

Jan 31st 2018 @ 6:30pm SENIOR Campus

1. **Call to Order** – Welcome Everyone call to order at 6:35pm
2. **Adopt** Agenda and Minutes from last meeting
 - a) **Approved Minutes from November** – Erin and Liane
 - b) **Approved Agenda from January** - Kaby and Erin
3. **Updates and Discussions:**
 - a. *Principals Update* –Mme. Martin – see Senior School Report attached in Appendix
 - b. *Treasurer Update* – Brenda and Jonathan; see report attached in Appendix
 - c. *Holiday Food & Fund Drive basket Recap* –
 - i. 12 families were supported with non-perishables donated by the school families; as well as perishables (apples, potatoes, carrots, bananas, bread); \$1300 raised by school; 800\$ from Home and School- also wrapped gifts were purchased for each of the 34 children in those 12 families and donated by Lori Barrett and Monique Mondor (value of 850\$ in donation)
 - ii. Lessons learned from this year—request budget support up front from Home and School to ensure # of families chosen can be supported and it's clear what the budget is before embarking on the activity.
 - d. *Home & School going online*- Kaby – from QFHSA conference in November – see attached
 - i. information- ALL IN FAVOUR of going on-line for payment- pilot at Feb 28th Movie Night
 - ii. Challenges were raised with Subway forms this year—Anne Harkin to work on method that simplifies the work for the volunteers each month.
 - e. *Requests to Home and School for February*
 - i. Carnival Support for Senior Campus—Senior Hot Chocolate + bear paws- BUDGET approved at 500\$ for both schools
 1. Brenda will purchase bear paws (for both locations)
 2. Lori will purchase Hot chocolate (from Tim's) for the Senior school on March 1st
 3. No volunteers for Junior; no hot chocolate assigned – as no date for events at Junior yet
 - ii. Lego Wall update – 420\$ provided to the Jr school to spend on the Wall—given from Home and School; funds were raised at the Holiday Fair
4. **Upcoming Events/Activities – Voting and Planning:**
 - a. *Family Movie Night* (February 28th) – Liane to Chair with assistance from the Committee
 - i. Event to take place Wednesday evening Feb 28th at Senior Campus 6-8pm
 - ii. We will pre-sell tickets at 5\$ per person; includes a drink and a bag of popcorn per person; Pyj's & blankets
 - iii. Popcorn for sale 3\$ per bag as well as additional drinks
 - iv. **Approved a \$1200 budget** in October.
 - v. Lori will buy 200 buttered bags and 50 caramel bags of popcorn from Bad Monkey
 - vi. Liane will coordinate the Movie Company
 - vii. Erin will make the posters

- viii. Kaby will create the jot form and organize “square” for collection of funds
- b. Staff Appreciation Day Luncheon
 - i. Junior on Feb 15th and Senior on Feb 16th
 - ii. Nadia, Sarah, Amanda and Anne will work together to create a potluck lunch for all the Staff and both Campuses; Parents will be asked to send in food; Nadia will work with Sandy and Tea Trolley and Senior which is on the same day, in order to ensure there is no duplications; Erin will support at both locations
 - iii. BUDGET was voted on at \$1000 to cover both locations lunch activities.
- c. Year End Family Celebration
 - i. We need a Chairperson and a subcommittee formed to run this activity – to be tabled at next H&S meeting
 - ii. Bouncies have been reserved by Kaby
 - iii. Ice Cream Truck has been reserved by Kaby
 - iv. Liane will call to reserve Kitchen 73 Food truck
 - v. Other activities need to be discussed—Break City? DJ?

3. **New Business/ Open Floor** - Parents Social Committee will book at Paint Nite @ Duke & Devine’s on Tuesday march 20th or 27th. More details to come at the next H&S meeting

Next Meeting of the school year: early March 2018—date TBD

Adjournment 8:35pm

Appendix:

[Senior school Principals report](#)

School Website

Our school website continues to be updated. I invite parents to check the site on a regular basis for information and updates <http://sherbrookesr.lbpsb.qc.ca>

Home and School

Thank you to our Home and School parents for the delicious snack at our Holiday Sing-Along.

School News

Re-registration will be done online:

January 22-25 On-line Re-registration Grade 6 only
January 29 to February 2 Kindergarten Registration Week
February 12-16 On-line Re-registration K-5

More info to come at a later time.

January 8

Welcome back to everyone for the New Year.

January 9 to 11

Aster Planetarium activity. It was amazing to enter the planetarium and see the sky and all its beautiful wonders.

January 10

Volleyball tournament for grade 6. Over 50 students participated with lots of fun for all.

January 15

Cycle 2 went to the CEPSUM, fun was had by all.

January 17

Cycle 3 went to BHS to see their Variety Show.

January 24

We had our Grade 6 grad picture taken. Thanks to the parents that volunteered for that activity.

January 26

Pedagogical Day, there is no school for students. Workshop for teachers and Aides, with consultant from Responsive Classroom.

February 9

Pedagogical Day: there is no school for students. Workshops for teachers at the board. Working on report cards and IEPs.

Jr Leadership Day @ Westpark

February 14

Ski Loppett at Base de Plein Air Les Cedres. Close to 100 students will take part of the event from our school.

February 15

Virtue Assembly with Mme Choinière. Our Assembly on Tact.

Week of Feb 26 to March 2

Winter Fest Week: Lots of activities are plan for that week, more info will be sent to the parents shortly.

February 26

Fieldtrip to Avila for skiing and /or tubing

February 28

Pink Shirt Day Assembly with our Peace Partner and a special Guest

Week of March 5 to 19

Winter Break. Enjoy!

Treasurer's Report

SHERBROOKE HOME AND SCHOOL 2017-2018

	SHRY	QHSA	PIZZA	SUBWAY	MABEL	PIZZA PARTY	PRINTING	MEETINGS	GRAD	TEA	FAIR	BAZAAR	TBYC	COMEDY	FOOD DRIVE	MISC
REVENUE	1,433.00	1,404.00	18,779.33	18,345.88	26.32	906.00	-	-	2,854.00	-	4,171.00	4,267.00	6,875.00	8,844.35	565.00	833.83
EXPENSES	341.78	1,436.00	8,222.91	5,434.60	-	2,297.83	183.96	260.00	2,529.22	74.98	2,121.94	3,895.17	1,518.96	4,469.96	1,592.03	2,077.51
	1,091.22	(32.00)	13,556.42	10,910.88	26.32	(1,391.83)	(183.96)	(260.00)	324.78	(74.98)	2,049.06	601.83	5,156.04	1,374.39	(1,027.03)	(1,243.68)
BUDGET			6,900.00	6,900.00												
PROFIT			6,056.42	4,410.88												

		GRAD	TBYC	COMEDY
GRAD	15,373.35	2,854.00	6,875.00	5,844.35
	8,518.14	2,529.22	1,518.96	4,469.96
GRAD BALANCE	6,855.21	324.78	5,156.04	1,374.39

Forms

1. - Jotform (paypal and square integration)
2. - Google Forms (no paypal or square integration)
3. - Sagoto (turn-key service) - they have their own process fees.

How it works

Development of custom, online forms with credit card transactions.
You sit down with them, with all your existing paper forms
They can either recreate them online or they can create new ones.
You are able to preview each form and make as many changes as necessary.
Once approved - it goes online.
Each form has a link that is publicized.
Every time there is a transaction : Home & School and Families receive a confirmation email
The contents of completed forms are stored and available to download into a spreadsheet.
(1 spreadsheet per form)
Funds can be transferred into our account: bi-weekly, monthly, or at the time desired by us.
Multiple users can access the spreadsheet.

- *** She can give us references
- *** Ideally set up before the end of the school year
- *** Revisions during the summer

Fees

Initial Fee: 0\$
Transaction Fee: 2.9% of the amount of the transaction plus 1\$
Surcharge: If there is less than 70 transactions (\$1.50\$ X (70-the number of transactions))
Refunds: Partial or full refunds are allow (upon request of the client). 0.30\$ per refund.
Transfer charge: 2.50\$
Form with no online payment attach OR cash/check/email transfer - 1.25\$ fix rate

Advantage

No matter who is leading — tech savvy or not - SAGOT is a turn-key service

Disadvantage

More expensive

Offers Cash/Check/Email Transfer and Credit Card payment options.

Payment systems

Email transfers

According to the Home & Schools. It is a pretty straight forward system. Specific details need to be looked into by treasurers.

Paypal

2.9% + 0.30 per transaction.
1.6% + 0.30 per transaction. (if we have a CRE number)

Square

Don't have a Square account? Pay no fees for the first \$1,000 when you sign up through JotForm. [Sign up here](#)

After pay a 2.9% (+ .30c) For online payments. (CRE or not)

Your fee will be 2.65% of the total transaction amount for any of the following payment types:

[Inserted Chip Cards](#)
[Swiped Cards](#)

[Square Reader 0\\$](#)
Square contactless + chip reader: 59\$

Approximate costs

PIZZA lunch - 370 $(370 * 55 * 2.9\%) = 590\$$
SUBWAY lunch - 289 $(289 * 55 * 2.9\%) = 461\$$
MEMBERSHIP - 78 $(78 * 18 * 2.9\%) = 41\$$

Spirit wear — not included as it might be included in school fees next year.

Transaction fees - MAXIMUM COST (Every single transaction is done via credit card and all transactions are made individually)

Square or PayPal **Variable 1,090\$ + Fix 221\$ = 1,311\$**
Sagoto **Variable 1,090\$ + Fix 737\$ = 1,827\$**

Difference: 516\$

