**QES HOME & SCHOOL ASSOCIATION**

**Meeting Minutes**

**Thursday, November 16, 2017 at 1830**

 **Present:** Kelley Prosser Kim Lanigan Tara McGraw Kristi Young

Kelly Barrieau Carlene MacBean

**Regrets:** Becka Ross-Marr, Deb Irvine-Anderson, Cherie McMillan

**1.0 Call to order** at 1839

**2.0 Welcome**

 Carlene welcomed everyone to the meeting.

**3.0 Additions to Agenda**

 **5.5 Calming Room**

 **7.6 Grade 5 Committee**

**Approval of agenda**

Moved by Kim Lanigan, seconded by Kristi Young to approve the agenda.

**CARRIED**

**4.0 Approval of Previous Minutes**

Moved by Tara McGraw, seconded by Kim Lanigan to approve the minutes from the October 19, 2017 meeting.

**CARRIED**

Tara will forward the minutes to Kelly B. to be posted on the school webpage.

**5.0 New Business**

 **5.1 Establishing Meeting norms**

Suggestion and insight provided by Kristi Young (taking reference to teachers meetings and norms established therein). i.e. establishing a max # of minutes per topic, having a time keeper role to help keep track of topics, including a standard “key”/ header included on meeting Agenda regarding time frame, meeting etiquette. Carlene expressed concern with limiting topic time. All agreed that 15 minute topic time was sufficient, as well as total meeting length set for 1 ½ hours max. Cherie to be approached to see if treasury report can be included with the minutes in case topic times run long. “Key”/ header regarding time frames/ etiquette to be included with meeting Agendas from this point on.

**5.2 Christmas Parade**

Carlene put forward that the Home & School Association commit to covering the cost of the hot chocolate, cookies and cups for the QES warming station for the Santa Claus Parade (to take place on Saturday, November 25, 2017), to a maximum of $500. Moved by Kim Lanigan, seconded by Tara McGraw.

 **CARRIED**

**5.3 Cashless School System**

Kelly B. reported that the District is going “cashless” in the very near future and QES will be in the 2nd round to have this put in place. It not only could be used for hot lunch, but also has options to be used for any fundraising agendas and Home and School projects. Concern expressed by Carlene and Kim, as our current hot lunch program has been exceeding expectations and superseding what cashless hot lunch has done in the past. Also concern regarding H & S monies in the District account that is not necessarily open access to us. Query if there is an option to “opt out”? Lynn Folkins is to have training on this very soon, after which Kelly will be able to answer more questions/ concerns and provide an update.

**5.4 MAC computer**

Kelley P. inquiring, on behalf of PSSC, regarding QES looking into obtaining a MAC computer to enhance/ add to the systems that we already have in place. More options available for programming with MAC. MACs are pricey, however there are grants and funding options available that need to be looked into. Updates to come.

**5.5 Calming Room**

Inquiry from Carlene regarding existing “calming rooms” and spaces. QES has one official “calming room” (located downstairs) that is used **extensively** by many students throughout the school year, and has been in existence for some time. There are also 2 other spaces within the school (in the Resource and Intervention rooms on the second level) that are used for calming areas.

**6.0 Unfinished Business:**

 **6.1 Walking Trail Project: Funding request review**

Kelly B. reports that, in speaking with Blair Dixon and Barry Brown, she has received a breakdown of costs for the QES section of the walking trail which total over $9000.00. Kelly provided a copy to Carlene. In previous meetings it was motioned and carried that Home and School would cover up to $5000.00 of these costs. Carlene expressed concern as there were discrepancies with the Town regarding the trail system labor, and that things were done without total agreeance or knowledge. The Town has agreed to cover the remaining costs above the $5000.00 that will be provided by H & S. Query whether monies to be given Town or to District. Kelly B. to find out and Cherie to be made aware.

**Motion forward that** “$5000.00 will be paid for the new walking trail. Payable to be determined by Kelly Barrieau, to which Cherie McMillan will be notified as per the appropriate payee”. Moved by Kristi Young, seconded by Kim Lanigan.

 **CARRIED**.

**6.2 Playground – Painting Yellow Swing Set/ New equipment possibilities; playground accessibility (ground matting)**

Carlene reports that Loyalist Painting is booked to paint the swing set the 3rd week of March 2018. Fundy Fencing unable to provide swings at this time. Carlene to provide specs to Kelly B. in the New Year regarding slide, teeter totter and monkey bar options, so that Facility and Management can look into. Kelley P. inquiring (from PSSC meeting) about a “ground matting” for playground to enable it to be more accessible and safe. Carlene suggests a roll out matting is a better option (than something similar to Q-Plex) and she will inquire with Fundy Fencing.

**6.3 Water Fountain Proposal for Funding**

Kelly B. reports that, in communication with Facilities and Management, existing water fountain system would need to be taken out for the new “bottle fill” system to go in (several plumbing and electrical changes would be required). The company that does this states that they would cost share. Carlene suggests request for proposal through the District re: costs and what would be covered by the District, as estimated cost would be ~$1400.00 for two new fountains. Kelly B. to speak more with Blair regarding this and will get back to us.

**6.4 Home and School Membership drive**

Still a lack of Home and School Members/ parent interest. Kristi suggested to have a table at the upcoming Parent-Teacher meetings with signage/ pamphlets/ signup sheet etc. Carlene to take care of.

Suggestion to also post more info re: H & S on QES website and QES Families FB page. Tara offered to post on FB page.

**7.0 Chair Reports:**

**7.1 Treasurer**

Carlene reviewed treasury report in Cherie’s absence. Skating fees reviewed as there are still outstanding fees (~50 students are not paid =~$1250.00). Suggested possibility of H & S absorbing this cost. Kelly B. to find exactly outstanding amount and update next meeting. Monthly summary statement will follow these minutes for record.

**7.2 Staff Appreciation**

Still looking for a Coordinator for this. Inquiry into best month to do it in (April vs. February)- Kristi/ Kelly B to find out.

**7.3 Fundraising: Calendar**

Kelley P. reported the following updates, and will be providing calendar for QES website and FB site, as well as paper copies home for families.

Java Moose – orders in. To be available for pick up the week of December 4th. Proceeds to go to Water Fountains.

Otis Cookies – have received the catalogues.

Saputo – order forms to go home Nov. 20th and are due back Nov. 30th. Dec. 9th pickup.

Best Seat in the House Raffle – Kelly B. will look after getting the tickets assembled and sent home ~ Dec. 7th. They will be due back a week before the Christmas concert that is taking place on December 19th.

Movie Night – changed from December to sometime early in the New Year (Jan- Feb 2018).

**7.4 Hot Lunch & Milk**

Kim reported that everything is going very well. The next orders are due November 23 and the counting night will be November 27.

**7.5 Playground**

Nothing new to report

**7.6 Grade 5 Committee**

Home and School Committee to purchase “signature shirts” for the Class of 2018, to be received the end of February 2018.

**8.0 Meeting Adjournment**: 2012hr

Date of next meeting: Thursday, January 18, 2018 at 1830hr

**Treasury Report Summary Nov. 16/ 17**

**Cash in bank:** $46, 510

**YTD profit on hot lunch/ milk:** $4, 746

**Bank Fees:** $20

**Skating:** $5606

**Held monies by School Board (playground equipment donations): $**7, 207