

**QES HOME & SCHOOL ASSOCIATION**  
**Meeting Minutes**  
**Thursday, September 21, 2017 at 6:30pm**

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**Present:** Kelly Prosser      Cherie McMillan      Kim Lanigan  
Tara McGraw      Kristi Young      Kelly Barrieau  
Carlene MacBean      Ali Harati Rad      Vicki Hogenbirk  
Hilary Williams      Allison Savoy

**Regrets:**      Becka Ross-Marr      Deb Irvine-Anderson

**1.0 Call to order** at 6:35pm.

**2.0 Additions to Agenda**  
None

**Approval of agenda**

Moved by Kim Lanigan seconded by Cherie McMillan, to approve the agenda.

**CARRIED**

**4.0 New Business**

**4.1 Walking Trail Inquiry – Community Schools Coordinator**

Vicki Hogenbirk is filling in for Kathryn Britten (on maternity leave until March). Vicki reported that over the summer the Town of Quispamsis had created a walking path from Pinewood Drive to the property line of QES. She and the District are requesting funding from the Home & School Association to complete this link to the playground (approximately 85 feet). The town will be plowing the trail in the winter months to ensure year round access.

Moved by Kim Lanigan and seconded by Cherie McMillan that if district covers the cost of labour and manages the job the Home & School Association are willing to commit \$5,000 towards the finishing of the trail, to be paid upon completion of the project. If costs exceed \$5,000 they may request additional funds.

**CARRIED**

**4.2 Kindergarten Team Proposal for Funding**

Hilary Williams and Allison Savoy from the Kindergarten Team submitted a funding request (attached to these minutes) to purchase class items for the Kindergartens to go back to using play to discover and inquire. A number of

years ago the kitchen sets, dress up clothes, etc were removed from the Kindergarten classrooms. By bringing them back it will allow the students to play on their own and learn important social skills all reinforced through play.

Moved by Tara McGraw and seconded by Kim Lanigan to approve up to \$2,500 for the Kindergarten Team to use to purchase their list of supplies to help oral language, literacy skills and teaching in their classrooms through intentional play based learning.

**CARRIED**

#### **4.3 Water Fountain Proposal for Funding**

Kelly P. proposed fundraising for a new water bottle refill station, similar to the ones at Rothesay Elementary and Kennebecasis Valley High. It would replace a regular water fountain and be high enough for students to refill their water bottles. Kelly B. will check with District Facilities and contact the principal at Rothesay Elementary to see what they think and will report back.

#### **4.4 Email from Parent re Fundraising**

A parent had emailed the [geshomeandschool@hotmail.com](mailto:geshomeandschool@hotmail.com) account regarding selling of citrus fruit. It was determined to be too late to take advantage of this option right now (less than a week turnaround) but it was decided to add to the agenda for May of 2018 to give enough lead time for Fall of 2018.

#### **4.5 Board Positions Open**

We have a number of positions open due to students moving on from last year. The list includes: President (Carlene is in her last year here and would like to pass this over to someone while she is still her and can help them); Secretary (need someone do the monthly agenda, take minutes, write & disburse minutes, send out meeting notices); Playground Chair (Carlene is the last person to have held this position and would like to pass the history along to someone); Staff Appreciation (organize staff appreciation week in April). A paper notice will be sent home with all students to notify parents of these openings and that we are looking for members. Elections will take place in November.

### **5.0 Unfinished Business**

#### **5.1 Playground – Painting Yellow Swing Set**

Carlene to contact Fundy Fencing to put up swings now and worry about painting later.

### **6.0 Chair Reports:**

#### **6.1 Treasurer**

Cherie reviewed the monthly statements and a copy has been attached to these minutes for record.

## **6.2 Staff Appreciation**

Looking for a Coordinator for this.

## **6.3 Fundraising: Calendar**

Kelly P. will create a calendar for fundraising and major events for the 2017-2018 school year.

31 Bags – someone had mentioned this to her. Need to know what the minimum order would be.

Java Moose – order forms will go home in early November and should be ready to pick up by December 11.

Best Seat in the House Raffle – Kelly B. will look after getting the tickets assembled and sent home. This is reserved seating for four at the Christmas concert and parking in Mrs. Creamers spot. Very popular.

Movie Night – looking at doing one in December, hopefully a Christmas movie.

Otis Cookies – will look into them.

Dairy Queen – sell the certificates again in April.

## **6.4 Hot Lunch & Milk**

Kim reported that the orders are due Friday, September 22 and that the first counting night will be Monday, September 25 in the Music Room. If a second counting night is required we will do it Tuesday, September 26.

Date of next meeting: Thursday, October 19, 2017

Quantity	Item name	Catalogue	Page #	Item #	Price per item	Total cost
3	Dress up costumes	Quality classrooms	118	204678	224.75	674.25
1 of each	Puppet sets	"	142	206551 207547 208696 206554	21.50	86.00
3	Broom sets	"	114	202436	32.95	98.85
3	Doctor kit	Child craft	71	9-1534188-314	32.89	98.67
3	Tool sets	Quality classrooms	123	202273	41.75	125.25
3	Road system	"	135	201885	92.75	278.25
3	Buildings	"	135	201947	92.75	278.25
3	Cars	"	135	206527	54.95	164.85
6	Floor mats	"	215	201595	12.95	77.70
1	Play foam	"	241	201757	78.75	78.75
3	Baby dolls	"	137	204707	79.95	239.85

Total: 2200.67 + tax and shipping

Grand total: \$2556.07

# Quispamsis Elementary School Home & School Association

## September 2016 - 2017 Financials

	CY- Neg is net loss		CY- Neg is net loss	
	Actual 2106-2017	Budget 2016-2017	Actual 2015-2016	Budget 2015-2016
<b>Revenue</b>				
Hot Lunch	35,281	40,765	40,765	46,957
Milk	12,310	12,560	12,560	11,169
Miscellaneous	-	-	-	-
Best Seat in the house	590	700	706	156
Its in the bag fundraiser	-	-	424	60
Afghan Raffel	280	400	45	265
Membership Sales	-	45	-	-
Donation to Hot Lunch program	-	-	-	-
DQ Fundraiser	2,110	-	-	-
Movie Night	626	-	-	-
Saputo Fundraiser	720	-	-	-
Lamontange Fundraiser	-	-	5,205	-
Java Moose Fundraiser	6,215	6,300	6,324	-
<b>Total Revenue</b>	<b>58,133</b>	<b>60,770</b>	<b>66,451</b>	<b>58,186</b>
<b>Expenses</b>				
Hot Lunch	26,845	28,687	28,687	32,298
Milk	12,672	12,271	12,271	11,209
Skating	-	2,825	2,825	2,825
Membership fees	-	-	-	60
Lamontange Fundraiser	-	-	-	-
DQ Fundraiser	1,730	-	2,704	-
Saputo	-	-	-	-
Movie Night	300	-	-	-
Java Moose	4,118	4,152	4,152	-
Other Fundraising/ Misc Expenses	-	-	36	-
Transfer to Playground Fund	-	-	-	-
Bank Charges	39	35	35	172
<b>Total Expenses</b>	<b>45,704</b>	<b>47,970</b>	<b>50,710</b>	<b>46,564</b>
<b>INCOME</b>	<b>12,429</b>	<b>12,800</b>	<b>15,741</b>	<b>11,622</b>
<b>(Projects Supported)/Revenue Generated</b>				
Playground Committee (net)	(12,996)	(15,000)	(53,765)	(42,800)
Meet the Teacher/Year End Fun Day/School Events	(162)	(215)	(202)	(765)
Dare Program	(1,000)	(1,000)	(1,000)	(750)
Grade 5 Closing	(794)	(200)	(192)	(350)
Staff Appreciation Week	(334)	(75)	(42)	(300)
School Equipment/Library	(2,679)	(10,000)	(7,623)	(10,000)
<b>Total Projects Supported</b>	<b>(17,964)</b>	<b>(26,490)</b>	<b>(62,822)</b>	<b>(54,965)</b>
<b>To/From Cash Reserves</b>	<b>(5,536)</b>	<b>(13,690)</b>	<b>(47,082)</b>	<b>(43,343)</b>
<b>CASH IN BANK</b>	<b>66,515</b>	<b>58,361</b>	<b>72,051</b>	<b>75,790</b>
<b>Profit Breakdown</b>				
Hot Lunch	8,437	12,078	12,078	14,659
Milk	(363)	289	289	(40)
Playground	(12,996)	(15,000)	(53,765)	(42,800)
Other	(614)	(20,000)	(5,684)	(20,000)

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