

MEETING MINUTES

WILBERFORCE HOME AND SCHOOL

Date: September 16, 2025

Time: 6:00pm

Meeting called to order by: Kristina Miller

IN ATTENDANCE

Kristina, Christian, Crystalyn, Sarah, Joel, Kristy, Beth

APPROVAL OF MINUTES

Not necessary as this was the first meeting of the year.

BUDGET

The budget will be provided at the October 6th meeting.

REPORTS

Principals Report

- 656 Students this year
- Down 2 teachers and 2 portables
- No boys basketball team this year – it was asked if we can get parent volunteers to coach, will we be able to ask the staff to provide the admin aspect and supervision for the board? Beth agreed to ask the faculty provided we have parent support.

DISCUSSION

- Executive roles required – Chair, Co-chair, Treasurer, Secretary/Volunteer Coordinator, Hot Lunch Coordinator

Chair – Kristina

Co-chair – Still required

Treasurers – Crystalyn and Sarah (to be trained by Amanda)

Secretary – Terri

Hot Lunch Coordinator – Christian

- Volunteers - Need for master volunteer list, Kristina and Christian to compile their volunteer info and Terri will make up a master list. Will have a sign up area at the Meet The Family Event.
- Fundraising – Currently doing Hot Lunch 2x/week as the main group fundraiser, if someone is interested in spearheading an event, please bring it to the group for approval.
- Events - Currently supported by Home and School are Meet the Family, Track and Field, Hot Lunch, End of Year lunches for teachers and graduating class, other events as required.
- Book Fair - Currently 1 book fair is planned with the potential for a second in the spring, Christian will reach out to the optimist club about purchasing books for the classrooms again this year.
- Jerseys – new jerseys were quoted at \$600 for 20 jerseys from Source for Sports – this quote was voted on and approved by the group, Amanda to finalize.
- Meet the Family – Food will be provided free but donations are welcome. Food will be provided by Dominos – Christian has added an order section to Hot Lunch and has provided her email to families to reach out with their orders. Kristina is contacting Crest Services to see about getting cookies. Juice boxes will be picked up from Costco. Volunteers are currently needed for this event.
- Reading Program – Christian has put together a reading incentive for families, Kristina has approved pending a financial review.
- Beth mentioned needing Chromebooks or iPads again this year, Kristina requested a quote before moving forward.
- Christian brought forward some incentives offered by Dominos – free pizza making in school, saleable gift cards (\$10 value, purchase at \$1), etc. Beth asked for more time to get into routine before offering in class activity.

ACTION ITEMS

Kristina – contact Crest for cookies for Meet the Family, compile list of contact info for executive members, compile list of volunteers for Secretary

Christian – formalize reading program and prepare budget

Crystalyn and Sarah – meet with Amanda for training and meet with the bank to become signing authority on accounts

Terri – compile list of volunteers and prepare posters, handouts, sign up sheet for Meet the Family night

NEXT MEETING

Next meeting will be held on October 6, 2025 at 6pm with the rest of the years meetings below;

- Monday, November 3rd @6pm
- Monday, December 1st @6pm
- Monday, January, 5th @6pm
- Monday, February 2nd @ 6pm
- Monday, March 2nd @ 6pm
- April meeting will need to be moved, the first Monday in April is Easter Monday.
- Monday, May 4th @ 6pm
- Monday, June 1st at 6pm.

Meeting was adjourned at 7:30pm