



MINUTES

Byron Southwood P.S. Home & School / School Council

1379 Lola St, London ON N6K 3R6 (519) 452-8100

09/15/2025 | 6:35p.m.-7:46 p.m. | School Library

Meeting called to order by MANDY at 6:35 p.m.

Officers

President/ Chair: Tonia Siemon/Mandy Long

Vice President: Nina Rudd

Treasurer: Valerie Laufman

Secretary: Elisha Bergeron

Fundraising Chair: Candice Avola-Lyons

In Attendance

Present: Tonia Siemon, Mandy Long, Valerie Laufman, Elisha Bergeron, Tasha Whyte, Ashley Rockwood Armstrong, Scott Mandich, Matt Ebel, Candice Avola-Lyons, Tammy Adams, Natasha Barby, Alyssa Ostryhon, Jermaine Shakes, Megan Powell, Amy Thompson, Dayna Aalbers, Julianne March, Courtney Cromwell, Meredith Lockwood, Darbi Greensides, Charlotte Kaye McQueen, Lisa Fleet, Alyssa Meredy

Regrets: Nina Rudd, Jenn Whitty, Amber Wallace, Michelle MacDonald, Shann Pope, Lindsay Topper

Approval of Agenda/Minutes

- **GEN-OCT2025-01 THAT WE APPROVE OCTOBER AGENDA**
M: Natasha Barby S: Megan Powell **Carried**
- **GEN-OCT2025-02 THAT WE APPROVE SEPTEMBER MINUTES**
M: Charlotte Kaye McQueen S: Scott Mandich **Carried**

Principal Report-Lisa Fleet

- **School organisation update** – We have 5 kindergarten classes, 8 primary classes (grades 1-3), 11 Junior/ Intermediate classes (grades 3/4 to grade 8).
 - Q- Did any shuffling happen? All moves are complete.
- **Extra Curriculars update** – Lots of sports and clubs right now (Cross Country, Band, Glee Club, Kindness Club is starting Wednesday October 8th, lunchroom helpers and basketball starting. Cross country race for the grade 3's is October 8th in the afternoon at the school. Meet around the back and parents' welcome.
 - Q- Why do the grade 3's not go to the cross country meet? Any parent asking can reach out to the School/ Principal.

- Q- Is the School still doing Forest of reading? Its coming, they will be reaching out soon, Mrs. Kennedy and Mrs. Adam's discussed there will be 3 groups and have a voting.
- **Fundraising Activities** – Terry Fox Run took place. \$1100 plus raised for the Terry Fox Foundation. We had pie in the face; the kids had a great time with that. The Scholastic book Fair did well.
 - Q- Why didn't all the teachers put up wish lists for the book fair? We will work on doing better for that next time.
 - Q- Is there going to be another book fair? Nothing planned yet-Mrs. Adams
- **Facilities update** - Windows work continues at a rate of approximately one classroom per week. It's moving along nicely. Each class when getting windows done gets put into the maker space till completed.
 - Q- Are we getting blinds? Yes, they have been measured but are custom ordered.
 - Q- Is there a plan to get air conditioning? That is up to the ministry to allocate funds for that. There is a plan that all schools will eventually have air but no final date yet.
- **Upcoming events** – Halloween and Remembrance Day.
 - Q- Any Christmas concert dates yet? They are still being discussed.
 - Q- Why don't we use the stage for the concerts? It is very small.
 - Q- Why doesn't the school do nighttime concerts? They feel that less children show up due to extra curriculans.
- **Questions to the Principal**
 - A concerned parent asked why are the classroom doors being locked during the day? Mrs. Fleet said any concerned parents can contact the school with any questions they may have. Byron Southwood has a safe school policy in place.

Staff Report-Matt Ebel

- Basketball try outs are starting and Mr. Ebel and Coach Baillie will be coaching the boys team. Mr. Ebel and Mr. Andrade will be coaching the girls team.
- Mr. Ebel told the teachers about the \$200 allocation and to send in their receipts.
- Staff have asked for computer mice and if there would be any way for donations from the community.
- The cross-country team would like to consider getting a tent. This is an ask from Mrs. Bowers.
 - Home and School priced out a nice tent from Costco for \$310, see Exhibit 6. Would it be ideal to get a monogramed tent for \$800-\$1200 or save money and use the school's flag. We could always get 2 tents. Tent from Costco comes with a rolling bag as well.

- **GEN-OCT2025-03 THAT WE APPROVE THE TENT PURCHASE FROM COSTCO**

M: Natasha Barby S: Alyssa Ostryhon

Carried

Financing Report

- Not much to conclude for money raised right now since we are waiting on our fundraising to conclude for the first Munch-a-lunch block.
- We finalized our memberships due, and all the home and school paperwork has been submitted. We are in good standing.
- By the end of October, we need to match all the receipts to the expenses. Annual verification found in exhibit 1 and 2. Amy Thompson has been helping with matching receipts.
- Annual verification 2024-2025 income
 - We hold the money for the graduation.
 - Best seat of the house is an in and out income as well.
 - Red lines shown on Annual verification 2024-2025 income exhibit 2 are still waiting on receipts to be paid out and Home and School will hold on to the allocation of funds.
- **GEN-OCT2025-04 THAT WE APPROVE THE VERIFICATION AND REVIEWED THE INCOME AND EXPENSES**

M: Charlotte Kaye McQueen S: Alyssa Meredy

Carried

Fundraising Update

- Basket Raffles
 - Scott Mandich presented on the basket raffles and needing a lottery license. Anything under 50k goes through the city for approval. It seems more straight forward. There is a 2-page application to see if we are eligible that gets submitted to the city. They check that we are a proper charity, number of members and other small details. This approval takes 1-2 weeks. If approved, then Home and School can apply for the lottery license and that takes 1-3 days. The calculation of cost is roughly an estimation that the baskets are worth \$3000, then 3% would be the fee we have to pay at \$90. Does not seem like you must do an itemized list. They will ask questions like is it 50/50.
 - If the City of London already has the school on record, then you could skip the first process.
 - Q- Ontario federation, home and school association might be already approved. Would they have a blanket one? Tonia mentioned that other schools have inquired about this and seems like both steps will need to be completed.
 - For a Lottery license Home and School will need to have a separate bank account. It is 4\$ a month to hold a separate account, and we would have to make individual tickets with the lottery number on them.
 - We can not use the lottery license for the best seat of the house.
 - Amber Wallace has agreed to chair the basket raffle again this year.
- **GEN-OCT2025-04 THAT WE APPROVE TO GET ANOTHER BANK ACCOUNT**
M: Valerie Laufman S: Charlotte Kaye McQueen **Carried**

- Goodwill Fundraiser

- Nina is still looking into the goodwill drive and reaching out to other vendors. We will see how that goes and realistically we want to do something just not sure what. We will talk about this in November.
- Funfair
 - We need to book the fun fair date. First Friday of June is June 5th, 2026. Tentatively June 5th.
 - No oppositions to June 5th, 2026, being the date.
- Spring market
 - Should we consider a weeknight versus a Saturday this year. This year we can make them pay in advance to secure the table since we are now using Zeffy. If we did it on a weeknight, we would not have to pay for the gym use. Not a huge income but it adds to the community event/ feel. We will talk about this in November.
- Byron Pizza adopts a school night
 - This fundraising event is a very passive event.
 - First event is October 6, 2025. 20% of your order for Byron pizza will go to the Home and School. Kevin will let us know tomorrow how much we made. What other dates are we trying to consider for the next Byron pizza night. We will talk about this in November.
- NEW ideas for Fundraising
 - Halo carwash is opening a new location on Wonderland Road, and they are a passive fundraiser. Buy through their link and there is a kick back for the school. Tonia applied to see if we can be a participant.
 - How can we make more money that is passive towards a goal. We need to do a lot of communication. We could incorporate a big lawn sign letting any families who come to the school know. There is a board in the front entrance not being used right now that Mrs. Adam's says we can use.
 - Parent social could be a cool idea. Another School Mounts Field is doing one at highland golf course. Will discuss this at the November's meeting.
 - We might need to do a huge fundraiser to raise money for more technology. Q- If we try to fundraise more money for technology for the school will the technology just get sent to other schools in re organization that has happened in the past. From our understanding that was only a thing during the pandemic and will not happen again. Tonia will reach out to Shiela to confirm before we consider this a big purchase fundraising event. Seems a lot of other Home and Schools are also fundraising for the same items.
 - The kindergarten yard is often a topic brought up for Home and School to fund new equipment. Home and School can not make the plan for the school.

- Bylaws – Tonia shared a slide on the new bylaws, and they will be sent out with Octobers minutes.
- Technology/ Chrome books for the school.
 - What is the school’s goal for total units needed? Southwood is close to 1 for every 2 students right now. They are becoming E waste and needing replaced. Mrs. Fleet believes that grades 3-8 should have access to technology. Home and School mentioned that it would be fair to raise 1 set and maybe in a few years raise a second set. Grade 3 students write the EQAO test on chrome books.
 - 200 units of chrome books is approximately \$75000.
 - Technology fundraising will happen more in November’s meeting.
 - Mr. Ebel will get total Chrome books numbers and other technology that the school uses.
 - Home and school could investigate a lottery license and for corporate sponsorships for new technology. More discussion in November.

GEN-OCT2025-05 THAT WE MOTION TO ADJOURN

M: Darbi Greensides S: Natasha Barby

Carried 7:46 pm

Next Meeting Scheduled: November 3, 2025, 6:30 pm

Exhibit 1 – Annual Verification 2024-2025 Income

Opening Balance September 1, 2024	\$20,888.19
Total Income	\$131,195.34
Total Income plus Bank Balance	\$152,083.53

Munch-Lunch-Income	\$108,845.80
Halloween Dance	\$665.00
Graduation Fundraising	\$6,169.35
Holiday Basket Raffle	\$3,550.17
Spring Market	\$754.85
Goodwill Clothing Drive	\$1,016.00
Fun Fair	\$7,896.06
Byron Pizza Adopt a School	\$545.00
Western Fair- Fair Share	\$188.00
Best Seat of the House	\$1,266.35
Mr. Ebel - 3D Classroom	\$0.00
Mabel's Labels	\$58.76
Factory Shoe	\$240.00

Exhibit 2 - Annual Verification 2024-2025 Expenses

Munch-Lunch-Inc.	\$84946
Halloween Dance	\$1324.42
Grad Fundraising	\$8169.35

Holiday Basket	\$541
Spring Market	\$269.7
Goodwill Clothing	\$169.5
Fun Fair	\$3616.12
Teacher Allowance	\$6050.94
Service Charges	\$400
Membership Fees	\$630
Retire/Apprec Gifts	\$577.64
Staff Apprec Lunch	\$1000.05
23/24 Flutes	\$2839.97
24/25 Flutes	\$3000
23/24 Chromebooks	\$8993.22
24/25 Chromebooks	\$3000
Forest of Reading	\$1152.68
Play Day	\$495.31
23/24 Gaga Ball Pit	\$2492.58
Outdoor Play	\$548.86
Mr. Ebel - 3D Class	\$1050
H&S Misc Items	\$62.36
Library Lunch Club	\$303.91
Raz Kids	\$600
23/24 Gr 8 Awards	\$359.46
24/25 Gr 8 Awards	\$474.55

Curling Set	\$687.02
Bike Racks	1500
FDK Furniture	2065
Paint Tar Mac	1000
Gaga Ball Pit	4500
Best Seat of the House	1266.35
Cart for Hot Lunch	500
Total Expenses	\$144,585.99
2024/2025 Surplus	\$7,497.54
Balance on Hand - August 31, 2025	\$26,086.16

Exhibit 3 - Items Awaiting Receipts from 2025/2026

Bike Racks	\$1500
FDK Furniture	\$2065
Paint Tar Mac	\$1000

Gaga Ball Pit	\$4500
Best Seat of the House-Music Program	\$1266.35
Flutes-Purchased	\$3000
Chromebooks-Purchased	\$3000
Early Literacy	\$600

Exhibit 4 - Approved Budget 2025/2026


Membership Fees	\$500.00
Bank Service Charges	\$400.00
Home and School Misc Items	\$250.00
Graduation	\$2,000.00
Teacher Allowance (42x200)	\$8,400.00
Staff Appreciation	\$1,100.00
Gifts-Staff leaving, Bus Drivers, Custodial, Crossing	\$650.00
Dance	\$1,200.00
Library Lunch Club	\$500.00
Grade 8 Awards	\$500.00
Forest of Reading	\$1,200.00
Author/ School Assembly	\$1,000.00
Music Program	\$3,317.20
Technology	\$5,000.00
Outdoor Play +Ball Pump	\$700.00
Play Day + Carnival 24/25 Spend	\$600.00
Coding Team - Arcade	\$1,200.00
Approximate Remaining to Spend	\$6,874.18

Exhibit 5 – Review of 2024/2025 - Fundraisers

Munch-a-lunch	\$23899.80
Holiday Basket Raffle	\$3009.17

Spring Market	\$485.15
Goodwill Clothing Drive	\$846.50
Funfair	\$4279.94
Byron Adopt a School Pizza	\$545
Western Fair - Fair Share	\$188
Mabels Labels	\$58.76
Factory Shoe	\$240
Grand Total	\$33,352.32

Exhibit 6 - Pop Up Tent Request from School



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