



Home & School Association

**Meeting Minutes
September 15, 2025
7:00pm
SAMBROPTA@GMAIL.COM**

Present: Meredith Higgins, Allie Cassibo, Kim Roberts (incoming Principal), Gemma Vale, Natalie Reichenbacher, Courtney MacKay, Josie Berry, Christina Neary, Josie Gales, Andrea Rose, Megan Thorne, Danielle Henneberry, Justine Cowie, Allison Langille, Sandra Lee, Josee Gales, and Maryanne Fisher

Regrets: Sam Clements, Melissa Cummings, Genevieve Baechler

1. Call to Order: Meredith called the meeting to order 7:11pm
2. Meredith welcomed the new members, and our new Principal, and reminded all in attendance that our goal is to be transparent.
3. Approval of Agenda
 - a. Moved by Christina and seconded by Gemma. All approved pending revision about the date of the next meeting (October 6, 2025) and the call to order was revised to Meredith.
4. Approval of Minutes
 - a. Moved by Gemma and seconded by Christina. All approved
5. Principal's Report – Kim Roberts
 - a. 98 students enrolled, 5 classrooms including preprimary. 2 returning classroom teachers, 2 new teachers, and Christina continues in preprimary. There have been increases in some of the support positions. Administrative assistant position has been posted with the hopes of filling the position within the next few weeks.
 - b. Curriculum night this Thursday. Teachers will be in their classrooms, open house style. HSA will purchase the ice cream and popsicles; Allie will order September 16. It will NOT include preprimary. Code of conduct and attendance policy will be reviewed at the start of curriculum night. It may be moved to the night before school starts for 2026.
 - c. The code of conduct was developed with the staff, with consideration about norms of behavior. There may be some last-minute edits and feedback on this document is welcome.

- d. First fire drill went excellent last week. This Thursday is the first lock down drill. The first hold and secure drill will be next week.
- e. Hot lunches started today and was a hit.
- f. The learning center review and specific programming review was undertaken last week.
- g. All staff were trained on diabetes training, as well as some general health updates were provided.
- h. School photos will be this Thursday. The school is using Pineapple Studios, new to us. In the future there may be an option to do sibling photos.
- i. Trunk and treat will be October 23

6. Treasurer's Report

- a. Official report is deferred for this meeting but approximate amounts are:
General fundraising \$- 59
 - Spring faire: \$6994.20 (\$5k has been removed already for school supplies)
 - Bursary: \$1338.20
 - Playground: \$~6K
- b. New funding requests from the teacher have been met as of today, primarily with funds from the SAC
- c. There has been discussion about appointing a treasurer so that information can be updated more quickly and reported to the HSA, without having staff be in attendance. However, the position comes with potential issues for logistics around accessing the accounts. This issue has been tabled until a later date.
- d. There was discussion also around the Bursary program. Teachers will be made aware of the fund, and work with the Principal to ensure that information is distributed and kept confidential. Additionally, having a teacher be able to advocate for a student will help with transparency.

7. On-going Business

- a. Fundraising/Events
 - i. Movie Night: We have bought a license to rent movies and a new popcorn machine. November 20 will be the first one, 6-9pm in the school gym. There is tentatively another one in March 2026. Organizers will be requested at the next meeting.
 - ii. Trunk or treat will be October 23. It will remain by donation and open to the community. Gemma will lead it this year.
 - iii. We will do Mitchell Soups as a fundraiser, given the weather turns cool and people have expressed that they would like gifts over the holidays. Justine will lead the project this year.
 - iv. Holiday wreaths will be done again. Organizers will be requested at the next meeting.

- v. Other fundraisers such as Purdy's chocolate, fruit, meat boxes were discussed. A whole school dance was also briefly discussed; Gemma, Courtney, and Natalie will explore.
- b. Other
 - i. Curriculum night: Ice cream and popsicles will be served, everyone is welcome to help out.
 - ii. Playground committee: The funds are waiting to be used, pending review of what is needed. Accessible picnic tables will be reviewed as per the vote in the spring (two tables; approved motion for up to \$2500). Gemma, Meredith, and Christina will investigate. The original equipment could also be reviewed for whether it needs to be updated.
 - iii. Grade 5 hoodies: It would be nice to have each child's name on their sweater so they are not easily lost. The goal is to hand them out before the end of year to promote their use.

8. New Business:

- a. Morning coffee fundraiser: Coffee in carafes (already owned) with to go cups available, \$2 and available one day a week from 750-815am. To start, we will try for September 22; Meredith and Allie will make a plan.
- b. Membership: Meredith said there may be people who want to join HSA, and extended an invitation for nominations. Natalie was nominated for Member at Large, nominated by Gemma, Meghan seconded, motion carried. Meghan nominated Allison for Member at Large, Courtney seconded, motion carried. Welcome new members!

9. Meeting adjourned by Meredith at 825pm.