

Frank Panabaker Home and School Association Meeting Minutes –

Tuesday, January 13, 2020

Attendees: Cindy Hawryluk, Andrew Hawryluk, Alaina Evans, Shannon Holmes Shedden, Sarah Rietkoetter, Jeff Hinchliffe, Amy Hinchcliffe, Mike de Maria, Michelle Carignan, Tania Toop Darke, John Scime, Carolyn Zizzo, Anna Rozenberg

1. **MOTION: Approval of November minutes - SHANNON; CAROLYN 2nd**
 - a. Approved (10 For, 0 Against, 0 Abstentions)
2. Teacher wish lists
 - a. Jenny and Caitlin confirmed that all items that were on the originally approved teacher wish lists have been purchased – Caitlin has a few more receipts for Andrew
 - b. The only outstanding purchase is the newly approved IKEA frames and art drying racks requested by Mr. Kortmann and approved at last meeting
 - i. Jenny will check with Mr. Kortmann to determine the status of this purchase
3. Cake raffle
 - a. Alaina provided the background on the cake raffle for Jenny and Caitlin
 - i. This fundraiser has always been popular and is run on Valentine’s Day (a Friday this year)
 - ii. Parents bake nut free cakes and baked goods and send to/drop off at the school on the morning of the event
 - iii. Previously used the North campus library to set up, but hoping to use the North campus gym this year as we require a bigger space
 1. This would also allow for more than one class to come at a time
 - iv. Classes come at a time that works for the teacher’s schedule and view the cakes/baked goods and then put their tickets in the raffle bags
 1. All kids will receive 1 ticket and can purchase more if wanted
 - a. Ticket sales begin on Monday, February 10th
 - b. If the current job action will impact teacher’s ability to collect money, H&S volunteers will go to each classroom for ticket sales
 - v. Once all the classes have gone through, the draw is done and cakes are delivered to the winning students to be taken home that day
 - vi. There will be some set up that needs to take place the evening before
 1. Caitlin will notify the YMCA of the need to use the gym on the evening of Thursday, 13th and Shannon will submit a permit
 - vii. Sarah will create the posters, including mini ones to be sent home in communication bags
 1. Sarah will connect with Jenny regarding the impact of job action on the distribution of the flyers and determine a plan
 - b. The senior grades (6-8) will be having their Valentine’s dance in the afternoon
 - i. Cindy raised the issue that at the last dance there was no bake sale, and the kids really missed having it
 - ii. Suggestion was made to have a bake sale for those grades in lieu of them participating in the raffle

- iii. Shannon is concerned about creating divisions between the two campuses and therefore suggested that the senior classes have both – will still participate in the raffle, and will also have a bake sale at the dance
 - iv. There are often a lot of smaller items donated to the raffle, and these could be used for the bake sale
 - v. In addition, Shannon will ask her mom if she is able to bake cupcakes, and cookies/chips/other small items could also be purchased
 - vi. **MOTION: Approve spending up to \$250 for bake sale items/supplies for the dance - SHANNON; JOHN 2nd**
 - 1. Approved (11 For, 0 Against, 0 Abstentions)
- 4. Movie night – March 27th
 - a. Will need a teacher supervisor or else will need to submit and pay for a permit
 - i. Will depend on the status of job action, currently Jenny and Caitlin cannot bring this request to the teachers
 - ii. Shannon will put in an application for the permit and can cancel if able to get a teacher
- 5. Graduation update
 - a. Tania provided an update on the graduation ceremony
 - b. Had to move the date of graduation – will now be on June 19th
 - c. This did not impact the rental/deposit at Marquis Gardens, they were able to switch the day
 - d. Tickets will go on sale at the end of May
 - e. Should job action continue to the end of the school year, the ceremony will take place during the day at the school
 - f. The teachers decorate the gym for the ceremony, and these decorations are then used for the dinner/dance
- 6. Treasurer report
 - a. Andrew provided the treasurer report (see attached)
 - b. Money is earmarked for the purchase of Mr. Kortmann’s approved items
 - c. The Big Box amounts are not final, but the invoice has been paid
 - d. Movie night wasn’t as profitable as those in the past because of the cost of the license
 - e. There were no questions from the group
 - f. **MOTION: Approve the January treasurer report - SHANNON; MICHELLE 2nd**
 - i. Approved (10 For, 0 Against, 0 Abstentions)
- 7. Membership
 - a. No updates to the membership
 - b. Sarah has been tracking attendance each month and we will need to have cash on hand to reimburse membership costs for those that meet the 50% attendance threshold
 - c. For those members planning to continue their involvement the next year, will just roll over the payment
- 8. Lunch Lady
 - a. Chrissy is moving locations so has not had time to respond – no update to provide
 - b. New menus come out in February
- 9. Big Box Fundraiser

- a. Sarah provided an update on the fundraiser
- b. \$925 boxes were sold, at \$11 profit per box and after repaying the cost of unreturned boxes, we were projected to profit \$9919.00
 - i. Currently, we have \$9025.00 profit, this represents a difference of \$894
 - 1. The majority of this is from cheques that were made out to the wrong payee and were returned asking for another cheque to be issued
 - 2. There were also some minor losses due to inaccurate payments
 - 3. Will continue to follow up on these and will hopefully have final numbers for the February meeting

10. OFHSA awards

- a. Shannon provided the outlines for three different awards run by OFHSA:
 - i. Colonial R.S. McLaughlin Memorial Award (H&S member award)
 - ii. OFHSA Educator Award (teacher award)
 - iii. OFHSA Citizenship Award (student award)
- b. Shannon was hoping to submit applications for the teacher and student awards (there are no H&S members that qualify for the third award)
- c. For the teacher award, the group suggested the following teachers as potential nominees: M. Gill, Mme. Greve, Mrs. Froats, Mrs. Ortwein, Mr. Dowson
 - i. Sarah will create an online poll for members to vote on which teacher they would like to nominate and then the application can be completed
- d. For the student award, it was suggested that Shannon reach out to Erin Ridpath, Mrs. Ortwein, Caitlin, and Jenny to have them nominate a student they feel meets the criteria
 - i. If more than one student is identified and they are all similarly qualified, will draw from a hat
 - ii. If one student stands out, that student will be the nominee
- e. Cindy also suggested that now that we are one school, we should create a H&S award for graduation – provide the selected student(s) with a gift card
 - i. The group agreed this was a good idea, and will be an agenda item at the February meeting to determine the details

11. Spring Carnival

- a. The date of the carnival has been moved to June 12th due to the changes to the graduation date
- b. Shannon is requesting \$6000 for covering Spring Carnival expenses
 - i. There was discussion regarding the amount as it is higher than in years past
 - ii. The budget last year was increased because of the event being expanded to include the 60th anniversary/closing of Fessenden events
 - iii. Given that these expanded events won't be happening, some felt the amount being requested was too high
 - iv. Shannon expressed that she feels there is a need as the student body is so much larger this year, and therefore feels there will be more expenses
- c. There was also a discussion of the need to include activities that will attract the older grades as well (i.e. grades 5 and above)

