

## Home and School Meeting

September 29, 2014 6:30 pm

**In Attendance:** Haley Green, Alexya Heelis, Beth Keyes, David Ripley, Nancy Hossack, Angela Sanford, Kim Mahoney, Melissa Brenham, Patti Doyle, Natacha Gillis, Shelley Mclean, Kerri Harris.

### Updates:

Hot Lunch – Nancy reported that Hot Lunch is set up and running well. There has been a small increase in the price on one item this year, but all other prices remain the same as last year. One new vendor (Tim Horton's) approached Nancy regarding their items for our hot lunch program, but no information or pricing details have yet to be forwarded from them. There was discussion on adding a second item to one of the current choices for lunches, a "healthy/home-made" type of lunch option. The cost would be slightly higher for this item, but parents may wish to try it for their children. Nancy indicated that she would explore this further, mainly to seek out a provider in the area for such an option to add. There was also discussion once again regarding an "on-line" ordering system for hot lunch orders, but Nancy repeated her findings from her investigation of this from last year – the costs involved in setting this up and processing fees for the on-line payments were very high and it was agreed by all in attendance that since we have willing volunteers to process the orders currently, that we would continue with the current system which bears no cost to us.

Financial - Beth reported that the current balance in the account is approximately \$13000.00, with a few expenses yet to be deducted (i.e.: the external grant award given out last year has not yet been invoiced; hot lunch orders yet to be deducted this month, etc.). Haley noted that she would oversee the account again this year, but will need some volunteers to help input over 12 months of financials once she has set up the accounting software that can be utilized via a cloud system (Alexya and Beth agreed to help). The account balance this year is lower than it typically is at this time of year, so Haley noted that we will need to budget spending this school year to ensure we can fund key things at the school.

Fundraising – Beth reported that Michele was not going to be able to organize Family Fun Day this year, nor will she be able to organize Teacher Appreciation Week due to her other time commitments. As a result – we will be seeking out Volunteers to take these over. Melissa Brenham said she may be interested in organizing FFD this year, as well as overseeing the Float for the Santa Claus Parade (she will follow-up on these). Other than Santa's Workshop and the Fun Run in the spring, the only other fundraising event discussed was a Movie Night to be held in the winter (details to follow in future meetings).

The committee then reviewed the projects/programs that we could possibly fund this year. Some ideas proposed included a Library upgrade, a walking trail around the school; improving the K-1 playground area; continuing to help teachers support their learning environment, etc.

Library – Angela reported that she was going to submit a list of things she would like to purchase through Scholastic for the Library, and we would review it (these are items not available for purchase with our existing credit). She noted that she could use more Volunteers, especially during class visits to library. She noted that she has asked teachers to recruit one volunteer parent from each of their classes to help.

**Other updates:**

*Tutoring* – Beth reported that once again this year UNBSJ Education students would be available to provide tutoring for students selected by their teachers. There are 7-8 tutors available on various days of the week (after school), and the program will run for 6 weeks beginning in late October. Each UNB Student receives a small honorarium for their time spent with small groups of students (the budget proposed for this 6 week tutoring program is approximately \$1180). Teachers will need to provide work and/or specific concepts for tutoring sessions, and parents will need to sign consent for the tutoring as well as the transportation arrangements for the sessions that run from 2:35-3:35. Beth will send David the list of tutors and times available and he will coordinate the program within the school.

*Teacher Grants* – Beth requested feedback on Teacher Grant program this year and how much we were budgeting for this. Discussion ensued on whether we had the funds for this or not; and if there was a different option. David noted that perhaps we should offer Scholastic credits to teachers in lieu of Grants. Patti agreed that teachers would find this an appealing option and she felt many would make good use of these credits. Beth noted that some teachers may not be able to find relevant or useful materials in Scholastic catalogues so perhaps we should offer both options. It was discussed further and the majority agreed to offer just Scholastic credits at this point. David indicated that he would share this information with the Teachers and initiate the Scholastic Credit offer to the teachers on behalf of Home and School (once requests come in, we will review them and assess credits needed to meet the possible demand).

*External Grants* – There was discussion about our external grant program and whether this should be offered again this year. The group in attendance noted that perhaps this should also take the form of a Scholastic Credit award that we provide vs. a monetary award for the winning applicant to ensure that funds we have are available for projects within our school community. It was agreed that it would be nice to be able to continue to support a needy school in some way, but this year we may need to do so via a specific grant directed towards a Scholastic purchase (further discussion on the details of the application process for this grant will be reviewed at future meetings).

*Scholarships* – it was agreed that we should budget again for two Alumni scholarships in the spring (awarded to a deserving graduate who attended Lakefield in their early years; 2 awards valued at \$1500 each).

**School Activities – David updated on the following events/items:**

- Terry Fox Walk went very well and students raised \$800 for this worthy cause
- Students involved in a House Team activity (1 done already)
- 7 Habits continuing with new Guidance teacher
- Parent Teacher meetings are a bit earlier this year (13<sup>th</sup>&14<sup>th</sup> of November). *\*Book fair will be held during these days*
- Several new Staff members are in place this year; all classes are full. No details on the new school or how it will impact staffing next year, class sizes, etc. It is still slated to open September 2015

**School activities continued.....**

- Cement blocks in parking lot – seemed to have helped a bit with traffic flow; potholes have been filled in the parking lot; and white lines have been painted to create lanes in the parking lot to maximize the space available for parking.
- The school's Webpage is up to date and parents are encouraged to explore it
- School photos have been completed by Harvey Studios
- David will oversee a Citrus fruit Fundraising program as nobody on Home and School Committee felt they could find the time to oversee the ordering and processing of this project. David felt it was a good program and would bring some funds into the school

There was a Discussion on Allergies in the school –Kerri asked David if all parents are typically made aware of allergies in each classroom; and in particular the allergies within their child's classroom. Based on this question, David noted that he would be sure to remind teachers to clearly inform parents of any allergies in their rooms, not just peanut-based ones.

**Meeting adjourned at 7:50 pm**

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*Minutes respectfully submitted by B. Keyes*