



Home & School October 07th, 2019 Meeting Minutes

6:30 pm – 8:00 pm

1. Welcome and Attendance

Attendees: Christine Ward, Brigitte Legault, Erin Gillman-Dawe, Marlene Sayegh, Kim Poirier, Kim McFadden, Nathalie Zobyan, Renee Aspiotis, Laura Greiss, Cynthia Casullo, Alessandra Morello, Neige Var, Nadia Iacino, Elizabeth Ouellette.

Absentees: Stephanie Herval

2. Approval of Agenda

- Addition to Minutes: 5.1 Outdoor Playground Equipment
- Motion by: Nathalie
- Seconded by: Christine

3. Approval of Meeting Minutes – Sept 9, 2019

- Motion by: Nadia
- Seconded by: Marlene

4. Meetings 2019-2020 – in meeting

- Feb.11, 2020 not possible and January 2020 date unsure – More dates will be suggested
- A mid-December meeting will be suggested (may or may not take place)
- The last 3 meetings should be attended by all due to planning of upcoming year requirements as well as elections

5. Teacher and Principal Reports

- Hand ball Oct.9 – grade 6
- Terry Fox donations at approximately 1000\$
- Cross-Country Oct 23 - Rain day 24 or 25
- Band started in music

5.1. Outdoor Playground Equipment

- Quick meeting to determine what will go in the different yards
- Big structure 75,000\$
- Two companies are being considered
- Junior Yard
 - 4 corners repainted
 - painted goal with targets
 - Long Jump – to measure distance



- Small climbing wall for younger kids
- Snakes and Ladders
- Senior Yard
 - Permanent soccer net (must be bolted to the ground)
 - Darts (bean bags)
 - Bowling
 - Basketball boundaries
 - Four corners – Various games
 - Benches in a circle (must be bolted to the ground)
- Kindergarten Yard
 - hopscotch and/or snake with numbers
- Painting would get done in May-June 2020 (target)
- 200-300\$ per paint scheme
- Send Kim P other ideas

6. Treasurer's Report (Nathalie)

- Goal for a hydraulic portable stage (inside/outside) and a curtain – Quote required
- 20k in account – 10k for playground equipment
- 7500\$ goal (15k over two years)
- We have to raise about 2500\$ to reach our goal and start-up for next year if BBQ = 0\$
- Motion to raise goal to 10k this year and lower to 5k next year
 - One abstention – everyone else in favor – Approved
- Approval of new fundraising objective amount + commitments/allocation of funds
 - SAW \$500
 - BBQ \$2000
 - Bake Sales \$50
 - Families Helping Families
 - Apples and Pumpkins \$210
 - Remove pumpkins and adjusted amount for apples to 150\$
 - Holiday Week \$650
 - K-Orientation \$75
 - Open House \$50
 - Carnival / Power Hour \$200
 - ❖ Motion by: Marlene
 - ❖ Seconded by: Kim



7. Updates

7.1. Events

- a. Back to school pizza night – see Annex B
- b. Halloween Bingo – see Annex B

7.2. Fundraisers

- a. Fundraiser Lunches
 - Did very well, 60% of school participating, enrollment going up
 - Online ShopiFy for online payment – for next year's group
- b. Spirit Wear
 - At parent/teacher interviews
 - Table with samples: T-shirts, sweat shirts, jogging pants, tuques (TBC). No shorts
 - Colors: navy/ash grey
 - Will have a week to order online
 - No minimum order
 - 4\$ increase per item
 - Labels with kids' names can be included
 - Motion to approve that profits from Spirit Wear will go towards in-school spirit oriented vinyls as primary objective. Theme and location TBD by subcommittee. Any leftover profits will go towards H&S's current objective (i.e. Raising funds for stage equipment).
 - Motion by: Christine
 - Seconded by: Brigitte
 - All in favor
- c. Mabels – On-going

8. New Business

8.1. Approval of new Fundraiser

- Food / Product / Event
 - Cookie Dough (before holidays) – Yes
 - Holiday Tree and Wreath (Bosapin) - Yes
 - Minimum 30\$ sale for profit
 - Wrapping paper – dropped due to lack of information



- Read-a-Thon in January – No, more info required
 - Kids sign up online
 - Duration of 10 days
 - American company – Requires PayPal account
 - Rewards program offered but they cannot be used
 - 20% profit
 - No conversion charges
 - Valentine's Event – Yes
 - Dance, bingo, etc.
 - Someone has to volunteer to lead this event
 - Paint Night for Kids – No
 - Approximately 25\$ per child
 - All the material for this event must be purchased beforehand
 - Chocolate - Backup
- 8.2. Bake Sale –** Blanket approval to run bake sales Nov. 21-22 parent/teacher interviews + Book Fair
- Do we want a bake sale? Yes
- 8.3. Families Helping Families –** Kim leading with Vicky Toonies for turkeys, non-perishables and toys
- 8.4. Apples Terry Fox –** There will be a Call out
- 8.5. Safety Patrol –** there will be call out – See Mme Herault
- 9. Correspondence – QFHSA – No to Bill 21 buttons ; Fall Conference Nov 9**
- 10. Adjournment**
- Date and time of next meeting: Monday, Nov. 11, 2019 at 6:30pm
 - Adjournment 8:10pm



ANNEX A

PLANNED/PROPOSED ACTIVITIES + CO-ORDINATOR POSITIONS FOR 2019-2020

APPROVALS						
EVENTS	DATE(S)	APPROVALS		Budget Max Allocation	Budget Date	Coordinator(s) / Comments
		H&S	GB			
1 Back to School Pizza Party	Sept 20	May 13	May 21	\$1500	May 13	Melanie D'Antoni & Nathalie Zobyen
2 Halloween Bingo	Oct	May 13	May 21	\$800	Sept 9	Vicky Makris / Elizabeth Ouellette
4 SAW	Mar/Apr	May 13		\$500	need	Jessica Rossi
5 Year End BBQ	June	May 13		\$2000	need	Vicky Makris; Christine Ward
APPROVALS						
FUNDRAISERS	DATE(S)	APPROVALS		Budget Max Allocation	Budget Date	Coordinator(s) / Comments
		H&S	GB			
1 Subway Lunches	1x per month	May 13	May 21	\$0	need	Kim McFadden & Anna Tecce
2 Bake Sales	multiple	May 13	May 21	\$50	need	Christine Ward
3 Mabels Labels	all year	May 13	May 21	\$0	need	Vicky Makris , Marlene Sayegh
4 Families Helping Families	Dec	Sept 9		\$50	need	Vicky Makris, Kim McFaden
5 Spirit Wear	Nov 21/22 + Spring	Sept 9	Sept 17	\$0	need	Melanie D'Antoni and Nathalie Zobyen
6 New Fundraiser Idea	Dec or next year	need		\$0	need	to be discussed and approved
APPROVALS						
SCHOOL SUPPORT	DATE(S)	APPROVALS		Budget Max Allocation	Coordinator(s) / Comments	
		H&S	GB			
1 Apples & Pumpkins	Sept / Oct	Sept 9	n/a	\$210	need	need volunteer for Oct 15 - morning
2 Holiday Week	last week Dec	need	need	\$650	need	Vicky Makris, Elizabeth Ouellette (ie Breakfast w/ Santa, candy canes or cocoa and cookies)
3 Open House	Jan	need		\$50	need	
4 K Orientation	Jun	need		\$75	need	
5 Freezies/W.Melon etc	Jun	need		\$200	need	for Carnival/PowerHr



ANNEX B



MARGARET MANSON HOME & SCHOOL ASSOCIATION

Monday, October 7, 2019

7. UPDATES

7.1 EVENTS

a) BACK TO SCHOOL PIZZA PARTY - Nathalie Zobyana and Melanie D'Antoni

Date: Sept 20th, 6:15-8:00pm
-233 guests attended (121 kids, 112 adults)
-profits: \$1198 (compare with \$879.74 in 2018)

Food Offerings:

-Pizza trio with chip and drink
-additional chip and drink for sale onsite
-Bake Sale Table

Activities (free):

CHAMPS Basketball, Pound Fitness Classes, DJ and Dancing, Sheltoons and Cup Stacking competitions, Tattoos

Prize Activities (\$):

Spin the Wheel + Plinko Game
50-50 Raffle

Acknowledgments:

We wish to thank all our families and staff for attending, and our partners and generous donors: Pizza Hut Kirkland, Starbucks Brunswick Medical, Éduc-Action (Sheltoons and Cup Stacking), Enfant Et Compagnie for Pound Fitness, Sheldon from CHAMPS Basketball and DJ John.

Last but not least, special thanks to all our subcommittee members and to Melanie and Nathalie for all their hard work. This event lacked a significant amount of volunteers the night of the event so a huge heartfelt kudos to them for making it even happen!

Issues/Recommendations:

Need way more volunteers!!! Events of this magnitude cannot continue without significant volunteer support, especially during night of event. H&S also needs to improve on recruiting and communicating positions and needs, including shifts

b) HALLOWEEN BINGO - Elizabeth Ouellette & Vicky Makris

SOLD OUT...in 3 days!!

Date: Oct 25th, 6:30-8:30pm (doors opened 6:15pm)



- expecting 202 guests, 61 families
- sign-up exclusively online; payment through classroom

Bingo Game

- 5 rounds of Bingo
- Prize Table for children and some for family

Other Games/Prizes

- parade and contest for best child + adult costume
- Pick the Nose of Frankenstein
- Monster Raffle
- guess the candy in the candy jar (possible)
- guess the weight of the pumpkin (possible)

Food Offerings

- finger food option (being decided), drinks, coffee, chips, popcorn and sweet treats Bake Sale table
- TCBY form Grads

CALLOUT:

- we are significantly short on children' prizes, raffle items (\$25 and up) and adult /high school student volunteers to work during bingo (shift 1: 6:30-7:30 PM and shift 2: 7:30-8:30 PM)
- we also need someone to pick up coffee night of event at 5PM
- we also need someone to pickup finger food option from vendor 4:30-5PM
- we need someone to buy and pop popcorn and package night before
- other: any other help will be communicated primarily via H&S Facebook page and via email
- contact mmesbingo@gmail.com
- THIS FUNDRAISER CAN ONLY HAPPEN IF WE ALL GIVE!**

7.2 FUNDRAISERS

a) FUNDRAISER LUNCHES (CAMPAIGN 1) - Kim McFadden & Anna Tecce

Enrolment:

- ~150 participants (60% of school)
- same enrolment as last yr even with price increase of \$0.50/trio and cutting # of campaigns from 3 to 2 per year

Profits:

- expected profit from Campaign 1: \$1814.67
- expected profit for year ~ \$3990 (based on 150 enrolment) vs: \$3264.06

Acknowledgment: special thank you to Kim and Anna for all their hard work in collecting and organizing 751 lunches for this Campaign.