

**Chelsea Home and School Association (CHSA) Meeting**  
**Wednesday, September 4, 2019, 6:30 p.m.**  
*(notes prepared by Keri George)*

**Participation List:**

Tracy Mui – President  
Christina Tapp – Vice President  
Keri George – Secretary  
Meghann Gallant – Member  
Holley Radford – Member  
Amanda DeGrace – Member  
Devon Gable – School Representative  
Jen Thibodeau – Volunteer

Note: Without quorum, proxy votes will be sought secretarially by September 23, 2019

**Approval of Agenda & Housekeeping (Tracy):**

- Meeting minutes will now be distributed to full membership within 1 week of meeting
- Edits to draft meeting minutes can be submitted secretarially to [kerigeorge@hotmail.com](mailto:kerigeorge@hotmail.com)

**Approval of June 5, 2018 Meeting Minutes (Tracy):**

- Devon requested minor edits to previous meeting minutes
- Action Item # 1 – Tracy to amend June 5, 2018 minutes to reflect CES concerns

**Correspondence (Tracy):**

- Quebec Federation of Home & School Association has launched a campaign “No to Law 21”; buttons were circulated

**Financial Report (Tracy):**

- Bat Houses – materials have been paid for but they have not been delivered/installed; education presentations to classrooms also remain outstanding. No further payment until services rendered
- Action Item #2 – Keri to follow up with Andrea Gage & Trish Steeves to determine next steps
- OLC – H&S would like information on cost/cost breakdown; H&S contribution will be based on final costs
- Action Item #3 – Tracy (?) to follow up with Andrea in order to receive cost breakdown

**2019-2020 Events Schedule (All):**

a) The CES Fundraising Money Wish List 2019-2020 (in order of priority) was presented and discussed:

#### *French Cultural Activity:*

- French teachers have tentatively identified an event for each grade but would like to know budget
- Action Item #4 – Tracy to determine budget (based on monies allocated to Grade 6 activity last year) and inform school of the amount asap
- Action Item #5 – CES to submit a proposal to H&S prior to next meeting so that it can be voted on at the October meeting. Note: H&S requirements to fund activity include: 1) age-appropriate event for each grade; 2) event is off-site; and 3) link to curriculum

#### *Green Journals*

- Removed from wish list at request of CES

#### *Jungle Sport*

- Motion #1 (Amanda) that H&S will not fund Jungle Sport for 2019-2020 school year. Seconded by Holley. Motion approved by proxy vote.

#### *Technology (Chrome Books)*

- Action Item #6 – Meghann to confirm conditions of \$5000 anonymous donation for a classroom set of chrome books
- H&S does not currently have funds to offset delta but will prioritize fundraising dollars towards their purchase

#### *Compost Bins*

- H&S appalled by Municipality's unwillingness to provide compost bins to the school
- Each bin costs \$108
- Motion #2 (Amanda) that H&S will not fund the purchase of compost bins but will assist with acquiring them via other means (e.g. Governing Board issue). Seconded by Holley. Motion approved by proxy vote.

#### *OLC*

- Motion #3 (Amanda) that H&S will not fund any OLC related items until the following conditions are met: 1) H&S receives financials related to build; and 2) OLC is utilized by teachers/students (e.g. curriculum related learning). Seconded by Holley. Motion approved by proxy vote.

#### *Books – Cycle 1 & 2*

- Motion #4 (Amanda) that H&S will allocate \$700 to Cycle 1 for class readers and \$700 to Cycle 2 for novel study books. Seconded by Keri. Motion approved by proxy vote.

#### *Library Update*

- Discussion that H&S could organize a call-out in order to give the library an update

b) Discussion of missing event leads was deferred until October meeting

c) School Starts

- Was a success despite issues/growing pains of a new company – it raised \$285
- A few lessons learned: 1) Process could benefit from teachers identifying school supplies earlier (it was too rushed to circulate list to parents before the end of school year); 2) a delivery date must be stipulated in the contract in order to avoid late delivery to school/homes

- Other companies offer similar services – Staples?
- Action Item #6 – Amanda will look into different options for 2020-2021 school year. H&S will discuss options at a meeting in early 2020

### **H&S Members vs Volunteers**

- H&S meetings require quorum; members need to recognize the importance of attending monthly meetings
- Unless members explicitly send their regrets, the expectation is that they attend meetings consistently
- Distinction between members and volunteers is important; both are valued and important
- Action Item #7 – Meghann will reach out to Kelly/Asha who will be preparing recruitment material for the September 19 CES Open House
- Action Item #8 – Tracy will active online membership registration asap

### **Next Meeting:**

- Next H&S meeting will be held on Wednesday, October 2, 2019
- Agenda items include: 1) H&S vote on French cultural proposal; and 2) discussion of missing event leads