

Hampton Elementary School Home and School Association
Meeting Minutes

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| Date: | September 15, 2015 | |
| Attendees: | Nicole Richardson (NR) - Past President Sarah Blanchard(SB) - Principal Julie Stewart(JS) - Vice Principal Dale Richardson(DR) Dorothy Price(DP) Shawn Price(SP) Pat Kennedy (PK)- Teacher Krista Webb(KW) Natalie MacKenzie(NM) Tamara Simpson(TS) Tracey Marshall (TM) | |
| Recorded by: | Radya Rifaat-Simpson (RRS)/ Nicole Richardson | |

| <u>Item</u> | <u>Discussion</u> | <u>Action Items</u> |
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| President's Report | <ul style="list-style-type: none"> - Library update included new furniture including shelves and chairs. The next steps include repainting the doors and purchasing newer book series. - Work was completed at the swings. Jamie will be billing for the work completed and adjusting for the work the district completed. | |
| Treasurer's Report (NR) | <ul style="list-style-type: none"> - Big Fair financial summary presented. Overall profit was approximately \$1700 which is a decrease from previous years. Discussion of whether Big Fair Day should have less emphasis on fundraising and be more of a fun event. Also, discussion on whether Big Fair Day should move back to the school. - Current balance is approximately \$20,900. - Long-term goals are to completely replace the Hawk's Nest for \$200,000 and to make improvements to the other playground for \$60,000. - Members of H&S need to pay \$5 membership fee to allow them to vote in Provincial association. | |
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|-----------------------------------|---|--|
| Principal's Report (JS/SB) | <ul style="list-style-type: none"> - Hot Lunch - Teachers want an online system. - Volunteer Response - Volunteer sign-up cards were sent out and approximately 30 were received by the time of the weekend. The office will tabulate the results. - BBQ and nutrition policy stipulated by the district was circulated to the group. BBQ policy recommends certain items for fundraising events. - Need someone to provide summaries of meetings to the office for school newsletters. Secretary's meeting notes to be emailed to the school. - FaceBookMeeting notes will be posted to FaceBook because some people do not check email. FaceBook will also provide reminders people about H&S meetings. NR to add JS and SB as administrators to the group. - Front sign - in poor shape. Teenagers had used as a ramp. Sign will be taken down until H&S is closer to fundraising goals. | <p>Office will provide volunteer card results.</p> <p>RRS will provide summaries.</p> <p>NR will add JS and SB as admin for FaceBook group.</p> <p>School will store sign for now.</p> |
| | <ul style="list-style-type: none"> - No blank cheques - Cheques with the amount left blank should not be issued. - Breakfast program - last year, Independent sponsored the fruit for the breakfast program. Need to start up breakfast program. H&S will develop fundraising plan and approach Independent with needs. No more restrictions on who can attend the breakfast program. Studies show kids don't learn if they're hungry. Comment that parents should be notified if children are using breakfast program. - Volunteer forms - Class parents previously had no contact information with which to coordinate with other parents in class. School is sending home RTIPA waivers to allow them to release information. Getting information on volunteer willingness is important. There are 249 kids in the school and approximately 200 families. - Hometown hero grant - Grade 5 students last year made a video to apply for a grant to repair the greenhouse. HES should find out soon if they won. | <p>H&S will develop fundraising plan and approach vendors</p> |
| Committees | <ul style="list-style-type: none"> - Should develop committees with a chair for each group to report back to the H&S - Extracurricular - includes activities at lunchtime, before school, and after school which could include crafts, chess, computer programming and other activities - TS volunteered to chair. - Hot Lunch - NR and DR volunteered to chair. - Fundraising - includes other fundraising activities besides Big Fair Day - RRS volunteered to chair. - Big Fair Day - SL volunteered to chair. | |

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| Committees (cont'd) | <ul style="list-style-type: none"> - Grants - Committee to research and help apply for grants to assist with major playground projects - NM volunteered to chair. - Christmas Parade Float - attempt to assign a volunteer to chair the committee. - Committee chairs will contact volunteers signed up on cards. | |
| Elections | <ul style="list-style-type: none"> - TS volunteered to act as Treasurer. NR and other members will need to add her as a signing authority - SL volunteered to act as Vice-President - RR volunteered to act as Secretary - NR will act as past-President - Position of president will remain open for now. | |
| Online Hot Lunch Ordering (DR) | <ul style="list-style-type: none"> - DR with a colleague will develop an online ordering and ticket purchase system at a minimal cost to the school. The intent is to eventually sell this system to other schools. - The system would allow parents to add funds to an online account which can then be used to purchase various menu items. The menu items can be modified as time needs. - There needs to be a fall-back system to allow people to add money to their account manually - some people will not use an online payment system. - Need to have flexible system that is based per child and allows only certain people to add money to a child's account. - The database will be stored on using cloud storage, probably from Microsoft. | |
| Other Business | - Thank you cards were received. | |
| Next meeting | October 20, 2015 at 6:30 PM | |