

September 25th - 2013

QES Home and School General Meeting Minutes

The meeting was brought to order by Andrea Fenwick at 7:00pm.

1. As president and chair of the meeting Andrea welcomed everyone to the 2013 GM.
2. **Introductions** – Home and school executive. Andrea introduced the executive.

Past President – Carolyn McCavour - Absent

Vice President – Laura Good

Secretary – Christy Bourque

Treasurer – Stephanie Valcour

Communications – Rebecca Ross – Marr

Fundraising – Carlene MacBean - Absent

Hot Lunch Coordinator – Tammy Somers

Staff Appreciation – Monique Davis

Teacher Rep – Kristi Young

Administration – Kelly Barrieau (Vice-Principle QES)

Regrets: Carlene McBean, Deborah Irvin Anderson, Carolyn McCavour, Maureen Olsen

3. Business Meeting :

- a.) **Review and approval of minutes from previous general Meeting** – Send AGM minutes from last year. Christy apologized but could not open the file containing the May 2013 GM Minutes. She agreed to attach them to the minutes of this meeting for review.
- b.) **Business arising from the minutes** – Hot lunch. There was significant discussion regarding the items on the menu of the hot lunch program and whether any of them could be changed this year. Andrea explained that all the items chosen meet the District nutritional guidelines for the hot lunch program and that the QES menu had been decided for the 2013 / 2014 school calendar year at the May General Meeting. In advance of that meeting, the hot lunch coordinator on the committee invited vendors to submit pricing and samples. During the meeting samples were evaluated and choices were made. She explained that several factors are considered when choosing menu items. Pricing and uptake being two of the key factors as the lunch program is a significant fund raiser for the school and has helped provide for several pieces of equipment for the classrooms over the years. (Smart boards, hush-ups for the chairs, FM systems, forte equipment and phys. Ed equipment were a few examples).

When asked why we chose to purchase from a fast food franchise (Dairy Queen) Monique explained that all choices made do meet the District nutritional guidelines however the Dairy Queen chicken wrap were not so much to make money off the item but to work with such a fantastic community school supporter. DQ are one of our strongest supporters and donates for

several events that happen during the school year. When asked how we could incorporate more variety into the hot lunch program it was agreed that the Home and School would open the hot lunch program up in the spring before the general meeting in May and vet any suggestions / menu items that are brought forward.

c.) **New Business** –Mats for Phys. Ed Bea Allen and Gaspard Boucher presented and Playground update Christy Bourque presented.

- Bea Allen and Gaspard Boucher, the two Phys. Ed teachers at QES, presented their proposal for the mats for the gym. They provided pricing from three different suppliers and two purchasing options. They explained that the school is currently without mats due to Fundy Gymnastics no longer renting space in the gymnasium for their classes. Without an order of new mats The Phys. Ed department is not able to provide any of the gymnastics portion of the curriculum. Andrea made a motion to spend up to \$3000 towards mats for the Phys. Ed department. Laura seconded the motion. Motion carried.
- September 25th, 2013 Respectfully presented to the Home and School Committee General meeting: In May 2013 it was agreed that, due to the announcement of the new elementary school being built next to QMS, the Home and School would revisit our playground initiative. We agreed it was an excellent time to consider a more naturalized version that would include outdoor classrooms as well as trails that could open up the beautiful treed lot that is proximate to the playground. These would allow the school to use them (i.e. the running club) and they would connect the play place to the community / subdivision. We felt this would help promote active transportation that is being promoted by the Town of Quispamsis and encourage children to walk or bike to school safely.

We met with Larry Stewart of BDA Architects and Dan Glenn of Glenn Group to provide quotes. This included a few meetings at the school to brainstorm the design. On July 20th the H&S met and chose the BDA quote. We felt our existing relationship with the firm as well as their very current experience with the Rothesay Elementary School made them the best candidate. The quote was for \$6,645 of which we have used \$4,147. The money spent has given us concept drawings, printed concept boards, preliminary costing, power point display and before / after promotion sheets.

On Friday August 2nd I met with Dana Purton Dixon, Director of Community Services to discuss our plans. She recommended we prepare our proposal and submit it to the town council meeting on August 20th. BDA worked very hard to prepare the concept boards and preliminary pricing for the project. Together with a cover letter, I submit our proposal and then presented our idea to the Town of Quispamsis town council specifically asking that we have permission to use their land as part of the play place development. Council supported the project and verbally agreed to let the school obtain access to the town land.

This request developed into a proposed land swap between the Town of Quispamsis and the Province of N.B. which was not approved. In response to the Town of Quispamsis is willing to lease the land to the District for 10 years for \$1 with an option to lease again for another 10. .

We have a meeting scheduled with Zoe Watson at QES on October 1st at 3:00pm to discuss this option.

In efforts to keep up some momentum on the project we had BDA Architects provide the Home and School with a quote of the costs to produce the working drawings, that is, the specific details of the project, that can be used to build the play place.

These working drawings will provide the details needed to complete funding applications and promote the project to various levels of government. It also allows us to approach local businesses and request very specific donations.

I've met with ACOA to discuss the Community Infrastructure Improvement Fund (CIIF). All of the funds for New Brunswick have been allocated and projects must be completed by March 31st, 2014. As well, I met with the Honorable Rob Moore (minister of state for ACOA and regional minister for New Brunswick, Newfoundland and Labrador). He fully endorses our project however there isn't any funding available at this time. Should any eligible funding be announced he verbally agreed to support our project provided we have other levels of government and the town committed as well. At this time he is unaware of any funding programs planned for 2014. The cost for BDA to provide the detailed drawings is \$13,580. At this time I would like to put a motion on the floor to request that the Home and School be permitted to spend as much as \$14,000 to move to the next step subject to approval from the District office. Laura seconded. Motion carried

- d. Financial Report: Stephanie – With a new year starting we have \$90, 423 in the bank. Budget numbers were read. Hot lunch \$47,000 Misc. \$300, Boot camp / Zumba \$300, Membership sales \$35. There were comments that the Meet the teacher was very busy and difficult for all the parents to get to the class rooms. It was a very hot night in August and things seemed quite disorganized. We agreed to address this and make changes for next year. Stephanie make a motion to accept the financials as presented, Christy Second. Motion carried.

Other Business:

- Fundraising ideas – Kelly suggested an idea for fundraising “A 24 hour bring in your old clothes blitz”. The Diabetes Association will pay \$2 per garbage bag for clothes donated. We determined that this would be a good idea for the New Year as it is a non-monetary fundraiser.
- The guidance counsellor has put together a “Be Buddies” program designed to help introduce new students to the school. They buddy up an existing student with a new student. They gather at recess and at the end of the program there is a small celebration. The Guidance counsellor has asked for \$125 to cover the cost of a frozen yogurt station party. This is in compliance with the District's nutrition policy. There are 12 “Be Buddies” and 12 new students. Christy made a motion to give \$125 to the guidance counsellor for the “Be Buddy” celebration. Monique seconded. Motion carried.

- Monthly school newsletter monthly – Each group of teachers at each grade level, synopsis, guidance, music, etc... H & S will submit the information to put on the school newsletter. Link to NB site and explain who we are...Becky will contact Maureen to get the template and submit some information. This will be on the website and in email format.
 - Meetings – Minutes and time of meetings will be posted on the website as well.
 - We have some QES Community Play Place Clings and some 15 Yr. Anniversary Cookbooks. It was suggested that we set them out during Parent Teacher in November and instead of asking for a fixed amount we ask that a donation be made to the Play place if they take one. Christy to bring them to the parent teacher night.
 - Hot Lunch – Things are going well. Volunteers are counting. Possibility of ordering hot lunch online. Andrea to investigate the process and will be in touch. Stephanie commented that we pay \$450 annually to cash the cheques. How are hot lunches provided? We book the vendors a year in advance. These are the options for the children.
- e. Date for Next home and school meeting: October 15th, 6:30
- f. Adjournment – This meeting is adjourned at 8:30 pm.