**Sambro Elementary PTA Meeting Minutes**

Re-named: Sambro Home and School Association

**7:00 PM October 16, 2023**

**Attendance:**

Andrea Rose (Co-President), Meredith Higgins (Co-President), Colette Strome (Principal), Josie Berry (Member-at-Large), Genevieve Baechler (Member-at-Large), Melissa Cummings (Member-at-Large), Megan Thorpe, Amy Gilkie (Member-at-Large), Tracy MacDonald (Administrative Assistant/Treasurer), Sam Clements (Member-at-Large), Gemma Vale (Member-at-Large), Sandra Lee (Vice-President), Carrie Flemming, and Maryanne Fisher (Secretary)

**Regrets:** Allie Cassibo (Member-at-Large), Justine Cowie (Member-at-Large)

**Note:** No teacher representative

**Call to order:** Andrea Rose, call to order at 7:02 pm

1. **Welcome/attendance:** Recorded above.
2. **Agenda:** Gemma moved, Josie seconded, all approved.
3. **Minutes:** Gemma moved, Amy seconded, all approved.
4. **Principal’s report:**
   * Bus evacuation drill this week.
   * Emergency measurement plans were briefly discussed with parents via email. The school has a relocation plan.
   * The school had a school wide walk and discussed the relocation plan with teachers and principal. This information is with Ms. Strome if anyone has questions.
   * There have been requests from parents for a clothing order. It is not a fundraiser. Ball hats were mentioned and will be added into the available items.
   * The grade 5s will again be given red hoodies this year as a graduation gift. There was some discussion about whether parents will be invited to the school when they are distributed, as part of a ceremony. Decision to follow at a later date.
   * Willa, the certified therapy dog, will be coming to the school. For the first few weeks, the dog will stay in the 3/4 classroom until acclimatized. Moving forward, every second Thursday, she will be working with small groups on a rotating basis.
   * At different schools, PTA has different names given that “parents” might not be inclusive. Perhaps a change of name is warranted. Gemma made a motion to change the name from Sambro Parent Teacher Association to Sambro Home and School Association effective immediately. All in favour and motion passed.
   * There will be a survey distributed shortly about school photos as taken by Harvey Studio’s versus other options such as Pineapple Studios. The survey will be provided online and on paper.
   * Breakfast program may change to include a protein that is dairy free, and poll students to see what they are interested in.
   * The school’s speech–language pathologist has not returned yet, and inquiries about having a different pathologist come to the school has been made. At the moment, there is no date for when a pathologist may become available.
   * However, the school does have a counsellor at the school once a week, and teachers, parents/guardians, and staff can recommend students meet with the counsellor. Meetings with the student are held in confidence.
5. **Treasurer’s report:**

* Not much has changed from last month. Approximately the same amounts as last month.
* There was a small cheque received for Mable’s Labels; this is an ongoing fundraiser and is open to anyone across Canada.
* There are some new fund-raising opportunities such as a public viewing movie night, gift wrapping. H&SA (Home & School Association) will consider these for future fundraisers.
* One need identified by staff is technology; a minimum of four iPads must be purchased to support new applications and they are not able to receive updates anymore, for example. (All technology must be purchased through the HRCE.) Colette has inquired about prices.
* Harrietsfield and William King are both also holding Trunk or Treat events on Oct 26. The fire truck will be coming, along with music and hot chocolate. Genevieve and Meredith will be near the front, near the donation box area, and there may be a smoke machine available. Tracy and Gemma will handle hot chocolate. We’re looking at different ways to dress up the entrance with an arch or decorated tents.

1. **Ongoing business:**
   1. Members at large nominations remain open. Andrea Rose nominated Carrie Flemming. All approved.
   2. General “ideas” brainstorm. There was a question about library and whether there was a need to raise funds. At the moment, the library has funds and is in the process of purchasing materials. The matter can be revisited in the future, once the purchases have been completed. Another idea discussed was imprinted ornaments, such as the school’s name on a holiday wreath. They could be sold at the holiday concert in December. Josie and Andrea will investigate further.
   3. Fundraising/Events
      1. Trunk or Treat will happen on October 26th. See Treasurer’s Report above for discussion.
      2. Wreaths have increased in cost from the former supplier again, compared to last year. Last year, the margin for fund raising was quite narrow although there were many options (bows, decorations, and size). There is another supplier, which is one size with a bow. The decision is to continue with the former supplier and the options, move to a new supplier, or to cancel this fund-raiser. The new supplier will include delivery, but orders need to be submitted by November 12. The form would need to be given to families this week. It was pointed out that some members of the community look forward to purchasing the wreaths. After considerable discussion, it was decided to go with the new supplier, and charge $25 a wreath. Carrie & Sandra will lead this fundraiser.
      3. Mitchell’s Soups. A discussion at this time is not needed; tabled for now.
2. **New business:**

* There was some discussion of possible fundraisers for the spring, but they will be the topic of later meetings.
* Another issue that was mentioned was the timing and days of the week of the meetings moving forward.
* The clothing swap for last year was too late to be as effective as it could have been. This year, perhaps holding the swap on a weekend morning might be best and allow for better set-up and organizing. Possibly it could occur in November 23 afternoon (and during parent/guardian meetings with teachers) and on November 25 morning. Meredith & Sam will lead this.
* Green Christmas donations are being collected already (\*technically not a H&SA event). There is some wrapping paper from last year. It could be held December 15 but there will be a quick check to see if it conflicts with the holiday breakfast. Carrie offered to help with this activity.
* The holiday concert is December 18.

1. **Next meeting:** November 20, 2023, 7 pm
2. **Adjournment:** Andrea adjourned the meeting at 8:31pm.