

Meeting Minutes
Caradoc North School Council Meeting
May 22, 2019

In attendance: Robin D., Jessica B., Sam M., Kelly H., Cathy H., Iva M., Heather M., Julie H., Lisa S., Tracy L.

Call Meeting to Order: Tracy

Motion to Approve April's Meeting Minutes: Sam

Motion to Approve May's Agenda: Julie

Opening Greetings: Lisa

Budget Report: Heather

- May 15 balance \$17,675.12
- BBQ purchased
- > \$1400 earned Movie Night
- Estimated expenses before end of year:
 - Track and field
 - Yearbook (\$2500)
 - Teacher classroom funds (\$2000)
 - Field trips and bussing (\$2000)
 - Hot lunch (\$2000)
 - Basketball Net (\$2000) – price is now higher, but remainder will be covered by school
- Estimated carry-over for start of next year (\$6000) ear-marked for:
 - Meet the Teacher (\$750)
 - Teacher classroom funds including French teacher (\$2000)
 - Field trips and bussing (\$1800)
 - Breakfast program (\$500)
 - Yearbook (\$950)

Motion to Approve Budget Report – Julie, Lisa

School Council Business:

- Staff Appreciation Luncheon - Monday, June 10
 - Rescheduled due to conflict with track and field
 - Food should arrive for 9am so that it can be set up for first break (10:40 am)
 - Volunteers should arrive at 9:30 am
 - Need 1 person to help Julie set up in staff room and 2-3 volunteers to supervise in the yard with Cathy

- Donations of main dishes, side dishes, desserts, drinks, and gift cards (for draw)
- Let Lisa know what you are bringing
- Fun Fair - June 19, 5:30 pm - 7:00 pm
 - Activities – need volunteer in each room
 - Dragon man – will set up in Mrs. Weeks class, mini zoo, bringing 2 staff and hand sanitizing station
 - Petting zoo outside – children must be supervised by their parents at all times, animals must be contained, domesticated, safe for petting and have up-to-date vaccinations, hand sanitizer must be available
 - Julie will look after petting zoo
 - Photo booth and props - could get grade 8's to do green screen
 - Cathy will ask grade 7/8's about photo booth
 - Face painting - grade 7/8 to help with face painting, need to buy face paint as paint with dish soap used last year did not work well
 - Cathy will ask Grade 7 and 8 teachers to send note to see if there are any students that would like to help with face painting, and possibly a parent to be in charge of the room
 - Student music group?
 - Cathy will ask Mr. C
 - Craft or balloon animals?
 - Jessica will talk to balloon person
 - Lisa will look into a craft
 - Food – by donation
 - Buns and water left over from track and field
 - Jeremy will look after BBQ and will order food
 - Need 1 or 2 people to help serve
 - Custodian will come in late that day to help clean up
 - Setup 3:30 pm
 - Lisa, Sam, and Julie will set up
- Next year's volunteers
 - Elections in September
 - People with interest in being Chair or Co-chair still needed
 - Position involves
 - Chairing meetings
 - Signing (need to be at school or assign someone to be a signer)
 - Sending community emails after each meeting
 - Receiving emails from volunteers
 - Communicating with volunteers that are taking the lead on events
 - Keeping in close communication with Cathy and Alicia
 - Preparing list of agenda items for meeting to send to secretary
 - If co-chairs, only one of the chairs would need to be at any given meeting or event, and could alternate other tasks

- To lessen the load on the Chair next year, the following people have volunteered to take the lead on the listed events:
 - Iva - Track and Field (May)
 - Lisa and Sam - Craft and Cookie Day
 - Robin and Tracy - Movie Night
 - Heather - Pancake Day
 - Jessica and Kelly - Dance
- Iva can pick things up for any of the events and drop off flyers
- Hot Dog Day volunteer needed - one Tuesday per month, from 9-11 am
- Volunteer Blitz
 - 1-week blitz starting May 27 to try to get volunteers
 - Volunteer Open House - June 5, 6-7pm
 - Cathy will let Alisha know about time change
 - Would be great if people from council could come out
 - Alisha sending remind for everyone with an email address
 - New parents will get a package
- Hot lunch
 - Need to set up forms in School Cash Online by end of June to have them go live week of August 26, so that parents have some notice if they want to pay for the full year
 - Forms will be due September 12
 - Sub day
 - Subway projecting increase for next year - \$4.25 per sub, \$5.25 for gluten free
 - Number of sub orders has been decreasing
 - Increase price we are charging to \$4.75
 - Reduce frequency to twice per month
 - Cathy will set up reminds for Sub day
 - Will start in October
 - Pizza day
 - No pizza price increase
 - Will start September 19
 - Can yearly orders be School Cash Online only?
 - Yes, they can, Cathy and Alisha have confirmed
 - Difficult to organize lists, easy to miss something
 - Tracy can help with Excel

New Business: No new business

Upcoming Fundraisers and Events:

- June 5 - Volunteer Open House
- June 10 – Staff Appreciation Luncheon
- June 19 - Fun Fair

Next meeting: September at 6:30 in the library/learning commons

Motion to adjourn meeting: