



Evergreen Home and School Association Meeting

Agenda for Monday, October 5th, 2020 (zoom)

1. Call to order 6:30 PM - Welcome
2. Introduction of the Executive Committee for 2020-2021 year & welcome
President - Susan Nowak (Suzy Q), Vice-President - Jennifer Gilligan, Treasurer - Elizabeth Phillips, Secretary - Bobbi Hamilton, Fundraiser & Social Media Coordinator - Maeghan Blaise-Andrew
3. Verification of Quorum
4. 4 Minutes - to read written minutes from last H&S meeting
5. Agenda - Additions / MOTION to adoption of the Agenda
6. Approval of Minutes from June 15th, 2020 (zoom)/ Corrections (if necessary/ MOTION to approve
7. Standing Reports
 - 7.1 Principal Report
 - 7.2 Teacher Representative Report
 - 7.3 Grad Representative Report
 - 7.4 Governing Board Report
 - 7.5 Treasurer Report
8. Fundraisers (upcoming and ongoing):
 - 8.1 Pizza, Subway, TCBY - on hold, government restrictions
 - 8.2 Mabels' Labels (Maeghan)
 - 8.3 Aliments M&M (Maeghan)
 - 8.4 Lualoha (Maeghan)
 - 8.5 Swag Wear (Suzy Q)
 - 8.6 MOTION to discuss / Approve leaf bag fundraiser (pick up, open to community)
 - 8.7 Class basket fundraiser campaign date (no cash sent to school, open to families and friends)
9. New Business
 - 9.1 Dissolution of band committee
 - 9.2 Grad chequebook - account was closed April 12, 2018
 - 9.3 Soccer Nets
10. Verbal Reports
 - 10.1 Website (Melinda)
 - 10.2 Kiss n Drop - coordinated by staff this year
 - 10.3 Memberships (Suzy Q)
 - 10.4 Terry Fox (Suzy Q)
11. Question Period: Questions/Comments regarding any items on the agenda.
 - 11.1 Closing
 - 11.2 Next Meeting Monday November 2 at 6:30PM
 - 11.3 Adjournment

Evergreen Home and School Association Meeting Minutes

Date: Monday, October 5th, 2020

Location: Zoom Online Meeting

Present: Susan Nowak (Suzy Q), Jennifer Gilligan, Melanie Doutre, Gisela Nunes, Bobbi Hamilton, Elizabeth Phillips, Adam Lambert, Georgia Kollias, Sarah Simunic, Corrie Paccito, Maeghan Blaise-Andrew, Danny Raie, Melinda Paradis

Minuted by: Bobbi Hamilton

1. Call to order 6:30 PM – Welcome

Meeting officially called to order at 6:32 pm.

Suzy forgot to ask who calls to order and who seconds. She will ask next time.

2. Introduction of the Executive Committee for 2020-2021 year & welcome
President - Susan Nowak (Suzy Q), Vice-President - Jennifer Gilligan, Treasurer - Elizabeth Phillips, Secretary - Bobbi Hamilton, Fundraiser & Social Media Coordinator - Maeghan Blaise-Andrew

Suzy introduces and welcomes members to the executive committee and invites each person to say hello.

3. Verification of Quorum

Quorum Verified – Confirmed by Suzy

4. 4 Minutes - to read written minutes from last H&S meeting

Suzy asks if everyone has read the minutes from the previous H&S meeting, everyone responds that they have.

5. Agenda - Additions / MOTION to adoption of the Agenda

MOTION (Georgia, Melinda) to adopt the agenda.

All in favor, motion passed.

6. Approval of Minutes from June 15th, 2020 (zoom)/ Corrections (if necessary/ MOTION to approve

Suzy reports that in point 6.2.4 her last name is spelled incorrectly (Nowak, instead of Novak) and needs to be fixed.

MOTION (Elizabeth, Sarah) to approve minutes from June 2020.

All in favor, motion passed.

7. Standing Reports.

7.1 Principal Report

Mr. Lambert thanks everyone at H&S for their support. Covid-19 is still rampant in the world, and the effects are seen within the school. School staff is missing H&S's physical presence in the school. Things in the school are going well. Last week a positive case of Covid-19 was reported in the school. Anxiety was a bit high, but staff faced it head on and exceeded Mr. Lambert's expectations. Thank you for H&S's school's involvement for the Terry Fox Run. Last count just under 7000\$ was raised. Mr. Lambert says that it couldn't have been done without H&S all staff want to thank you. Today was international teacher appreciation day, thank you to Suzy and Jennifer G for pointing it out. Thank you for the yummy cupcakes and apples that were donated, they were really enjoyed by all the staff at lunch time. Interim report cards come out on Tuesday October 13th, along with IEP's (a few have already gone out). Unlike previous years they will not be on Fusion because of the switch over to Mozaik. Next week is a 3-day week due to the holiday and ped day, so everyone is looking forward to nice easy week. In the new announcements from came government today, the only one that really impacts us is staff having to wear masks more and being unable to run intramural sports.

7.2 Teacher Representative Report

Teacher representative not present

7.3 Grad Representative Report

No grad representative

7.4 Governing Board Report

Next governing board meeting is October 27 6:30 pm

7.5 Treasurer Report

There is no treasurer report because that was not the priority since no financials were happening at the beginning of the year. Suzy takes responsibility for it not being available. Everything is delayed because of Covid. Took four weeks to change bank signatures and an additional six days for credit card to pay for website.

8. Fundraisers (upcoming and ongoing)

8.1. Pizza, Subway, TCBY - on hold, government restrictions

8.2 Mabels' Labels (Maeghan)

A cheque for \$86.99 was received will be deposited into the H&S account noted under fundraising.

8.3 Aliments M&M (Maeghan)

Maeghan posted new update and wants to do it more regularly. Wants to maybe tie in the fact that there is no Chartwells as an incentive to take a break from supper since they can't from lunch.

Mr. Lambert says Chartwells contacted them asking if they can bring back service to the school. He spoke with Lucy who said traditionally it was something parents enjoy. May be up and running by 3rd week of October pending GB approval. Suzy asks about pizza, subway and tcby since we could

do Chartwells, and Mr. Lambert said he will have to ask at GB. The issue with pizza and subway is that we cannot ask lunch monitors to distribute food as it goes against their job description. Sarah asks about forwarding email from M&M (as per instructions stated in the ad). Maeghan says if you order online then you receive a confirmation which can be forwarded to H&S to keep track. Sarah asks if we can pass to friends and family, and Maeghan says yes! Mr. Lambert says he also believes you can just walk in and order at the counter and say you are from Evergreen and it will be counted. Maeghan believes that is true as well

8.4 Lualoha (Maeghan)

Maeghan will take over, but Suzy needs to check with Anna Sell to see if this still an ongoing fundraiser

8.5 Swag Wear (Suzy Q)

Because of Covid it takes a lot longer for orders to get to students. Suzy Q is housing all items at her house. Suzy bags items, labels student name, classroom and order number. She then hands it over to Mrs. Sas. She quarantines it at school for three days (over the weekend). On Monday she puts the bag in the staff cubbies. Staff picks it up and distributes it to students. Mrs. Sas sends Suzy an email saying bags have been given to the teachers and Suzy sends an email to the parents with the order number saying they should check their child's bag for the order. So far she has done one order of about twelve shirts.

8.6: MOTION to discuss / Approve leaf bag fundraiser (pick up, open to community)

MOTION (Sarah, Elizabeth)

All in favor, motion passed.

Suzy has been in contact with Ken from Castle Hardware in Hudson and he has worked out an incredible price for bundles of leaf collection bags to be sold as a fundraiser. Hoping to be able to sell online and then set up in bus lane where parents could pick up by putting in trunk. Hoping to be able to open up to community at large. It would take place four Saturdays in a row between 9am-12pm, where they can come pick up. Corrie thinks this is a great idea, but asks dates because east and west sectors of St-Lazare have different days of leaf pick ups, so it would be good if it could be coordinated before those dates. Suzy says it would be sold on October 10, 17, 24, 31, and maybe following 2 weeks into November as well. Suzy knows it has to be passed by Governing Board. Mr. Lambert thinks it is a great idea however there may be a different piece of the puzzle: need to check with St-Lazare if we are allowed to do that or SQ, given the rules surrounding Covid-19. Mr. Lambert can talk to school board to ask if they have any objections, but sees it as very much the same as last May when families had to come and pick up supplies. What is the cost? 5 bags for \$5, normal retail price at Castle is \$3.49 plus tax. At Walmart, Reno Depot etc they sell for \$2.89/\$2.99 so the would be a dollar or two more, but there would be the convenience of not having to drive to pick up. We would make almost 3\$/bundle. Mr. Lambert asks if H&S would be willing to pitch into cover the Saturdays and Suzy replies yes.

8.7 Class basket fundraiser campaign date (no cash sent to school, open to families and friends)

Last spring all the families donated items for class baskets, they were all packaged and ready to go and then Covid closed everything and the baskets have stayed in Suzy's basement since then. The draw was then supposed to happen on curriculum night, but that was held via zoom. Would like to do tickets sales online from November 9-20 and then do the draw on the 26th, if it's not a ped

day. Best before dates of perishable items will be checked and will be replaced with something of equal value. 26th is ped day, so would be the 30th of November. H&S members would receive one free ballot for last year and this year. Tickets purchased from last year would still be good. Draw would be recorded with winning tickets shown. Georgia suggest Facebook live event, Suzy agrees good idea, though she does not have any experience operating that. Mr. Lambert thinks it is a good idea and asks if Grade 6 students from last year are still in the draw? Suzy responds yes and that we will use Ms Weir to make sure and email is sent out to all the grad families so 2019-2020 H&S members receive one free ballot. Needs to be approved at Governing Board. Ticket sales would not be open to the community at large, but close friends or family could have the opportunity if desired.

Sidenote: Suzy asks all meeting attendees to please send email address to H&S email so we can email copy of minutes once they are prepared.

9. New Business

9.1 Dissolution of band committee

The band committee was started two years ago but with everything Covid related this year there is no fundraising, so Suzy questions if it is best to dissolve. Maeghan asks what it is. Band committee was responsible for fundraising to buy equipment when the law passed that school's could not charge parents anymore. The previous music teacher received a grant to purchase one set of instruments, the band committee was trying to fundraise to get 2nd set.

Georgia asks if it can be put on hiatus, Suzy says instead of putting it on the agenda each time, it can be readded next year if needed, and Melinda agrees. Mr. Lambert says this year's music teacher is not trained in band practice so it definitely will not be happening this year.

MOTION to dissolve band committee (Melinda, Corrie)

All in favor, motion passed.

9.2 Grad chequebook - account was closed April 12, 2018

H&S always had a grad parent and a grad treasurer (grad used to be under H&S but it is now it's own entity). Georgia noticed that there was still a grad bank account which was eventually closed April 12, 2018, however there is still a cheque book. Georgia says you need to keep all paperwork for at least seven years past 2017 and that everything must be kept under lock and key at all times. After the seven years, everything can be shredded with two witnesses present.

9.3 Soccer Nets (Suzy Q)

In 2018-2019 money was allocated for soccer nets, but then the second recess came in and H&S wanted to see how it would affect everything. There is a quote for \$852.42 from May 2019. \$1000 was budgeted to include painting on the junior side. In case there is a slight increase can we approve \$1200 to get it done? Junior side will be sanded and repainted, Senior side will have finally nets installed. Mr. Lambert says thank you for this as they get a lot of use and the students will really appreciate it.

MOTION: to approve \$1200 toward soccer nets on Junior and Senior side (Gisela, Sarah)

All in favor, motion passed.

10. Verbal Reports

10.1 Website (Melinda)

Melinda reports that the website is doing well. There has been a 'signup for a newsletter' button added at the bottom. We can send three newsletters free every month and it will be easy to do. October 9th will be payment website date, is there enough money to cover? Suzy confirms that there is. For online orders, A drop down menu will be added to select grade level and by homeroom instead of parents filling out the info which they often forget. The old H&S minutes are being archived.

10.2 Kiss n Drop - coordinated by staff this year

MOTION: to remove from agenda (Melinda, Gisela)

All in favor, motion passed.

10.3 Memberships (Suzy Q)

Suzy reports that we have 35 H&S members as of right now. Once we get SQ approval for leaf bag fundraiser, Suzy will send reminder for past members to re-encourage them to sign up. Mr Lambert is happy to send out announcements via ERMS and suggests we also send info through H&S newsletter as well. Mr. Lambert thinks with Covid-related news this year people are reading more so it would be good.

Sarah asks how many members we need to keep H&S status and Suzy says 10% but does not have the actual number of families at the school to know if we are there.

10.4 Terry Fox (Suzy Q)

Suzy put freezies in H&S freezer ten days before event to be frozen in time.

Terry Fox t-shirt sales were 39 adult, 69 youth. A total \$1815, which has already been mailed to the Terry Fox Foundation One family double ordered and through E-green Facebook page they were able to sell to another family and work it out without involving the school.

Because freezies were purchased in previous years, only cost was online ordering transaction fees, which are negligible, so there will be no expenses incurred this year. It was not a H&S fundraiser, all money went to the Terry Fox Foundation. This should be included as foot note in financial statements.

Sidenote: Suzy asks Mr. Lambert to ask staff if they need anything or how H&S can help since we are not in the building. Mr. Lambert says the staff is definitely feeling the H&S support, but he will pass on the message.

11. Question Period: Questions/Comments regarding any items on the agenda.

An attendee says they have a comment in regards to Covid case from last week. The letter that went out to parents looked like it was a template, it provided good information and did not identify anyone, only a bus number. This person was surprised that there was a posting on the E-green Facebook group where the identification of the classroom number was posted, and that 146 people saw this post. This goes against Health Canada guidelines and it shouldn't be available. This person was shocked that this post it was not removed from the group. Mr. Lambert asks what the group is, is it Home and School? Suzy says it is parent forum, not affiliated with H&S in any way. Suzy says that she did not see this post, and the member says that the post is still currently on the group. Mr Lambert did not know about this group or post and will look in to it. Groups like this can exist, but

cannot be affiliated with H&S. Confidentiality is huge. If things are going sideways on that group, it may need to be closed down. Suzy says that it is not the Evergreen school group. You have to prove to be a parent of an Evergreen child to be part of this group, it is not public. Years ago it was H&S page, parents, teachers and staff were on it. It evolved and there were complaints about teachers which caused some issues. When the website was created the H&S Facebook group was not needed anymore, so E-green was made as a constructive place for parents to communicate and ask questions. Suzy is administrator of the Facebook group, but because she is H&S president this year she asked others to step up and moderate there are now two moderators. However, Suzy is still administrator to ensure that it is only used by current Evergreen parents. Covid topics are not allowed on the group. Maeghan points out that there is a button on posts so that they can be reported to admins. The attendee says they do not dislike the group, but there is a rule posted right on the group that you cannot post identifying information. Jen G points out that it was actually a parent of someone in the class that asked the question, so it was not meant as malicious intent. Maeghan points out its not H&S related and it should be reported to the admin. Mr Lambert says it is not an Evergreen sanctioned site that, and most often parents should be directed to contact Evergreen admin or teachers, however he will look in to this situation and discuss it with Suzy.

Addendum 1 - Posted to the E-Green parents facebook page on October 6, 2020 (with permission from Author Susan Nowak)

Last night at the H&S meeting, a parent brought up their concern about the disclosure of privacy issues related to the previous Covid case at Evergreen. In hindsight, it was not the right place or time - as it was not related to H&S.

As previously stated, this page is a parents forum, it is not a H&S page nor is it an administrative page. As a dedicated volunteer and mother, who genuinely loves our school and recognizes the family names due to my involvement in pizza, I am the administrator of this page to ensure that only Evergreen parents are part of the group.

Based on the limited discussion, Mr. Lambert is thinking about the future of this page. Now switch roles, as president of H&S and administrator of this page, if he asks that E-Green gets shut down, I will have to oblige as I feel the importance of a harmonious working relationship between the administration and H&S supersedes that of an Evergreen parents only forum.

On this forum, I have tried my best (no, I am not perfect) to balance both sides of the scale by giving parents the opportunity to voice their concerns while putting on the brakes when things were getting heated all the while supporting our incredible staff. I, along with the moderators are not here to police every single post... the purpose of this group is unity and being part of the Evergreen community; and sometimes that means wanting affirmation from other parents that they are not alone.

My heart is heavy and I am saddened that our forum has been put in this situation. Going forward, if we are allowed to continue with E-Green, I ask you to think twice before posting /commenting something inflammatory OR something that might be deemed as a privacy issue that might subject this page to scrutiny again.

Should this forum be deleted, I urge you to visit www.evergreenhs.ca twice a month to ensure that you don't miss out on anything H&S related.

Suzy Q

Addendum 2

Evergreen Home & School created a new FB page on Oct 23rd.

E-Green Elementary Parents Community fb group ceased operations in the very early morning of Oct 26th, 2020.

11.1 Closing

Thank you everyone for attending

11.2 Next Meeting Monday November 2 at 6:30PM

11.3 Adjournment

Meeting Officially Adjourned at 7:37 pm

Point of interest that was realized after the end of the meeting.

1. As Corrie Pacitto has not purchased a H&S membership, although allowed to attend the meeting, she does not have the right to vote.
2. As Georgia Kollias and Danny Raie reside in the same house, they are both allowed to attend the meeting but only one person is allowed to vote. That person needs to be identified at the beginning of the meeting and must remain the same throughout the entire meeting.

Since all votes were passed unanimously, it does not affect the outcome. Just so that we remember for future meetings.

#workingtogether



Evergreen Home and School Association Meeting Agenda for Monday, November 2nd, 2020 (zoom)

1. Call to order 6:30 PM - Welcome (MOTION to open / second)
2. Thank you & delivery of last year H&S awards
3. Verification of Quorum (7 people)
4. 4 Minutes - to read written minutes from last H&S meeting
5. Agenda - Additions / MOTION to adopt the Agenda
6. Approval of Minutes from October 5, 2020 (zoom)/ Corrections (if necessary/ MOTION to approve
7. Standing Reports
 - 7.1 Principal Report
 - 7.2 Teacher Representative Report
 - 7.3 Grad Representative Report
 - 7.4 Governing Board Report - next meeting Nov 24th
 - 7.5 Treasurer Report & Updated Proposed Budget
8. Fundraisers (upcoming and ongoing):
 - 8.1 Subway Nov 18 & 25, Dec 2, 9 & 16 TCBY - Nov 20 & Dec 18*** approved Pizza to be revamped & then approved by GB does anyone want to coordinate any?
 - 8.2 Mabels' Labels (Maeghan)
 - 8.3 Lualoha (Maeghan)
 - 8.4 Swag Wear (Suzy Q)
 - 8.5 Leaf bags (Suzy Q) Can we make it an ongoing fundraiser as the bags can be used to line the compost bin?)
 - 8.6 Class basket fundraiser campaign date (online sales Nov 9 - 23, what increments \$2, \$5, \$10 and \$20???. Facebook live draw Nov 30th during lunchtime not Suzy Q, contactless pick up at Suzy Q (no delivery)
 - 8.7 MOTION to discuss / Approve Scholastic book fair (Maeghan)- online Nov 20 - Dec 4
 - 8.8 Aliments M&M (Maeghan) Discuss blitz date
 - 8.9 Any ideas suggestions for a spring campaign?
9. New / Ongoing Business
 - 9.1 Grad chequebook - stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located in locked H&S cabinet
 - 9.2 Soccer Nets (Suzy Q) Completed for now until springtime (weather dependent)
 - 9.3 MOTION to discuss / Approve Revamped pyjama breakfast - Dec 17/18
 - 9.4 Creation of Facebook Evergreen Home & School Association page

9.5 MOTION to discuss / Approve Maintenance of low ropes specifically the monkey bars swing. Difficult to cross. Who's responsible for annual maintenance / inspection?

10. Verbal Reports

10.1 Website (Melinda)

10.2 Memberships (Suzy Q)

10.3 Staff needs?

11. Question Period: Questions/Comments regarding any items on the agenda.

11.1 Closing

11.2 Next Meeting Monday December 7th at 6:30PM

11.3 Adjournment (time)

Evergreen Home and School Association Meeting Minutes

Date: Monday November 2nd, 2020

Location: Zoom Online Meeting

Present: Susan Nowak (Suzy Q), Jennifer Gilligan, Bobbi Hamilton, Elizabeth Phillips, Adam Lambert, Georgia Kollias, Sarah Simunic, Corrie Pacitto, Maeghan Blaise-Andrew, Danny Raie, Sandra Weir

Minuted by: Bobbi Hamilton

1. Call to order 6:30 PM – Welcome

Meeting officially called to order at 6:45 by Suzy

MOTION (Georgia, Corrie) to call meeting to order

All in favor, motion passed.

Suzy mentions that due to the fact that Danny and Georgia reside in the same house and share a H&S membership, only one of them is permitted to vote during the meeting. Danny says that Georgia will vote, and that he did not vote at the previous meeting.

2. Thank you & delivery of last year H&S awards

Suzy thanks everyone for coming to the meeting. Melinda gave her the H&S awards from last year, which Suzy has delivered to all except 2 people, which will be picked up.

3. Verification of Quorum(7People)

Quorum Verified – Confirmed by Suzy

4. 4 Minutes - to read written minutes from last H&S meeting

Suzy asks if everyone has read the minutes from the previous H&S meeting, everyone responds that they have.

5. Agenda - Additions / MOTION to adoption of the Agenda

MOTION (Elizabeth, Corrie) to adopt the agenda.

All in favor, motion passed.

6. Approval of Minutes from October 5th, 2020 (zoom)/ Corrections (if necessary/ MOTION to approve)

MOTION (Sarah,) to approve minutes from October 5, 2020.

All in favor, motion passed.

7. Standing Reports.

7.1 Principal Report

Mr. Lambert congratulates Mme Dicaire on her retirement and wishes her the best. Melaney Mason has agreed to step in and take her place, congratulations to Melaney. Mr. Lambert reports that water testing took place in the building on the 23rd of October, not because there is a problem but because the government had decided to test all water in the schools prior to Covid. The results should be received in the next couple of months. The grade 6 placement exam took place on Friday, October 30. Nine students wrote the exam. Picture retakes will take place Friday, November 6th.

A large topic of discussion at governing board was the staff parking lot in the morning. Everyone is encouraged to use kiss and drop, however for the parents who still insist on parking are being asked to refrain from using the parking lot and to park on the road. Mr. Lambert thanks H&S for all they have been doing, including the Covid packs which were delivered to the staff and very much appreciated. Thank you to Suzy for painting and setting up the soccer nets.

Mr. Lambert reports that the Terry Fox run was a huge success and thanks H&S for their role and support. Evergreen surpassed their goal and raised just under \$7000. Halloween spirit week was a lot of fun felt like normalcy had been returned within the school. Interim reports were sent home on October 13th. Due to ministry changes, there will only be two terms this year instead of three, although parent-teacher interviews will still likely take place, but they are still awaiting further information.

Suzy asks if pictures of the class pumpkins can be sent to her so they can be shared on the H&S website, and Mr. Lambert says that he will ask Mrs. Weir to forward them.

7.2 Teacher Representative Report

Mrs. Weir will be joining the meeting at 7.

Mrs. Weir says a big thank you to H&S for the Covid care packages given to the staff, they were so happy and the support really means a lot. Suzy explains that the care packages contained Kleenex, hand sanitizer and a kit kat bar, along with a note from H&S. Mrs. Weir reports that the recent Halloween spirit week was a huge success, the kids very happy, especially on Thursday for dress up day.

7.3 Grad Representative Report

Mrs. Weir reports that the grad t-shirts have been tallied and that they are just waiting for the supplier to send the graphics and then they will get the t-shirts out. The grad committee would like to do hoodies this year, but need to see what parent's are willing to do for fundraising and because of financial feasibility they need to get parent input. There will be grad meetings this year, but they will not be attached to H&S meetings as in previous years.

7.4 Governing Board Report

Bobbi reports that subway lunches and TCBY were accepted at governing board meeting and that we are hoping to get pizza lunches approved as well if we can find a supplier to provide individual pizzas. Scholastic online book fair was also approved and will be discussed in the fundraising component of the agenda.

Next governing board meeting is November 24th at 6:30 pm

7.5 Treasurer Report

Elizabeth presents the proposed budget for the 2020-2021 school year which was tweaked to reflect the Covid situation. The projected income for memberships is lower; pizza fundraiser was kept at a certain amount as it was felt that the Covid situation was already reflected. Quite a few fundraisers are down to zero because they are not expected to happen. The leaf bag fundraiser was added, as well as raffle baskets. The spring fundraising campaign will be discussed in point 8.9 of the agenda.

Overall revenues are down, but expenses are down as well. Some of the H&S expenses were re-worked such as the AGM and the awards for unsung heroes probably will not happen, so the executives decided that the budgeted \$700 would be better spent in the school. It was also decided to increase the budget for staff gifts and appreciation.

Sarah asks why the book drive is listed at zero in the budget, as won't it be happening? Suzy replies that we will discuss it in point 8.7 of the agenda.

8. Fundraisers (upcoming and ongoing)

8.1. Pizza, Subway, TCBY –

Suzy reports that the approved Subway dates are November 18th, 25th and December 2, 9, & 16th. Dates for TCBY are November 20th and December 18th, which may need to be moved if it is a half-day at the school. Pizza needs to be revamped and then approved by governing board, Suzy asks if anyone would like to coordinate.

Ordering for Subway and TCBY are live on the website and Suzy asks Mr. Lambert if he will be able to send the revised email to parents as a reminder for ordering. Mr. Lambert says he will look at it tomorrow and should be able to send it tomorrow (November 3rd).

8.2 Mabels' Labels (Maeghan)

Nothing to report

8.3 Lualoha (Maeghan)

Maeghan reports that she has been in contact with Anna Sell and that they have been proposed to sell at the same price as last year; \$18 per towel. The instore promotion price is \$35 per towel or two for \$60, and we would sell at the same price. If all is good we will do a video on social media to promote this fundraiser.

8.4 Swag Wear (Suzy Q)

Suzy reports that eight more t-shirts were delivered to the school and students. There is one more order to be dropped at the school this week, and after quarantine it will be given and then all orders will be complete.

8.5 Leaf bags (Suzy Q)

Suzy reports that the numbers in the fundraiser were a bit surprising. We have sold to date one hundred and thirty-four lots amongst ten purchasers. So far we have covered our costs and have profited \$2.34. Suzy asks for feedback regarding the fundraiser. Georgia says that she found it to be a bit expensive considering when you can get twenty-five bags for \$14.99 plus tax at Costco, and thought maybe that what was put people off. Corrie says that she thought maybe it was a timing issue, there were parents she spoke to who had already bought their bags by the time the fundraiser started. Maybe if we did it earlier in the spring it may be better. Suzy would like to do it as an ongoing fundraiser as the bags can also be used as compost bin liners and asks Jennifer to add it to the things to be discussed at Governing Board. Sarah says that she was very happy with the fundraiser as she did not have to buy food or cookies and thought perhaps if it was presented a

little earlier it may have been more successful. She suggests advertising to everyone where the money goes to and to try and emphasize that fundraisers cannot happen in the same way as previous years. Bobbi says she thought it was a great initiative and appreciated the fact that it was unique and different.

8.6 Class basket fundraiser campaign date (online sales Nov 9 - 23, what increments \$2, \$5, \$10 and \$20???. Facebook live draw Nov 30th during lunchtime not Suzy Q, contactless pick up at Suzy Q (no delivery)

Suzy reports that the baskets which were ready for March 12th have been in her basement. So far there has been \$188 in presales. \$170 was spent to replace perishable items in the baskets with something of equal value. Ticket purchasing would be online and would be priced as one ticket for \$3, two tickets for \$5, five tickets for \$10, and twelve tickets for \$20. Suzy says that for each transaction we incur a fee, should we still sell the one ticket for \$3 or just the higher quantities. Georgia says that it is important to keep in mind that this year there may be financial difficulty for families due to Covid, and suggests to take off the one ticket for \$3. Maeghan agrees. Suzy says that for the Facebook live draw of the basket winners she was going to do it, however since her children participate in the event she does not want it to appear rigged in the event that they win. Suzy asks Mr. Lambert if she brings all the boxes containing the raffle tickets to the school if they can do it there. Mr. Lambert says yes, they may not be able to do a Facebook live but will find some way to do it and record it.

8.7 MOTION to discuss/approve scholastic book fair (Maeghan) – Online Nov 20 – Dec 4

MOTION (Elizabeth, Georgia) to discuss Scholastic book fair

All in favour, motion Passed

Maeghan says that we have an opportunity to run an online Scholastic book fair. Teachers will receive 20% of all sales; we will have two weeks to host it; they will set up the website, all we need to do is share the link. French and English books will be available for purchase, friends and family can order through the link and it will automatically go to the Evergreen fund, which will be divided equally between the teachers. The tentative dates are November 20-December 4th. Purchases are shipped directly to the customer in 6-10 business days and shipping is free with \$35 purchase. Sarah says that it is a great idea, she has already ordered from Scholastic and it was great.

8.8 Aliments M&M (Maeghan) Discuss blitz date

Maeghan says that M&M has offered to do a blitz where anyone who purchases more than \$50 worth of product gets a free cheesecake. Maeghan asks for thoughts and feedback. Mr. Lambert says it would be over a weekend and that though the \$50 purchase gets the free cheesecake, any purchase results in 10% of sales back to the school. December 11-13 would be the proposed weekend for the blitz. Corrie asks if it only for instore purchases or if online counts as well. Suzy says both as long as you mention that it is for Evergreen. Any friends or family can also mention Evergreen and we will also get 10%. Sarah asks if we have received any funds to date as she placed an order, Suzy says not yet but we have had three orders so far. We will have to really promote the blitz on Facebook.

8.9 Any ideas/suggestions for a spring campaign?

We will not be able to do anything which involves going into the school or transporting. Suzy asks everyone to keep thinking and to be creative.

9. New /Ongoing Business

9.1 Grad chequebook – stay on the agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located and locked in the H&S cabinet.

9.2 Soccer Nets (Suzy Q) Completed for now until springtime (weather dependent)

Suzy reports that the total amount for the purchasing of the netting, paint was \$987.51. She was able to install the nets on the senior side, however realized that the posts should have been painted beforehand, so if someone is willing to help in the Spring the nets can be removed and Suzy and said person can repaint the posts together. If we repaint the senior side we may need one more gallon of paint, but that will still bring us in under the \$1200 approved budget. On the junior side, one side is ready but because of temperature limitations the project needs to be put on hold for the winter.

9.3 MOTION to discuss/approve revamped pyjama breakfast – Dec 17/18

Motion (Maeghan, Sarah) to discuss/approve revamped pyjama breakfast

All in favor, motion passed

Traditionally volunteers go in to the school and make pancakes for the children as part of the pyjama day breakfast. With Covid limitations this cannot happen this year. H&S would still like to organize a fun day where the kids can still dress in their pyjama's and then take some form of small "gift" home such as pancake batter or hot chocolate. Georgia says she likes the idea of pancake mix, you could add things such as chocolate chips and package in a mason jar or something similar. Suzy agrees and says we would encourage families to take and post pictures of them making/enjoying their treats together. Suzy asks if we should ask for a specific amount for the activity and Georgia says she thinks it would be better to ask just for general donations as that approach has typically yielded better results. Donations will have to be done online through the H&S website. Mr. Lambert asks for clarification as to whether it will be hot chocolate or pancake batter being sent home, and Suzy replies that we are still working out those details but the idea will be for them to have a small something to take home. Georgia says maybe something like pancake batter with a spatula attached. Mr. Lambert says he likes the idea of something simple like hot chocolate and a candy cane, not necessarily something like pancakes which require cooking.

VOTE for revamped pyjama day breakfast: unanimous.

Suzy asks Jennifer to mark it down to be approved at Governing Board meeting.

9.4 Creation of Facebook Evergreen Home & School Association page www.evergreenhs.ca homeandschool.evergreen@gmail.com FB: Evergreen Home & School Association #workingtogether

The Evergreen Home & School Association Facebook page was created and all important information has been posted to the page. Corrie says that there are quite a few parents who are not on Facebook and are missing information. Suzy says that whenever there is a new initiative an email is sent to all parents, however it is still important for them to regularly check the H&S website to ensure they are up to date. Bobbi says there is also a monthly newsletter which they can sign up for through the website.

9.5 MOTION to discuss / Approve Maintenance of low ropes specifically the monkey bars swing. Difficult to cross. Who's responsible for annual maintenance / inspection?

Motion (Corrie, Elizabeth) to discuss/approve maintenance of low ropes course

All in favor, motion passed

Suzy says that an alumni parent contacted her because the monkey bars are hard to cross as they do not stay in place. Even though the structure was put in place by H&S, who is responsible for the maintenance? Mr. Lambert says that last year Jean-Guy inspected it and contacted the company for any repairs. Now that Jean-Guy is gone he will need to ask the new caretakers if they will take care of the maintenance of it. He also says that he needs to look in to the warranty information.

10. Verbal Reports

10.1 Website (Melinda)

Melinda is not present, but Suzy says all seems well on the website and she just needs to verify that last years H&S minutes have been archived.

10.2 Memberships (Suzy Q)

Suzy reports that we had 38 members in October. A reminder email was sent out to past members, and an additional seven people joined. One person asked for a refund as there was no discount for Pizza, Subway and TCBY (as they were not being sold), but hopefully now that Subway and TCBY are back we will get more memberships.

10.3 Staff Needs

Suzy asks Mr. Lambert if there are any staff needs at this time. Mr. Lambert replies that yes there are plenty of staff needs, however he has not sent the email out yet. He will double check with the staff, but there is no shortage of people asking for things.

11. Question Period: Questions/Comments regarding any items on the agenda.

No Questions

11.1 Closing

Thank you everyone for attending

11.2 Next Meeting Monday December 7th, at 6:30

11.3 Adjournment

Meeting Officially Adjourned at 7:43 by Suzy

#workingtogether



Evergreen Home and School Association Meeting Agenda for Monday, December 7th, 2020 (zoom)

1. Call to order 6:30 PM - Welcome (MOTION to open / second)
2. Thank you & delivery completion of last year H&S awards
3. Verification of Quorum (7 people)
4. 4 Minutes - to read written minutes from last H&S meeting
5. Agenda - Additions / MOTION to adopt the Agenda
6. Approval of Minutes from November 2nd, 2020 (zoom)/ Corrections (if necessary/ MOTION to approve
7. Standing Reports
 - 7.1 Principal Report
 - 7.2 Teacher Representative Report
 - 7.3 Grad Representative Report
 - 7.4 Governing Board Report - next meeting Dec 16th
 - 7.5 Treasurer Report
8. Fundraisers (upcoming and ongoing):
 - 8.1 Subway - on hold TCBY - Dec 18 rescheduled to Dec 11 do we continue? Pizza cancelled for the year - grad fundraiser after March break?
 - 8.2 Mabels' Labels (Maeghan)
 - 8.3 Lualoha (Maeghan) video???
 - 8.4 Swag Wear (Suzy Q) shirts that were ordered have all been delivered
 - 8.5 Leaf bags (Suzy Q) will bring to GB in Dec. Last meeting too busy
 - 8.6 Class basket fundraiser - completed provide stats
 - 8.7 Scholastic book fair (Maeghan)- online Nov 20 - Dec 4 rescheduled to spring
 - 8.8 Aliments M&M (Maeghan) Blitz Dec 11/12/13 spread the word spend \$50 receive free cheesecake valued at \$10. send 3x e-mails total
 - 8.9 MOTION to discuss / Approve "Super Recycleurs" Fundraiser as people may be cleaning their closets during holiday break. Need to get city approval. Since it is outdoors, can we include community?
 - 8.10 Any ideas suggestions for a spring campaign? Do we have to get leaf bags approved again? Flower bulbs? Cookie dough?
9. New / Ongoing Business
 - 9.1 Grad chequebook - stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located in locked H&S cabinet
 - 9.2 Soccer Nets (Suzy Q) Painted last 2 nets on junior side. Missing large tie wraps at Dollarama to install last net. Will complete in the spring
 - 9.3 Revamped pyjama breakfast holiday take home treat - Dec 17/18 H&S elves hard at work
 - 9.4 Staff Wish List - revamped & downsized
 - 9.5 Staff Appreciation Week in February - date & parameters Mr.Lambert

10. Verbal Reports

10.1 Membership (Suzy Q)

10.2 QFHSA (Suzy Q) all reports & payments now mailed

10.3 Fundraising challenging - cut back our expenditures

11. Question Period: Questions/Comments regarding any items on the agenda.

11.1 Closing & Happy Holidays

11.2 Next Meeting Monday January 11th at 6:30PM

11.3 Adjournment (time)

Evergreen Home and School Association Meeting Minutes

Date: Monday December 7th, 2020

Location: Zoom Online Meeting

Present: Susan Nowak (Suzy Q), Jennifer Gilligan, Bobbi Hamilton, Elizabeth Phillips, Adam Lambert, Sarah Simunic, Corrie Pacitto, Maeghan Blaise-Andrew, Sandra Weir, Melissa Bindon

Minuted by: Bobbi Hamilton

1. Call to order 6:30 PM – Welcome

Meeting officially called to order at 6:43 by Suzy

MOTION (Sarah, Jennifer) to call meeting to order

All in favor, motion passed.

2. Thank you & delivery completion of last year H&S awards

3. Verification of Quorum(7People)

Quorum Verified – Confirmed by Suzy

4. 4 Minutes - to read written minutes from last H&S meeting

Suzy asks if everyone has read the minutes from the previous H&S meeting, everyone responds that they have.

5. Agenda - Additions / MOTION to adoption of the Agenda

MOTION (Elizabeth, Sarah) to adopt the agenda.

All in favor, motion passed.

6. Approval of Minutes from November 2nd, 2020 (zoom)/ Corrections (if necessary/ MOTION to approve)

MOTION (Corrie, Jennifer) to approve minutes from November 2nd, 2020.

All in favor, motion passed.

7. Standing Reports.

7.1 Principal Report

Mr. Lambert reports that it has been a busy month with the cases of Covid-19 in the school. He commends the staff for how they handled the situation and thanks them and the members of the Evergreen and greater community for the support during extremely stressful and exhausting situation. Mr. Lambert reports that the bright side is that the students seemed unphased by the COVID events and are happy to be at school and see friends and to be learning. Online learning went well for the students who had to transition to that due to class/bubble closures. Feedback from parents and teachers said that most students responded very well to the online platform, and some were even less distracted than when in class.

There was a Remembrance day celebration where Mr. John and Mr. Mark did virtual presentation that was shared with all classes and appreciated by the students and staff. Parent-teacher interviews took place virtually this year, though they followed pretty much the same format as in-person from previous years. The feedback was that they went well and a lot of good conversations were had. Mr. Lambert thanks the parents for their flexibility. This Wednesday (December 9th) a promotional video will be filmed to replace open house which is usually held in January mainly for potential kindergarten students. The school board is doing them for all elementary schools in the area. A team from the school board will film and interview a few staff, students and will take shots of the school. They will be filming all day and the final product will be approximately 2-3 mins at the end. Students are encouraged to wear Evergreen gear on filming day. Last week the theme raffle basket draw was held (postponed from March 2020). Lucy and Adam drew the names for each of the baskets and winners were contacted and announced via Evergreen H&S Facebook Page. It has been announced that December 17 & 18 will be online learning days. At this point there are vague guidelines from ministry. It will be roughly 2 hours of online learning each day, and the administration has been directed to do whatever you would normally do on those last two days of school before break, so it will probably be games and things like that.

7.2 Teacher Representative Report

Mrs. Weir reports that it was a busy month in the school. Everyone is looking forward to the coming couple of weeks as it will be Christmas and holiday themed activities. There will be theme days, spirit days and other fun activities to change the pace a bit. The kids in the school have been great, winding down the term and enjoying their time. The staff has really appreciated parental support from the community (parent-teacher interviews, regarding online learning and everything else that has been going on with COVID). Thank you to parents for all your support.

7.3 Grad Representative Report

Mrs. Weir reports that they are on the road to ordering hoodies in January. They will be asking to form a parent committee in January, once there is a better idea of what end of year will look like. Graduation ceremony may end up being the same kind of drive-by format as last year. Sarah asks if there will be t-shirts for grad this year and Mrs. Weir replies that yes, they are in process. They are waiting for visuals, some were sent but they have been revamped and will be received this week. They are also doing the student signatures, which need to be done in COVID fashion (one class at a time and pause in between). The idea of grads doing pizza lunch as a fundraiser is currently being looked at.

7.4 Governing Board Report – Next meeting December 16th.

Bobbi reports that Governing Board approved moving the December TCBY date from the 18th to the 11th due to online learning. Governing board also approved H&S to put together and distribute hot chocolate treat bags to the students and staff as a holiday treat.

7.5 Treasurer Report

Elizabeth reports that there has been a lower net income. Over \$1000 collected for basket raffle, for a total of \$1453 profit which will go toward the purchase of smart TV's in the classrooms.

A total of \$652 was collected for subway and TCBY. Things are bit lower than previous years, but still coming in.

8. Fundraisers (upcoming and ongoing)

8.1. Subway - on hold TCBY - Dec 18 rescheduled to Dec 11 do we continue? Pizza cancelled for the year - grad fundraiser after March break?

Suzy reports that Subway has been approved by Governing Board for the entire year. In anticipation of class closures and complications due to COVID, H&S had put no refund or credit policy and no pick ups or giving to someone else. For first Subway day there was one class cancellation that affected the first week's order. For the second week's order there were 3 or 4 classes affected. Suzy was contacted by 3 parents regarding credits or refunds and she referred them back to policy. It is a lot of work as well as fees incurred to refund orders. H&S decided to cancel December Subway orders due to the uncertainty in the school as well as with the government. H&S is unsure about Subway for January and February as we are not sure how things will play out. There are a lot of variables to consider. Since the Junior wing was not affected by the class closures, Corrie asks if we can do just sections or classes, but Suzy says it's hard to detect if a specific class will be off. Suzy states that it was difficult to tell the parents no credits or refunds and she did not want to appear insensitive. Corrie says it doesn't make H&S look insensitive as they clicked on the clause and it is a public health decision to close classes. Sarah thinks maybe putting on hold for January and February is a good idea as there is a likelihood of cases and increase and we may see further closures. Sarah says it's an opportunity to push the M&M fundraiser which is open to everyone.

TCBY will be December 11th. Because it can be frozen, Ms Lucy kept it for when all kids were back after class closures. Parents need to be reminded about entering proper homeroom numbers as there were some mix ups of delivery.

H&S decided pizza is off the table for this year as it is complicated with COVID protocols and obtaining individual pizzas. Because hot dog fundraiser cannot be done as in previous years, Suzy has suggested that maybe grads could do pizza as a fundraiser.

8.2 Mabels' Labels (Maeghan)

Maeghan reports that there was a black Friday deal, which we promoted but did not hear any responses.

8.3 Lualoha (Maeghan) Video???

Maeghan reports that it is status quo and we will re-visit after the holidays. Sarah says toward summer would be good as it's more of a summer thing.

8.4 Swag Wear (Suzy Q) Shirts that were ordered have all been delivered.

All orders have been filled to date.

8.5 Leaf bags (Suzy Q) will bring to GB in Dec. Last meeting too busy

Would like to have approved as compost bin liners to be approved at Governing Board in December.

8.6 Class basket fundraiser – completed provide stats

Was a success with \$1452.84 raised: \$ 613 was sold in presales, \$1030 was in this years sales, \$190 in expenses.

Suzy expresses disappointment in less participation than previous years. Bobbi points out that it's probably because it's being done virtually people don't remember, it's different when they are not face to face like during portfolio night. The draw was supposed to be done via Facebook live, but it was too cold out. It was videotaped for evidence if required.

Stats from Suzy Q regarding winners:

5 parents online orders won

2 grandparents online orders won

1 teacher won

1 aide won

1 2020-2021 H&S member won

1 paper pre-order from last year won

6 students won.

8.7 Scholastic book fair (Maeghan) – Online Nov 20 – Dec 4 – Rescheduled to Spring

We decided to cancel it due to everything going on within the school, we will put on hold until the Spring as we did not want to overwhelm everyone with fundraisers.

8.8 Aliments M&M (Maeghan) Blitz Dec 11/12/13 spread the word spend \$50 receive free cheesecake valued at \$10. send 3x e-mails total 8

Maeghan reports that the blitz is this upcoming weekend (December 11th-13th). A promotional flyer has been created. It is at the Vaudreuil location only. The promotion is if you spend over 50\$ you get a free strawberry or caramel cheesecake. It is good timing especially for the pre-made stuff at this time of year with everyone home. Sales to date: there have been twelve people who have ordered for a total of \$1043, \$104 of which will go to H&S. The highest purchase has been \$313 and

the lowest \$23. The owner said another incentive will be that if we sell \$1500 he would round our profit up to \$200 instead of \$150. Orders can be placed online and they do contactless pick up so that you don't even have to go in the store. Mr. Lambert says it's a good fundraiser considering return with minimal work. Sarah asks if it can be shared with staff as well, Mr. Lambert says that whenever he sends ERMS they get it. Another one will go out this week.

8.9 MOTION to discuss/approve "Super Recycleurs" fundraiser as many people may be cleaning their closets during holiday break. Need to get city approval. Since it is outdoors, can we include the community?

MOTION (Melissa, Sarah) to discuss/approve "Super Recycleurs"

All in favor, motion passed.

Suzy says that this initiative was brought up last year and was approved by Governing Board, but because of school cancellation it didn't get done. It looks like they are doing again, as their website shows three dates scheduled for springtime. Kind of like l'Actuel where people donate used clothes, shoes etc.... and we get \$0.25/kg or \$0.30 if over 1500kg. What does not get sold gets sent over seas to be used as insulation. A bin is placed outside the school and people drop off their donations. It runs for a maximum 2 days. We will require permission from city. Once the bin is filled we get paid by weight. Melissa asks if it's any kind of material like sheets and curtains etc... and Suzy says yes. Suzy says that since it's outdoors, maybe we can open to community. Source d'entraide only accepts donations on Mondays and usually gets filled very quickly. Mr. Lambert says it's no problem as long as it's not a mess in front of the school for too long. Suzy says she was thinking the bin could be placed by the kindergarten wing.

8.10 Any ideas suggestions for a Spring campaign? Do we have to get leaf bags approved again? Flower bulbs? Cookie dough?

Bobbi mentions recipes in a pot, which we will look in to. Suzy asks everyone to please think about it over the holidays.

9. New /Ongoing Business

9.1 Grad chequebook – stay on the agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located and locked in the H&S cabinet.

9.2 Soccer Nets (Suzy Q) painted last 2 nets on junior side. Missing large tie wraps at Dollarama to install las net. Will complete in the Spring.

Suzy painted last 2 posts, but 1 missing on junior side because no tie wraps available. Will be done in the Spring.

9.3 Revamped pyjama breakfast holiday take home treat – Dec 17/18 H&S elves hard at work

There have been four hundred completed sachets. Half are already in school for the appropriate quarantine period, others have to be divided and then will be brought to school. Everyone is included (students, staff, etc...). Division was done based on class lists plus teacher and aides.

Specialists, lunch admin, must go to get them in the office. They will be distributed December 15, and Mr. Lambert to send an ERMS to inform families. The intention is for the children to have it on zoom with their classroom. Staff to organize when/which date they will do this.

Mr. Lambert thanks H&S for this special holiday treat.

9.4 Staff wish list revamped & downsized.

MOTION this year only due to COVID, instead of approval process we give each homeroom/specialist 1 specific amount (\$50) in a gift card to Amazon, Walmart or Dollarama.

MOTION (Sarah, Corrie) to discuss/approve revamped staff wish list.

All in favour, motion passed

Suzy explains that normally each teachers gets \$100 to spend on non-consumable items. Aides get \$50. We have \$3500 allocated to this. Based on year we are having, H&S cannot afford that and the approval process can be challenging. We would like to lessen their load and make it more simple. Suzy spoke with Mrs Weir and they decided because of limited budget and complicated approval process that it would be easier to do a budget per homeroom and that also specialists and resource personal would also have their own. Homeroom teachers and aides could decide together how would be best to use that budget.

Sarah asks about bingo night where each teacher put together a list of what they needed, would this be a good idea to share with parents? Suzy says it's a good idea, but how do we notify parents. It was easy on E-green Facebook group as it was a closed community, but now with the new page being open to the public it's tricky to share that information. We also don't want to overwhelm or ask too much from parents. Sarah says it can be tricky with COVID as well and bringing items to school.

Vote to approve providing each homeroom and specialist department (total twenty with a gift \$50 card to Amazon, Walmart or Dollarama as a replacement for this year's staff wish-list.

All in favour, approved

9.5 Staff Appreciation Week in February – date & parameters Mr. Lambert www.evergreenhs.ca

Suzy asks Mr. Lambert if he knows the dates for staff appreciation week? Mr. Lambert says that he doesn't know, and will check at the board, it is usually the first week of February. Suzy asks if he knows what the parameters will be? No volunteers in school, but can parents bake? Mr. Lambert says it is a very grey area, but we want to limit stuff coming into the school so parents will probably not be able to bake. It will depend on the teachers and staff and their comfort level, as some of the staff is nervous with COVID. Mr. Lambert will need to speak to staff and other colleagues, but for the moment we will say nothing coming into the school including catered lunch.

10. Verbal Reports

10.1 Membership (Suzy Q)

10.2 QFHSA (Suzy Q) all reports & payments now mailed.

Suzy has taken in all member ship fees for this year.

Stats for previous years:

2018 -19: 114 members 6 associate members

2019-2202: 114 members 7 associate members

2020-2021: 52 members no associate members

Suzy says that the biggest reason for the drop in memberships would be because people are not benefiting from the discounts on food orders.

All reports with executive lists and annual membership fees have all been made up to date and sent. All awards have been received.

10.3 Fundraising challenging – cut back our expenditures.

Suzy says that it has been a very challenging year and H&S is working hard to cutback spending while still providing treats and support in the most cost-effective way. Mrs. Weir says that it is so appreciated by the staff and the morale boost is huge for them.

11. Question Period: Questions/Comments regarding any items on the agenda.

Corrie asks what an “associate” member is (10.2)? Suzy explains that it is a person who has a membership at another school (where another child attends) and therefore only pays a \$2 associate member fee.

11.1 Closing & Happy Holidays

Thank you everyone for attending and making a difference

11.2 Next Meeting Monday January 11th, at 6:30 pm

11.3 Adjournment (time)

Meeting officially adjourned at 7:34 by Suzy

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Evergreen Home and School Association Meeting Agenda for Monday, February 1st, 2021 (zoom)

1. Call to order 6:30 PM - Welcome (MOTION to open / second)
2. Verification of Quorum (7 people)
3. 4 Minutes - to read written minutes from last H&S meeting
4. Agenda - Additions / MOTION to adopt Agenda (sub-category numbers have been switched)
5. Approval of Minutes from December 7th, 2020 (zoom)/ Corrections (if necessary/ MOTION to approve
6. Standing Reports
 - 6.1 Principal Report
 - 6.2 Teacher Representative Report
 - 6.3 Grad Representative Report
 - 6.4 Governing Board Report - next meeting Feb 23
 - 6.5 Treasurer Report - for December
7. Fundraisers (upcoming and ongoing):
 - 7.1 Anti-bullying face masks (Suzy Q) Feb 24. Strict timeline. Limited quantities (child & adult sizes available) Can be ordered until Feb 4. Spread the news.
 - 7.2 Super Recycleurs (Suzy Q) Approved by GB. Will be contacting them this week for required paperwork. Once acquired, get city approval. Date in April? Friday and Saturday?
 - 7.3 Subway (Suzy Q) - nothing in Jan / Feb. We will discuss at March H&S meeting TCBY - Feb 26 / Mar 26??? AND Apr 29 thurs (fri ped day) May 28 / June 18 Pizza cancelled for the year
 - 7.4 Aliments M&M (Maeghan) Blitz Dec 11/12/13 1 staff, 1 sub, 4 parents went. Not as successful as we hoped but it's a start. When would be a good time to do another blitz? How can we make more parents aware / interested? Suzy Q to pick up cheque \$200? this week.
 - 7.5 Swag Wear (Suzy Q) 1 order to process
 - 7.6 Leaf bags (Suzy Q) 2 orders have come in since it was approved by GB as compost liners
 - 7.7 Scholastic book fair (Maeghan)- online Nov 20 - Dec 4 rescheduled to spring
 - 7.8 Mabels' Labels (Maeghan)
 - 7.9 Lualoha (Maeghan) on hold until weather warms up esp with govt restrictions
 - 7.10 Any ideas suggestions for a spring campaign? Do we have to get leaf bags approved again? Flower bulbs? Cookie dough?
8. New / Ongoing Business
 - 8.1 Staff Wish List - deadline was Jan 18. Follow up e-mail Jan 24. If no reply, will get Amazon - would appreciate pics to show what was purchased.

8.2 Staff Appreciation Week in February - was going to do Feb 9 - 12 but due to quarantine time, can we do Feb 15 - 18? Per Mr.Lambert no foods brought in from home. Online donations?

8.3 Revamped pyjama breakfast holiday take home treat - Dec 17/18 feedback from teacher rep or parents

8.4 Soccer Nets (Suzy Q) Painted last 2 nets on junior side. Missing large tie wraps at Dollarama to install last net. Will complete in the spring. Keep on agenda until complete.

8.5 Grad chequebook - stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located in locked H&S cabinet

9. Verbal Reports (n/a)

10. Question Period: Questions/Comments regarding any items on the agenda.

10.1 Closing

10.2 Next Meeting Monday March 8th at 6:30PM

10.3 Adjournment (time)

Evergreen Home and School Association Unofficial Meeting Minutes

Date: Monday February 1st, 2021

Location: Zoom Online Meeting

Present: Susan Nowak (Suzy Q), Jennifer Gilligan, Bobbi Hamilton, Elizabeth Phillips, Adam Lambert, Sarah Simunic, Sandra Weir, Melissa Bindon

Minuted by: Bobbi Hamilton

1. Call to order 6:30 PM – Welcome

Meeting officially called to order at 6:36 by Suzy

MOTION (Sarah, Bobbi) to call meeting to order

All in favor, motion passed.

2. Verification of Quorum(7People)

Per Suzy Q: "After thanking the parents that attended the Zoom meeting, I quickly realized that in fact, quorum was not met. As no votes were required but we needed Mr. Lambert's and teacher rep input, we will consider this meeting as "unofficial" for the minutes."

3. 4 Minutes - to read written minutes from last H&S meeting

Suzy asks if everyone has read the minutes from the previous H&S meeting, everyone responds that they have.

4. Agenda - Additions / MOTION to adoption of the Agenda

MOTION (Elizabeth, Jennifer) to adopt the agenda.

All in favor, motion passed.

5. Approval of Minutes from December 7th, 2020 (zoom)/ Corrections (if necessary/ MOTION to approve)

MOTION (Sarah, Elizabeth) to approve minutes from December 7th, 2020.

All in favor, motion passed.

6. Standing Reports.

6.1 Principal Report

Mr. Lambert wishes everyone a happy new year. Mr. Lambert reports that report cards went live on Mozaik on Saturday morning (January 30, 2021), and thanks all the teachers for their hard work in getting the report cards out. Local staff appreciation week is the week of February 8th, 2021. This will be the week that Evergreen celebrates, though the board is celebrating the week of February 15th, 2021.

Mr. Lambert reports that last week (January 25th, 2021) six classrooms were tested for co2 under a government initiative and that all the classrooms passed. February is Black History month and there will be morning announcements at the school about Black historic figures. Each homeroom is also assigned an African American hero and will conduct research and put together a small presentation which will be compiled into a video clip to be shared at the end of the month. Suzy mentions that she's very pleased that Black History month is being highlighted in the school.

6.2 Teacher Representative Report

Mrs. Weir says thank you for the 50\$ gift card as the revamped staff wish-list. The staff really appreciate this gesture and are excited to be able to add something to their classrooms.

6.3 Grad Representative Report

Mrs. Weir reports that the t-shirts have been received. There were a few glitches in checking sizes, collecting funds, etc... A big thank you to the grade six students and parents for their help. The order for the hoodies will be going in at the end of the week. Mrs. Weir reports that they are beginning to look at tentative dates for graduation, June 22nd 2021 is being considered, however it may change. At this time it is still unsure what the ceremony will look like. Yearbooks are currently in the works.

6.4 Governing Board Report – Next meeting February 23rd, 2021

Anti-bullying masks fundraiser was approved via e-vote.

6.5 Treasurer Report

Elizabeth says that there is not a lot to report. Our net profit is currently -600 which is to be expected. We will see from upcoming fundraisers the change in the February report.

7. Fundraisers (upcoming and ongoing)

7.1 Anti-bullying face masks (Suzy Q) Feb 24. Strict timeline. Limited quantities (child & adult sizes available) Can be ordered until Feb 4. Spread the news

Suzy thanks Mr. Lambert for sending out the email regarding the face masks to the Evergreen community, and will be asking for him to send a reminder email later this week. Is there a way that teachers can convey the message to the students to relay to their parents? It is difficult to get the messages out, especially since Home and School is not in the school. Would it be possible to have it sent out over Seesaw? Mr. Lambert thinks that this can probably be done. Bobbi suggests maybe showing the masks to the kids and then they can discuss with their parents. Mr. Lambert says he would prefer to send the messages directly to the parents via email or Seesaw.

7.2 Super Recycleurs (Suzy Q) Approved by GB. Will be contacting them this week for required paperwork. Once acquire, get city approval. Date in April? Friday and Saturday?

Suzy will contact them this week. Hoping to do it a Friday-Saturday in April so that parents can do drop offs on the Friday and the community on the Saturday. Sarah asks what the property is like around that time, will there be a lot of water or mud? Suzy thinks that it is usually clear around that time. Also Earth Day is around that time of year so the fundraiser would tie in well.

7.3 Subway (Suzy Q) – nothing in Jan/Feb. We will discuss at March H&S meeting. TCBY – Feb 26/March 26???AND April 29 Thursday (Friday a ped day) May 28/June 18 Pizza Cancelled for the year

Suzy reports that Subway will be on hold until after March break due to uncertainty with class closures and everyone settling back in after the holidays.

Suzy has spoken to Miss Lucy about TCBY and she has said that it was ok the way it was organized prior to the holidays. Suzy asks if the timeline is too close for this order period, it would need to be ordered by next week and there is also a lot going on with mask fundraiser and staff appreciation week. She reports that we profit around \$100 from TCBY sales. Sarah says that it is really tricky this year, it would be a nice treat for the kids, but are we asking too much from the parents? There is also the potential Scholastic book fair, will that be happening? Suzy says that we are not sure yet. Mr. Lambert asks if we need to do have parents pay now for something the children only receive in three months from now? Suzy explains that because of the fees incurred we usually get them to order for three month blocks. If we are offering TCBY for February we'd have to do it now. We could cancel February and do March-June. Mr. Lambert says that with the current decline in COVID cases and the weather warming up we should wait until next month. Suzy says that to do it for March we'd have to decide before the next meeting. Jennifer asks if we could do TCBY every two weeks instead (every second Friday)? It would be a nice treat since we are cancelling everything else. Suzy says we would have to bring it to Governing Board. We will cancel TCBY for February and bring the every two week suggestion to Governing Board.

7.4 Aliments M&M (Maeghan) Blitz Dec 11/12/13 1 staff, 1 sub, 4 parents went. Not as successful as we hoped but it's a start. When would be a good time to do another blitz? How can we make more parents aware/interested? Suzy Q to pick up cheque \$200? This week.

Suzy reports that we held the M&M blitz and only six people went. It was not as successful as we hoped for. She will pick up the cheque this week. Mr. Lambert says that he went and the experience was enjoyable. The owner was very nice and it was an easy process. Mr. Lambert asks to have the ad resent to him and he will send in an ERMS. Suzy will ask Maeghan to do that. Sarah asks if the message can be simplified. It was complicated with the confirmation email having to be forwarded to home and school and wonders if this was necessary? Even the flyer seemed confusing to understand the process. Mr. Lambert, Bobbi and Elizabeth all just ordered online and picked up in store. Once you told them it was for Evergreen, they made two receipts to keep track, and nothing was sent by email. Suzy says that the email was just for H&S to keep track so we will remove it from the instructions.

7.5 Swag Wear (Suzy Q) 1 order to process

There was one order from the weekend, it just needs to be dropped off to the school and then all is up to date.

7.6 Leaf bags (Suzy Q) 2 orders have come in since it was approved by GB as compost liners

Two orders have come in for a total of six packs. The costs are now completely covered and any sales moving forward will be profit.

7.7 Scholastic book fair (Maeghan) – Online Nov 20 – Dec 4 – Rescheduled to Spring

We will see how the rest of the year goes to decide if we will proceed with this fundraiser. It was mentioned that it would be nice to have books arrive in time for Easter. We will discuss at March meeting to see if we can make that happen.

7.8 Mabels' Labels (Maeghan)

This will be pushed toward the end of year in preparation for summer camps. We receive a cheque when we have reached over \$100 in profit, which we have not received yet.

7.9 Lualoha (Maeghan) on hold until weather warms up esp with govt restrictions

7.10 Any ideas suggestion for a spring campaign? Do we have to get leaf bags approved again? Flower bulbs? Cookie Dough?

To be discussed at next meeting, continue thinking about it.

8. New /Ongoing Business

8.1 Staff Wish List – deadline was Jan 18. Follow up email Jan 24. If no reply, will get Amazon. Would appreciate pics to show what was purchased. www.evergreenhs.ca homeandschool.evergreen@gmail.com FB: Evergreen Home & School Association #workingtogether

Suzy reports that we still do not have some replies from staff as to which \$50 gift card they would like. It would probably easiest to provide them with Amazon since stores are limited in what they can sell right now. Mrs. Weir agrees. It is difficult to buy “teacher” things in store right now so Amazon would be best. Suzy says that one teacher chose Dollarama, and wonders if we should change that because there is stuff that is unavailable for purchase right now. At Walmart you can do curbside pick up even for non-essential items not sold in store. Mrs. Weir thinks we should offer a choice to change gift card selection for those who chose Dollarama. Jennifer asks if teachers would please be able to take pictures of the items they have purchased with the gift cards so that we could make a montage to display what the funds were used for.

8.2 Staff Appreciation Week In February – was going to do Feb 9-12 but due to quarantine time, can we do Feb 15-18? Per Mr. Lambert no foods brought in from home. Online donations?

Suzy says that to date we have not purchased anything for staff appreciation week because we were working on the face mask fundraiser. She asks if we would be able to move it by one week? Mr. Lambert asks Mrs. Weir if she thinks it would be a big deal to push staff appreciation back. Mrs. Weir says she doesn't think it would be a problem at all, the staff is very grateful for whatever they get. Mr. Lambert says that he will talk to the staff tomorrow (February 2nd) to let them know, it will now fall inline with the board's celebration dates. Suzy asks if anyone has any objections to asking parents for donations to cover the costs. Mr. Lambert says that maybe him and Suzy can talk and work something out together, as he does not want to add pressure to the parents. Suzy explains that other local schools, such as Westwood, have asked parents to donate. Mr. Lambert says that if other schools in the community are asking for donations, then he is more at ease with it. Suzy asks Jennifer to please set up a donation pop up on the website and says that she will send the Westwood email and one for Evergreen to Mr. Lambert.

8.3 Revamped pyjama breakfast holiday take home treat – Dec 17/18 feedback from teacher rep or parents

Mrs. Weir says that it was a fun and cute activity. Her kids are older so they were able to prepare it themselves. It was hot chocolate party and everyone seemed happy with it.

8.4 Soccer Nets (Suzy Q) painted last 2 nets on junior side. Missing large tie wraps at Dollarama to install las net. Will complete in the Spring. Keep on agenda until complete.

8.5 Grad Chequebook – stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located and locked in H&S cabinet.

9. Verbal Reports (n/a)

10. Question Period: Questions/Comments regarding any items on the agenda.

10.1Closing

Thank you everyone for attending and making a difference

10.2 Next Meeting Monday March 8th at 6:30

10.3Adjournment (time)

Meeting officially adjourned at 7:24 by Suzy

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Evergreen Home and School Association Meeting Agenda for Monday, March 8th, 2021 (zoom)

1. Call to order 6:30 PM - Welcome (MOTION to open / second)
2. Verification of Quorum (7 people)
3. 4 Minutes - to read written minutes from last H&S meeting
4. Agenda - Additions / MOTION to adopt Agenda
5. Approval of Minutes from February 1st, 2021 (zoom)/ Corrections (if necessary/ MOTION to approve)
6. Standing Reports
 - 6.1 Principal Report
 - 6.2 Teacher Representative Report
 - 6.3 Grad Representative Report
 - 6.4 Governing Board Report - next meeting March 23 @ 6:30pm
 - 6.5 Treasurer Report - February
7. Fundraisers (upcoming and ongoing)
 - 7.1 Anti-bullying face masks (Suzy Q)
 - 7.2 Super Recycleurs (Suzy Q)
 - 7.3 Spirit Wear Swag Wear (Suzy Q)
 - 7.4 Subway (Suzy Q)
 - TCBY
 - Pizza
 - 7.5 Aliments M&M (Suzy Q)
 - 7.6 Swag Wear (Suzy Q)
 - 7.7 Leaf bags (Suzy Q)
 - 7.8 Scholastic book fair (Maeghan)
 - 7.9 Mabels' Labels (Maeghan)
 - 7.10 Lualoha (Maeghan)
8. New / Ongoing Business
 - 8.1 Staff Wish List (Suzy Q)
 - 8.2 Soccer Nets (Suzy Q)
 - 8.3 Grad chequebook
9. Question Period: Questions/Comments regarding any items on the agenda.
 - 9.1 Closing
 - 9.2 Next Meeting Monday April 12th at 6:30PM
 - 9.3 Adjournment

Evergreen Home and School Association Meeting Minutes

Date: Monday March 8th, 2021
Location: Zoom Online Meeting
Present: Susan Nowak (Suzy Q), Jennifer Gilligan, Bobbi Hamilton, Elizabeth Phillips, Maeghan Andrew, Adam Lambert, Sarah Simunic, Sandra Weir, Corrie Pacitto, Melinda Paradis
Minuted by: Bobbi Hamilton

1. Call to order 6:30 PM – Welcome (MOTION to open/ second)

Meeting officially called to order at 6:31 by Suzy

MOTION to call meeting to order

All in favor, motion passed.

2. Verification of Quorum(7People)

Verified by Suzy

3. 4 Minutes - to read written minutes from last H&S meeting

Suzy asks if everyone has read the minutes from the previous H&S meeting, everyone responds that they have.

4. Agenda - Additions / MOTION to adoption of the Agenda

MOTION (Melinda, Jennifer) to adopt the agenda.

All in favor, motion passed.

5. Approval of Minutes from February 1st, 2021(zoom)/ Corrections (if necessary/ MOTION to approve)

MOTION (Maeghan, Melinda) to approve minutes from February 1st, 2021.

All in favor, motion passed.

6. Standing Reports.

6.1 Principal Report

Mr. Lambert says that he does not have a lot to report, except for one big thing, which is staff appreciation week and to thank H&S for their contributions. It was very appreciated. The teachers loved the lunch and the balloon display is still by the front door. We are now back from March break and ready to push forward for the rest of the year.

6.2 Teacher Representative Report

Mrs. Weir thanks H&S for all that they did for staff appreciation. It was really nice to receive a little treat each day and the lunch was amazing. All the gift cards for the staff wish list have been given and Mrs. Weir has sent an email reminding the staff to send pictures of what they have purchased to H&S and also to share on Seesaw so that parents can see what the H&S funds have gone toward.

6.3 Grad Representative Report

Mrs. Weir reports that she picked up the hoodies today and the students will receive them in a few days after they have done the appropriate quarantine time. They were able to add three signatures that were missing. A few of the younger teachers in the school are working with the grade six teachers to help brainstorm and develop some COVID friendly graduation ideas.

6.4 Governing Board Report – Next meeting March 23rd, 2021

Bobbi reports that TCBY every second week was passed, as well as continuing the sale of the anti-bullying face masks. Suzy mentions that there was also an e-vote passing the sale of spirit wear t-shirts (to be discussed in 7.3)

6.5 Treasurer Report

Elizabeth reports that there was not a lot to report for the month of January. In February we brought in \$1005 for the sale of face masks, however our expenses for the production of the facemasks was \$1300. We received \$1355 in donations toward staff appreciation week and spent \$917. The staff wish list gift cards were \$1200 in expenses and Helping Our Own so far has been \$1059. Our net profit for the year this far is \$-834.

7. Fundraisers (upcoming and ongoing)

7.1 Anti-bullying face masks (Suzy Q)

Suzy reports that forty-seven out of seventy-five ordered youth masks were sold resulting in \$750 in sales. Twenty out of fifty ordered adult size were sold resulting in \$300 in sales. We are currently at a \$295 loss as they were pre-ordered because of the strict timeline. The Terry Fox T-shirt sales were used as a reference point when deciding how many to pre-order, which were \$1035 sales in youth size and \$780 sales in adult size.

Forty-five out of two-hundred and twenty-one families purchased the face masks, actually less than that because three of the purchases came from staff members. An individual email was sent to each person who purchased thanking them for their support.

Suzy asks if anyone has any idea why the sales may have been low? Melinda says she thinks it may just be the fact that it was face masks and those can be very personal and there is also some debate regarding using masks. Sarah says she's not sure that the masks can be compared to Terry Fox shirts. It may have also been a cost factor (\$15/mask), as people who have recently purchased masks may have had a hard time justifying spending that on one mask when they could get multiple for that price at somewhere like Old Navy or even disposable ones.

7.2 Super Recycleurs (Suzy Q)

Suzy says that she was busy with staff appreciation and March break and therefore has not made any movement on the Super Recycleurs fundraiser at this point. There is a lot of back-end stuff that needs to be done with the city, and with the general low participation in fundraisers this year do you think it is worth going forward? Melinda thinks this one will probably be successful as people have had a hard time dropping of donations to donation centers and are still facing limitations. This is around the time of year people are doing spring cleaning and will probably have a lot to contribute. Sarah suggests giving everyone a good heads-up and spreading the word as much as possible. She asks if there any output costs and Suzy says no. Sarah says then to go ahead with it and going forward, it would be important to focus only on events that have no output costs; having to buy the masks before we sell them was a gamble. Melinda asks if we will be able to advertise Super Recycleurs on community groups? Suzy directs the question to Mr. Lambert who says it will be ok as long as we don't get overloaded or stuck with excess items.

7.3 Spirit Wear Swag Wear (Suzy Q)

Suzy says that before March break Ms. Lindsay reached out to her regarding having a spirit wear T-Shirt made. GB has approved this through e-vote. The executive committee along with Ms. Lindsay were thinking some thing gender neutral and with a vintage look. We were looking for a brighter color for summer and spring, but yellow was not agreed upon. Picture of the proposed T-Shirt designed is displayed for everyone to see. It is heather red color with "Evergreen" written at the top with four lines and then "est 1992" in either white or grey (we need to decide on one). Suzy asks what everyone thinks of the red color? The grad shirts this year are grey, the rainbow ones are black, the old phys-ed ones are blue. Everyone says they like the red. Melinda and Sarah say the like the white lines, and Sarah says that its very generic and people could wear it without knowing that it's linked to an elementary school. Corrie says that it is very trendy, but she likes the black lines better. Suzy says we will vote on it.

MOTION to approve the heather red T-shirt with white writing. Everyone in favour, except for Corrie. MOTION passed.

Suzy says that once a week is spirit swag wear day at the school. To improve and understand H&S involvement and to encourage kids to wear their Evergreen wear, would it be possible to have the teachers take note who wears Evergreen attire and then at the end of the month there could be a draw for a prize? Mrs. Weir says she thinks that it's a great initiative and it would be doable for the older kids as they could write their own names on a ballot, however it may be more work for the younger grades. Mr. Lambert says that they can bring it to the staff and see what they think. Sarah asks if any Evergreen shirt will be accepted, and Suzy says yes, any one that says Evergreen on it. Suzy asks if anyone has ideas for prizes? Melinda suggests a gift card maybe to Dairy Queen or Walmart or something, it is easy to sanitize and kids love paying for things themselves. What should the amount be? Both Sarah and Melinda agree that \$5 or \$10 would be more than enough.

Suzy says that her and Ms. Lindsay will keep communicating regarding this and will get Mr. Lambert's approval before proceeding.

7.4 Subway, TCBY, Pizza (Suzy Q)

Now that March break is over, we need to decide if we will offer subway for the remainder of the year or not. Corrie says that restrictions are starting to loosen up it may be good to consider it. Perhaps we should wait a few more weeks and offer in April. Suzy says that normally the ordering period would allow us to give two weeks notice to the supplier. Do we start selling in April or distributing in April? If we decide to sell in April we could just have one ordering period for the remainder of the year. The concern is the COVID variant, because if it gets into the school the whole school shuts down. Suzy says for TCBY that two people did not place orders as they had been affected by the no refund policy during the last class closures. Corrie suggests taking the month of March to examine the numbers and then we can revisit, Suzy says she will reach out to get everyone's thoughts.

Sarah asks when Super Recycleurs will be and Suzy says that we do not have a date chosen. Sarah says it would be good to space things out to not overwhelm everyone with too many initiatives at once.

Jennifer asks if now that we have increased TCBY to every second week, could we increase Subway to every week? Mr. Lambert asks how much work does it entail for Lucy? Suzy says that basically the food gets delivered to the school at 10:30 am, Ms. Lucy has to put it on the bus and organize it for the lunch monitors to carry to their classrooms when they are about to begin their lunch duty. Suzy will check with Lucy if it would be feasible to do Subway every week without creating too much extra work for her. Jennifer mentions that Subway has already been approved for every week through GB.

Suzy reports that TCBY ordering ended on March 4th. Jennifer sent emails out to everyone to remind them about the second ordering period. In total 146 orders were placed, in comparison to 136 last November and December, so we will see an increase in profit.

7.5 Aliments M&M (Suzy Q)

Suzy picked up a cheque for the amount of \$250 which covers all purchases from the beginning until the end of January. At this time anyone can go into the store and place their order and when they say they are with Evergreen we get 10% of the order. This will not be the format next year, it will only be done by weekend blitz's. Would like to run another weekend blitz before the end of the year. When you spend \$50 or more you get 10\$ off a dessert of your choice. Suzy asks when we think does everyone think we should do it? Corrie suggests for Easter weekend and Sarah says maybe Mothers' day weekend and we can spin that Mother's don't have to cook. Suzy says we would be able to do both and will look into it.

7.6 Swag Wear (Suzy Q) - ongoing

No outstanding orders.

7.7 Leaf bags (Suzy Q)

Suzy says that we will promote leaf bag sales again once the snow melts. She says that the price point is comparable to Costco (Costco is \$14.99 + tax = \$17.27/25 comparative \$25.00 - 10% H&S member = \$22.50, \$5.23 more). Suzy asks Maeghan if she can make a promotional flyer soon for the spring campaign.

**7:13 Corrie logs off meeting.

7.8 Scholastic Book Fair (Maeghan)

Maeghan says that this a fundraiser that we can do whenever it is convenient. There are no costs or fees. It is a two-week sale and the profits from the sale go directly back to the school. Sarah asks what the difference is between the sale and just direct ordering online. Maeghan says nothing really except through the sale the money goes to the school as a whole, when you make individual purchases and using a teacher's code it goes directly to them.

Jennifer says she likes the idea, but think's that we are running out of time. Sarah thinks if the teachers message the class it may be more successful. Parents may be overwhelmed by H&S initiatives, so it may be better to come directly from the teachers; either way the outcome is the same. Some teachers are usually very involved promoting Scholastics, for example Ms. Niedan. Melinda says that she has not been doing it this year. Melinda agrees with Jennifer that it seems like too much. Sarah asks if the teachers can still send out messages to their own classes with codes? Mrs. Weir says that usually parents expect the flyers, so with the older kids it is easier to just show the code to the kids, with the younger ones it may be more complicated. Mrs. Weir says they can bring it to the teachers and see if they are interested, at this point it will be a school-driven initiative not H&S.

7.9 Mabels' Labels (Maeghan)

We will share upcoming promotions for the spring. This is an ongoing fundraiser that is always available to parents.

7.10 Lualoah (Maeghan)

Suzy says that the product is from an Evergreen parent who gives us a kickback on sales. With all the restrictions and quarantine time, is it worth it? Bobbi asks if this fundraiser has been successful in the past? Suzy says the first year was good, but last year not so much. Melinda thinks with the uncertainty of summer it should probably be passed for this year. The small cutback we receive plus the fees incurred for the online purchasing isn't worth it. Cancelled for this year.

8. New /Ongoing Business

8.1 Staff Wish List (Suzy Q)

We have received two pictures (one was actually a video) of the products that were purchased using the Staff Wish-List gift card funds. We would love to see more.

8.2 Staff Appreciation Week in February (Suzy Q)

We received \$1355 in donations. 47 families in total donated, two were very substantial donations. H&S sent each parent who donated an email thanking them. Suzy asks Mr. Lambert if it would be possible for the school to thank parents for

their involvement and participation as well. Not necessarily for this particular initiative, but just in general to bring some positivity when there seems to be a lot of negativity surrounding the school during this time. Mr. Lambert says that he and Mrs. Weir will discuss.

8.3 Soccer Nets (Suzy Q)

To be completed in the spring.

8.4 Grad Chequebook – stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located and locked in H&S cabinet.

9. Question Period: Questions/Comments regarding any items on the agenda.

Suzy says that with Covid and that H&S can't be in building, things have been different. There seems to be misconception of the H&S role. This was brought up at GB meeting and it was said that H&S needs to have stronger highlighting of their importance and that the school administration and staff need to be the liaison between H&S and families. We need staff to promote the importance of H&S to students and parents. We are desperately in need of people to attend meetings and to take on roles of executives. Many of the people who have carried on these roles for the past several years are beginning to leave the school and it is a concern as to what will happen to H&S once they are gone. Mr. Lambert says this year is unlike any other year and that he believes the situation is probably just the same in every school. He says that he is happy to be the liaison, however he has never received a single message on behalf of H&S from the administration of his children's school. He states that while he is very happy to support H&S and that he has done everything he can to do that, he does not see it as the school's job to support H&S, when it should be the other way around.

Suzy asks how do we get new blood interested in the H&S? Melinda says that she is happy to brainstorm with Suzy some ideas and will also reach out to a few GB parents to find out what's happening in other school's and how they are managing. There is a large misconception that H&S is run by stay-at-home moms who are looking to form a clique. It would be good to try to get dads in there as well, in the past when they have volunteered at events, such as the pancake breakfast, and they have been surprised at the work being done and truly loved participating. We need to break the stigma surrounding H&S. In the end, we all want the same thing, which is to enrich the school life for the children and staff. Sarah says that it is really important that we show exactly what H&S does and how we get there. Highlight things that are being discussed at meetings, such as upcoming events, and encourage parents to join and provide feedback.

Jen says that we have to have ten people at the May meeting, how will we make this happen when we have hard enough time getting seven, and what will happen if we don't make quorum? Melinda says that she believes that as long as we have the primary executives in place prior to the QFHSA fees are due (in October) then we

are ok, and we can postpone the AGA until June. We will have to really promote it, tell friends, etc... Suzy says it has to be paid membership attendees who can vote on the positions. We will send emails to all members to encourage them to attend. Melinda asks how will you do votes for executives? Online? Survey? Suzy says she hasn't thought of that yet, but would probably use the same format as GB. Melinda says that was done through the school board and it was a paid polling company. You could possibly Facebook poll? Melinda will reach out and get ideas from other parents and reps in the same position. Nominations could be posted prior to AGA and then post and vote. Suzy says if we do it that way, then the vote could just take place via zoom. Melinda says that if this year's executive team is willing to stay on you then you can just post and there will not be a need for nominations.

9.1 Closing

Thank you everyone for attending and making a difference

10.1 Next Meeting Monday April 12th at 6:30 pm

10.2 Adjournment (time)

Meeting officially adjourned at 7:42 by Suzy

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Evergreen Home and School Association Meeting Agenda for Monday, April 12th, 2021 (zoom)

1. Call to order 6:30 PM - Welcome (MOTION to open / second)
2. Verification of Quorum (7 people)
3. 4 Minutes - to read written minutes from last H&S meeting
4. Agenda - Additions / MOTION to adopt Agenda
5. Approval of Minutes from March 8th, 2021 (zoom)/ Corrections (if necessary/ MOTION to approve)
6. Standing Reports
 - 6.1 Principal Report
 - 6.2 Teacher Representative Report
 - 6.3 Grad Representative Report
 - 6.4 Governing Board Report - next meeting April 28th @ 6:30pm
 - 6.5 Treasurer Report - March
7. Fundraisers (upcoming and ongoing)
 - 7.1 Super Recycleurs (Suzy Q)
 - 7.2 MOTION to discuss / approve Hudson Hardware Soil/Mulch Fundraiser (Suzy Q)
 - 7.3 MOTION to discuss / approve Inversed Umbrellas (Suzy Q)
 - 7.4 Spring 2021 Swag Wear (Suzy Q)
 - 7.5 Subway (Suzy Q)
 - TCBY
 - Pizza
 - 7.6 Aliments M&M (Suzy Q)
 - 7.7 Swag Wear (Suzy Q)
 - 7.8 Anti-bullying masks (Suzy Q)
 - 7.9 Leaf bags (Suzy Q)
 - 7.10 Mabels' Labels (Maeghan)
8. New / Ongoing Business
 - 8.1 Annual General Meeting - next year exec team
 - 8.1 Staff Wish List (Suzy Q)
 - 8.2 Staff Appreciation Week (Suzy Q)
 - 8.3 Soccer Nets (Suzy Q)
 - 8.4 Grad chequebook
9. Question Period: Questions/Comments regarding any items on the agenda.
 - 9.1 Next Meeting Monday May 3rd (AGM) at 6:30PM
 - 9.2 Closing (MOTION to close / second)
 - 9.3 Adjournment

Evergreen Home and School Association Meeting Minutes

Date: Monday April 12th, 2021

Location: Zoom Online Meeting

Present: Susan Nowak (Suzy Q), Jennifer Gilligan, Bobbi Hamilton, Elizabeth Phillips, Maeghan Andrew, Adam Lambert, Marie-Eve Frenette, Sarah Simunic, Melinda Paradis, Melissa Bindon (Via Speaker Phone)

Minuted by: Bobbi Hamilton

1. Call to order 6:30 PM – Welcome (MOTION to open/ second)

Meeting officially called to order at 6:32 by Suzy

MOTION (Melinda, Elizabeth) to call meeting to order

All in favor, motion passed.

2. Verification of Quorum(7People)

Verified by Suzy

3. 4 Minutes - to read written minutes from last H&S meeting (March 8th, 2021)

Suzy asks if everyone has read the minutes from the previous H&S meeting, everyone responds that they have.

4. Agenda - Additions / MOTION to adoption of the Agenda

MOTION (Jennifer, Melinda) to adopt the agenda.

All in favor, motion passed.

5. Approval of Minutes from March 8th, 2021(zoom)/ Corrections (if necessary/ MOTION to approve)

MOTION to approve minutes from March 8th, 2021.

All in favor, motion passed.

6. Standing Reports.

6.1 Principal Report

Nothing to report

6.2 Teacher Representative Report

Nothing to report

6.3 Grad Representative Report

Hoodies have been received and distributed, everyone is very happy and excited.

6.4 Governing Board Report – Next meeting April 28th, 2021

Spring Swag wear was approved via e-vote

6.5 Treasurer Report

Elizabeth reports that the Spring Swag wear campaign brought in a total of \$1516. Expenses were \$781 and net income was \$735. TCBY has brought in \$885 in net income for the past year including April. Les Aliments M&M – we received another cheque for \$100 bringing us to a total of \$350 for the year. \$311 was spent on Helping Our Own. We are currently reporting \$-713 net profit.

7. Fundraisers (upcoming and ongoing)

7.1 Super Recycleurs (Suzy Q)

Maeghan will produce a promotional flyer which will be placed on Facebook community sites. Suzy asks Mme. Mare-Eve if she can forward the flyer to the teachers and asked them to put on SeeSaw as well. The amount we make is based solely on weight; the more we get, the more we profit.

Suzy says that she was thinking of having them place the trailer next to the gym in front of the bike racks. It will be delivered Wednesday (April 28th) after school and will be there until Saturday (May 1st). Friday April 30th is a PED day. Mr. Lambert says that is fine as long as the gym exit is not blocked. Sarah says that she finds the poster hard to read on the cellphone, a mobile version may be required.

7.2 MOTION to discuss/approve Hudson Hardware Soil/Mulch Fundraiser (Suzy Q)

Motion (Bobbi, Melinda) to discuss/approve Hudson hardware soil/mulch fundraiser

All in favor, motion passed

This fundraiser was done two years ago. For every bag of mulch or topsoil purchased at Hudson Hardware, the purchaser just needs to say Evergreen, and Hudson Hardware will give \$0.25 to the school. Last time we received about \$75 in profit. There is no cost or work for us except for advertising. Because more people are staying home this year and working around their house it may be more successful.

All in favor, motion approved

7.3 MOTION to discuss/approve Inversed Umbrella's (Suzy Q)

Motion (Melinda, Elizabeth) to discuss/approve inversed umbrella's.

Suzy says she was approached about an inversed umbrella fundraiser. While it may be nice for Mother's Day, do we have too much going on? Melinda says that there is a lot of uncertainty and a lot going on, we are better to table it for the fall. Everyone in agreement.

7.4 Spring Swag Wear (Suzy Q)

This was a very successful fundraiser. Thank you to Ms. Lindsay for her input. The videos were great and the last reminder email added about 30-40 shirts.

Statistics:

22% of families ordered (49/221)

Out of 105 t-shirts sold, 38 were purchased using the H&S discount.

7 Homeroom teachers, 5 aides and 4 specialty staff ordered.

Families and children were asked not to open the packages until they got home, as during the facemask campaign two facemasks were lost which we replaced at no charge and absorbed the cost.

Feedback on quality and price point of the t-shirts? Melinda says the price point was good, about what she would spend on t-shirts for her kids anyways. Everyone said the quality was good. Bobbi thinks the H&S discount made a difference, as she ordered for her whole family instead of just the kids.

Should swag wear be a fall (hoodie) and spring(t-shirt) campaign? Sarah says it depends how much else is going on.

7.5 Subway (Suzy Q) TCBY Pizza

Subway will not be offered for the rest of the year.

TCBY last ordering period is now open until April 19th. Thank you to Ms. Lucy, she says all is going well without any issues.

7.6 Les Aliments M&M (Suzy Q)

We received a \$100 cheque. Prior to the blitz we had a profit of \$43.75 and then the blitz weekend brought in \$38.76 (5 costumers). He rounded the total up to \$100. The final blitz will be Mother's day weekend, Maeghan to make flyer.

7.7 Swag Wear (Suzy Q)

Orders up to date. Bobbi to find out at next GB meeting if Phys Ed shirts will be mandatory next year.

7.8 Anti-Bullying Masks (Suzy Q)

Up to date

7.9 Leaf Bags (Suzy Q)

A few orders still coming in. All profit moving forward

7.10 Mabel's Labels (Maeghan)

Maeghan will post ad from website for summer camp.

8. New /Ongoing Business

8.1 Annual General Meeting – Next year exec team

The AGM will be May 3rd at 6:30pm. Notice must be given 10 days in advance, Mr Lambert to send an email. We need ten H&S members to make quorum.

All positions are open. You can nominate yourself or someone else. How can we encourage parents from younger grades to join? Suzy asks Mme. Marie-Eve if she can speak to the teachers of the younger grades to see if there is any way to connect with the parents and get them interested?

Mme. Marie-Eve says they can maybe send an email to ask parents, it is difficult without volunteers this year to see who is interested. Suzy and Mme. Marie-Eve to discuss further.

8.2 Staff Wish List (Suzy Q)

We have received pictures from four homeroom teachers. Suzy asks Mme. Marie-Eve if she can please remind the teachers. Mme. Marie-Eve says that some teachers may not have sent pictures yet as they are waiting to use the material or may have particular projects in mind, so they are holding off. Suzy says she trusts the teachers are using the gift cards, she just wants to be able to show parents what H&S funds are being used toward.

8.3 Staff Appreciation Week (Suzy Q)

Balloons were removed by the caretaker. Mr. Lambert says sign is in the H&S room

8.4 Soccer Nets (Suzy Q)

Last net on the junior side was installed. All nets have tie wraps. Suzy asks if the caretaker to check if the tie wraps need maintenance? Mr. Lambert says yes, maybe not the caretaker, but someone will. Suzy asks to please remind teachers and staff to not to let the kids hang jackets and hoodies on the soccer nets as they are too heavy.

8.5 Grad Chequebook – stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located and locked in H&S cabinet.

9. Question Period: Questions/Comments regarding any items on the agenda.

9.1 Next meeting Monday May 3rd (AGM) at 6:30 pm

9.2 Closing (MOTION to close/second)

Motion (Melinda, Sarah) to close meeting

All in favor, motion passed

9.3 Adjournment (time)

Meeting officially adjourned at 7:02 by Suzy

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Evergreen Home and School Association Meeting Agenda for Monday, May 3rd, 2021 (zoom)

1. Call to order 6:30 PM - Welcome (**MOTION to open / second**)
2. Verification of Quorum for AGM (10 people) regular meeting (7 people)
3. 4 Minutes - to read written minutes from last H&S meeting
4. Agenda - Additions / **MOTION to adopt Agenda/second**
5. Approval of Minutes from April 12th, 2021 (zoom)/ Corrections (if necessary/ **MOTION to approve/second**)
6. Standing Reports
 - 6.1 Principal Report
 - 6.2 Teacher Representative Report
 - 6.3 Grad Representative Report
 - 6.4 Governing Board Report - next meeting May 25th @ 6:30pm
 - 6.5 Treasurer Report
7. Fundraisers (upcoming and ongoing)
 - 7.1 Super Recycleurs (Suzy Q)
 - 7.2 Hudson Hardware Soil/Mulch Fundraiser (Suzy Q)
 - 7.3 Aliments M&M (Suzy Q)
 - 7.4 Spring 2021 Swag Wear (Suzy Q)
 - 7.5 TCBY (Suzy Q)
 - 7.6 Swag Wear (Suzy Q)
 - 7.7 Anti-bullying masks (Suzy Q)
 - 7.8 Leaf bags (Suzy Q)
 - 7.9 Mabels' Labels (Maeghan)
8. New / Ongoing Business
 - 8.1 Annual General Meeting (10 members quorum)
 - 8.2 **MOTION to discuss** Evergreen Fun Day
 - 8.3 Staff Wish List (Suzy Q)
 - 8.4 Soccer Nets (Suzy Q)
 - 8.5 **MOTION / second** to discuss pizza / subway / TCBY for next year. **Approve/2nd**
 - 8.6 Grad chequebook - stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located in locked in H&S cabinet.
9. Question Period: Questions/Comments regarding any items on the agenda.
 - 9.1 Final Meeting Monday June 7th at 6:30PM
 - 9.2 Closing (MOTION to close / second)
 - 9.3 Adjournment

Evergreen Home and School Association Meeting Minutes

Date: Monday May 3rd, 2021

Location: Zoom Online Meeting

Present: Susan Nowak (Suzy Q), Jennifer Gilligan, Bobbi Hamilton, Elizabeth Phillips, Maeghan Andrew, Adam Lambert, Marie-Eve Frenette, Sarah Simunic, Melinda Paradis, Georgia Kollias

Minuted by: Bobbi Hamilton

1. Call to order 6:30 PM – Welcome (MOTION to open/ second)

Meeting officially called to order at 6:30 by Suzy

MOTION (Jennifer, Bobbi) to call meeting to order

All in favor, motion passed.

2. Verification of Quorum(7People)

Verified by Suzy

Quorum reached for regular meeting but not for AGM

3. 4 Minutes - to read written minutes from last H&S meeting (April12th, 2021)

Suzy asks if everyone has read the minutes from the previous H&S meeting, everyone responds that they have.

4. Agenda - Additions / MOTION to adoption of the Agenda

MOTION (Elizabeth, Jennifer) to adopt the agenda.

All in favor, motion passed.

5. Approval of Minutes from April 12th, 2021(zoom)/ Corrections (if necessary/ MOTION to approve)

MOTION (Elizabeth, Jennifer) to approve minutes from April 12th, 2021.

All in favor, motion passed.

6. Standing Reports.

6.1 Principal Report

Mr. Lambert says that there is very little to report. The weather is nicer outside resulting in fewer indoor recesses, everyone is happy about that.

6.2 Teacher Representative Report

Mme. Marie-Eve says there is nothing new to report. We have found a way to send messages to everyone at once on Seesaw which makes promoting fundraisers easier. We have lost a few instruction days due to strikes.

6.3 Grad Representative Report

Melinda says they are still brainstorming how to celebrate. Mr. Lambert says he will be sending out an email with further details on Wednesday (May 5th).

6.4 Governing Board Report – Next meeting May 25th @ 6:30

Bobbi reports that mandatory phys-ed shirts will not be happening for 2021-2022 school year, but the idea may be revisited next year.

6.5 Treasurer Report

Elizabeth reports revenues from TCBY (\$1950), Leaf bags (\$53.50). Main expenses (besides fees) were HOO around \$363 which covers April Meals + TCBY to the end of the year. Currently showing a profit of \$247, but with expenses (and depending on revenue from Super Recycleurs) we forecast about -1000 for the year.

7. Fundraisers (upcoming and ongoing)

7.1 Super Recycleurs (Suzy Q)

Was a complete success. We filled three trailers completely. Thank you to all the volunteers for their time. The only costs incurred was \$14 on cardboard to advertise at major local intersections and kiss and drop. Using social media for advertisement was fantastic and we had about 50% Evergreen community participation 50% local community participation.

Feedback? Sarah says it's a no-brainer because it has no costs and only needs volunteers. Mr. Lambert agrees, he was very concerned that stuff would be left behind, but there was nothing. Sarah says the positioning of it in the bus lane was great because there was no school, but if kids had been there it could have been dangerous with the trailer hitch and pieces sticking out. Suzy is thinking that next year to have the truck sitting sideways facing Rouleau so cars don't need to go through the parking lot to access it.

To be approved at GB for next year around the same time.

7.2 Hudson Hardware Soil/Mulch Fundraiser (Suzy Q)

Was approved at last GB meeting and will have email sent out informing families that for every bag of soil and mulch sold, Evergreen receives \$0.25.

7.3 Aliments M&M (Suzy Q)

Last blitz will be this weekend (May 7/8/9). Spend \$50 and get \$10 off a dessert of your choice. Suzy will add to email to be sent to families, but will not advertise in community due to just finishing Super Recycleurs.

7.4 Spring Swag Wear (Suzy Q)

One parent has emailed saying that they did not receive their order (Three t-shirts, \$45 value). The homeroom teacher has confirmed receipt of the order. Mr. Lambert says that the teacher is adamant that she gave the t-shirts, the family insists they do not have them, and they cannot be found in the school. Are they able to be re-ordered? Suzy says no, as it was a specific order and the price per unit will go up. We will likely have to refund them. Does H&S absorb this cost? Mr. Lambert says they can discuss and perhaps split the cost.

7.5 TCBY (Suzy Q)

Last week's strike day affected April 29th TCBY so it was moved to today (May 3rd). It went well except some parents thought their children should have received orders today because they had ordered for May and June. An email was sent to explain that today's order was part of April ordering period.

7.6 Swagwear (Suzy Q)

All orders are up to date.

With Phys-ed shirts not being mandatory next year we need to decide what to do with the excess of the blue swagwear shirts, should they be tied in with the selling of H&S memberships? Georgia suggests maybe giving them to new families or at a discounted price. Suzy thinks we should open it to everyone as we have a lot in inventory. Georgia thinks giving them as a freebie with membership is a good idea, but what if they have more than one child, do we have enough to give? Suzy says we easily have over 200 t-shirts.

Sarah suggests giving them at a discount for early membership. Suzy says she is trying to think of ideas to entice people to use them and the face masks. If we are giving them away, we could donate them to Super Recycleurs. Georgia thinks it better to give them to families.

Melinda suggests using them as a way to entice people to donate to hot dog day (Discussed in 8.2). donate (a certain amount) and get a free swagwear shirt. People are more likely to donate if they get something tangible in return.

Jen says that sometimes H&S will give new kindergarten families a small information letter telling them what we do and how they can become involved, maybe we can include the t-shirts with that. Sarah agrees that it would be a great opportunity to tell people about H&S. Melinda does not think it needs to go to GB since it is already paid for.

7.7 Anti-Bullying Masks (Suzy Q)

No new orders

7.8 Leaf Bags (Suzy Q)

A few orders still coming in, all is profit. Reminder to be included in erms that the bags can be used for compost bins as well.

7.9 Mabel's Labels (Maeghan)

Maeghan will look for promos and post something on the H&S Facebook page.

8. New /Ongoing Business

8.1 Annual General Meeting – (10 Members Quorum)

AGM to vote in next year's executive committee was supposed to be held tonight, but since we have only 7 members present and need 10, we cannot proceed. In order to form H&S (according to the QFHSA) for next year we need a president, vice-president and treasurer. Elizabeth, who is the treasurer, will be stepping down next year, and since we have not found a replacement at this point we cannot advance forward. So far the only people nominated for next year's committee are the current H&S executives, so at this point, as default we would just follow through. Elizabeth has agreed to help out at the beginning of the year and bridge the gap until we find a new treasurer, thank you Elizabeth.

MOTION (Jennifer, Melinda) to move AGM until September/October 2021.

All in favor, motion passed.

8.2 MOTION to discuss Evergreen Fun Day

MOTION (Maeghan, Sarah) to discuss Evergreen fun day

All in Favor, motion passed.

Normally, in non-COVID years, there has always been some form of “fun day” for the kids, such as “Minute to Win it” game day. With the restrictions this year, we would like to still be able to find a way to celebrate the end of year and do something special for the children and staff. Since the grads are not doing a hot-dog day, H&S would like to do a hotdog lunch for the school. The hotdogs would come from a restaurant, would be individually wrapped (two per child). Large bottles of condiments would be purchased and shared between classes (disinfected between use). The lunch would consist of two hotdogs, a drink and a snack per child. The junior (grades k-3) classes would have their lunch on one day, and the seniors (grades 4-6) on a different day. Teachers, administration and aides would also be included.

Mr. Lambert asks who would be paying for this? Suzy says that H&S would commit to the cost, however we would ask parents for donations (of their choice) to help offset the cost. There would be a donation button set up on the H&S webpage, like the one that was done for teacher appreciation week. Mr. Lambert says that it would probably be a substantial cost, and is just concerned about H&S having to absorb the entire cost. Suzy says she would speak to restaurant and would hopefully be able to get a good deal with an order of that size. Mr. Lambert says he is ok with the idea, but would like to take it to staff council.

MOTION (Georgia, Melinda) to discuss feasibility of Evergreen fun day

All in favour, motion passed

**7 Pm – Mr. Lambert and Mme. Marie-Eve sign off of meeting

Sarah says her concern with the hotdogs in that quantity is that they may go soggy in transportation by the time they arrive at the school. Suzy says in past years they when they have had hotdog days in the school they have prepared them at 9 am and served them at 11 am and they have always been ok.

Suzy says that she is hoping we can get the hotdogs at \$0.90 (\$1.80/child), drinks at \$0.40/child, and a snack (half a freezie, or chocolate cookie), estimating a total of \$2.75 per child. With 321 students & 60 staff it would be approximately \$1100. This year's participation rate from families has been about 20%, if we get that at \$5.00 each it's approximately \$200 in donations we could receive. Sarah asks how much does the pancake breakfast usually get in donations in a normal year? Georgia says that no amount was suggested and usually families are quite generous. Suzy asks if anyone thinks we would receive a different response in terms of donations because it is the end of year, and not Christmas time. Jen says no, not because of the time of year, but because it's a COVID year. Georgia says that H&S needs to be prepared to cover the entire amount. Melinda asks if there was a budget for an end of year activity, and Suzy says that the original budget included a profit from pizza and Subway lunches which did not happen this year.

Jen suggests doing just freezies or popsicles as an end of year treat. Georgia says the logistics surrounding quarantine and distribution would be easier as well. Jen suggests revisiting the hot dog day at the beginning of next year if it is feasible. Suzy asks if we should do a whole or half freezie per child, Bobbi says half is fine.

All in agreement, no end of year hotdog lunch, each student will receive half a freezie and H&S will absorb the cost.

8.3 Staff Wish List (Suzy Q)

Two more pictures have come in from staff revamped wish-list. After the last strike announcement H&S decided to do a quick pick-me-up stress relief package for the staff and we received a few thank you notes.

8.4 Soccer Nets (Suzy Q)

Senior net has been put back up, thank you to Mr. Lambert.

8.5 MOTION/second to discuss pizza/subway/TCBY for next year. Approve/2nd

Motion (Sarah, Jen) to discuss Pizza/Subway/TCBY for next year

All in favour, motion approved.

If all is back to normal for the next school year and volunteers are allowed in the school, we would like to do Subway/Pizza lunches alternating every second week and TCBY once a month.

If the COVID restrictions are still present we would like to do TCBY twice a month. Suzy will prepare dates to present and have approved at GB. We would need to check with Lucy as she is very involved with these initiatives, but if she says ok then we can move forward.

MOTION (Elizabeth, Georgia) to approve Pizza/Subway lunches and TCBY depending on school COVID restrictions

All in favour, motion approved

8.6 Grad Chequebook – stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located and locked in H&S cabinet.

9. Question Period: Questions/Comments regarding any items on the agenda.

9.1 Final meeting Monday June 7th at 6:30 pm

9.2 Closing (MOTION to close/second)

Motion (Georgia, Melinda) to close meeting

All in favor, motion passed

9.3 Adjournment (time)

Meeting officially adjourned at 7:18 by Suzy

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Evergreen Home and School Association Meeting Agenda for Monday, June 7th, 2021 (zoom)

1. Call to order 6:30 PM - Welcome (**MOTION to open / second**)
2. Verification of Quorum (7 people)
3. Special Guest Speakers
3. 4 Minutes - to read written minutes from last H&S meeting
4. Agenda - Additions / **MOTION to adopt Agenda/second**
5. Approval of Minutes from May 3rd, 2021 (zoom)/ Corrections (if necessary/ **MOTION to approve/second**)

6. Standing Reports
 - 6.1 Principal Report
 - 6.2 Teacher Representative Report
 - 6.3 Grad Representative Report
 - 6.4 Governing Board Report - next meeting June 15th @ 6:30pm
 - 6.5 Treasurer Report - May

7. Fundraisers (upcoming and ongoing)
 - 7.1 Aliments M&M (Suzy Q)
 - 7.2 Super Recycleurs (Suzy Q)
 - 7.3 Spirit Wear Swag Wear (Suzy Q)
 - 7.4 Subway (Suzy Q)
 - TCBY
 - Pizza
 - 7.5 Swag Wear (Suzy Q)
 - 7.6 Leaf bags (Suzy Q)
 - 7.7 Face mask (Suzy Q)

8. New / Ongoing Business
 - 8.1 Treasurer for next year
 - 8.2 Kindergarten intro letter
 - 8.3 End of year Treat
 - 8.4 GB Approvals for next year
 - 8.5 2020-2021 Recap H&S Newsletter
 - 8.6 Grad chequebook

9. Question Period: Questions/Comments regarding any items on the agenda.
 - 9.1 Closing
 - 9.2 That's a wrap
 - 9.3 Adjournment (**MOTION to approve/second**)

Evergreen Home and School Association Meeting Minutes

Date: Monday June 7th, 2021
Location: Zoom Online Meeting
Present: Susan Nowak (Suzy Q), Jennifer Gilligan, Bobbi Hamilton, Elizabeth Phillips, Maeghan Andrew, Adam Lambert, Marie-Eve Frenette, Sarah Simunic, Melinda Paradis, Georgia Kollias
Minuted by: Bobbi Hamilton

1. Call to order 6:30 PM – Welcome (MOTION to open/ second)

Meeting officially called to order at 6:41 by Suzy

MOTION (Sarah, Elizabeth) to call meeting to order

All in favor, motion passed.

2. Verification of Quorum(7People)

Verified by Suzy

3. Special Guest Speakers

Mme. P (Kindergarten teacher) thanks to all the volunteers at H&S this year for your hard work and all that you were able to accomplish given the circumstances. Special gift packages were given to each H&S standout volunteers in recognition and as a thank you for their dedication and work throughout the year.

4. 4 minutes to read written minutes from last H&S meeting

Suzy asks if everyone has read the minutes from the previous H&S meeting, everyone responds that they have.

5. Agenda - Additions / MOTION to adoption of the Agenda

MOTION (Sarah, Melinda) to adopt the agenda.

All in favor, motion passed.

(Note... as number 3 was accidentally duplicated in the agenda, all lines items have been adjusted accordingly in the minutes. No additional line items have been added).

6. Approval of Minutes from May 3rd, 2021(zoom)/ Corrections (if necessary/ MOTION to approve)

MOTION (Jennifer, Elizabeth) to approve minutes from May 3rd, 2021.

All in favor, motion passed.

Sidenote: Suzy says she forgot to motion and have approved “rollover” fundraisers for next year at the last meeting, so she will do so tonight.

7. Standing Reports.

7.1 Principal Report

Mr. Lambert says thank you to all of H&S for all that you did this year and all the time and effort that you dedicated, it was very much appreciated. There is not a lot to report, the year is winding down and everyone is looking forward to break. There is a strike day this Wednesday (June 9th) and a Ped day on Friday (June 11th). Report cards will go live at midnight on June 27th, on the Mozaik Portal. Mr. Lambert thanks the entire Evergreen staff for all of their hard work this year given the very challenging circumstances.

7.2 Teacher Representative Report

Mme. Marie-Eve says there is not a lot to report. She shared with the staff the amount that was raised through the Super Recycleurs fundraiser and they were all very pleased and impressed. We have two weeks left and everyone is very excited about summer.

7.3 Grad Representative Report

Melinda says there is a fun day planned on June 18th. There will be a ceremony in the morning, weather permitting it will be outdoors so all students can be together, otherwise it will be one bubble at a time indoors. It will be filmed so that parents can see. The ceremony will be followed by a pizza lunch and some fun activities in the afternoon.

7.4 Governing Board Report – Next meeting June 15th @ 6:30

Nothing to report, May meeting was cancelled

7.5 Treasurer Report

Elizabeth reports that we are ending the year with a \$106 net profit. We provided \$2268 worth of meals through the Helping Our Own program. We have received the cheque for Super Recycleurs, it has not yet been deposited, but is included in this report.

8. Fundraisers (upcoming and ongoing)

8.1 Aliments M&M (Suzy Q)

We made \$48 for the Mother’s Day Blitz. The owner would like to continue the partnership, but would like to eliminate open purchases and do only blitz weekends. Should we do one last blitz before the end of the year? Jen suggests doing one on Father’s Day weekend, since we did one on Mother’s Day weekend and it’s right before the end of the school year.

MOTION (Georgia, Sarah) to approve M&M fundraiser blitz events for the 2021-2022 school year at Governing Board.

All in favor, motion approved.

8.2 Super Recycleurs (Suzy Q)

We have received the official cheque and a certificate for recycling 3549 Kg worth of clothing. Certificate to be posted on H&S and Evergreen Facebook pages to promote how successful the

fundraiser was. Volunteer permitting, should we run this fundraiser in the fall and spring of the next school year? In the fall we would run it for one day, in the spring for two or three days. Georgia thinks it's a good idea as people who moved during the summer would have things to donate in the fall, and then winter and fall stuff to donate in the spring.

MOTION to have Super Recycleurs Fundraiser approved for the 2021-2022 school year at Governing Board.

All in favour, motion approved.

8.3 Spirit Wear Swag Wear (Suzy Q)

Regarding the misplaced order: The school issued a \$25 cheque to the family to cover the production costs and H&S refunded \$20, which was the amount of the profit. The parent was disappointed, but happy with the outcome and if the shirts happen to be located, would repurchase them.

8.4 Subway TCBY Pizza (Suzy Q)

We are unsure if volunteers will be allowed in the building next year and therefore have created two different schedules to be presented and approved at GB.

MOTION to have Pizza/Subway/TCBY fundraiser approved for the 2021-2022 school year at Governing Board.

All in favour, motion approved.

8.5 Hudson Hardware Soil/Mulch Fundraiser (Suzy Q)

Reminder to be included in H&S email to be sent out this week.

8.6 Leaf Bags (Suzy Q)

Still stock in Suzy's basement. Would like to continue selling until stock is depleted, will not re-run with new stock next year.

MOTION to have leaf-bag fundraiser approved for the 2021-2022 school year at Governing Board

All in favour, motion approved.

9. New /Ongoing Business

9.1 Treasurer for next year (Suzy Q)

Quite a few people have said they would be able to take on the role if no one else is found. We believe that we have found someone, and are just waiting to confirm before it is finalized.

9.2 Kindergarten Intro Letter (Suzy Q)

A letter introducing H&S and what we do was included in the kindergarten information package and sent to all incoming kindergarten families. We would have liked to include a blue swagwear shirt for each future kindergarten child, but as it was done virtually it was not possible. We would like to give each future kindergarten child one of the blue shirts in August.

MOTION to approve giving each kindergarten student a blue swagwear shirt in August 2021

All in favour, motion approved.

9.3 End of year treat (Suzy Q)

At the last H&S meeting (May 3rd) it was decided that doing the hotdog fun day lunch was not financially feasible considering the uncertainty of receiving donations and having to absorb the total costs ourselves. It was therefore decided that we would provide each student and staff member half a jumbo Mr. Freeze. They were put in the freezer on June 4th by Ms. Lucy and teachers will distribute them on the last week of school. Suzy to send note explaining process to Mr. Lambert.

9.4 GB Approvals for next year

All items approved in tonight's meeting or last months meeting (May 3rd) will be presented for approval at the upcoming GB meeting (June 15th).

9.5 2020-2021 Recap H&S Newsletter

Suzy has prepared a newsletter highlighting all of the H&S initiatives and accomplishments from this past school year. It will be sent to parents by the end of this week. Will send to tonight's attendees for feedback and input.

9.6 Grad Chequebook – stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located and locked in H&S cabinet.

10. Question Period: Questions/Comments regarding any items on the agenda.

Georgia asks if financial statements are available to members? Suzy says we don't tend to publicize them, but can certainly make them available if requested.

10.1 Closing

10.2 That's a Wrap for the year

(Copy and Pasted note from Suzy):

It's been a tough year for everyone; staff, aides, administration, parents, students and H&S. I would like to thank everyone who has played any part in H&S this year; joining meetings, chatting briefly, brainstorming ideas; thank you.

At the beginning of this year, the executive team decided that since we knew it would be a challenging year, we would reduce our costs as low as possible and would not attend any potential QFHSA dinner or give any type of reward. However, after accomplishing so much in such a challenging year, my sidekick Jennifer Gilligan (who works as hard as I do but is far more quiet than I) and I felt that the effort and hard work should be recognized.

That is why, on behalf of Jennifer and I, I would like to present the **Unsung Hero Award** to the members of the Executive Team: Elizabeth Phillips, Bobbi Hamilton & Maeghan Blaise Andrews. I have always been proud to be a volunteer turned into Executive but the only reason that H&S accomplished what we did was because of the synergy between these remarkable women. I thank you for your dedication, hard work and determination to benefit everyone at Evergreen.

Also, with all the Covid quarantine restrictions, unfortunately, we had to say no to a few parents who offered to volunteer their help; thanks again for the offers. H&S does not like refusing help. There are two very special parents who deserve to be recognized for their continued dedication by attending H&S meetings (otherwise, we would not reach quorum) and volunteering when asked; and who sadly will be their last year at Evergreen. On behalf of Jennifer and I, I would like to

present the **Unsung Hero Award** to Sarah Simunic & Melinda Paradis. You will always be a member of the Evergreen family and will be missed.

Lastly, I would like to present the recipients of the **Golden Torch Award** to Jennifer Gilligan (nominated by myself) and I feel silly saying this but Susan Nowak (nominated by Jennifer Gilligan). I have never held this position before, but I can't imagine doing it without you by my side. Thank you for your guidance, wisdom and friendship. It is a pleasure and honour working with you my friend and co-conspirator.

Now that the awards are complete , thank you all for attending the last H&S meeting of the year. Hope you all enjoy the summer. Let's hope for a Covid free return next year.

10.3Adjournment (MOTION to approve/second)

MOTION (Melinda, Sarah) to adjourn meeting.

All in favor, motion approved

Time of adjournment: 7:10 pm

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