



ESM Home & School Association General & Executive Meeting

Wednesday, November 5, 2025 · 6:00 p.m.

Attendees

EXECUTIVE TEAM

Leah Noble, Chair

Lauren Bowes, Secretary

Courtney Allan, Member-at-Large

Wendi Tekamp, Principal

GENERAL MEMBERSHIP

Michellene Goodwin

Joan Olivella

REGRETS

Lesley Publicover, Vice-Chair

Agenda


Principal's Welcome Message

Wendi Tekamp welcomed everyone to the meeting and thanked them for joining us. She thanked Leah Noble for stepping up to be Chair for the remainder of the term. She thanked Home & School for the Halloween Dance, which was a beautiful opportunity for our community to come together.

Approval of Meeting Minutes - October 8, 2025

Leah Noble motioned to approve the minutes from the October 8, 2025 Home & School Meeting. Lauren Bowes seconded the motion. Leah Noble and Lauren Bowes voted during the meeting. Lesley Publicover and Courtney Allan voted via email. All in favor.

Financial Update - Treasurer




Lauren Bowes presented the Home & School bank balance of \$7,489.22. Since HRCE Fiscal Year End (March 31, 2025), \$935.48 has been spent on the ESM VISA. Actual Cash Flow for Home & School is \$6553.74.

The annual Halloween Dance was held on October 23, 2025. Revenue from 50/50, Entry Donations, and Concessions was \$623.85. Expenses for food and beverage, decorations, treat bags and prize bags totalled \$330.91. The custodial fee has not been charged yet. The current profit totals \$292.94, which will be reduced by the custodial fee.

We are currently breaking even on all school events, so we can not consider them fundraisers any longer and must work toward raising funds in order to maintain a healthy account balance.

Fundraising

1. Holiday Grand in Hand: Courtney Allan motioned to hold a Grand in Hand beginning November 12, 2025 with the draw at the Holiday Concert on December 10, 2025. Leah Noble seconded the motion. All in favor.
 - a. Lauren Bowes will review the procedure from last year and will share it with the group.
 - b. Lauren Bowes will file for the raffle license.
 - c. Lauren Bowes will inform the group of any further assistance required for preparation.
2. Holiday Raffle Basket: We have several items donated that can be used to compile a nice basket to be raffled at the holiday concert: Ryer's Lobsters, Oceanstone Hydrotherapy for 2, Sou'wester Restaurant, Wizard of Oz Tickets. Courtney Allan has reached out to GLOW Gardens requesting passes, and she can get something from Labour Day Picnic.
 - a. Lauren Bowes suggested that instead of a basket we do a gift card tree since we don't actually have any product to give bulk to a basket. We could get a cute little Christmas Tree decoration and attach all the different prizes to the tree.
 - b. It was also suggested that perhaps we invite families to provide a gift card to the tree so that it is a really nice prize. Families could buy a small gift card to local businesses, or they could cash in rewards points for gift cards (i.e. Air Miles, credit card rewards, etc.).
 - c. In the past we have raffled the baskets off at the event, but it was suggested that we could make more money by selling tickets ahead of time. Lauren Bowes questioned whether running two raffle ticket sales at the same time was overkill. It was suggested that we did not need to run them concurrently. The Gift Card Tree raffle could start when the Grand in Hand was sold out. We can also give families the heads up that we will have two opportunities to win big before the holidays.


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- d. Lauren Bowes will send out an email to families requesting the donation of unused gift cards.
 - e. Lauren Bowes will file for the raffle license.
 3. Holiday Concert Bake Sale: A bake sale during the Holiday Concert was suggested by the Music Teacher, Jessica McInerney.
 - a. Joan Olivella suggested we sell baked goods individually as treats to eat during the event as well as selling good to take home (plates of cookies, loaves of bread, pies, cakes, etc.). She also suggested selling hot chocolate/coffee along with the baked goods.
 - b. We will not sell baked goods at the morning performance, but we could sell coffee/hot chocolate.
 - c. Joan Olivella and Leah Noble will organize the sale and determine how much we'd need to sell individually and/or as take home. Lauren Bowes will work with them to get messaging sent to the school community.
 4. School Merchandise Sales: Lauren Bowes reported that at this time, we have not sold any school merchandise via our online storefront. To drum up interest in school merchandise, we will send flyers home with students letting families know that the storefront exists, and we will purchase a few pieces to be hung on the wall to advertise merchandise. It's not desirable at the moment to purchase stock to sell ourselves. We specifically chose an online store front to avoid that. We'll revisit that decision at a later date.

School Events

1. Green Christmas is scheduled for December 17, 2025.
2. Spring Fling is scheduled for May 30, 2026. The bounce house has been reserved.

New Business

1. Shed Repair: Lauren Bowes reported that the school caretaker, Norman Herritt, informed her of the need to make some repairs to the school shed. The floor is rotting, and the structure is sinking into the ground. Norm believes the shed was purchased by Home & School. Lauren does not have the historical knowledge of this, but she does know it is not only housing Home & School property. Time is at a premium for this meeting, and no decision needs to be made at this meeting. However, please begin thinking about a few decisions need to be made:
 - a. Is the shed the responsibility of Home & School or ESM?
 - b. If the shed is the responsibility of Home & School, does it need to be repaired or replaced?
 - i. To make that decision, we need to get quotes from local contractors to see what the cost would be for both scenarios.
 - c. If the shed is the responsibility of Home & School, how do we pay for the repair or replacement?
 - i. Fundraising
 - ii. Community Support - labor? Material donations?
2. Ad-Hoc Committees: In order for real work to be done and to meet the goals we have as a group, we will not be able to discuss/plan everything at monthly meetings.



We need committees to begin brainstorming, planning, etc. Some committees to consider:

- a. Spring Fling 2026
 - b. Gardening/Landscaping - flag pole, raised boxes, etc.
 - c. New Fundraisers that will generate big \$\$\$
 - i. Auction
 - ii. Lobster Raffle
3. Fundraising Goals - Please be thinking about this over the next couple of months before our next meeting in January.
- a. What is our target? Lauren Bowes made note that we raised less than \$2000 in 2024-2025 (\$1000 - Grand in Hand; \$150 Halloween Dance; \$300 Christmas Raffle Basket; \$500 event profit). Wendi Tekamp suggested that was a starting place for setting the goal. We want to make at least that much and a little bit more.
 - b. What are we raising money for? Having a specific goal will always drum up more interest than not having one.
 - i. It was suggested by Joan Olivella that we should consider fundraising to bring back the swim program. Lauren Bowes reported that SAC has been working on that since Covid restrictions lifted, and it is now in the hands of Principal Wendi Tekamp, who will work toward coordinating that if there is an interest from staff. Home & School does not need to worry about coordinating the swim program. If fundraising is needed, ESM will reach out to Home & School.

Adjournment

Courtney Allan motioned to adjourn the meeting. Lauren Bowes seconded the motion. All in favor. Meeting adjourned at 7:11 PM.