**Sambro Elementary PTA Meeting Minutes**

**November 7, 2022**

**7:00 PM**

**Attendance:** Gemma Vale (Member-at-Large), Andrea Rose (Co-President), Tracy MacDonald (Administrative Assistant), Alex McPherson (Teacher Representative), Genevieve Baechler (Member-at-Large), Josie Berry (Member-at-Large), Meredith Higgins (Co-President), Allie Brann, Sam Clements (Member-at-Large), Julie Stonebridge-Bujold (Member-at-Large), Sandra Lee (Vice-President), Colette Strome (Principal), and Maryanne Fisher (Secretary)

**Regrets:** Nancy Ewing (Outgoing Co-President), Amy Gilkie (Outgoing Co-President)

**Call to order:** Meredith Higgins, call to order at 7:08pm

1. **Welcome/attendance:** Recorded above
2. **Agenda:** Sandra moved, Colette seconded, all approved
3. **Minutes:** Josie moved, Tracy seconded, all approved
4. **Principal’s report:** Colette reported that a grant has come in for $797, plus one dollar per student. This budget is significantly less than those in past years and Colette is investigating why it is low. She talked about the School Success Plan (noting there is one each for literacy, math, and wellbeing) to encourage best practices and goal setting that is set by the staff. The plan is a dynamic, living document, and one that is updated annually. She reported that a PD day coming up, and report cards are in progress. Further, teachers want more time to collaborate, so she will be booking two teacher substitutes to allow teachers the time to do so. Also, many teachers went to NSU conference day for a range of topics. The school is implementing some changes with new math coaching programs as a result, for example. Last, the dish washer remains in need of repair and seems to be working only sporadically.
5. **Treasurer’s report:** Tracy reported that the Trunk and Treat event did well, resulting in just under $800 raised via donations. She noted that this event was not a fundraiser, but rather people who felt compelled could leave a donation. The wreath fundraiser was reviewed, now that the orders have been processed. Last year we sold 237 wreaths ($1140 raised), and this year we sold 280 wreaths and raised $1125. The price difference reflects inflation. There were some hiccups with administration in trying to correlate the school cash online program and the paper forms. Also, Purdy’s chocolate has contacted Tracy to see if the school wants to do a fundraiser and will send literature. In addition, a Mabel’s labels cheque for $95.28 has arrived from that ongoing fundraiser.
6. **Ongoing business**
7. **Member-at-Large:** Normally, we ask for nominations within the first few weeks/meetings. The by-laws are under revision to reflect inclusion of more member-at-large positions, given that the PTA would like to have more volunteers to draw from and more community involvement. However, it was decided that while the by-laws are being revised, we could still accept nominations to the position. Thus, Genevieve nominated Allie Brann, Gemma seconded, and she was welcomed with a unanimous vote.
8. **Parent survey:** Meredith sent Maryanne the parent survey draft which was edited and put it into Qualtrics for distribution (i.e., parents simply need to click a link). The survey needs more time for development, and it will be distributed to the PTA for comment when it is ready.
9. **By-law edits:** Meredith asked for thoughts about the edits. Colette said the revisions were more inclusive in terms of the wording. In the coming days, the document will be opened for edits by members. The process to move forward was reviewed.
10. **PTA fundraiser schedule:** Andrea asked if there was any feedback about the Trunk or Treat, given it was the first time running since 2019. Generally, the community felt the event was fun and it was successful. It was not a fundraiser, but the donations are significant. Also, before the event, the Sambro & Area Community Association contacted the PTA to see if there would be one, as they wanted to hold one in case the school was not. They are interested in partnering next year; some members participated this year. Logistically, next year, we need to change access to the school so that bathrooms are accessible, but lock classroom doors or block hallways. An alternative is to partner with SACA and hold at the ballfield and rent a portapotty. The hot chocolate was a success, and it was generally felt that having no BBQ kept it simple and easy to organize. The timing of the day went well (i.e., after school, early evening). It might be worthwhile to remind those participating that there are no power outlets for decorations.

Wreaths: Aside from the financials already viewed, we will have to work out the delivery date. Ideally the date will be between December 1-8. The wreaths could be delivered to Nancy’s house and people can pick up from there, as has happened in the past. An alternative would be to pick up at the school. Once a date is confirmed, we will need to secure a team of volunteers to help sort orders and determine the pick-up location.

The 2023 fundraisers were mentioned, such as whether we want to do the coffee and cookie fundraiser, Meadowbrook, or possibly Purdy’s chocolate. Meredith raised the question of whether another fundraiser is needed. Colette asked about the Spring Fair, and how it has run in the past. For example, it could be a community wide fund-raiser, or something that will be held primarily within the school. If the former, then we need funds to be able to arrange the community wide event (i.e., it takes money to raise money). The tentative date will need to be set soon; typically, the first Saturday of June. Different ideas for how to recruit volunteers were discussed, as was the general plan for the fair. Another fundraiser was presented by Genevieve of a “mom’s pantry fundraiser” where a company selling spices, spreads, etc. could sell items and then arrange for shipment. She will investigate and report back.

1. **Gaga ball pit:** Genevieve recused herself for this part of the meeting, as her & her husband’s company submitted a quote. There is concern about getting the pit fixed before the ground freezes. Colette will contact the company who built the pit and ask for input and ideas. Also, she will send an email to parents asking for ideas about how to repair the pit to see what solutions are available or has worked for others. Once this information is collected, we will then move forward with a plan.
2. **Fridge costs**: Colette is examining various programs, such as Schools Plus or HRCE, and whether they will help recoup costs associated with the loss of food for the Breakfast Program and Hot Lunch Program due to the power outage associated with Hurricane Fiona**.**
3. **New business**
   1. Sandra raised the question about the timing of the grade five hoodies, and whether they would be distributed at the start of the year rather than at the end. This suggestion was met with agreement.
   2. Alex asked whether the school was doing a Christmas concert; it is December 14 at the Church in Sambro. He asked if he would be able to oversee an ornament fundraiser. The Christmas concert was discussed lightly, including whether there will be a recording available if people cannot attend in person. Issues of privacy, permissions, and inclusion were reviewed. An email about the Christmas concert will also be distributed.
4. **Next meeting:** January 16, 2023
5. **Adjourned:** Meredith adjourned the meeting at 8:15 pm.