

Willingdon Home & School Association Meeting Minutes

Date: Monday, March 16, 2026

Time: 7:30 PM

Location: Zoom

Members Present:

Adam Keith, Kristy Cuevas, Alex Ruaux, Marie-Noelle Rivard, Daniela Colafabio, Nicholas LaBel-Buchanan, Veronica Santaguida

1. Call to Order

The meeting was called to order at 7:30 PM.

2. Approval of Agenda

Motion: To approve the agenda.

- **Moved by: Veronica Santaguida**
 - **Seconded by: Adam Keith**
Vote: Motion carried.
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3. Approval of Previous Minutes

Motion: To approve the minutes from the previous meeting.

- **Moved by: Kristy Cuevas**
 - **Seconded by: Veronica Santaguida**
Vote: Motion carried.
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4. Reports

4.1 Principal's Report

- **Extracurricular activities (ECAs) information was sent out.**
 - **Health stations begin this week, allowing students 10-minute activity breaks.**
 - **Literacy Week and storytelling competition upcoming.**
 - **Additional details included in the weekly update.**
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4.2 Teacher Representatives' Reports

Kindergarten (Mme Marie):

- **Appreciation expressed for approval of Graduation budget.**
- **Planning to review supplies in April (coordination with Kristy).**
- **March theme: Nutrition.**
- **Workshops led by nutritionist Ariane Séguin on March 26.**
- **Literacy Week scheduled March 30 – April 2.**

Grade 1 (Mme Lynn):

- **Nutrition workshops on March 17 (Classes 10 & 11).**
- **Field trip to Montréal Symphony Orchestra on March 24.**
- **Literacy Week preparation: students designing book covers.**

Grade 4 (Mrs. Leckner):

- **Participation in storytelling activity; visit to Senior Campus on April 2.**

- Virtual guest session with Toronto Letter Writing Society.
- Upcoming Reader's Theatre presentations.
- Math topics: fractions, followed by money and time.
- Completed hands-on video game workshop with Explorations.

Grade 5 (Mr. Gonzague de Bretagne):

- Students creating imaginary résumés based on dream jobs.
- Theme: "Train Stories."
- Field trip to Exporail Museum scheduled.

4.3 Communications Report (Kristy Cuevas)

- Newsletter to be released soon.
- Volunteers needed for Book Fair and End-of-Year event.

4.4 Website Report (Alex Ruaux)

- Website contact form requires updating (Kristy & Alex to coordinate).
- Increased engagement on school Instagram (150 new followers).
- Plan to cross-promote between Home & School and school accounts (Daniela to assist).

4.5 Treasurer's Report (Adam Keith)

- Ongoing efforts to reduce supplier costs.

- All Family Support Fund (FSF) cheques accounted for.
- Budget remains on track for year-end.

TREASURY REPORT / BUDGET SUMMARY

WILLINGDON HOME AND SCHOOL ASSOCIATION – MARCH 2026

(NUMBERS CORRECT UP TO END FEB 28)

BALANCE TRACKING		2025-2026		
CURRENT BALANCE		\$	25,875.11	04-Mar
MONTHLY				
<i>Month as per statement)</i>	Nov-25	Dec-25	Jan-26	Feb-26
Balance	34038.5	31828.92	33277	25883.22
<i>Difference on previous month</i>	-1000	-2209.58	1448.08	-7393.78
BUDGET LINES - SIMPLIFIED				
	STARTING BUDGET	INPUT	OUTPUT	BALANCE
FSF	1550.00	6483.75	5953.83	\$ 2,079.92
Graduation (GRAD)	1000.00	8280.00	2451.27	\$ 6,828.73
H&S General Fund (H&S)	2839.11	35231.30	18437.23	\$ 19,633.18
CURRENT BUDGETED				\$ 28,541.83
BANK BALANCE				\$ 25,875.11
H&S GENERAL FLOAT				\$ 684.90
<i>Unaccounted budget / balance (or additional H&S)</i>				<i>-\$ 1,981.82</i>
H&S General adjusted budget				\$ 17,651.36
PLANNED H&S BUDGETED ITEMS				\$ 14,214.42
<i>Forecast Pizza</i>				<i>\$ 3,671.69</i>
<i>Forecast FROYO</i>				<i>\$ 790.73</i>
<i>future events</i>				
<i>End of Year Event</i>				<i>\$ 8,000.00</i>
<i>Pancake breakfast</i>				<i>\$ 700.00</i>
<i>Film festival</i>				<i>\$ 700.00</i>
<i>Kindergaten graduation</i>				<i>\$ 352.00</i>
PROJECTED BALANCE H&S GENERAL (without future input)				\$ 3,436.94

- Note on the budget:
 - Quick check on remaining future events / budgeted items

5 COMPLETED PIZZA DAYS

\$	6,119	COSTS SO FAR
\$	1,224	<i>average cost per Pizza Day</i>
\$	9,791	Projected Total Pizza costs (all 8)
\$	3,672	<i>Remaining Pizza costs</i>
\$	22,057	TOTAL PIZZA BUDGET
\$	12,266	MARGIN

5 COMPLETED FROYO DAYS

\$	1,318	COSTS SO FAR
\$	264	<i>average cost per FROYO Day</i>
\$	2,109	Projected Total FROYO costs (all 8)
\$	791	<i>Remaining FROYO costs</i>
\$	13,464	TOTAL FROYO BUDGET
\$	11,355	MARGIN
\$	8,355.39	TOWARDS H&S BUDGET
\$	3,000.00	TOWARDS GRAD BUDGET

4.6 Family Support Fund Report (Kristin)

- Anticipated larger expense: Grade 5 June field trip.
 - Several Grade 5 students may require support.
 - Interest survey sent regarding FSF support for ECAs; awaiting response data.
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5. Business Arising

5.1 Film Festival (April 17)

- **Update to be obtained.**

5.2 Pancake Breakfast

- **No volunteers available to lead event.**
- **Decision: Postpone if feasible; otherwise cancel.**
- **Event will not take place this Saturday.**

5.3 Merchandise Sale

- **General agreement to proceed.**
- **Plan to reuse previous supplier and model.**
- **Logo contest to be launched.**

5.4 Rain Barrel Fundraiser

- **New initiative under consideration.**
- **Kristy to investigate logistics and obtain approvals.**
- **Proposed delivery to Senior Campus due to space availability.**

6. Volunteer Coordination

- **Book Fair: Volunteers required (to be advertised in newsletter).**
 - **End-of-Year Event: Need coordinators for succession planning.**
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7. Grad Committee Update

- **Felix & Norton cookie fundraiser under discussion.**
 - **Clarification needed to avoid overlap with other fundraisers.**
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8. Motions & Budget Approvals

- **No motions or budget approvals at this time.**
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9. Next Steps

- **Kristy: Coordinate with Alex to update website contact form.**
- **Kristy: Launch merchandise logo contest and organize sale.**
- **Kristy: Confirm status or rescheduling of Pancake Breakfast with administration.**
- **Daniela: Notify school/caretaker regarding Pancake Breakfast cancellation if applicable.**
- **Kristy: Confirm logistics and approvals for rain barrel fundraiser.**
- **Kristy: Include volunteer callouts in newsletter.**
- **Kristy / Daniela: Follow up on FSF ECA interest responses.**
- **Daniela: Monitor Grade 5 FSF needs for June field trip.**
- **Kristy: Obtain Film Festival update.**
- **Kristy & Team: Coordinate social media collaboration and clarify account access.**
- **Kristy: Investigate access to Willingdon Wins Instagram account.**
- **Kristy: Launch rain barrel fundraiser (target: April, pending logistics).**

10. Adjournment

Motion: To adjourn the meeting.

- **Moved by: Veronica Santaguida**
- **Seconded by: Kristy Cuevas**
Vote: Motion carried.

Meeting adjourned at: 8:04 PM

11. Next Meeting

Next Home & School meeting: *Tuesday April 14th 7:30pm*