

Fessenden Home and School Association Meeting Minutes – Tuesday, November 26, 2019

Attendees: Cindy Hawryluk, Andrew Hawryluk, Alaina Evans, Shannon Holmes Shedden, Sarah Rietkoetter, James Ling, Julie Payne, Jeff Hinchcliffe, Amy Hinchcliffe, Mike de Maria, Michelle Carignan, Diana Samman, Mike Bell, Carolyn Zizzo

1. Approval of October minutes deferred to January to allow members time to review

Treasurer report

1. Andrew provided the treasurer report (see attached) – up to date as of November 20th
2. Big Box liability item is an estimate at this point, as we are still receiving orders. Owe the company \$22 for each order
3. Film license will be added as a liability
4. Chrissy provided an update of the Lunch Lady fundraising so far, which included an amount for funds provided to families identified as in-need by teachers
 - a. It was Alaina's understanding that we were still waiting on families to be identified – unsure if this is just funds that have been set aside, or whether some families using the program last year have just continued this year
 - Alaina will reach out to Chrissy to confirm
 - b. MOTION: Approval of treasurer report from October 2019 meeting – JULIE; JAMES 2nd**
 - Approved (12 For, 0 Against, 0 Abstentions)

Membership

1. Andrew gave membership report in John's absence
 - a. All paid up and in good standing

Lunch Lady

1. James is continuing to help at North campus and all is going well, no parent volunteer at South but the older grades pick up their own meals

Pumpkin Stroll

1. Raised \$4678.71 after some expenses for décor and carving items for increased number of classes
 - a. BIA gave \$2000 which covered portable toilet and promotional materials, as well as the venue
 - The BIA was very happy with the turnout and would like to expand the event into the weekend next year
 - b. Gave 25% of profits to ACS via assembly last week
2. Feedback from the group:
 - a. Sarah noticed a substantial number of people parking in the Mansfield survey and walking over from there – these people entered from other side of the driveway and did not pass a donation table which potentially led to a loss of funds

- Next year would suggest either closing the entrance or setting up another table at that entrance
- b. Also plan to light the entrances better next year
- c. Cutting off Ryerson to parking was a good idea, especially with the parking assistance at Parish Hall

Big Box Fundraiser

1. Sarah provided an update on the fundraiser
2. There have been some logistical issues to sort out, but overall it has gone well
 - a. Based on the number of orders submitted so far, we stand to profit \$9119
 - b. Still awaiting approximately 55 boxes to be returned
 - i. Each unreturned box will cost us \$16.50
 - ii. Notes have been provided to the teachers to send home with those that have yet to return, as well as a posting on Facebook and the parent newsletter
 - iii. The letter/posting explains that we will lose funds for every box not returned
 - iv. Sarah will drop off an announcement tomorrow morning as well
3. Will start distributing boxes to those that submitted their orders on time – children will be sent home with boxes if they are only receiving one or two, all others will be sent home a note to arrange a pick-up time
 - a. Will have a pick-up table at the movie night

Poinsettia's

1. Have decided to cancel the poinsettias for this year due to the ongoing work of the Big Box Fundraiser and the movie night

Movie night

1. Julie sent an email to Jenny and Caitlin to have announcements done and send out notices
 - Alaina recommended just going to the school and dropping off the announcement
 - Should email the secretaries directly and copy Jenny/Caitlin to have the info posted
 - Need to put up posters at the school and put on Facebook
2. Work to rule should not impact the movie night
3. Alaina has arranged for the license, just needed the IP addresses for streaming – will submit this week
4. Still need a few more volunteers
 - James and Diana volunteered
 - Shannon also received an email about a high school student and will provide this information to Julie
5. Jenny needs to complete the permit – Julie will follow up with her about this

Spaghetti Social

1. This would be a social event as well as a fundraiser – would cook and serve a buffet style spaghetti dinner and salad
2. Had planned for January because there were no other events during this month, but the date could be changed

3. The original idea was to have the grade 8s help in return for a portion of funds for their trip, but the trip may not be happening
4. Need a chair for the event and need to sort out the logistics of how to cook and serve the food, as well as the costs for the food and any other rentals (chairs, tables)
 - Chelsea works at an Italian Fine food place and has arranged for sauce to be donated
 - Would also need a teacher volunteer or else there would be a cost associated with renting the gym
 - Need to know the capacity of the South campus gym
 - Mike suggested cooking the spaghetti in advance and then heating it in warm water
 - Diana will consider running the event, but would need to move the date and need some help

RazKids

1. Need to find out if kids are using it and have all teachers provide the access information to parents in order to make the best use of the license

Wish List items

1. Walkie talkies have been received
2. Need to confirm with Jenny all items that were ordered/received
 - In terms of the shelving for the kindergarten rooms, what was installed was sufficient so do not need any more
 - Art racks
 - Ortwein's original ask was for 4 drying racks, only one was approved as the ones she requested were more expensive (\$299.28 ea.) compared with the other art racks purchased for the FDK rooms (\$105.72 ea.)
 - Mr. Kortmann is requesting IKEA frames for a student art wall at South campus and drying racks (initially thought these racks were being installed with the renovation, but they weren't provided)
 - \$564.77 for 20 IKEA frames (including tax)
 - \$567.35 for 3 drying racks (including tax)
3. **MOTION: to purchase 20 frames and 3 drying racks as per Mr. Kortmann's request – CINDY; JEFF 2nd**
 - Approved (11 For, 0 Against, 1 Abstentions)
4. There has been some concern voiced by parents that money is not being evenly split between the 2 campuses; however, all teachers were given an equal opportunity to make requests as the wish list was an open document

Library book donations

1. Shannon inquired as to whether we can start a collection of gently used books to donate to the libraries - South site in particular seems to be in need of books for the FDK kids donation
 - While understanding the need for books, Jenny expressed some hesitancy with having a drive for donations as it is a lot of work for the librarian to then review all the books to ensure they are appropriate and conducive

FDK Art instruction

1. Discussion of kindergarten art teacher was tabled and Jenny suggested this be discussed during parent council instead

1. **MOTION: Adjourn meeting – ANDREW; MIKE 2nd**
 - Approved (12 For, 0 Against, 0 Abstentions)