

Willingdon Home and School Association

Meeting Minutes

September 18, 2024 at 7:00pm

Co-Chairs: Kristy Cuevas and Daniela Fietta

Treasurer and Membership: Adam Keith

Communications Chair: Josh Goldberg

Website Coordinator: Alex Ruaux

Secretary: Veronica Santaguida

Family Emergency Fund Co-Chairs: Nicholas LeBel-Buchanan and Kristin Taylor

Daniela Fietta, Kristy Cuevas, Alex Ruaux, Veronica Santaguida, Nicholas LeBel-Buchanan, Carolyn Bouchard, Nicolina Servillio, Josh Goldberg, Silvana Crigna, Eugenia Carystios, Adam Keith, Roxanne Mirjah.

1. Welcome (K or D)
 - a. Introductions
 - b. Home & School description for new parents (not a governing body, school administration-related topics not covered at this meeting)
 - c. Structure of the meeting and voting
 - d. Role of principal & teachers report
2. Approval of Agenda: Approve – Nicholas. Second - Daniela
 - a. Housekeeping: Dates for future meetings will be agreed upon tonight.
2 weeks before a request for agenda items will be sent. 1 week before the agenda and zoom link will go out. Day of, a Zoom Link will be sent with the Agenda again.
3. Business Arising
 - a. Constitution and By-Laws: Last updated in 1976
 - b. Confidentiality agreements will have to be signed by anyone who has info on children in the school.
 - c. Defined Roles and responsibilities for Leads
 - d. Food Drive Proposal
 - i. 2 will happen. 1 the week of Oct. 21st and the Week of April 7th
 - ii. Boxes will go in the classrooms, as it is the most successful.
 - iii. Volunteers will be needed. Carolyn will provide a message for comms and they will put a sign up sheet on the drive.
 - e. Book Fairs
 - i. Scholastic is on hold for the year. The benefits are not there anymore. It's only rewards, and no longer money in our pocket.
 - ii. We will run our own used book fair. Used Puzzles, Books, (no work books) for sale at a low price. Parents donate, kids shop for them like a book fair. One at sr. campus and 1 at Jr. campus. We will need 2 teams.
 - iii. One usually happens before Christmas and one after. The proposed date November 14th for the book fair. Spring Date TBD
 - iv. Used books collected by Nov 8th. Triage early the week after.

- f. Corn Roast Recap
 - i. The farm charges \$479 including delivery for 1000 cobs of corn. Celebrations \$300 for the pots and burners, 1 propane tank that home and school owns, and one was borrowed.
- g. Dates of future meetings
- h. New Dates will be on Tuesday, the first Tuesday, Oct 15th . Send proposed dates to Silvana. (Veronica)
- 4. Principal's Report (5 mins)
 - a. Looking at ECAs after school. There is 1 that Silvana would need the Home and School to run. We are concerned that parent volunteers are difficult to get after school. This activity would happen over an 8 week period.
 - b. Picture Day. Home and School will provide the volunteers for this. The date is Oct. 17th 2024. At least 2 volunteers for JR and 1 for Sr. campus are needed.
 - c. New tech for base daycare, A lot more activities, that are meeting the requirements of the children.
- 5. Membership report - (Daniela - 2 mins) - We need 10% of the school parents to pay for the QHFSA for the Home and School to exist. Kristy will let us know how many more we need. Daniela will pay the annual fee and provide a list of executive members.
- 6. Communications (Josh 5 min)

The focus is on getting people into the website. So people are not looking through their email for important information. So far its working, Click through rate last year was 5% this year its 25%.

Veronica and Josh to connect in 1 month about the inbox and managing google forms for volunteers.

 - a. Call out for picture day volunteers.
 - b. Call for Pizza day coordinator.
 - c. Call for froyo and pizza volunteers.
 - d. Get parents to sign up for QFHSA, use the "insurance" reason to encourage people.
 - e. Ask parents for Halloween decoration donations.
- 7. Website report (Alex 5 mins)
 - a. Working on standardizing and aligning with compliance on the website.
 - b. Agenda to be posted in preliminary stages so parents can decide to join.
 - c. Streamline volunteer sign up, so there is no extra steps. Make sure that info@willingdonhomeandschool.com email isn't on the website anywhere.
 - d. Roxanne will get the froyo signup directly to her email. Alex will set this up.
 - e. Get an updated class list and update for pizza and froyo signup online. Pizza and Froyo will have to manually be checked.
- 8. Treasurer's report (Adam - 5 mins)
 - a. July to July is the fiscal year. \$550 is the starting point. 3 budget lines, Family support fund, with \$1000 Starting, graduation, with \$500 starting, Home and School gets the remainder.
 - b. By next meeting we will have a better idea of what pizza and froyo numbers look like. Frozen treat has been removed, because the price of pizza has gone up.
- 9. Family Support Fund Report (Nicholas 5 mins)

- a. Mini bistro lunches, continue, each Wednesday.
 - b. Carolyn will provide toys again this year for the children registered for the FSF.
 - c. Families can sign up anytime of the year.
10. Volunteering - starting with usual ten committees.
- a. Every new activity needs approval by the Governing Board – Kristy and Daniella Got a few new ideas from QFHSA.
 - b. Volunteers must do a background check. – Go to Rosie and you can get the paperwork.
 - c. Pizza Coordinator
 - d. Lost and found
 - e. Toy Drive – End of October
 - f. Picture day volunteers 1 Sr, 2 JR
 - g. TSAWA
 - h. Froyo and Pizza volunteers
11. Grad Committee
- Key items that need attention:
- a. Determine the teacher rep and date of first meeting.
 - b. Request that Froyo coordinator be identified.
 - c. Fundraisers need to be identified ASAP for approval by H&S and Governing Board.
 - d. Grad committee needs a chair and co-chair. Andrea Archibald, Carolyn Bouchard and Nadine are interested.
 - e. Need to get the team in place ASAP
 - f. Legacy gift
12. Votes & Budget approval:
- a. Halloween Budget and Team: \$500 budget – Approved Will come and request more if needed.
13. Varia
- a. Tentative Dates that Daniella and Kristy have established for all of the activities will be shared with Silvana ASAP as a starting point to review.
 - b. Toy drive, second week of December.
 - c. Veronica to send meeting minutes to Josh to post.
 - d. Silvana to send us dates for the concerts, so Home and School can decorate.
 - e. We discussed a Heritage page, as old pictures were found. We will put out pictures and ask for stories from people's pasts with Willingdon.

Adjournment: Move to Adjourn - Adam, Second – Kristy. 8:40pm

Next Home & School meeting will be October 15th 2024, 7:30pm online via Zoom.