

AGENDA M2 - March 5th, 2024

West Bedford Home and School Committee Meeting

BOARD MEMBERS:

Harriette Schumacher - Chair

Phelicia Labrador - Chair, could not attend tonight.

Tracey Power - Vice Chair

Shauna Dolan - Vice Chair

Janis Mader - Treasurer

Anette Goodwin - Secretary

In attendance:

Principal- Susan Casey

Vice Principals- Courtney Smith, Jacinta Heckman

Teachers- Mona Munro, Margo Mcloed

Approval of Minutes: Jacinta Heckman corrected and distributed the minutes from the first meeting on February 20th to WBS on March 4th. Everyone in the meeting today approved the minutes, and Susan Casey will add them to the notes on the website.

The approval process of minutes will take a month to review, approve, and upload.

General Updates from the Last Meeting

Dance for Grades 6-8 is confirmed to be held on Wednesday, June 5th. It will be 2 hours long from 6:30 pm- 8:30 pm. The hope is not to have to charge an entry fee. A music licence needs to be obtained if there is an entry fee. The date was chosen for various reasons. Susan Casey stated that the latter part of June is very busy for staff, and she does not want to burden them with another commitment. Other events need to be considered. Friday nights were not approved because Susan stated that most staff would like to be home for the weekend.

We have a quote for a DJ: DJ Jeff for \$400.00

Cafeteria is preferred. Tables can be moved for a dance floor and DJ on the stage.

There are 327 students, Grades 6-8.

There is consensus that there is enough room for the dance in the cafeteria.

We need to know the school colours for the balloon arrangement.

Chaperone ratio 1:25- 16 chaperones/teachers needed.

Fundraising Updates

Seed Fundraiser: Meghan has not been at school to examine the technical difficulty with Student Cash Online, but she should be back tomorrow to investigate what is causing the problem.

Why is the showing “sold out,” making it impossible to donate? Wrong button pressed or setting was suggested, and a hacking prevention mechanism on the website, where donations overloaded the system and shut down the fundraiser.

Susan Casey confirmed another email will be sent once the problem is fixed. Tracey requested that another email be sent after that to remind parents. The fundraiser will also be promoted on social media. The deadline for the fundraiser will be March 31, 2024.

Field Days

Susan Casey suggested three days at the end of June- the week of June 17th - 21st. Communication with gym teachers was suggested to see what activities will be organized. The field days will be divided into different grades from younger grades to older, to plan age-appropriate activities.

Does the school need any financial support from the Home and School Committee? Freezies, balloons, croc charms-jibbits: possibly West Bedford School Wolf.

Field Trips

The Home and School Committee wants to support teachers in organizing field trips. Having Classroom Parents was suggested to help teachers with field trips.

An online survey for teachers will be sent out by the Home and School Community to gather info on field trips and also class parent Pros & Cons. What do they need the most help with? Would teachers want classroom parents, and what are some of the obstacles? Planning and executing field trips, having enough parent chaperones.

Chaperone Ratio for younger grades is much higher- 1:5.

Lions Dens

They are sponsoring a scoreboard for the gym but may be able to support other school events.

West Bedford School gave seed money for the Lion’s food pantry. Organizing another food drive through the school to help Lion’s Den by the Home and School Committee.

Mona Munro will inquire about the Lion’s Club involvement in school events.

New Business:

- 1. CONFIRM END OF YEAR EVENTS/FUNDRAISING**
- 2. Kickstarter - Ends March 31st;** email will be sent out once student cash online works again.
 - **Ongoing Bottle Drive** announcement will be sent out next Monday Memo. Account is now set up with *Enviro Depot at 23 Bluewater Road, Bedford NS B4B 1G8*. Bottles can be dropped off and refund donated to “West Bedford School”

- **Trivia night-The Village Tap House** possible dates April 11th and 25th, May 16th and 23rd

Tracey confirms that trivia nights can be booked through the Tap House without charge. The Tap House has a capacity for 90 people, and tickets are \$20/person. A 50/50 raffle can be added each night. It is a great money-maker. Dates suggested were April 11th as “Parents Night Out” and May 16th as “Moms Night Out.”

A school administrator has to be present for the fundraiser.

Susan Casey asked about clarifying the lottery licence. Phelicia has applied for a general licence, but do specific licences need to be obtained for the trivia events?

- Peter Pan

VIP Ticket Sales in April (Parent-Teacher meeting on April 4th)- Advance tickets are being sold by Mr. Cochrane to make sure it cover the cost of the musical. The Home and School Committee would like clarification on the possibility of VIP tickets, which would cover the musical’s cost as well as raise money for the Home and School Committee. There needs to be further clarification on what the seating will be like for the musical and how many front-row seats there are to be sold as VIPs.

Susan Casey suggested raffling off VIP parking for the play. The musical will be on May 29th and 30th and will have four shows in total. Communication with Mr. Cochrane was suggested to determine whether VIP seating will be an option as a fundraiser.

Concession Stand- This may not work because there is no food and drink allowed in the gym, and depending on the length of the show, it may not have an intermission.

Programs and corporate sponsors for the show—It might be challenging to design and print a program in time, but it is possible to ask local businesses to sponsor the musical and Home and School Committee by placing ads in the program.

50/50 raffle at the musical- This may be a great way to raise money, but ensure people will have cash to purchase tickets. Square reader was suggested for card payment, but has to be verified by Susan Casey if it is allowed to be used for fundraising .

- **50/50 May with Raffle Box**—This is a great way to establish a larger fundraiser. It is a locally based company. Pricing for Rafflebox is 7% of final funds raised + \$100 website build fee, and the Stripe fee is 2.9% + \$0.30 per transaction.
- **Candygrams in April**—This would be a great fundraiser for the student ambassadors. A meeting with the student ambassadors will determine how the Home and School Committee can help out with printing costs and purchasing the candy.
- **Ice Cream /Pop Corn Fridays (Big Eric’s Sponsorship)**- will be deferred for next year. May be able to approach Chicken Little Cafe to sponsor the event.
- **Movie night at school for kids, possibly multiple for separate grades—there are no dates available, and the movie projector is pricey. The event will be deferred to next year.**
- **Teacher Appreciation Day/Week:** May 6th-10th, May 7th is the actual day. Depending on how much money the Home and School Committee raises, it would like to show appreciation and organize a week of different events for the teachers. Tracey had a printout for each day of the week as an example. Some ideas were

providing lunch for the teachers, such as Subway Subs and Tim Hortons. Dietary restrictions need to be considered.

2. SUBCOMMITTEES—Teams will be established. The goal is to build a budget project plan and execute it before the end of the year.

- **6-8 DANCE - June 5th, 2024**

Harriette

- Engage with students to plan fundraising—student ambassador involvement. They meet every Thursday and would establish a student dance committee and help with fundraising; see Candy Gram. We are looking at a time for the Home & School Committee to meet with the student ambassadors to start planning for the dance.
- Phelicia? DJ Jeff, have to make sure he is available June 5th
- Tracey Decorations balloon arrangement
- The cost for the dance was discussed:
DJ- \$400, Balloons-\$200, Canteen- \$500-\$600- approximately \$1000-\$2000 in total.

- **FIELD DAYS - week of June 17th-21st**

- Shauna
- Can the Home & Student Committee provide freezies or another treat for the students? Croc jibbits were mentioned.
- The school cafeteria has committed to providing food for field days- hot dogs, burgers, popcorn.

FUNDRAISING COORDINATOR

- Phelicia (Lead)
- Corporate Sponsorships- businesses sponsoring events such as the musical and field days. Is it too much for this year?

- **COMMUNICATIONS COORDINATOR**

- Tracey (Lead)

- **VOLUNTEER COORDINATOR**

- Anette (Lead)
- Volunteer Sector Check
- The school can provide a discount for the criminal background check. It costs \$50.00 plus tax and fees if done independently but parents can request a letter from the school for the discount.

- **PETER PAN**

- Program with sponsorships at the event- can this be done in time? Can we find corporate sponsors?
- On Stage Announcements
- Signage at Events (Field Day)

3. ASSIGN SUBCOMMITTEE VOLUNTEERS

4. ESTABLISH FUNDRAISING GOALS

- How much money do we need to raise for the end of the year? The goal is to raise around \$5000.00. HRCE has a financial policy. Money raised is to be used within the school year and cannot be carried forward unless it is a multi-year fundraiser for larger projects.
- Budget update- There is \$250.00 in the bank account. We are not sure how much the seed money fundraiser has brought in so far.

- 5. OPEN FORUM** - This is an opportunity for general questions and comments to be asked by attendees.

Sobeys was mentioned for possible sponsorship of food for events.

Braedon Clark, MLA has also been mentioned as being able to help out with events.

The cafeteria cannot be used for after-school events due to health & safety concerns.

Susan Casey mentioned checking with the food vendor's contract for the cafeteria and what we are allowed to sell or give out for food during school hours.

6. Principal and WBS Update

Award Ceremonies- The school photographer will provide the service of taking pictures for the ceremonies and providing background.

School colours are still being decided.

West Bedford School Clothing and Merchandise is in the process of being designed and ordered. It should hopefully be in soon for purchasing.

ACTION ITEMS AND NEXT STEPS

Establish a timeline for booking events for next year. Generally, there are 3 dances in junior high. The school is allotted 15 events/ year, but that includes parent/teacher nights, etc.

NEXT MEETING DATE AND TIME

The next meeting will be held on Tuesday, April 2nd 6:30pm-8:00pm

It has been confirmed with Susan Casey that all meeting dates are approved so they are set apart from the SAC meetings. This way parents can attend both if they wish.