace numbers 1–5 and recognize capital letters.

- **Cycle 1:**

Students went apple picking on October 15 for their first outing of the year.

- **Cycle 2:**

Two project proposals presented:

1. **Outdoor Tables:** Proposal to purchase two tables for outdoor learning. Price to be confirmed.
2. **Animal-Assisted Therapy Initiative:** Proposal to host a certified therapy dog monthly to support emotional and social development. One teacher holds a certification in this area.

- *Note:* Silvana confirmed this must be approved through the school board; updates to follow.

- **Grade 5:**

Current theme: emotions. Upcoming units include multiple intelligences and professions.

- **Message from La Diperie:**

The business expressed interest in partnering for a fundraiser. Previously declined due to unsustainable packaging and limited financial advantage. Suggest the **Grad Committee** may revisit as a potential fundraiser.

Note: Please avoid scheduling the next Home & School meeting during the same week as parent-teacher interviews for the first report cards.

6. Membership Report (Daniela)

- Annual QFHSA membership fee to be paid; executive member list to be submitted.
- **Action:** Kristy will pull the list and send the transfer amount to Daniela.

7. Communications Report (Kristy)

- Home & School emails sent via Mailchimp are being filtered into Gmail's "Promotions" tab.
- Proposal to switch to **Cyberimpact** (Canadian-based) to improve deliverability. Cost: **\$44.10/month** including support and onboarding.
- Cyberimpact allows polls and dynamic content for personalized newsletters (e.g., separate info for Jr/Sr campuses).
- **Discussion:**
 - Alex noted that switching platforms may not resolve the "Promotions" issue entirely.
 - Suggestion to continue using Mailchimp and educate parents on moving emails to their inbox.
 - Consider a **paper flyer** at the start of the year with H&S info, website link, and QR code.
- **Decision:**
 - Tabled until the next meeting.
 - Two more estimates to be collected for comparison.

8. Website Report (Alex)

- Website running smoothly.
 - Minor updates planned.
 - Daniela will upload Corn Roast photos for sharing.
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9. Treasurer's Report (Adam)

- Mid-cycle with ongoing Pizza and Froyo collections.
 - As of end-September:
 - **\$22,000** collected (approx. \$10,000 behind last year but expected to catch up in October).
 - **\$1,800** of this for FSF.
 - Account currently low (\$200 balance) pending Zeffy deposits.
 - **Donations Summary:**
 - Froyo: \$12,060
 - Pizza: \$19,684
 - Membership: \$640
 - FSF Direct Donations: \$650
 - Donations: \$1,498
 - Total Payout (Oct 20): \$32,564
 - **Requests:**
 - Include purpose and amount in all e-transfer and receipt emails.
 - Grad receipts to be centralized through one point of contact.
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10. Family Support Fund (FSF) Report (Kristin)

- Supporting **10 families** with lunches and **1 family in crisis** this month.
 - Considering **monthly sponsorships via Zeffy** for predictable funding (e.g., \$6.50/month for a lunch).
 - Exploring options for including after-school program subsidies for FSF families (\$100/child/year).
 - Proposal to **donate proceeds from both Book Fairs** to FSF (only one was donated last year).
 - **Snack Program:**
 - Previous partner (Food Depot) unavailable.
 - Possible replacement: local supplier or Costco.
 - Subcommittee formed: **Nicholas, Alex, and Veronica.**
 - Coordinate with Mme Eugenia for healthy snack distribution and storage logistics.
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11. Business Arising

- **Volunteer Requirements:**
Code of Conduct, NDA, and Police Checks required for all volunteers.
 - Daniela to contact Froyo volunteers.
 - Alex to provide volunteer list.
 - Kristy to send out notices and update the website for easy access.
- **Non-Profit Status Update:**
 - Status remains semi-active; Kristy to file reports to restore.
 - **Motion:** To restore the non-profit status.

- *Moved by: Adam*
- *Seconded by: Alex*
- *Carried unanimously.*
- **Motion:** To explore credit card options with RBC.
 - *Moved by: Veronica*
 - *Seconded by: Daniela*
 - *Carried unanimously.*

12. Halloween Event Update

- Popcorn and classroom movies in classroom confirmed. Fewer but more organized stations.
- New props purchased; will be maintained long term.
- Volunteers still needed for setup and takedown (cleanup begins at 3:15 p.m.).
- Alex will photograph the Haunted House.

13. Book Fair

- Books arriving soon. Volunteers needed two days prior for sorting and on event day.

14. Community Support Initiatives

- **Carolyn's Food and Toy Drive:**
 Proposal to pause direct involvement this year. Focus instead on food insecurity within the school community (Bread and Beyond initiative led by Mr. Leckner, FSF).

- **Motion:** To pause the school-run food drive and instead promote Carolyn's Toy campaign via newsletters and socials.
 - *Moved by:* Kristy
 - *Seconded by:* Daniela
 - *Carried unanimously.*
 - Ensure FSF families are still included in the toy drive list.
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15. Committee Updates

- **Active Committees:**

- Teacher & Staff Appreciation Week (still need volunteers)
- Grad Committee
- Community Book Fair
- Halloween
- Film Festival (April 17)
- Holiday Market (Nov. 29)
 - Vendor applications open this weekend.
 - Photographer: **Jono** (family photo station).
 - Veronika to coordinate student involvement with Dr. Kat and increase advertising.

- **Grad Committee:**

- Teacher representative to be confirmed.
- Froyo Coordinator: **Vanessa Leebosh**.

- Fundraising plans to be submitted for approval by H&S and Governing Board.
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16. Varia

- Update on Scholastics to follow.
 - QFHSA Workshop opportunity to be advertised in the newsletter.
 - **Holiday Breakfast (Dec. 11):** Kristin, Alex, and Alice to lead. Additional volunteers needed.
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17. Adjournment

Motion: To adjourn the meeting.

Moved by: Daniela

Seconded by: Veronica

Time: 9:22 p.m.

Next Meeting: Thursday, November 27, 2025 (Daniela to secretary; setup and agenda assistance by Veronica).