

**Willingdon Home & School Association**  
**Minutes of the Meeting**  
**October 15, 2020 at 7:00pm**  
**Held on zoom**

Participants: Karen Moore, Margo Stewart, Kristy Cuevas, Daniela Padula, Amelie Belanger, Julie Trudel, Anna Calvert, Veronica Santaguida, Ben Kalman and Ashley Baker, Andrea Archibald, Maya Doughan, Tara MacRae, Kim Tulloch, Chantal Sneath, Trinity Wittman, Ania Muller

1. Welcome by Karen and Margo to the second Home and School meeting this year
2. Approval of Agenda – Julie, Margo seconds
3. Approval of Minutes from September 3rd, 2020 – Margo, Anna seconds
4. Vice-Principal's Report
  - School administration is all the time adjusting to the public health directives that keep changing
  - At senior campus two classes had to close and isolate due to one positive case of COVID-19. All the measures taken worked well, and luckily there was no further transmission of the virus. These two classes went to virtual learning and it run well.
  - School is working on hiring more tutors and lunch monitors apart from few parents that joined to help
  - Terry Fox Day
    - No final amount of donations raised yet, but when checked last time is was close to 3000CAD
    - Two brave girls accepted the annual Terry Fox Challenge – one cut her hair by 10inch and the other completely shaved her hair!
  - School is working closely with Kristy to encourage parents to accept the help from the Family Support Fund
  - November 12 is virtual Open House. There will be footage of different classes pre-recorded this week by a videographer from EMSB and live reports of the life at Willingdon including few specialist talks. Members of Governing Board and H&S invited to join the event as well.
5. Teacher's Report - Ms. Daniela
  - September 30 was Attestation Day
  - Mobile library is ongoing – bins with books are in each class for three weeks and then quarantined before moving to another class

- There will only be two report cards this year (instead of three) in January and June 2021. Progress card will be available on November 20
- Parents-teacher conferences will be held virtually on November 25 and 26

#### 6. Communication Report

Seeking Communications Co-Chairs - call out sent for communication and co-secretary roles. There is enough communication for two people – website management, emailing, campaigns, social media so could be co-chaired. Veronica, Amelie and Andrea presented their background and expressed vivid interest in joining H&S. To be voted in at the end of the meeting.

#### 7. Treasurer's Report – Anna

- Available 16.630CAD
- Expenses so far: back to school K/gr.5 treat bags (779.88CAD), teacher appreciation first week of September (352.08CAD), emergency fund groceries (192.20CAD)

#### 8. Membership Report

- Big Cartel set up by Karen and works well. H&S members tested the site and purchased the QFHSA memberships.
- To move away from cash and in person payments, PayPal seems to be best solution and also easy to set-up. In order to register for PayPal we need a business number. Karen is looking for solutions, but registering with NEQ as a non-profit business seems to be best (many other H&S associations are registered as non-profits). Details for registering:
  1. \$22 for name reservation (application saved, ready to process)
  2. \$36 for registering as non-profit (single form to complete with Execs info)
  3. Estimated time frame 1-3 weeks

Motion to approve H&S to register with NEQ as non-profit business – Julie, Anna seconds

#### 9. Family Emergency Fund Report – Kristy

- Current balance: 6718CAD
- 12 families signed up for the Fund (total of 15 kids)
- New campaign Oliver's Labels launched and information will be emailed around this week. 20% off each sale goes to Family Support Fund. Offering labels as well as personalized mask-scarves
- Spiritwear Campaign – tshirts, hoodies, tuques and caps with school's logo. Estimated 900-1000CAD (136pieces ordered)
- Recette en Pot – estimated 2500CAD based from last year

- School/lunch fees – 4080CAD support for 10 families
- Emergency groceries – 1000CAD (100CAD monthly for 10months)
- One lunch free daily at each campus – 5 kids signed up so far

## 10. Other Business

- a. Coloring pages  
Free Reproducibles needed for K to gr. 4 to keep kids occupied and calm during lunch hour - request from Ms. Candice
- b. QFHSA change to insurance  
When hosting in person events it is required now that the company comes with their own employees to set up equipment (like bouncy castle), we cannot any longer set it up ourselves.
- c. Pizza/froyo money update  
Margo worked with Mini bistro of EMSB to offer solutions to the 2019-2020 purchased pizza lunches (total 460 lunches, 6600CAD) that were cancelled in March last year. We will be offering 3 free hot lunches for all students in grade 1-6 as a credit to be used with Mini Bistro anytime between now and the end of June.

Motion to approve – Kristy, second by Anna

- d. Halloween update
  - Hard to organize this year, to predict what will be okay at the time per public health guidelines. Several ideas were proposed and voted at GBM, but on Monday the final decisions will be made during school stuff meeting.
  - Activities have to be helpful, easy and not extra burden on that day for the teachers. Any in and out of the school activities as well as moving around the school is difficult at the moment.
  - Every teacher is organizing independent activities and decorating their classes
  - Ideas include:
    - Decorate entrances at both junior and senior campus (7 in total). Setup in the evening by parents volunteers (masks, distancing obligatory)
    - Halloween dance by Ms. Lara
    - Parents record reading spooky stories to be distributed virtually in classes
    - Virtual pumpkin decoration contest is approved. Voting in class and prizes for the winners
    - Virtual costume parade

200CAD additional budget for this year's Halloween - approved by Julie, second by Margo

- e. Grad committee - Julie
  - First meeting held and committee members determined: 9 parents, 4 admin, co-chairs Chantal and Julie
  - Grad is well laid out since few years (yearbook, legacy gift, party)
  - Design sweatshirt – already 4 different designs by Anna
  - Budget – need to be outlined in details. Big budgets previous years (10.000CAD last year, 13.000CAD year before), 542CAD carry over from last year, estimating same amount as last year so ok 5000 to raise if no events happening at the end of the year
  - Fundraisers – calendar and/or cookbook
  - Cookbook: H&S and gr. 6 teachers planning to collaborate on schoolwide cookbook but it needs further discussions if cookbook as official H&S / gr. 6 fundraiser? Chapter with gr. 6 favorites? 2 restaurants already confirmed for full-page ads – Karen and Ben (K parent) in contact with them
  
- f. Book fair online, dates confirmed for November 9th-23rd
  - \$100 in scholastic rewards for each teacher has been sent out
  
- g. TSAW updates – Kim
  - Ideas for the next editions include:
    - Little bag with treats like take a break with kitkat
    - Mini spa self-care bags with hand lotion, soap or bath salts
    - Contacted Mercanti and Elementaire Café (closer to senior campus) to see if deal on gift cards possible
    - Baking and ornaments donations for Christmas time
  - Usually TSAW is one week in February so the whole budget (last year 750CAD) goes mainly for that week. This year we would like to support the teachers all year long so maybe budget from other cancelled events (corn roast, movie night) could be shifted towards TSAW?
  - Traditional involvement of the community for TSAW has to be adapted this year and be creative
  
- h. Kindergarten Christmas event
  - Coordinators: Martina Sedevic, Jimmy, Andrea
  - Event will take place outdoors, each class at a different time plus a little gift and/or virtual event
  - Budget spent last year 750CAD, max 1000CAD

Motion to approve – Karen, second by Kim

- i. Recette en Pot:
  - Coordinator: Tara McRae

- Website went live. Fewer items available for sale than last years due to some supply chain issues. 10 items to sell. Direct delivery to door. Min. order of 6 jars, 5 days for delivery.
- Dates: Nov 2nd-Dec 11th (or shorter time frame?)
- Price: \$10.99 / 30% profit (\$3.30 per jar)

j. Caroline's Toy Drive

- Running from Nov 6 – Dec 2
- Last year's drive collected 2538 gifts to children in 38 women's shelters

k. Other Follow-ups

- FundScrip fundraiser will be launched soon. Veronica as coordinator. Easy way to support H&S by paying for purchases (grocery, gas etc) using gifts cards. Every purchase contributes between 2% and 10% to H&S.

- Spending:

o Bike racks

■ Option 1:

- 1 x 9 bike rack = \$588.85
- Installation: = approximately \$800
- Total = \$1596.83 (tax included)
- Vote on \$1800 budget

■ Option 2

- 1 x 7 bike rack = \$405.00
- Installation: = approximately \$800
- Total: \$1385.45 (tax included)
- Vote on \$1500 budget

Motion to approve the bike racks for 9 bikes (option 1) - Kristy and second by Anna

11. Vote

Motion to nominate Veronica as Co-Secretary – Kim, second by Anna

Motion to nominate Andrea as Communications Co-Chair – Julie, second by Karen

Motion to nominate Amelie as Communications Co-Chair – Julie, second by Karen

No objections to any nominations

12. Adjournment – 9.44pm

Next Home & School meeting will be held on November 17th, 7pm on Zoom.