

Willingdon Home & School Association

General Meeting Minutes

Date: Monday, January 12, 2026

Time: 7:30 p.m. – 8:35 p.m.

Location: Zoom

Present:

Daniela Fietta , Jessica Doubt, Alex Ruaux, Adam Keith, Marie - Noelle Rivard, Veronika Gruntovskaya, Veronica Santaguida, Nicholas LeBel-Buchanan, Caroline Bascao, Kristin Taylor

1. Call to Order

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

2. Approval of Agenda

The agenda was **approved as presented pending adding FSF request**.

3. Approval of Previous Minutes

The minutes were **approved**, pending the addition of **Marie Rivard's notes** and inclusion of **missing prior months**.

4. Principal's Report (Jessica Doubt)

Thanks was given for a busy and successful end of 2025.

Reviewed some of the key highlights.

5. Teacher Report (Marie Rivard)

Acknowledgements

- Appreciation extended to Home & School for:
 - Support and organization of the **Open House**

- Organization and leadership of the **Holiday Breakfast**

Grade Level Updates

Kindergarten:

- Students are working on winter themes: weather, clothing, seasonal changes, vocabulary, and winter art projects.

Kindergarten Graduation Budget Request:

A request was submitted in November for Home & School to fund the Kindergarten graduation, including:

- 49 colour diplomas
- Small gift + bag (approx. \$1.66 per child last year)
- Replacement sashes (\$3–4 each)
- Gym decorations (balloons, Fun-Tak, etc.)
- 12 plastic tablecloths, plates, cups, napkins, utensils

Previously paid through admin funds. Home & School is being asked to cover this cost this year.

Final amount to be sent by email and voted on electronically.

Cycle 2 Bread & Beyond Club:

- Coordinated by Ms. Leckner
- Card box sales begin **January 16** and will be communicated to parents/staff.

Action Item:

Veronica will ensure teacher notes are added retroactively to past minutes.

Marie will send a request for funds with a specific number via email for e vote.

6. Membership Report (Daniela)

- QFHSA Membership List request (Dec 9) — **needs to be completed**
- QFHSA Renewal — **needs to be completed**

- Association dues:
 - \$680 was owed, but \$740 sent due to summer payments
- 34 members signed up for QFHSA

Action Item: Veronica and Daniela to complete paperwork the week of Jan. 12th.

7. Communications Report (Daniela)

- Newsletter to go out this week and include **Film Fest** details.
- Holiday photo link to be shared

Action Item: Kristy to prepare newsletter and communicate where the holiday photos can be found on the share drive.

8. Website Report (Alex)

- Alex to connect with Kristy to finalize setup items, especially email-related issues

9. Treasurer's Report (Adam)

TREASURY REPORT / BUDGET SUMMARY

WILLINGDON HOME AND SCHOOL ASSOCIATION – JANUARY 2026

(NUMBERS CORRECT UP TO END DEC 25)

BANK BALANCE TRACKING		2025-2026		
	CURRENT BALANCE	\$	31,828.92	05-Jan
TRACKING MONTHLY				
<i>(~25-27th of Month as per statement)</i>	Sep-25	Oct-25	Nov-25	Dec-25
Balance	3714.55	35038.5	34038.5	31828.92
<i>Difference on previous month</i>	-1664.31	31323.95	-1000	-2209.58
BUDGET LINES - SIMPLIFIED				
	STARTING BUDGET	INPUT	OUTPUT	BALANCE
FSF	1000.00	4343.00	3287.00	\$ 2,056.00
Graduation (GRAD)	1000.00	6800.00	0.00	\$ 7,800.00
H&S General Fund (H&S)	3389.11	32463.37	12328.63	\$ 23,523.85
CURRENT BUDGETED				\$ 33,379.85
BANK BALANCE				\$ 31,828.92
FLOAT				\$ 144.90
<i>Unaccounted budget / balance (or additional H&S)</i>				<i>-\$ 1,406.03</i>
H&S General adjusted budget				\$ 22,117.82
PLANNED H&S BUDGETED ITEMS				\$ 19,581.85
<i>Forecast Pizza</i>				<i>\$ 6,265.13</i>
<i>Forecast FROYO</i>				<i>\$ 1,416.72</i>
<i>future events</i>				
<i>End of Year Event</i>				<i>\$ 8,000.00</i>
<i>TSAW</i>				<i>\$ 2,500.00</i>
<i>Pancake breakfast</i>				<i>\$ 700.00</i>
<i>Film festival</i>				<i>\$ 700.00</i>
PROJECTED BALANCE H&S GENERAL (without future input)				\$ 2,535.97

- Note on the budget:
 - FSF request for budget extension:
 - With Jan/Feb mini-bistro FSF budget will come down to \$1,679.
 - Request to support fieldtrip with a total expense of \$2,220 (6 students) – looking at a \$541 shortfall
 - There is balance of ~\$2,500 in H&S general fund
 - To reiterate.... general comment – We are ~\$8,500 down on input compared to last school year. Mostly due to Pizza. As Pizza/FROYO have lower costs, budget is expected to be about the same as last year. BUT any future reduction would result in a lower budget
 - To consider an extra H&S fundraiser?

3 COMPLETED PIZZA DAYS	
\$	3,759 COSTS SO FAR
\$	<i>1,253 average cost per Pizza Day</i>
\$	10,024 Projected Total Pizza costs (all 8)
\$	<i>6,265 Remaining Pizza costs</i>
\$	21,525 TOTAL PIZZA BUDGET
\$	11,501 MARGIN

Last school year an average pizza day cost was \$1,968

3 COMPLETED FROYO DAYS	
\$	850 COSTS SO FAR
\$	<i>283 average cost per FROYO Day</i>
\$	2,267 Projected Total FROYO costs (all 8)
\$	<i>1,417 Remaining FROYO costs</i>
\$	13,140 TOTAL FROYO BUDGET
\$	10,873 MARGIN
\$	7,873.25 TOWARDS H&S BUDGET
\$	3,000.00 TOWARDS GRAD BUDGET

Last school year an average FROYO day cost was \$253

- Field Trips FSF coverage:
 - Estimated total cost: **\$2,220**
 - Currently **\$550 short**
 - Request to temporarily transfer funds (loan), to be covered by Mini Bistro later in year

Action Item: Kristin to follow up with Jessica re: remaining costs for the year

- Book Fair:
 - \$2,106 still to be deposited

Action Item: Adam and Kristy to investigate book fair funds deposit.

10. Family Support Fund (FSF) Report (Kristin)

Motion 1:

To cover the **\$550 shortfall for extracurricular activities (ECA)** from FSF.

Result: Motion carried — All in favour

Discussion on ECA Support:

- Cost: \$150 per 8-week session
- Not for current session (closes Jan 14)
- Proposal:
 - 1 activity per child per year **or**
 - Set a per-child cap
- Spring session: support **1 activity per child**

Motion 2:

To approve **1 activity per child for Spring session** via FSF.

Result: Motion carried — Unanimous

Other FSF Actions:

- Thoughtful Thursday campaign to sponsor students
- Grade 5 trip noted as a major upcoming expense

11. Business Arising

Teacher & Staff Appreciation Week

- Call for volunteers to lead in next newsletter
- Admin usually covers one day (bagel breakfast)
- Must include **all staff**, not only teachers
- Jessica to provide full staff list

Action Item: Kristy to do call out for lead on staff appreciation week in newsletter

Pizza Day & Froyo

- Paper reminders will go home with students who ask this Thursday about Froyo
- FSF availability to be clearly stated (no child left out)

Dates:

- Ordering window: **Jan 19 – Jan 30**
- Reminder to buy Froyo before March Break (Vanessa)

Action Item: Veronica to respond to emails with order window details.

Vanessa, Remember to purchase Froyo BEFORE March break.

Kristy to include sign up dates in the newsletter

Book Fair

- Next Book Fair: **May 8**, Veronica to notify Margo

Film Fest

- Poster approved
- To be posted on doors/entrances at any time.
- Handouts for backpacks (4 per page) + QR codes

Lost & Found

Motion:

To keep unclaimed items available for student use on bookshelf outside Mrs. Rosie's office.

Result: Motion carried

- Teachers to be informed

Other Items

- Did Marlo receive the market goodies package?

Action Item: Kristy to confirm

12. Volunteering & Committees

Grad Committee

- Margo requested:
 - Zeffy balance — provided Jan 12, 2026
 - Donation spreadsheet — provided Jan 12, 2026
- Hoodies ordered; design in progress
- More fundraising needed

13. Varia

- No additional items

14. Adjournment

Motion to adjourn:

Moved by **Daniela**, seconded by **Alex**

Time: 8:35 p.m.

15. Next Meetings

- **Monday, February 9, 2026**
- **Monday, March 16, 2026 (yes a PED day)**