**Sambro Elementary PTA Minutes**

**September 12, 2022**

**Attendance:** Meredith Higgins (co-president), Andrea Rose (co-president), Josie Berry (member-at-large), Colette Strome (Principal), Genevieve Baechler, Cheryl Throop, Alex McPherson, Nancy Ewing (outgoing co-president), Sam Clements, Tracy MacDonald (Administrative Assistant), Amy Gilkie (outgoing co-president), Sandra Lee (vice-president), and Maryanne Fisher (secretary)

**Regrets:** Julie Stonebridge-Bujold (member-at-large)

1. **Call to order:** Meredith Higgins, called to order at 7:06pm
2. **Welcome/Attendance**: Meredith and Andrea welcomed all members back to the PTA for 2022-2023
3. **Approval of agenda:** Maryanne moved, Josie seconded, all approved.
4. **Minutes:** Nancy moved, Maryanne seconded, all approved.
5. **Principal’s report:** Colette Strome on questions arising:

* Water is tested daily at the school and meeting requirements for safety (note: kitchen relies on bottled water only for cooking). Will continue with daily testing
* Sept 22 meet the teacher night is scheduled, informal, drop-in to the school
* 5 classes this year plus pre-primary
* Hot lunches will be coming up on Sept 26
* Security cameras installed and working now, as of mid-August. Coverage was partially from the playground fund
* Ga-ga ball pit going well, but need to explore way to stop or reduce the mud when whether is poor
* Milk Sport Fair participation being investigated (for grade 5s)
* HEPA filters are still in each of the classrooms
* Discussion about fees for the checks needed for volunteers/community members to participate in the school. Will distribute link for reduced costs and more information – we don’t want cost to be a barrier; there is funding available to cover the cost if necessary

1. **Treasurer’s Report:** Meredith Higgins reviewed that the position is available, invited Tracey MacDonald who accepted for future meetings
2. There is left money in the PTA account ($2,138) to help with start-up costs for the new school year
3. New funding requests have not been submitted yet, but teachers will be invited to submit up to $200 to cover expenses. Costs will be submitted to Tracey MacDonald. Teachers are welcome to defer until January, or later in the year, if necessary (i.e., deadline is at teacher’s discretion). Colette will remind teachers of the available fund

**Ongoing Business:** New executive already introduced, see above. By-laws need to be reviewed and updated. Would like to make a committee to review this. Please contact Meredith or Andrea if you’re interested

1. Have positions for Member at Large Position available
2. Sam and Genevieve will join as Members at Large (motion to accept as new members-at-large: moved by Josie, seconded by Nancy, all approved.) Thank you and welcome!
3. Will offer at the next meeting in October if people would like to join

**New Business:**

1. Fundraising must be associated for a specific task (i.e., what the funds are going toward). In the past, these included teacher’s startup, playground maintenance, specific field trip (eg, grade 5 trip), specific classroom supplies, free holiday meals at the school (split costs with the lunch program). Must explore costs associated before proceeding to ensure it is worthwhile
   1. Wreaths: order must be in end of October so have to get forms to parents in early October. Small price increase ($1-$4 per item) over last year. This is the biggest fundraiser for the PTA. Sandra and Maryanne will help, Nancy will offer her front yard for distribution.
   2. Trunk or treat: a few days before Hallowe’en (e.g., October 27), given 28th is a PD day), children dress up, invite vehicles (pre-register arrive at 6pm) which can be decorated (trunks etc), children trick or treat from vehicles (630-830pm). PTA can supply coffee, hot chocolate, hot dogs and chips which can also be purchased for donation. It is a community event fundraiser, goes over well with the community. Need to be sure other local schools not doing at the same time (Meredith will get in touch with Harrietsfield & William King)
   3. Italian market cookies, Java blend coffees: begin process immediately, check to see recent cost increases before proceeding. Second biggest fundraiser.
   4. Farmer John’s spices: around the December holidays
   5. Meadowbrook meats: best to hold in the spring, raises more funds at that time
   6. Spring fair
   7. New ideas welcomed going forward
2. Other upcoming activities:
3. Ice-cream social, potentially on Sep 22. PTA will purchase large tubs of ice cream (Chapman’s) from Mishoos or Atlantic Wholesalers and scoop it into cups, do it at the tennis court. Colette expressed support and that resource teachers would be available to help. Nancy and Amy report ice cream will be picked up with first food order for lunch program. Need ice cream for approximately 330 people (115 students, plus siblings, support folks).
4. Parent-survey: develop to get input and feedback from parents about what they would like to see for school activities, outings, and fund raising. If you have ideas about what you’d like to learn, let Meredith know.
5. Maryann offered her assistance as it’s part of her academic background and SMU can host the survey online.

**Next Meeting:** October 3, 2022

**Meeting adjournment:** Meredith ended at 830pm