

Home and School Committee Meeting Agenda

Date: Feb 20th, 2024

Time: 630-8 pm

Location: WBS Cafeteria

1. Opening of the Meeting

- Welcome by the H&S Chair: Harriette Schumacher, Phelicia Labrador
- Introduction of members and attendees
- Approval of the agenda

2. Establish Executive: Roles and Responsibilities

HS Chairs – Harriette Schumacher, Phelicia Labrador

- Leadership: Serve as the primary leader and spokesperson for the H&S Committee.
- Meeting Management: Prepare meeting agendas, chair meetings, and ensure that meetings are conducted efficiently.
- Liaison: Act as the main point of contact between the H&S Committee, school administration, and other school committees.
- Oversight: Oversee the planning and execution of committee activities to ensure alignment with the committee's goals and the school's Well-Being goal.
- Decision-Making: Facilitate decision-making processes and resolve conflicts.

HS Vice-Chairs- Tracey Power, Shauna Dolan

- Support: Assist the Chair in their duties and stand in for the Chair in their absence.
- Coordination: Help coordinate the activities of the committee and sub-committees.
- Engagement: Work on engaging parents and community members in committee activities and volunteer recruitment.
- Event Planning: Take a lead role in organizing specific events or fundraising activities as determined by the committee.

HS Secretary- Annette Goodwin (by acclimation)

- Record Keeping: Take minutes during meetings, including recording decisions and action items, and distribute them to committee members in a timely manner.
- Documentation: Maintain essential committee documents, including meeting agendas, minutes, reports, and correspondence.
- Communication: Handle committee communications as needed, including meeting announcements and reminders.

HS Treasurer - Janis Mader (by acclimation)

- Financial Management: Manage the committee's finances, including the Home and School accounts, and ensure transparency and accountability.
- Budgeting: Prepare and present budgets for committee activities and oversee the allocation of funds.
- Reporting: Provide regular financial reports to the committee detailing income, expenditures, and remaining funds.
- Compliance: Ensure that financial practices comply with any relevant regulations and school policies.

3. Purpose and Goals Reiteration

- Brief reiteration of the H&S Committee's purpose
- Overview of the school's Well-Being goal and its relation to the committee's work
- Discussion on this year's focus: Fundraising, planning, organizing, and implementing end-of-year events

A Home & School Committee works with the school admin team and staff to identify fundraising projects, plan school events, and assist in volunteer opportunities within the school. One main purpose of this committee is to support the school in creating a positive, inclusive, and welcoming school community for all families. This work falls under the school's Well-Being goal in the school's Student Success Plan.

Goals for the Remainder of the Year

- Fundraise
- Plan
- Organize End of Year Events (Grade 6 Grad, Grade 8 Grad, Closing Day Ceremonies)

4. Planning School Events

- Discussion of upcoming school events
- Assignment of responsibilities for event planning and organization
- Volunteer recruitment and coordination strategies

5. Meeting Schedule and Logistics

- Confirmation of remaining meeting dates: March, April, May, June (wrap-up)
- Determination of the next meeting time
- Discussion on the location and length of future meetings

We have reserved the school for the third Tuesday each month for SAC, 6:30-8:00 pm. The H&S meeting can be at the same time or held before the SAC meeting. The length of a meeting is usually 60 minutes and typically no longer than 90 minutes.

6.. Fundraising Projects

- Brainstorming and discussion of potential fundraising projects
- Selection of projects to pursue
- Formation of sub-committees for each selected project

Finance- any funds that are raised for the school and housed in a Home and School account that is attached to the school's account. A balance sheet will be provided at each meeting so the committee is aware of funds. It is important for the treasurer to track the funds on a separate spreadsheet so that there is a way to cross-check and balance funds.

8. Open Forum

- Time for attendees to raise new business, concerns, or suggestions
- Discussion of any other matters not on the agenda

9. Closing

- Summary of action items and assignments
- Confirmation of the next meeting date and time

- Adjournment of the meeting