

**Queen Elizabeth Public School  
School Council 2021-2022**

**Minutes of the Meeting of November 1st, 2021**

**1. Welcome and Introductions:**

**Present:** Drew, Candace, Kelly, Michelle, Mike, Lynn, Matt, Chris, Wendy, Lindsey

**2. Lunch Box Presentation:**

- Melissa Roberts from Lunch Box presented to council.
- It is a program that runs in conjunction with School Cash Online. Provides school lunches to students and raises funds.
- There is a standard offering:  
Tuesday and Thursdays – Pizza  
Wednesdays – Subs  
Optional milk days
- School chooses providers for the pizza and subs.
- Subs raise approximately \$0.75 per sub. Pizza raises approximately \$1.00 per slice. Milk raises approximately \$0.10 per milk
- Fundraising payments are processed monthly and are directly deposited.
- Lunch Box confirms all of the details with the vendors.
- Parents pay online via Lunch Box by School Cash Online. Orders can be weekly, monthly, or the entire school year. The weekly deadline for orders is on Sundays at 12:00 p.m. Lunch Box sends the weekly delivery orders to the vendors and the school received the delivery report Monday mornings for the week.
- Meals are delivered to the school by the vendor and are organized for easy distribution to students.
- Parents can access a Lunch Box ordering calendar through their School Cash Online accounts.
- There is a possibility for flexibility to add other vendors. Set up can be up and running around November 16 (if council proceeds) and delivery could be the following week. Council can set this up with Lunch Box directly.
- **Action:** Drew to confirm if this is the only hot lunch option for schools right now.
- A council volunteer would be helpful. Wendy can help support, but not every day (preferably one day per week). Matt could offer support one day per week (Thursdays?) and has offered to be the contact for Lunch Box. Mike could offer support on Tuesdays.
- **Action:** Lindsey can look back at the numbers from our previous hot lunches to see how much we raised.
- **Action:** Matt to follow up with Lunch Box to find out price points and minimum number of orders. Ask for the possibility of 1 day a week for orders.
- **Carry forward to next meeting.**

**3. Approval of Agenda:** 1<sup>st</sup> by Candace and 2<sup>nd</sup> by Kelly

- Suggest we defer items 6 and 7 from the agenda to next meeting. **Carry forward.**
- Next meeting is December 6<sup>th</sup> – meet in person. Would need to show proof of vaccination and wear masks. Could offer a mix of in person and virtual meeting (bring a laptop during the in-person meeting) so that we are still accessible for all parents and council.

**4. Approval of Minutes:** 1<sup>st</sup> by Wendy and 2<sup>nd</sup> by Lynn

**5. Business Arising from the Minutes:**

- a. Done
- b. Supply chain issues means no stock for hats. Chris is now working with the Peterborough Petes and is waiting to speak with someone about fundraising options with them. **Action:** Chris will email council once he hears about fundraising.

- c. Dominos Campaign will run November 25, 2021. We get \$5.00 per order. Very little effort needed – just advertise!
  - d. Mom's pantry is an all-online option. They have a 2-week turnaround. The school would need to register online, advertise and then orders are delivered to the school. For Christmas delivery, we would need to end the fundraiser by December 3, 2021. Perhaps we should hold off on this fundraiser until the Spring in order to spread out our fundraisers. **Carry forward to Spring.**
  - e. Done. Orders will come in around end of November. We will get a 10-day notice of our delivery date. Will need to work out logistics. Mike will let council know the delivery date once he has it.
6. **Student Enrichment Experiences:**  
**Carry forward to next meeting.**
7. **Parent Outreach Event:**  
**Carry forward to next meeting.**
8. **Year-end event:**  
**Carry forward to next meeting.**
9. **Reports:**
- a. **Principal's Report:**
    - The library and gym are close to be open for students.
    - Spirit week was great!
    - Focusing on operational items at the moment.
  - b. **Treasurer's Report:**
    - See report emailed.
    - \$581.60 raised from Fresh from the Farm.
    - Unallocated the funds previously allocated for the mud kitchen.
10. **Next Meeting:**  
Monday, December 6, 2021 – IN PERSON (meet in staff room)! With virtual option.
11. **School Council Excellence in Leadership Survey**  
Completed.
12. **Adjourn:** Meeting adjourned at 8:30 p.m.