

Hello to all our new and existing members. We hope to see you out at our meeting tomorrow night from 6-7pm in the Learning Commons at Frank Panabaker South. This will follow the school council meeting and child care will be available for both meeting. Our Agenda is listed below and if you have any questions please let me know.

### **Wednesday September 25, 2019**

FP Panabaker Home and School Association meeting

Welcome to all members!!!

Welcome to all of our new and existing families to Frank Panabaker Home and School Association.

We are excited for this school year and our new journey as one school two campuses. We are excited to see lots of faces out to join our outstanding team. Everyone is welcome here!

It's a wonderful way to volunteer, help a little or a lot. You choose. We hold one meeting each month (excluding Dec, March and June) and the days and times will rotate to help get lots of parents out.

We do fundraising events and activities throughout the year. We decide as a group where and what we spend the funds on for Frank Panabaker North and South. We are a fun group of parents who all want the "best start" for our students and school.

Many people ask...  
What is Home and School?

We are an independent voice of parents that work together to support public education at the school, school board and provincial level.

We are an organization of volunteers that are committed to ensuring that the education, health, safety and social well-being of children and youth are a priority.

A network of members providing support, training, resources and advice developed over a long history of involvement.

We work together to build a community of involved families and students.

Please welcome our Executive team:  
Shannon Holmes Shedden - President  
Alaina Evans - Vice President  
Andrew Hawryluk - Treasurer

Sarah Rietkoetter - Secretary  
Julie Payne - Past Vice President  
Mike Bell - Membership Coordinator

We would like to remind all members that this is an open minded space where everyone's thoughts and opinions are welcome and will be considered as a group.

Our Home and School Association focus is "Best start for each student" focus. As well working together with the community to make our home and School families join as one. Keeping that in mind we plan events and fundraisers to be able to do fun things for the kids and community as well as give the students in the school the tools to be able to succeed and do well.

We work with the School Council but are two separate groups. School Council is a government mandated group run by the school principal and the School Principal oversees the decisions that are brought forth.

The Home and School Association is a non-profit Association that was started 103 years ago. We are run by the parents of the school with each other and make decisions as a group as to what we will get behind and show our support.

Membership - Mike Bell

Mike to explain how payment of membership will run this year. Need to have voting members

Treasurer report - Andrew Hawryluk

Andrew to give a report on our starting point. Vote on proposed spending items

Lunch lady program - Please help me welcome Chrissy to our new school!

Topics of discussion:

1. Storage area at one of the campuses

2. Fall Open House night - October 3 5:30-7:00pm and table for information, we have secured  
Volunteers for table needed

3. Spaghetti dinner night social...date and volunteers needed. Details may include: Parents cook, Grade 8s dish up and serve. Try really hard to get almost all of the stuff donated to Grocery stores for the sauce noodles salad and rolls. If not all of that stuff is donated they pay from the money collected from tickets. Tickets would be around 10 for

adults 5 for kids...2 and under for free...family of 4 ..2 adults..2 kids ..25. For the grade 8s who volunteer they get a percentage towards their big trip.

4. Pumpkin Stroll - October 25th 5-8pm Cindy is our Chair of this event...update

5. Poinsettia Sale - November, date and details. We can use the same farm as before. We will need someone to help with order forms (we have template), organize orders, input to farm and help with delivery date and distribution.

6. Do Big Box Cards distribution same day?

7. Movie night - December primary kids...or two locations and primary at one campus and junior at the other campus

We had spoken about RAZ Kids accounts for Grades 1-5. The cost would be as follows:

The cost for RAZ is about 110 USD per class of 30. We would need about 6 accounts. The total would be aprox 659.70 USD.  
Motion to split this cost with School Council

9. Teacher wish lists

10. Meetings dates for the year are as follows...

Calendar at a glance:

Fall open house - October

Spaghetti night - September or October

Pumpkin Stroll - October 25

Poinsettia Sale and Box Card Sale - November

Movie night - December

Valentines Cake Raffle - February 14

Movie night - March

Trunk Sale - May

Spring Carnival - June

Other:

Does anyone else have anything they want to chat about?

Motion to adjourn meeting

Time meeting finishes

## Fessenden Home and School Association Meeting Minutes –

**Wednesday, September 25, 2019**

Attendees: Andrew Hawryluk, Shannon Holmes Shedden, Alaina Evans, Sarah Rietkoetter, Erin Ridpath, Tania Toop Darke, Kimberly Strecker, John Scime, James Ling, Michelle Carignan, Mike Bell, Diana Samman, Carolyn Zizzo, Julie Payne, Natalia Bourenane, Janice Forth, Nicola Provost, Amy Hinchliffe, Jeff Hinchliffe, Xin Wang, Mike deMaria

1. Alaina welcomed all present to the Home & School (H&S) Association and provided background on the mandate and work of H&S
2. Membership
  - a. Mike explained the membership process, and the need to be a member if wanting to vote in the meetings
    - i. Membership is open to anyone that wants to join, and requires a \$20 fee to be paid upfront (September 30<sup>th</sup> is the due date)
      1. Payment to be made to Andrew
      2. Members that attend 50% of the meetings throughout the 2019/2020 school year will have their membership fee reimbursed by H&S
    - ii. Non-members can still attend meetings and volunteer for events, just unable to vote and not covered by insurance when volunteering
  - b. Mike will be stepping down as membership coordinator, so looking for someone to fill this role
    - i. John Scime volunteered to take this on
3. Treasurer report
  - a. Andrew reviewed the treasurer report (see attached)
  - b. Had to formally close both previous H&S associations and have established the bank account for the new association with the combined balance from the two
    - i. ASPS H&S was not focused on revenue generation, was primarily for the grade 8 graduation
  - c. Grade 8 grad
    - i. Tania has been in charge of grade 8 graduation in the past – will take on again this year unless someone else will
    - ii. To reserve the space for graduation need to send in the deposit
    - iii. **MOTION: To approve the funds for the deposit needed to reserve the venue for grade 8 graduation – TANIA; CAROLYN 2<sup>nd</sup>**
      1. Approved (14 For, 0 Against, 0 Abstentions)
  - d. Pumpkin Stroll
    - i. Funds have been set aside to cover costs of the event, won't necessarily use all of it
  - e. Raz kids
    - i. Current license up in May 2020, so usually earmark this
    - ii. Parent council pays the other half
4. Lunch lady
  - a. Started last week

- b. James Ling is at the North site as a volunteer, hoping to operate without a volunteer at the South site
  - c. Last year a portion of the funds raised through the program were used to support families that otherwise were not able to participate by providing them with a pre-paid account from which they could order lunches for their children
    - i. Hoping to support families to participate in the program again this year
    - ii. H&S provides the funds, but does not know who the families/kids are the participate
    - iii. Have reached out to the teachers to identify potential kids that could benefit from the program and let Jenny know, this information is provided to Chrissy at Lunch Lady so the account can be set up
    - iv. Accounts allow for roughly \$7 a week per child; the majority of the lunches are between \$5-7
5. Storage
- a. Shannon asked Jenny whether there is any storage space at the school that H&S can use
    - i. The portables are not an option – all but 2 will be removed, which will be for French and music
  - b. There is some space behind the library in the South campus building that can be used
6. Meet the teacher night
- a. Hope to have tables set up at both campuses – asking for a few volunteers to help at the tables
    - i. Let Alaina know if you can volunteer
  - b. 2-3 food trucks will be there, H&S receives a 10% kick back from food sales
7. Pumpkin stroll
- a. Shannon provided an update in Cindy's absence
  - b. Flyers are being printed & signs will be put up around town
  - c. Carving party at Optimist Club
    - i. Sunday October 20<sup>th</sup>, 1-4pm
    - ii. All are welcome
  - d. On the 24<sup>th</sup>, need trucks to pick up the pumpkins early in the morning and deliver to Fieldcote
  - e. A lot of help needed on the day of the stroll, email Cindy if interested in helping
    - i. Will have Ancaster high students and volunteers from the market
    - ii. High school students can receive 3 hours for the Sunday, and 4 hours for the 24<sup>th</sup>
  - f. Pumpkins to go back to the farm after for the animals
  - g. Admission is by donation, suggested amount is \$10 but can give what want
    - i. 25% of the proceeds will be donated to Ancaster Community Services
  - h. BIA has given \$2000
  - i. There will be food trucks
  - j. Sarah asked that a reminder be given to teachers and community members contributing pumpkins to not have knives, sharp objects in the pumpkins
  - k. **MOTION: Have \$1000 available to Cindy to cover up-front expenses – ALAINA, MICHELLE 2<sup>nd</sup>**

- i. Approved (14 For, 0 Against, 0 Abstentions)
- 8. Future fundraisers
  - a. Poinsettia sale in November
  - b. Big Box cards
    - i. 33 cards in the box, sell for \$33 and the school receives \$11 for each one
    - ii. Incentives for whoever signs up the most
      - 1. We can choose the prizes
    - iii. Will need a chair for this event (as with the Poinsettia orders)
      - 1. Sarah volunteered to take both on
  - c. Movie nights
    - i. First one will be December 6<sup>th</sup>
    - ii. Planning to do 3 - 2 for primary, 1 for more junior grades
    - iii. Will need volunteers and teacher rep for each one
      - 1. Jenny will ask the teachers at the staff meeting
    - iv. Will use the North campus
- 9. Raz kids
  - a. We already support the Raz Kids program for the younger grades (split the costs with parent council)
  - b. Teachers are requesting the program for some of the older grades – French and English, 4-5
    - i. Would need 6 accounts – 30 kids per account
    - ii. Cost is \$659.70 USD
  - c. **MOTION: To pay for half the cost of Raz Kids for the older grades if the other half is approved by parent council – ALAINA, JOHN 2<sup>nd</sup>**
    - i. Approved (14 For, 0 Against, 0 Abstentions)
  - d. Andrew will provide contact to try and get prorated amount and coordinate renewal dates with the existing account
- 10. Teacher wish lists
  - a. Jenny created a Google doc that will continue to grow and change throughout the year for teacher wish list items (e.g. art supplies, outdoor equipment, items for new kinder rooms, books)
  - b. Climbing wall is a priority for the teachers and Jenny; before it can be used each year the teachers need to be trained
  - c. Alaina went through the list and identified some items that seemed like they should be covered by the board (walkie talkies, agendas, card reader for external door, science textbooks)
  - d. If these items are removed from the list, there is roughly \$7000 worth of items that remain
  - e. Summary of discussion regarding providing funds to purchase these items:
    - i. Some felt that the time sensitive items should be approved first
    - ii. It was suggested that we approve \$7000 of funding for the teachers wish list items so these items can be purchased and used immediately

1. There was some concern that there may not be funds available to front costs for other fundraising activities and events (e.g. carnival), but we will have further fundraising events before that is needed
2. Shannon stressed the need to spend our existing funds as the expectation of parents donating to our fundraising events is for the money to be invested in the school as soon as possible
3. Having motions to approve individual items on the list will take too long, but those present felt that wanted to at least view the wish list before the money is spent
4. Suggested sending the list out to all voting members and providing one week to review the list and identify any specific items they would like to discuss further before purchasing
  - a. **MOTION: To provide the school with \$7000 to purchase wish list items that have been reviewed and approved by voting members via email (deadline to respond October 4 2019) – ALAINA, SARAH 2<sup>nd</sup>**

i. Approved (13 For, 1 Against, 0 Abstentions)

**11. MOTION: Adjourn meeting – ANDREW; SARAH 2<sup>nd</sup>**

- a. Approved (14 For, 0 Against, 0 Abstentions)

Thursday October 17, 2019

6:00pm - 7:00pm

FP Panabaker Home and School Association meeting

Welcome to all members!!!

Welcome to all of our new and existing families to Frank Panabaker Home and School Association.

Please welcome our Executive team:

Shannon Holmes Shedden - President

Alaina Evans - Vice President

Andrew Hawryluk - Treasurer

Sarah Rietkoetter - Secretary

Julie Payne - Past Vice President

John Scime - Membership Coordinator

- Parent Rep

We would like to remind all members that this is an open minded space where everyone's thoughts and opinions are welcome and will be considered as a group.

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We work with the School Council but are two separate groups. School Council is a government mandated group run by the school principal and the School Principal oversees the decisions that are brought forth.

The Home and School Association is a non-profit Association that was started 103 years ago. We are run by the parents of the school with each other and make decisions as a group as to what we will get behind and show our support.

Membership - John Scime

Parent Rep - we are in need of a Parent Rep Volunteer

Treasurer report - Andrew Hawryluk

Lunch lady program - Alaina and James



Topics of discussion:

1. Storage area is now at Frank Panabaker South

2. Pumpkin Stroll -

Chair of event: Cindy Hawryluk

update

Thursday October 25th 5-8

Volunteer sign up

Schedule

Still needed

3. Poinsettia Sale -

Chair of event: Sara Rietkoetter

Update

Date

Volunteer sign up

4. Big Box Cards -

Chair of event: Sara Rietkoetter

Update

Date

Volunteers needed still

5. Movie night -

Chair of event: Julie Payne

Update

North campus

Friday December 6th 6-8

Volunteers needed

Teacher required

Where do we stand with getting the new Raz kids for older students?

7. Teacher wish lists update - Alaina

8. Meetings dates for the year are as follows...

School Council and Home and School Association meetings will be as follows:

Thursday October 17th

6-7 HS

7-8 SC

Wednesday November 27th

6-7 HS

7-8 SC

Monday January 13th

7-8 HS

6-7 SC

Thursday February 27th

6-7 HS

7-8 SC

Wednesday April 8th

7-8 HS

6-7 SC

Home and School Association May meeting is held off site.

School Council will still hold their May meeting at the school. Day and time TBA

Membership for Home and School Association is \$20 and if you attend half of the meetings (no meeting in December, March or June) you get your money back!

Calendar at a glance:

Pumpkin Stroll - October 25

Chair: Cindy Hawk

Box Card Sale -

Chair: Sara Rietkoetter

Poinsettia Sale - November

Chair: Sara Rietkoetter

Movie night - December 6th

Chair: Julie Payne

Spaghetti night - January 23

Chair:

Valentines Cake Raffle - February 14

Chair: Alaina Evans

Movie night - March 27th

Chair: Julie Payne

Trunk Sale - May

Chair:

Grade 8 Graduation - June 18th

Chair: Tania Toop-Darke

Spring Carnival - June

Chair: Shannon Holmes Shedden

Other:

Does anyone else have anything they want to chat about?

Thank you for your time and commitment. You are appreciated!!

Motion to adjourn meeting

Time meeting finishes

## Fessenden Home and School Association Meeting Minutes –

**Thursday, October 17, 2019**

Attendees: Cindy Hawryluk, Shannon Holmes Shedden, Sarah Rietkoetter, John Scime, James Ling, Julie Payne, Natalia Bourenane, Jeff Hinchliffe, Mike de Maria, Anna Rozenberg, Christine Nash, Michelle Carignan, Holly Buchanan

1. **MOTION: Approval of September minutes - JEFF; NATALIA 2<sup>nd</sup>**
  - a. Approved (10 For, 0 Against, 0 Abstentions)
2. Membership
  - a. John Scime has taken over as membership coordinator – doesn't have the materials yet
    - i. Shannon will email Mike Bell to get the materials sent to John
  - b. Those who wish to be members but have not paid should send e-transfers to [hawryluks@gmail.com](mailto:hawryluks@gmail.com)
  - c. Need a parent council rep for H&S – hoping Mike Bell will still do this
3. Treasurer report
  - a. Cindy provided the treasurer report in Andrew's absence (see attached)
  - b. **MOTION: Approval of treasurer report from September 2019 meeting – SARAH; JOHN 2<sup>nd</sup>**
    - i. Approved (10 For, 0 Against, 0 Abstentions)
  - c. Shannon will need Andrew to cut two separate cheques for the teacher wish list items, as they need separate cheques for North and South campus
4. Lunch lady
  - a. No major updates – James is helping at the North campus and things are running smoothly
  - b. Too early for the update numbers from Chrissy
5. Storage
  - a. Jenny has provided the room beside the Learning Commons in the South campus for H&S storage and the bins have been moved over
    - i. If needing to access the bins you can access from the hallway or the Learning Commons
6. Poinsettia fundraiser
  - a. Sarah is running the fundraiser and has set things up with the farm – delivery date for the poinsettia's will be December 6<sup>th</sup>
    - i. Parents can pick up their orders at the same time as the movie night starting at 5:45pm
    - ii. Sarah will email the farm to find out what time the poinsettias will be delivered
    - iii. Will ask Caitlin what classroom can be used for this
    - iv. John Scime can help, will need some other volunteers
      1. May use some older kids to help unload when delivered
  - b. Order forms will go out on November 13<sup>th</sup> and will need to be returned by the 27<sup>th</sup>
7. Big Box Card Fundraiser
  - a. Sarah is running the fundraiser and has spoken with Ashley at Big Box to get started
  - b. There is a specific format that needs to be followed:

- i. Determine the number of families at the school by developing a list of those that are the eldest or only child at Frank Panabaker – Caitlin and Jenny have asked the teachers to do this and will provide within the week
    - ii. Big Box will deliver enough boxes for 1 sample box to go home with each family – this box is used as an example to help sell more orders, and is used to fulfill an order if 1 or more is sold
      - 1. After 2 weeks, families either return their order forms/money or the unsold box
        - a. If boxes are not returned, the cost of the box is split 50/50 between FP H&S and Big Box
    - iii. Each box costs \$33 for 33 cards, and for each box sold the school receives \$11
    - iv. Big Box also provides prizes for the kids to win through a draw (gift cards, iPod) – kids receive 1 draw ticket for every 3 boxes sold
    - v. Big Box also provides \$75.00 for a pizza party for the class with the most sales
    - vi. St Joachim ran the fundraiser several years ago and profited almost \$9000
  - c. Discussion:
    - i. There is concern that parents are inundated with the number of asks in the fall, but if waiting until the spring another school or club in the area will likely run the fundraiser which will impact the success of the fundraiser
    - ii. If raising such a large sum of money, it should be spent on a specific initiative
      - 1. Jenny expressed that there would be a need for technology purchases, as well as another set of walkie talkies
8. Discussion regarding walkie talkies
- a. Used for communication between teachers indoors and outdoors – it's a safe schools initiative. Used during recess, as well as for whenever classes go outside (DPA, gym)
  - b. Shannon expressed that safety should be a priority and questioned whether existing funds should just be used to purchase these now, rather than waiting for the Big box fundraiser
    - i. Several other members agree with this
  - c. Caitlin recently purchased a set of 6 for \$3500 from
  - d. Michelle suggested investigating whether it is possible to purchase them elsewhere to reduce costs, but it was felt that it would be better to use the same vendor as there is an established relationship and they will also do the set up and ensure direct, private calling for the walkie talkies
    - i. Also know the quality is good so reduces the chances of needing to replace them
  - e. **MOTION: To purchase an additional 6 walkie talkies for \$3500 – CINDY; JOHN 2<sup>nd</sup>**
    - i. Approved (11 For, 0 Against, 0 Abstentions)
9. Movie night
- a. Planned for December 6<sup>th</sup> – just need a teacher
10. Pumpkin stroll
- a. Pumpkins are arriving tomorrow at the school between 9 and 10:30am; Cindy will distribute to the classes
    - i. Know how many for each class, but need students that can help to bring them in

- ii. The plan will be to send kids from each classroom, with 7 & 8s delivering to the younger grades at North site as well
    - iii. Will require parent volunteers to direct the older kids – John will coordinate at North site
  - b. There may not be a need to have the pumpkin carving party, as it seems that the classes will be carving them all; will be determined tomorrow at noon
  - c. Carving tools will be in the staff room on Monday morning, allowing three days to carve
    - i. Will also put the tickets and the instructions for the entries in the staff room – these are to go inside the pumpkin for transportation
  - d. On Thursday morning the kids will bring down the pumpkins to load and transport to Fieldcote
  - e. Still need volunteers
    - i. Use sign-up genius to sign up for different portions of the evening
    - ii. Need more help during the day in the morning, as well as for clean up at the end
    - iii. Event starts at pm and goes until 8pm
  - f. For food there will be: Bread Bar wood fire pizza, Optimist food truck, Old Mill cider, Tim Hortons hot chocolate
  - g. No parking at Ryerson this year (other than for the core team); parking will be behind St.
  - h. Aaron Gerrard, Jane MacPherson, and Benny Douglas from ACS will be the judges
  - i. Will also have live musicians this year by the winners circle
- 11. MOTION: Adjourn meeting – JULIE; JOHN 2<sup>nd</sup>**
- a. Approved (11 For, 0 Against, 0 Abstentions)

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Motion to approve the minutes from the October meeting

Treasurer report and update - Andrew Hawryluk

Motion to approve the treasurer report for November

Membership Update - John Scime

Lunch lady program - Alaina and James

South campus

Topics of discussion:

1. Pumpkin Stroll wrap up - Cindy

Chair of event: Cindy Hawryluk

Initiative - what are funds being used for?

Suggestions...

\$4678.71

\*shout out to Cindy and her team of volunteers! What an amazing job, turn out and final result. We are so lucky to have this team and community.

2. Big Box Card Fundraiser -

Chair of event: Sara Rietkoetter

Update -

Date - November 18th

Initiative - Computers, iPad, scoreboard repair

\*please note\*

Money will be added up and divided equally between the two schools.

The scoreboard is a large item repair and we will need quotes for repair and it will need to be voted on. Any repair funds will come out of South Campuses half of funds.

Volunteer sign up for distribution

\*Outstanding job Sarah and team!

3. Poinsettia Sale -

Chair of event: Sara Rietkoetter

Update pick up on Movie Night

Date

Initiative -

Volunteers needed still

4. Movie night - Toy Story 4

Chair of event: Julie Payne

Update - \$10 per student, all students must go to our North or South Campus of FP

Held at North campus in the gym

Popcorn, water and juice served

License is acquired (Thank you Alaina)

Friday December 6th 6-8

Initiative -

Volunteers needed - 4 more needed

Teacher - Mrs. Downey



## 5. Spaghetti Social -

Chair of event:

Update -

Tickets - Tickets are \$ 10 for adults

\$5 for kids...2 and under for free

Family of 4 ..2 adults..2 kids...\$25.

Grade 8 kids who volunteer they get a percentage towards their big trip.

-Donations of food items (Chelsea Moore)

-Serving area (South Gym) warmers, large utensils, plates, eating utensils

-Rent tables and chairs from Ancaster Rentals

-Table center pieces (Mrs. Ortwein)

-Music

Date - Thursday January 23rd

Initiative -

Volunteers needed - Jeneen Diab

Teacher needed -

\*please note\*

As we are one school with two campuses it is important for us to be Conscientious of the fact that we are spending funds equally between both campuses. We have the ability to do wonderful things for all our students and their teachers. Let's please keep this in mind as we move forward throughout the year that funds will be divided equally between both campuses.

6. RAZ kids - how well is this working? Are all teachers using this?

Putting reminders on their blogs, School website

7. Teacher wish lists update - Alaina Jenny and Caitlin are items

ordered? Have items arrived?

Walkie Talkies? Final cost and arrival date?

Jenny - were KG shelves all bought by you? Some KG classrooms are still looking for shelves.

Did Mrs. Ortwein's art racks get bought on the wish list?

An older grade teacher is now asking for racks?

Ikea

Frames

Ribba (24x353/4 24.99

20 499.80 564.77

School Specialty Canada.	167.36.	3.
502.08	567.35	

Sac Stack a rack drying rack  
30x21x17

This needs to be discussed and voted on.

**\*Note \***

Items we purchased through H&S last year for the KG wing for their gross motor are currently still at North Campus. Can these items be relocated to the South Campus for our KG wing?

8. Looking for gently used books for North & South Libraries.  
Looking for KG books as well as 1-8 grades books. We need a flyer/poster to be made (Sarah??) to post online and at schools

**Meetings dates for the year are as follows...**

School Council and Home and School Association meetings will be as follows:

Tuesday November 26th

6-7 HS

7-8 SC

Monday January 13th

7-8 HS

6-7 SC

Thursday February 27th

6-7 HS

7-8 SC

Wednesday April 8th

7-8 HS

6-7 SC

Home and School Association May meeting is held off site.

School Council will still hold their May meeting at the school. Day and time TBA

Membership for Home and School Association is \$20 and if you attend half of the meetings (no meeting in December, March or June) you get your money back!

**Calendar at a glance:**

Movie night - December 6th

Chair: Julie Payne

Spaghetti night - January 23

Chair:

Valentines Cake Raffle - February 14

Chair: Alaina Evans

Movie night - March 27th

Chair: Julie Payne

Trunk Sale - May

Chair:

Grade 8 Graduation - June 18th

Chair: Tania Toop-Darke

Spring Carnival - June

Chair: Shannon Holmes Shedden

**Other:**

Does anyone else have anything they want to chat about?

Thank you for your time and commitment. You are appreciated!!

## 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 20<sup>th</sup>
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 2<sup>nd</sup>**
    - 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 2<sup>nd</sup>**
  - 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 2<sup>nd</sup>**
  - Approved (12 For, 0 Against, 0 Abstentions)

Frank Panabaker Home & School Association Agenda  
January 13, 2020 – 7:00pm

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**Executive Team:**

Shannon Holmes Shedden – President	Alaina Evans - Vice President
Andrew Hawryluk – Treasurer	Sarah Rietkoetter - Secretary
Julie Payne - Past Vice President	John Scime - Membership Coordinator
Mike Bell - Parent Rep	

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Welcome to all new and existing families to Frank Panabaker Home and School Association.

We would like to remind all members that this is an open-minded space where everyone's thoughts and opinions are welcome and will be considered as a group.

Our Home and School Association focus is 'Best start for each student' focus. As well working together with the community to make our Home & School families join as one. Keeping that in mind we plan events and fundraisers to be able to do fun things for the kids and community as well as give the students in the school the tools to be able to succeed and do well. We work with the School Council but are two separate groups. School Council is a government mandated group run by the school principal and the School Principal oversees the decisions that are brought forth. The Home and School Association is a non-profit Association that was started 103 years ago. We are run by the parents of the school with each-other and make decisions as a group as to what we will get behind and show our support.

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**Minutes:** November 26, 2019 Meeting Minutes – Review/Approve

**Treasurer Report** January 13, 2020 Treasurer Report - Andrew Hawryluk – Review/Approve

**Membership Update** - John Scime

**Topics of discussion:**

1. Lunch Lady Program – Update Alaina & James
2. Big Box Card Fundraiser - update from Sarah
3. Teacher Wish Lists update - Alaina & Andrew
4. Valentines Cake Raffle – Alaina – Small Budget Required? – VOTE
5. Spring Carnival – Shannon – Budget? – VOTE



Frank Panabaker Home & School Association Agenda  
January 13, 2020 – 7:00pm

**OTHER:**

- Nominations for Colonial R.S. McLaughlin Memorial Award – outline provided
- OFHSA Educator Award - outline provided
- OFHSA Citizenship Award - outline provided
- Video - Home & School Association Parent Engagement “Best for Each Student”
- News from the OFHSA:
  - Special Education and Guidance Counsellors for grades 7 & 8
  - Spring 2020 OFHSA Conference - waiting on mailing about it

**Upcoming Home and School and School Council Meetings:**

Thursday February 27<sup>th</sup> 2020 6-7pm - Home and School, 7-8pm School Council

Wednesday April 8<sup>th</sup> 2020 6-7pm School Council, 7-8pm Home and School

May 2020 Home and School Association - meeting is held off-site (Date TBD)  
School Council will still hold their May meeting at the school. (Date TBD)

**Calendar at a glance:**

Valentines Cake Raffle - February 14<sup>th</sup>  
Chair: Alaina Evans

Movie night - March 27<sup>th</sup>  
Chair: Julie Payne

Trunk Sale - May  
Chair: \_\_\_\_\_

Grade 8 Graduation - June 19<sup>th</sup>  
Chair: Tania Toop-Darke

Spring Carnival - June  
Chair: Shannon Holmes Shedden

**Other:**

Does anyone else have anything they want to chat about?  
Thank you for your time and commitment. You are appreciated!

Motion to adjourn meeting/ Time Meeting Finishes \_\_\_\_\_

## 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 2<sup>nd</sup>**

- 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 10<sup>th</sup>
      - 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, 13<sup>th</sup> 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 2<sup>nd</sup>**
    - 1. Approved (11 For, 0 Against, 0 Abstentions)
- 4. Movie night – March 27<sup>th</sup>
  - 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 19<sup>th</sup>
  - 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 2<sup>nd</sup>**
    - 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 12<sup>th</sup> 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 60<sup>th</sup> 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)

- i. Shannon feels this will also drive up the costs to rent equipment and activities for this age group
  - d. **MOTION: Approve \$5000 for Spring Carnival expenses - SARAH; MICHELLE 2<sup>nd</sup>**
    - i. Approved (9 For, 0 Against, 0 Abstentions)
- 12. **MOTION: Adjourn meeting – ANDREW; ALAINA 2<sup>nd</sup>**
  - a. Approved (9 For, 0 Against, 0 Abstentions)

**Frank Panabaker Home & School Association Agenda**  
**February 27, 2020 – 7:00pm**

WELCOME!	Shannon
Motion to approve minutes from January meeting	Shannon
Treasurer Report Motion to approve report	Andrew
Lunch Lady	Update from Jenny and Caitlin
Big Box Fundraiser wrap up	Update from Sarah
Valentine's Cake Raffle wrap up	Update from Shannon and Andrew
Movie night on Friday March 27th	Update from Shannon
Spending of funds	Update from Executive
Spring Carnival on Friday June 12 <sup>th</sup> 4:30-8:00	Update from Shannon
New suggested Fundraiser	Cindy
Next meeting date is Wednesday April 8 <sup>th</sup> from 7-8pm	Reminder that our May meeting will be held off site at a restaurant type location. TBA
New news or topics for discussion?	
Motion to adjourn Time meeting finished	

Thank you for your time and commitment. You are very appreciated!!! ☺

**Frank Panabaker Home & School Association  
February 27 2020 Meeting Minutes**

**Attendance:**

Shannon Holmes Shedden, Andrew Hawryluk, Tania Toop-Darke, Jenny Vanderlip, Caitlin Evans, Mike deMaria, Anna Rozenberg, Andrea Cooper, Cindy Hawryluk, Lynn Bouvier, Christine Nash

**Welcome**

**Approval of January Minutes**

- Motion by Shannon to approve January Minutes, Second by Cindy, All in Favour

**Treasurer Report – Andrew**

- Current Balance of \$20,362.65
- \$1862.99 in liabilities – expenses for movie night, cake raffle and Air Bounce deposit for Carnival
- \$5,000 in total for budget of Carnival (\$1529 deposit spent)

**Lunch Lady Update**

- we have been subsidizing 9 students at north and south campuses for Lunch Lady on a weekly basis.
- Total cost to subsidize these students is \$1500 for the year
- We will not receive funding from Lunch Lady until the balance of this subsidy is paid off
- Total projection to year end is \$1500 in sales

**Big Box Fundraiser**

- All orders appear to be picked up, there have been no inquiries to the office for outstanding orders
- Sarah to confirm if gift certificates were purchased and delivered to students, Sarah to submit receipt to Andrew for expenses.
- Sarah to confirm if the ipod was delivered to the top selling family

**Valentines Day Cake Raffle and Bake Sale**

- Amazing Event! Over 190 items to raffle off: cakes, cookies, treats
- All of the students and teachers really enjoyed this event.
- Gymnasium was very beneficial to this event.
- Bake sale at South Campus was a success – students enjoyed it.
- We had a bake sale on the main floor in the Drama Room and one on the second floor in the old tuck shop. Made it easier to divide the students to help with flow and efficiency.
- Total Amount raised: \$1766.70
- Expenses: \$249.18

### Spending of Funds

- Suggestions: Technology, Library, Athletic Wear, Teacher Wish Lists
- There is difficulty with union sanctions regarding spending money with teachers. It's not easy to do right now as it's seen as additional work for teachers due to strike action.
- Parent Council is requesting that we assist with purchase of Athletic Jerseys and Pinnies for Athletic teams and phys-ed classes
- Discussion regarding library books for South Site: Since the "library" is used as a classroom, it's difficult for Grades 6-8 to get library time. There is a bookroom on the 2<sup>nd</sup> floor that Mrs. Thurston has organized into sets for guided reading or Lit reading. Jenny has suggested funding for the French Immersion rolling cart that they are putting together that moves from class to class.
- Suggestion to spend money after carnival for teacher wish lists
- Motion made by Andrew, 2<sup>nd</sup> by Tania, All in favour to spend \$5,000 on Athletic Wear and pinnies (90 Jerseys, 200 pinnies)
- Motion made by Cindy, 2<sup>nd</sup> by Lynn, All in favour to spend \$3,000 per campus for technology Total \$6,000
- Library and Wish Lists on hold for now

### March Movie Night

- Julie will be running movie night
- Caitlin to submit a permit for the evening 5:30-8:30 pm
- Teacher or Admin still required for the event
- Julie will need volunteers
- Julie to include on the poster in large print \*\*\*No Students not registered at the school are allowed to attend\*\*\*\*

### Carnival

- Shannon is continuing to plan the Spring Carnival
- Date has been changed to Friday June 12, 2020
- Shannon has placed several items on hold with Air Bounce with deposit
- Shannon will speak with Jenny and Caitlin about Dunk tank and Climbing Wall
- Suggested we use the Climbing Wall in the South gym instead of using the money for an outdoor one
- Suggestion to bring the carnival between the two schools as opposed to behind North Site as in past
- \$1500 will be given to H&S from Parent Council for the event
- Andrea Cooper's Family has an Industrial Size Cotton Candy Machine. Her father generally donates the sugar and supplies for the event that he supports. He is supporting Spring Valley School for their carnival, Andrea to ask if he will support FP.
- Committee meeting coming in April. Shannon will invite when a date is set

### New Fundraiser Suggestion

- Cindy is working with Ancaster Fair Grounds on "Touch A Truck" event in May.
- This is an annual event that gives 50% of the proceeds to 2 charities.



- Potential for Frank Panabaker North and South Campuses to benefit for 2020.
- Would require 20 volunteers to help run the event – Duties to include: gate admission, cash runners, garbage pick up, general flow of the event for the volunteers.
- This will only work if Cindy's Event Business has the contract for the event, otherwise, will require volunteers to organize the event.
- The event is on Saturday May 30<sup>th</sup> from 10am -3 pm.
- Past years have seen profits between \$4,000 - \$8,000 which is split between 2 charities.
- Frank Panabaker would count as 2 charities for 2020 with 2 campuses. Therefore would see the full profit.
- Cindy will know before March Break if the event is a go.

#### Grade 8 Grad Wear

- Cindy is organizing Grade 8 Grad wear
- It was initially asked by H&S to organize
- No requirements for payments to H&S, it is direct on the website
- Students are signing paper by March 13<sup>th</sup>
- Online ordering will take place until March 15th

Shannon made a motion to adjourn meeting, 2<sup>nd</sup> by Mike, All in favour.

Next meeting: Wednesday April 8<sup>th</sup>, 2020 7-8 pm

Reminder, May meeting is off site at a restaurant TBC.

Frank Panabaker Home and School Association Agenda  
Wednesday April 8, 2020 6-7pm (via Zoom)

Welcome to all members!!!

Please welcome our Executive team:

Shannon Holmes Shedden - President

Alaina Evans - Vice President

Andrew Hawryluk - Treasurer

Sarah Rietkoetter - Secretary

Julie Payne - Past Vice President

John Scime - Membership Coordinator

Mike Bell - Parent Rep

We would like to remind all members that this is an open minded space where everyone's thoughts and opinions are welcome and will be considered as a group.

Our Home and School Association focus is "Best start for each student" focus. As well working together with the community to make our home and School families join as one. Keeping that in mind we plan events and fundraisers to be able to do fun things for the kids and community as well as give the students in the school the tools to be able to succeed and do well.

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The Home and School Association is an non-profit Association that was started 103 years ago. We are run by the parents of the school with each other and make decisions as a group as to what we will get behind and show our support.

Motion to approve the minutes from the February meeting

Treasurer report and update - Andrew Hawryluk

Frank Panabaker Home and School Association Agenda  
Wednesday April 8, 2020 6-7pm (via Zoom)

Lunch lady program - Alaina & Andrew

Topics of discussion:

1. Big Box Card Fundraiser - update from Sarah
2. Spending of funds - Update from Executive
3. Gift cards to families we were helping with Lunch Lady
4. Carnival - update from Shannon
5. Going forward...

Home and School Association May meeting is held off site. With that being said and our current situation we will plan to do another virtual meeting on Tuesday May 19, 2020 at 7pm.

Calendar at a glance:

Grade 8 Graduation - June 19th Update  
Chair: Tania Toop-Darke  
Spring Carnival - June CANCELLED  
Chair: Shannon Holmes Shedden  
\$1500 from School Council  
\$5000 from Home and School

Other:

Does anyone else have anything they want to chat about?

Thank you for your time and commitment. You are appreciated!!

Motion to adjourn meeting

Time meeting finishes

# **Frank Panabaker Home and School Association Meeting Minutes –**

**Wednesday, April 8 2020**

Attendees: Cindy Hawryluk, Andrew Hawryluk, Alaina Evans, Shannon Holmes Shedden, Sarah Rietkoetter, Julie Payne Jones, Nicola, Natalia, John Scime

- 1. MOTION: Approval of February minutes - SHANNON; NATALIA 2<sup>nd</sup>**
  - a. Approved (9 For, 0 Against, 0 Abstentions)
- 2. Treasurer report**
  - a. Andrew provided the updated Treasurer report (see attached)
  - b. Need to determine the status of the technology order
  - c. Athletic wear was motioned and ordered but has yet to arrive – will pay once the invoice comes in
  - d. Carnival spending is no longer an item – Shannon will speak to this later
  - e. Purchased shares from First Ontario – happens automatically
  - f. Grade 8 grad – Marquis Gardens are not able to go back into offices until at least April 14<sup>th</sup> and will evaluate then what their policies are going to be
    - i. \$750 could be held for a booking at a later date, but not wanting to do this because if something happens to the company we wouldn't get a refund. Will try to get refunds on all of these
    - ii. Same with Spring Carnival deposit
  - g. MOTION: Approve the April treasurer report - ALAINA; JOHN 2<sup>nd</sup>**
    - i. Approved (9 For, 0 Against, 0 Abstentions)
- 3. Big Bix Fundraiser**
  - a. Sarah provided an update
  - b. Raffle prizes have been distributed to those families that responded to the letters that were distributed
    - i. With the strike, it is hard to know if all the letters actually went out
    - ii. If hear from others, will get them their gift cards
  - c. There is still one family that has not picked up their 7 boxes – they had been on an extended holiday, but Mme. Cadette provided our contact information when they returned to get in touch but have not heard anything
    - i. Shannon will reach out to Jenny/Caitlin to see if we can get contact information for them to get this sorted
- 4. Lunch Lady update**
  - a. Will need to get updated numbers from Chrissy about how much money is in our account, but should be around \$1300
  - b. Shannon was wondering if there was a way we could continue to support the students/families we have currently been supporting with Lunch Lady
  - c. The group felt the best way to do this was to use the money to purchase grocery store gift cards and have them distributed to the families
    - i. There are 9 students currently being supported – could split the money evenly between those 9
    - ii. Shannon to email Jenny to sort out the logistics

**iii. MOTION: to spend up to \$150 per child - ANDREW; JULIE 2<sup>nd</sup>**

1. Approved (9 For, 0 Against, 0 Abstentions)

5. Carnival

- a. Shannon provided an update
- b. Carnival has been cancelled due to COVID-19 – Shannon is working on getting the deposits back
- c. Shannon is suggesting organizing a school car parade – inviting families to decorate their cars and create a parade route they would drive
  - i. Julie wondered if this could be centered around the grade 8s since they likely won't have a ceremony
    1. It was suggested to organize a parade route past the grads houses, but there was concern that the students are too distributed throughout Ancaster and that this is a privacy issue
  - ii. It is also an issue to be encouraging a gathering
    1. Could also create a virtual option

1. Home and School graduation award

- a. Unsure what is happening with grad, but if awards go ahead would we still want to sponsor an award
- b. The plan was to have it exemplifies certain values
- c. Question was raised of whether we would need to go through the provincial H&S body if naming the award after H&S
  - i. Could name it after the value that the award is meant to represent, e.g.: civic mindedness, volunteering, best start
    1. Pull from the H&S values and mission
- d. Will have to talk to Jenny to get more information about the process

2. Membership

- a. Will need to determine who the number of meetings attended by each member to determine whose membership fees need to be covered – we can either provide a refund, or offer to roll the money forward to cover next year's membership
- b. Will only use the attendance up to the February meeting to determine this
- c. Sarah will bring the information to the next meeting

6. **MOTION: Adjourn meeting – ANDREW; JOHN 2<sup>nd</sup>**

- d. Approved (9 For, 0 Against, 0 Abstentions)

FP Home and School Association meeting

Thursday June 18, 2020

7:00-8:00pm

FP Home and School Association meeting

Welcome to all members!!!

Welcome to all of our new and existing families to Frank Panabaker Home and School Association.

Please welcome our Executive team:

Shannon Holmes Shedden - President

Alaina Evans - Vice President

Andrew Hawryluk - Treasurer

Sarah Rietkoetter - Secretary

Julie Payne - Past Vice President

John Scime - Membership Coordinator

Mike Bell - Parent Rep

We would like to remind all members that this is an open minded space where everyone's thoughts and opinions are welcome and will be considered as a group.

Our Home and School Association focus is "Best start for each student" focus. As well working together with the community to make our home and School families join as one. Keeping that in mind we plan events and fundraisers to be able to do fun things for the kids and community as well as give the students in the school the tools to be able to succeed and do well.

We work with the School Council but are two separate groups. School Council is a government mandated group run by the school principal and the School Principal oversees the decisions that are brought forth.

The Home and School Association is a non-profit Association that was started 103 years ago. We are run by the parents of the school with each other and make decisions as a group as to what we will get behind and show our support.

Motion to approve the minutes from the April meeting

Treasurer report and update - Andrew Hawryluk

Topics of discussion:

1. Spending of lunch Lady funds for supported families  
\$100 per family x6 families
2. Graduating update regarding money
3. Elections to be postponed till school returns
4. Carnival - update regarding money back
5. Raz kids vote \$1179.50 (half)
6. KG have inquired about possible funds for cork strips for hallways.  
Discussion.

Calendar at a glance:

Let's hope and pray school goes back in September!!!!

Other:

Does anyone else have anything they want to chat about?

I know this year has been difficult and very different as we had our new school under two campuses as well as covid.

Thank you for your time and commitment. You are appreciated!!! I hope to have you all as well as lots of new faces back here in a September.

Motion to adjourn meeting

Time meeting finishes

# Frank Panabaker Home and School Association Meeting Minutes –

**Thursday, June 18 2020**

Attendees: Alaina Evans, Shannon Holmes Shedden, Sarah Rietkoetter, Natalia B, John Scime, Jeff Hinchliffe, Andrew Hawryluk, Mike de Maria, Anna Rozenberg, Cindy Hawryluk

1. **MOTION: Approval of April minutes – ANDREW; ALAINA 2<sup>nd</sup>**
  - a. Approved (8 For, 0 Against, 0 Abstentions)
  - b. Anna was not present for this vote
2. Treasurer report
  - a. Andrew provided the updated Treasurer report (see attached)
  - b. No real changes since the last meeting – closing the year with no liabilities
  - c. Some reserve spending on athletic wear and technology that was ordered – will carry forward until we get an invoice
  - d. Deferring the Grade 8 grad award either to next year or the fall depending on what happens next year
  - e. Remaining funds from Lunch Lady were used to support families in need at the school through the purchase of proceri gift cards
  - f. Shannon for the deposits refunded for Spring carnival
  - g. Regarding the Marquis Gardens deposit for grad – Marquis is currently not discussing refunds until after the event was supposed to have occurred
    - i. Andrew will contact them to discuss and try to get the deposit back, though they will likely want to roll it over to the following year
  - h. **MOTION: Approve the June treasurer report - NATALIA; MIKE 2<sup>nd</sup>**
    - i. Approved (9 For, 0 Against, 0 Abstentions)
3. Graduation
  - a. At this point there is too much up in the air to prepare for whether there will be a graduation ceremony in the fall
  - b. Teacher's have been collecting videos and the board will be mailing all the certificates
4. Lunch Lady update
  - a. Andrew picked up the remaining cheque
  - b. It was discussed whether we should use this to further support families at the school with grocery gift cards
  - c. Logistics are an issue, as we cannot mail them to the families
  - d. The group overall is in support of spending the money for the families if the logistics can be sorted out
  - e. Alaina can drop off the gift cards at the school to be distributed during the technology return day
  - f. **MOTION: to spend \$100 per family; JOHN; SHANNON 2<sup>nd</sup>**
    - i. Approved (9 For, 0 Against, 0 Abstentions)
5. Executive positions for 2020/2021
  - a. Given the current situation due to COVID it is suggested that we close out the year with the current executive in place and address the positions in the fall
  - b. **MOTION to defer voting on 2020/2021 executive until the fall; SHANNON; ALAINA 2<sup>nd</sup>**



- i. Approved (9 For, 0 Against, 0 Abstentions)
- 6. Raz Kids
  - a. Need to decide if we will continue supporting half the costs of Raz Kids license (parent council to pay for the remaining half)
  - b. Has been used a lot this year as a result of online learning, and likely will continue to be used a lot over the summer and into the fall
  - c. **MOTION: to pay for half the total cost of the Raz Kids license for the school;**  
**SHANNON, MIKE 2<sup>nd</sup>**
    - i. Approved (9 For, 0 Against, 0 Abstentions)
- 7. Pumpkin stroll
  - a. Cindy thinks we should cancel it – the Ancaster Village has cancelled all remaining events for 2020
  - b. Cindy will think about how keep the event going in a different manner to keep the school and community engaged
- 8. Memberships
  - a. Determinations about rolling over memberships will be made when the school reopens
- 9. **MOTION: Adjourn meeting – JEFF; JOHN 2<sup>nd</sup>**
  - a. Approved (9 For, 0 Against, 0 Abstentions)