

Willingdon Home and School Association
Meeting Notes
May 21, 2024 at 7:30pm (Zoom)

Daniela Fietta, Adam Kieth, Kristy Cuevas, Carmen Nicolas, Veronica Santaguida

1. Welcome (Daniela & Kristy)
2. Approval of minutes from the previous meeting
 - a. Move to approve - Kieth, Second - Kristy.
3. Approval of agenda
 - a. Move to approve - Veronica, Second-Keith
4. Principal's report (5 min)
 - a. Preparing for the next school year, and preparing for the new principal. The school is very busy with end-of-year projects.
 - b. Welcome to kindergarten went well.
 - c. Staff is meeting with parents of those who are struggling academically as well as working with students to help prep for the transition to high school. The term ends June 7th, then teachers have 2 weeks to do evaluations.
 - d. The office got audited and the financial audit takes place June 19th.
 - e. Consultants in French have come in, and are working with the staff to implement reading support, The same sort of program that is used for English classes. Data has shown this sequential teaching of reading is better than what is currently being used.
 - f. All floors in all classrooms and light fixtures are being moved this week. It's the summer renovations are starting. Actual work will start as soon as the students leave. Its just the prep starting now, also redoing the 1st floor and main floor. Peter mentioned that we might need to pack the home and school office. At the last GB meeting.
 - g. The lunch fee structure has changed. Because there is base now, is was very confusing and they are re-vamping it for next year. Base will invoice parents monthly for the lunch fees. It will be better for invoicing and tax purposes. There are cheques for \$9 reimbursement for strike day fees. It's \$279 for the year.
 - h. Compliments to everyone for the spring concert. It was wonderful.
 - i. Next year there will be 3 separate concerts. We are going to start charging to accommodate the price tag of \$3500 for 1 show.
 - j. June 14th K graduation. Need home and school to decorate. Collect art from K students to decorate.
5. Communications + website report (Andrea- 5 mins)
 - a. None today
6. Treasurer's report (Adam - 5 mins)
 - a. Up to date as of today. We have a balance of \$19,500. Budget balances SFS \$5000ish general \$5000 grade \$10,000. \$1,800 grad payments just came in this week.

- b. \$13,500 after planned purchases are complete.
 - c. Pizza profit is just over \$3000 and froyo is just over \$300. Not a huge profit maker.
 - d. Do the balances look appropriate for this time of year? The answer looks like yes.
 - e. Question for Kristy - How did we cover all of these expenses if we only made this low amount on pizza and froyo. The answer, donations, we had a balance and bookfair, total incoming was just under \$15,000.
 - f. Still have spirit wear, we hope to make some money on the end-of-year events. reduced spending on pizza treats.
 - g. The goal for funding to start the year is to be in the positive. We would like to have a few thousand for the welcome-back corn roast. Pizza and froyo come in very fast. The corn roast cost \$3000 last year. SFF is \$800 per month-ish. Try and save \$5000 of the protected budget.
 - h. Kristy and Daniella are going to do a 1 day prep session for next year.
7. Other Business
- a. Spiritwear campaign update (Kristy)
 - i. Will find out minimums and such over the next few days before production starts and it will be 2 weeks from then. Will offer a 2 day pickup window. Spirit wear will be sold at the year-end event. Samples and anything they have on hand. If there is a lot of feedback at pickup that parents didn't order they will open it up again at the end-of-the-year event.
 - b. Year End Event Planning update (Kristy)
 - i. Waiting for the permit, the layout is finished, dunk tank and laser tag is secured as well as a magician. June 7th with rain date June 14th. grade 5s are coming home that night at 6 pm from a 2 day event. Posters are done, the ticket link will be sent to Carmen, and she will send it to the staff council. Kristy will print them in colour and it will have a QR code to buy tickets. Bracelets as access, prepaid and purchased on the website for the 3 major activities. Tickets for food. Other activities are free. strongly encouraging pre-paid. Bracelets are \$20, adults don't need them. Kristy will send the cost breakdown via email. \$4700 budget request.
 - ii. Will send out another email for this. But waiting for the new list to include the new kindergartens.
 - c. School Supplies Ordering - timeline and activities. (Daniela)
 - i. Using magasin scolaire again. We need to send them our school list. Carmen will send the lists to Daniella.
 - d. Book Fair Rewards - totals and next steps (Daniela)
 - i. Need to spend these. We want to see if we can spend it on larger items instead of breaking it up amongst the teachers.
 - ii. Carmen will review the catalog. Teachers are usually waiting for the money for their classrooms, so breaking it up is preferred by teachers. The teachers would put the order in and it gets ordered all together so it ships all together.

- e. QHFSA Voting - Review Proposals (Daniela) Those present were aligned.
 - i. Yes
 - ii. Yes
 - iii. Yes
 - iv. Yes
 - v. Yes
 - vi. Daniela will represent us and vote yes on our behalf.
- f. Next year positions (Daniela & Kristy)
 - i. Adam and Veronica are continuing. Margo is stepping down, Claudia will not be available we will need a new website coordinator. Whoever is starting will be voted in at the AGM.
- 8. Votes & Budget approval:
 - a. Year End Event Budget - \$4700, it will be on an e vote. Kristy will send the vote.
- 9. Varia
 - a. Kristy needs a few days, she is going to see if she can get some free grocery gift cards to share with the families just before the summer.

1. Adjournment

Move to adjourn - Daniela, Second - Veronica

Next Home & School meeting which is the Annual General Meeting

Annual General Meeting - Tuesday, June 11th.