

# Millen Woods School Council

## May 15, 2025 Meeting Minutes

### Welcome: Ashley

- Meeting called to order at 6:32
- Motion to approve agenda – Kristen, Steph, Sarah N
- Motion to approve April 2025 minutes – Sarah N, Jake

### Admin Report: Karen

- Arts Night was fabulous
- Update deferred to June meeting

### Finance Report: Ashley

- Funds received include ESNS \$1,300, additional donation for Dance a Thon, Movie Night net profit \$70 but this includes inventory purchase for remaining popcorn Friday sales, Popcorn Friday sales \$1,100 (YTD \$5,500 which is phenomenal), Ice Cream Sandwich sales \$450 (YTD \$810), Dominos Pizza fundraiser \$120
- Only expenditure in April was admin expenses
- \$66,500 in our accounts, of this \$50k is to be spent for the playground, and \$3k has been earmarked for replacement of kindie bikes, so \$13k remaining
- Gaga Ball pit is still planned for next year (25/26), we could look at moving the installation up to the start of the year, depending on where the funds are and depending on the kindie playground installation date

### Kindie Playground: Karen

- Installation has been pushed back to August 2025, and will be ready for September when school starts
- Plan to wrap it with caution tape and do a ribbon-cutting ceremony on the first day of school

**Action item:** Ashley to add to June agenda: discuss plaque for community donations – what it would look like, where it would go in the school

### PRO Grant – Art Night Feedback: Ashley

- Fantastic event, kids had a great time
- Some projects were still left over at the end of the night, kids got to do multiple activities
- Total cost was \$875.75, PRO Grant covered \$800 of this cost
- Huge thank you to Karen for championing this wonderful event

**Action item:** Ashley is working on the PRO Grant report

### Spring Fundraiser – Ice Cream Sandwiches: Ashley

- Going well, one more coming in June

**Action item:** Ashley to organize SchoolDay reminder for ice cream sandwiches

### Year-End Event: Sarah

- Subcommittee has taken care of all planning, same format as prior years

**Action item:** Karen to check whether we still have the chalk from the event last year

**Action item:** Sarah to put out a call for volunteers to council first, and then can put it to the school community

## Meet the Community Night: Kristen

- Having trouble booking savoury trucks because there are conflicts with the date
- Mega Cone is coming back and will donate 10%
- Beaver Tails has been contacted for a second sweet truck
- Discussion on whether we need to do a savoury truck or focus just on sweet trucks? There have been limited sales to the savoury trucks in prior years (long wait times), plus trouble booking vendors for this year
- Suggested that we could do a preorder of pizza or subs instead of savoury trucks, and keep sweet trucks for dessert. We could use the pizza handout table to advertise the school council

**Action item:** Kristen will reach out to Pradeep about ordering pizza for the meet the community night

## 2025-2026 Council Budget: Ashley

- Ashley presented the draft budget
- Budgeted fundraising revenues at \$20,100
- Budgeted expenses at \$18,975
- Budgeted surplus \$1,125
- 2 expense line items still to come, then e-vote to be circulated for approval

**Action item:** Karen to come up with a budget for student prizes

**Action item:** Ashley to add a line item for teacher appreciation

**Action item:** E-vote to be circulated after these updates for council approval

## Council Report for Parents: Ashley

- Ashley has drafted the report to families to be circulated with the minutes for council's review, so we can distribute it in June
- Report highlights our fundraising activities, free events, council meeting dates for next year, and our next year's fundraising calendar

**Action item:** Ashley to circulate, council to review and provide feedback

## Teacher Appreciation: Ashley

- Cannot bring in food, cannot give gift cards. Ideas needed for tangible gifts
- Karen suggested a care kit of school supplies

**Action item:** Council to brainstorm ideas for a tangible teacher appreciation gift to be delivered in June

## 2025-2026 Council Calendar of Events: Ashley

- Proposed change to shift movie night to the fall instead of spring, due to other events happening in spring (year-end social, PRO Grant)

**Action item:** Karen will take the specific dates offline and book the gym/library

## Adjournment: Ashley

- Meeting adjourned at 7:15

**Next meeting: June 11, 2025 at 6:30 in person with virtual link**

**MILLEN WOODS SCHOOL COUNCIL  
ATTENDANCE SHEET FOR May 15, 2025**

#	Name	Position	Email	Initial for Attendance
1.	Karen Grant-O'Grady	Principal	karen_grantograde@wrdsb.ca	online
2.	Ashley Feeney	Co-Chair	ashleylfeeney@gmail.com	online
3.	Emily Lutz	Co-Chair	emilywyss@gmail.com	Regrets
4.	Erin Evans	Co-Secretary	erinnfranklin@gmail.com	online
5.	Steph Honour	Co-Secretary	stephaniemhonour@gmail.com	online
6.	Raj Pancha	Treasurer	Rajathepan@hotmail.com	online
7.	Sarah Nickel	Co-Communications Officer	nickelsarahm@gmail.com	online
8.	Rachel Sarchielli	Co-Communications Officer	sarchrachel@gmail.com	
9.	Jake Billo	Technology Officer	jake@billo.ca	online
10.	Colleen Araya	Volunteer Coordinator	colleenmw@hotmail.com	
11.	Dan Collens	Voting	dan.collens@gmail.com	online
12.	Pradeep Chandran	Voting	pradeep24s@gmail.com	
13.	Kristen Smith	Voting	kj_martin@hotmail.com	online
14.	Daniella Cross-Henderson	Voting	daniellacross@gmail.com	
15.	Julia Klein	Voting	julia.kleinhb@gmail.com	
16.	Maryam Elsabagh	Voting	maryam_rashad@hotmail.com	
17.	Nicolas Mellet	Voting	nicolas.mellet@net.com	
18.	Sandra Ribes	Voting	mrs.s.ribes@gmail.com	
19.	Sarah Boss	Non-Voting	Slouboss@gmail.com	
20.	Hamed Hashemi	Non-Voting	s.h.hashemi65@gmail.com	
21.	Meaghan McGloin	Non-Voting	meaghan.mcgloin@gmail.com	online
22.	Rebecca Kennedy	Non-Voting	re.mortlock@gmail.com	
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

Millen Woods Public School  
School Council  
Monthly Report 2024/25

	September	October	November	December	January	February	March	April	May	June	September	YTD totals	Budget 2023/2024	
Opening Balance School Council Account	26,974.56	28,730.62	29,768.63	30,030.09	30,030.09	30,456.35	30,768.59	32,070.01	33,227.71	36,256.81	36,256.81	36,256.81	36,256.81	
Opening Balance WEFI Account	25,760.64	25,760.64	25,760.64	25,760.64	25,760.64	25,760.64	25,760.64	30,297.41	30,297.41	30,322.41	30,322.41	30,322.41	30,322.41	
Fundraising Activities (Revenue)														
WEFI Donations												0.00	0.00	
ESNS (Lunches - Tuesday, Thursday, 1 Friday a month)	2,673.65					1600.50	1332.95		1350.05			6,957.15	5,500.00	
Mabel's Labels (ongoing)	128.40											128.40	100.00	
TruEarth (ongoing)												0.00	0.00	
Factory Shoes (ongoing)												0.00	300.00	\$410 sitting in Factory Shoe Account
Meet the Community (Sept)			170.00									170.00	200.00	Food Trucks
Fall Fundraiser (Oct) - Esta Chocolates		468.00	354.49									822.49	1,000.00	
Winter Wonderland (January)					306.00							306.00	200.00	Pizza Sales
Winter Fundraiser (March) - Dance-a-thon							5641.27		25.00			5,666.27	5,000.00	
Movie Night (May 1) - Pizza and Popcorn									70.01			70.01	0.00	
Year-End Social (June 11)												0.00	0.00	
Popcorn Sales	694.00	978.00	275.00		1438.00			942.04	1116.00			5,443.04	6,400.00	
Spring Fundraiser - Ice Cream Sandwich Sales (April, May, June)								362.00	449.76			811.76	500.00	
HST Rebates								-86.34				-86.34	0.00	
Dominos Family Pizza Night									120.00			120.00	0.00	
Fundraising Activities total (School Account)	3,496.05	1,446.00	799.49	0.00	1,744.00	1,600.50	2,437.45	1,217.70	3,105.82	0.00	0.00	0.00	15,847.01	
Fundraising Activities total (WEFI)	0.00	0.00	0.00	0.00	0.00	0.00	4,536.77	0.00	25.00	0.00	0.00	0.00	4,561.77	
Fundraising Total (both accounts)	\$3,496.05	\$1,446.00	\$799.49	\$0.00	\$1,744.00	\$1,600.50	\$6,974.22	\$1,217.70	\$3,130.82	\$0.00	\$0.00	\$0.00	\$20,408.78	19,200.00
Expenses														\$1,208.78
General Administration			130.04		56.87	\$59.48	63.35		76.72			386.46	500.00	
Home & Classroom reading												0.00	1,500.00	
Grade 6 Graduation												0.00	200.00	
Playground bins (13 classes x \$75)	\$720.93											720.93	500.00	refill in spring 2025
Musical Instruments Reserve						260.00						260.00	200.00	piano tuning
Extracurricular Clubs												0.00	0.00	
Playground Maintenance												0.00	0.00	
Donation to another School								60.00				60.00	0.00	
Enrichment - School Trips/Transportation	\$509.53					203.81						713.34	2,500.00	allocated \$200/class
Enrichment - School Events or Resources												0.00	5,000.00	
Dance-a-thon							1072.68					1,072.68	1,000.00	DJ and photobooth
Area Track Meet Bussing	\$509.53											509.53	500.00	
Popcorn Purchase		407.99	407.99		374.40	\$764.97						1,955.35	2,500.00	
Student Subsidies												0.00	100.00	
Athletics Requests												0.00	500.00	carry year over year
Grounds Maintenance (plants, mulch, garden supplies)												0.00	750.00	
Winter Wonderland					886.47							886.47	1,200.00	
Playground Improvement												0.00	1,500.00	carry year over year ... Gaga Ball Pit \$3000
												0.00	0.00	
												0.00	0.00	
Expenses total	1,739.99	407.99	538.03	0.00	1,317.74	1,288.26	1,136.03	60.00	76.72	0.00	0.00	0.00	6,564.76	18,450.00
Ending Balance School Council Account	28,730.62	29,768.63	30,030.09	30,030.09	30,456.35	30,768.59	32,070.01	33,227.71	36,256.81	36,256.81	36,256.81	36,256.81	36,256.81	
Ending Balance WEFI Account	25,760.64	25,760.64	25,760.64	25,760.64	25,760.64	25,760.64	30,297.41	30,297.41	30,322.41	30,322.41	30,322.41	30,322.41	30,322.41	
Total Balance	\$54,491.26	\$55,529.27	\$55,790.73	\$55,790.73	\$56,216.99	\$56,529.23	\$62,367.42	\$63,525.12	\$66,579.22	\$66,579.22	\$66,579.22	\$66,579.22	\$66,579.22	750.00

## 2025/2026 DRAFT Budget

<b>A.</b>	<b>School Council Starting Balance</b>	<b>32,070.01</b>
	<b>WEFI Starting Balance</b>	<b>30,297.41</b>
	<b>Further revenues:</b> April - June	
	Kindie Playground	
	<b>Further expenses:</b> April - June Expenses	<b>50,000.00</b>
	<b>Estimated Fundraising total</b>	<b>12,367.42</b>

should be at least \$2,000 for gagaball pit & athletic request carry forward

### Fundraising activities (estimate)

ESNS Lunches	ongoing	5,500.00	
Friday Popcorn Sales	ongoing	6,400.00	based on 100 cases (32bags/case) at \$2/bag
Mabel's Labels	ongoing	100.00	
Factory Shoe	ongoing	300.00	
Meet the Community	Sept. 10	200.00	Food Trucks
Fall Fundraiser	TBD	1,000.00	
Winter Wonderland	Jan. XX	200.00	Pizza Sales (Pre-Order and Slices available night of the event)
Dance-a-thon & Photo Booth	Mar. XX	5,000.00	
Movie Night	TBD	400.00	Popcorn & Pizza Sales (Pre-Order & slices night of the event)
Ice Cream Sandwiches	Apr/May/June	1,000.00	
Year-End Social	TBD	0.00	

<b>B.</b>	<b>Estimated Fundraising total</b>	<b>20,100.00</b>
-----------	------------------------------------	------------------

### Expenses (estimate)

General Administration	500.00	
Decodable Texts	1,500.00	
Grade 6 Celebration	200.00	
Playground bins	750.00	refill in spring 2026
Kindie Playground Upgrades (bikes, equipment, etc.)	2,500.00	\$400/bike
Musical Instruments or Piano Tuning	275.00	
Extracurricular Clubs	0.00	
Playground maintenance	0.00	
Donation to another school	0.00	
Enrichment - School Trips/Transportation	2,500.00	allocated ~\$200/class (12 classes)
Enrichment - School events, technology replace, resources	2,500.00	
Dance-a-thon	1,200.00	DJ and Photo Booth rental
Area Track Meet Bussing	500.00	
Friday Popcorn Purchase	2,500.00	(100 cases at 32bags /case) at \$24/case
Student subsidies	100.00	
Athletics requests	500.00	carry forward budget year over year
Grounds Maintenance (mud hill mulch & garden clean up)	750.00	
Winter Wonderland	1,200.00	
Student Prizes		Karen to advise
Teacher Appreciation		
Playground Improvement	1,500.00	GagaBall Pit \$3000 .... 2025/2026 install

\$1,000.00 carry over since 2024/2025 school year

\$3,000.00 carry over since 2024/2025 school year

<b>C.</b>	<b>Estimated Expenses Total</b>	<b>18,975.00</b>
-----------	---------------------------------	------------------

<b>A+B-C</b>	<b>School Council Projected Surplus</b>	<b>1,125.00</b>	surplus should be at least \$500 for athletics request carry forward
--------------	---	-----------------	--

Draft budget presented to Karen on March 24, 2025

Draft budget presented to Council on April 9, 2025

## **MW Public School Council Fundraising Report 2024 - 2025**

The purchase of the new Kindergarten playground equipment has been made!!! This is a huge milestone that we could not have achieved had this community not rallied and raised an astounding \$50,000 to support this project! The board aims to have it installed this spring!

Thank you to our wonderful Millen Woods school community, without your support, we would not have been able to provide the much-loved enrichment opportunities at our school, which included new equipment for the nutrition break bins, playground maintenance, new classroom projectors, decodable texts for students, and busing for class trips and area track meet. We also hosted these FREE family events: Meet the Community Night, Winter Wonderland, Movie Night, Arts Night and the Year-End Social!

Each year Council will provide a report illustrating the total earned through our fundraising campaigns and how the money was spent throughout the year. Please refer to the tables below for the breakdown of funds for the 2024–2025 school year.

The major fundraising focus for the 2025–2026 school year will be to cover the budgeted costs for enrichment opportunities within the school, a Gaga Ball Pit, new volleyball posts for the gymnasium and new kindergarten bicycles.

At the end of this report, we have included the anticipated Fundraising Calendar for the 2025–2026 School Year. Families are never obligated to participate in the fundraisers, however, it is greatly appreciated. For those wishing not to participate in sale-type fundraisers, families are always able to provide directed donations to Millen Woods through WEFI online at: <https://www.wrdsb.ca/wefi/donate/> (under “Fund” drop-down, ensure you select “Millen Woods - 0519”). Donations made over \$15 to WEFI will receive a tax receipt.

Our first Council meeting for the 2025–2026 school year will be held on Wednesday, September 17th, 2025, at 6:30 pm in the School Library, where the Council will be formed for the 2025–2026 school year! Come out and see what Council is about—there is no obligation to join the School Council by attending the meeting.

Meetings will resume on the second Wednesday of every month starting in October and include a virtual option. Everyone is welcome at any of the meetings (even just a meeting here and there)!

List of 2025-26 Council Meeting dates:

- October 8, 2025 @ 6:30 PM
- November 12, 2025 @ 6:30 PM
- December 10, 2025 @ 6:30 PM
- January 14, 2026 @ 6:30 PM
- February 11, 2026 @ 6:30 PM
- April 8, 2026 @ 6:30 PM
- May 13, 2026 @ 6:30 PM
- June 10, 2026 @ 6:30 PM

We look forward to seeing what this year will hold!

### Summary of Fundraising Efforts:

		2024 - 2025		2023 - 2024		
Fundraising Activities	Amount Raised	Expenses	Net Amount Raised	Amount Raised	Expenses	Net Amount Raised
WEFI Donations <a href="https://www.wrdsb.ca/wefi/donate/">https://www.wrdsb.ca/wefi/donate/</a>	\$25.00		\$25.00	\$6,313.99		\$6,313.99
ESNS (Lunches - Tuesday, Thursday, 1 Friday a month)	\$6,957.15		\$6,957.15	\$4,422.80		\$4,422.80
Mabel's Labels (ongoing)	\$128.40		\$128.40	\$129.48		\$129.48
Factory Shoe (ongoing)	\$410.00		\$410.00	\$820.00		\$820.00
Meet the Community (Sept)	\$170.00		\$170.00	\$282.00		\$282.00
Esta Chocolates (Nov)	\$1,502.00	\$679.51	\$822.49			\$0.00
Dance-a-thon	\$5,666.27	\$1,072.68	\$4,593.59	\$5,054.51	\$1,072.68	\$3,981.83
Dominos Pizza Family Nights	\$120.00		\$120.00			\$0.00
MacMillans	\$0.00	\$0.00	\$0.00	\$639.00		\$639.00
Movie Night *w Popcorn Sales	\$70.01		\$70.01	\$495.00		\$495.00
Popcorn Sales	\$5,443.04	\$1,955.35	\$3,487.69	\$7,143.68	\$3,342.61	\$3,801.07
Read-a-thon	\$0.00	\$0.00	\$0.00	\$2,453.44	\$129.68	\$2,323.76
Ice Cream Sandwiches	\$1,032.00	\$220.24	\$811.76	\$1,243.78	\$320.91	\$922.87
<b>Total</b>			<b>\$17,596.09</b>			<b>\$24,131.80</b>

### Summary of Enrichment Expenditures:

Fund Allocations		
Expenses	2024 - 2025	2023 - 2024
School Enrichment (Home Read, Grade 6 Grad, Scientist in the School, Bussing, etc.)	\$1,222.87	\$2,127.12
Extra-Curricular Clubs	\$0.00	\$0.00
Nutrition Break Enrichment (Playground, Playground Maintenance, Play Bins, etc.)	\$720.93	\$944.81
Music & Gym (Musical instruments, Athletics Requests)	\$260.00	\$0.00
Council Events ( Winter Wonderland, Year-End Social, etc.)	\$666.81	\$878.96
Donations (Courtland Avenue PS)	\$60.00	\$0.00
General Administration (School day fee, Garden Maintenance )	\$386.46	\$217.60
Staff Appreciation		
<b>Total</b>	<b>\$3,317.07</b>	<b>\$4,168.49</b>

Fundraising money not yet received:

- Popcorn Sales (May and June)
- Ice Cream Sandwich Sales (May and June)

Expenses not yet recorded:

- Grade 6 Celebration and Staff Appreciation
- Busing for class trips and the area track meet
- Ice Cream Sandwich purchase
- Year-End Social
- Kindergarten Playground



### **Fundraising Calendar for the 2025 - 2026 School Year**

To help our families plan for the school year, see the calendar below, which illustrates when fundraising campaigns are anticipated to begin. As always, families are not obligated to participate in these campaigns; however, your family's participation is much appreciated and helps support many enrichment activities that form part of the school year!

<b>MONTH</b>	<b>FUNDRAISER (FUNDS RETURNING TO SCHOOL)</b>	<b>CHARITABLE DONATION (MONEY TO OUTSIDE CHARITY)</b>
<b>September</b>	Meet the Community Night (Food Trucks) & Book Fair - Wed. Sept 10	Terry Fox Run (donation completed online)
<b>October</b>	Fall Fundraiser	Cold Weather Clothing Drive - TBD
<b>November</b>	Family Movie Night (popcorn & pizza for purchase) - DATE	
<b>December</b>		Week of Giving: TBD
<b>January</b>	Winter Wonderland (free event for families) – DATE	
<b>February</b>		
<b>March</b>	Dance-a-thon Fundraiser – DATE	
<b>April</b>		
<b>May</b>	PROGrant Family Night (free event for families) - DATE	
<b>June</b>	Year-End Social – DATE	
<b>Ongoing</b>	1) Mabel's Labels - <a href="https://mabelslabels.ca/en_CA/">https://mabelslabels.ca/en_CA/</a> Select "Support a Fundraiser" and type "Millen Woods Public School (Waterloo)" 2) Factory Shoe - mention Millen Woods at checkout in-store or use code: 0350025 online at checkout <a href="https://www.factoryshoe.ca/">https://www.factoryshoe.ca/</a> 3) Lunch Program – Tuesday (Dominos), Thursday (Pita Pit, Subway, Boston Pizza and Guac Mexi Grill), First Friday of the Month (Menchies), other Fridays (Popcorn) 4) Ice Cream Sandwiches - Second Monday in April, May and June 5) Directed donation through WRDSB <a href="https://www.wrdsb.ca/wefi/donate/">https://www.wrdsb.ca/wefi/donate/</a> a. Under "Donation Details," select Millen Woods PS -0519 under the "Fund" drop-down menu	