

**CSMES
Home & School Executive
Meeting Minutes – September 30, 2015**

Present: Amanda Sherman (President), Michele Snow (Vice-President), Shelley Roy (Secretary), Kendra Gallant (Treasurer), Carey Childs (Vice-Principal), Ron McGrath (PSSC Chair)

New Business

I School Committees Suggested

- Library
- Fundraising
- Playground
- Fluoride
- Safe Arrival
- Christmas Float

II Library

- Computers and shelving have been ordered.
- Amanda Sherman/Michelle Snow were involved with the Library Committee at RES and LES.
 - Can assist with cataloging as well as training in the library for volunteers. Process for late notices will need to be determined.
- What is the expected date of the library being available to students/teachers?
- A schedule will need to be prepared

III Cafeteria

- Expected to open mid October to the first of November
- Payment and orders will be submitted online
- Milk order is also included
- Items of concern:
 - Identification of children for orders and length of time to get lunch and eat in the sufficient amount of time.

IV Scholastic Book Fair

- Michele Snow to contact Scholastic for booking
- Need to determine how many stairs at the school (requested by Scholastic) as well as location for book fair during parent teacher (gym?)
- What are the parent teacher dates? Carey Childs to confirm.
- Teacher invitation prior to Book Fair opening to Students and Parents. Teachers can prepare their "Wish List"!

V Fluoride

- Michele Snow will research supplier/process
- Friday is the suggested day for fluoride distribution
- Storage facility required for fluoride
- Fluoride Authorization forms to be distributed to parents

VI Safe Arrival

- Whose responsibility is it - volunteer or Administrative Assistant of CSMES? Carey Childs to discuss with Mike Wilson.
- Concerns with student confidentiality if responsibility delegated to volunteer.

VII Fundraising Committee

- What fundraising activities are available?
- How much fundraising should be done?
- Fundraising ideas: Gift Baskets (tickets sold at Christmas Concert), VIP Parking and VIP Seating for Christmas Concert and “hot lunch”.
- Playground Fundraising – is this a separate committee? Currently have \$80,000 in funds towards the playground.

VIII Home & School Executive Dues

- New Brunswick Federation of Home and School Associations
- \$5 per member. Will CSMES make payment for these dues? – Carey Childs to discuss with Mike Wilson.

IV Volunteer Requirements

- Criminal Record Check
- Completion of Form 701
- Clarification on what volunteers must complete the above items.
- Carey Childs to follow-up with Mike Wilson

V Volunteer Open House

- Invitation to teachers and parents to be prepared by Amanda and distributed by CSMES
- Committee sign-up sheets available
- Informal tours of the school
- Welcome from Home & School Executive and explanation of why volunteers are important.
- Question/Answer Period.
- Refreshments provided by school
- Date: October 19th at 6:30 pm