

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
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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					
(~25-27th of Month as per statement)		Sep-25	Oct-25	Nov-25	Dec-25
Balance		3714.55	35038.5	34038.5	31828.92
Difference on previous month		-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
Unaccounted budget / balance (or additional H&S)					-\$ 1,406.03
H&S General adjusted budget					\$ 22,117.82
PLANNED H&S BUDGETED ITEMS					\$ 19,581.85
Forecast Pizza					\$ 6,265.13
Forecast FROYO					\$ 1,416.72
future events					
End of Year Event					\$ 8,000.00
TSAW					\$ 2,500.00
Pancake breakfast					\$ 700.00
Film festival					\$ 700.00
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
\$ 1,253	average cost per Pizza Day
\$ 10,024	Projected Total Pizza costs (all 8)
\$ 6,265	Remaining Pizza costs
\$ 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
\$ 283	average cost per FROYO Day
\$ 2,267	Projected Total FROYO costs (all 8)
\$ 1,417	Remaining FROYO costs
\$ 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
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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
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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)**