

# WIN FERGUSON PTA AND SCHOOL COUNCIL

## MINUTES OF MEETING

**Meeting Date:** October 17, 2022

**Meeting Time:** 6:30PM

**Attendees:**

Bill Korec	Jacqueline Shotbolt	Liz Ream	Lainie Gratrix
Chantel Werner	Trish Kuhn	Paige Keroack	Heather Summers
Jen Shea	Shelley Romanyshyn	Nickey Readman	Robyn VanEtten
Ashley Slater	Dee Cluney	Jennifer Rook	April Roucher

ITEM	DESCRIPTION OF DISCUSSION
1	<b>Call to Order</b>
	Meeting was called to order at 6:31pm Introduction of attendees Shelley did the reading of the Treaty Acknowledgement.
2	<b>Approval of Agenda</b>
	Motioned by Liz seconded by Trish-carried
3	<b>Approval of minutes from last meeting</b>
	Approval of previous minutes motioned by Shelley seconded by Liz -carried
4	<b>Administration Report</b>
	See attached report provided by Bill Korec.  Additional notes on the report points: -A lot of activities for truth and reconciliation. The school is working towards developing year-round programing. -Bus safety week, the kids did a great job on learning about safety, a big thank you to teachers, & bus drivers for your participation - thank you on behalf of the staff for the gift for World Teacher's Day! -PD day – a lot of work on literacy also the kiddo's went for a walk near the river to work on developing their own treaty land acknowledgment. They will be working towards reading each class's once a week. -Mrs. Brassard is developing a new technique to help teach math attending mathology PD. -Bill will be sending a survey out in approx. 1-1.5 weeks to get feedback on parent teacher interviews. -Clubs are starting again! One of the first is choir. -Earth rangers presentation happening next week. -Halloween activities – no home baked treats for Halloween and Christmas currently, Bill will include this topic in the survey being sent out for parent feedback. -The school will be reaching out to the families of the win Ferguson students who lost their home, Bill will provide further feedback on what they may need at a future date.  Teacher Representation Information night on gamification Monday Oct 24th at 5:30pm
5	<b>Trustee Report</b>
	See attached report provided by provided by Jacqueline Shotbolt.
6	<b>COSC Report</b>
	COSC update attached provided by Jacqueline. Jacqueline will provide link for the Caregiver Educations series (can follow on Facebook). They put out a monthly series information on different topics such as mental health, cyber awareness etc.
7	<b>Standing Business</b>

ITEM	DESCRIPTION OF DISCUSSION
	<p><b>School Start Supplies:</b></p> <ul style="list-style-type: none"> <li>- Trish to update- PTA received a cheque for \$285.00, just waiting to confirm what we can use the credit on.</li> <li>- Teacher feedback on School Start is that it is also appreciated, and they get the specific items requested on school supplies lists.</li> </ul> <p><b>School Photos/ Feedback/ Retakes</b></p> <ul style="list-style-type: none"> <li>- Retakes October 19<sup>th</sup> and 20<sup>th</sup></li> </ul> <p><b>Teachers Wish List</b></p> <ul style="list-style-type: none"> <li>-Bill surveyed the teachers for what they may be interested in &amp; some suggestions are:</li> <li>-\$500.00 for 2 days of indoor curling lessons – all classes would participate except for the kindergarten classes</li> <li>-Playground equipment/ Outdoor equipment</li> <li>-Music – Dow Centre (Christmas concert)</li> <li>-Classroom games for stay in days.</li> <li>-Library books</li> <li>-Classroom library books – <b>Note: Parents can donate personal books to classrooms or the school library if interested</b></li> <li>-Technology (chrome books)</li> <li>-National Indigenous Peoples celebration in June (artist/performer/Elder)</li> <li>-Vestibular sing on front playground</li> <li>-Lego</li> <li>-STEM materials</li> <li>-Portable offices (desk dividers)</li> <li>-Fund 2-3 performances for the school this year</li> <li>-Fundraise for a shed?</li> </ul> <p><b>There was a parent that inquired on if businesses could sponsor a particular event or thing for the school:</b></p> <ul style="list-style-type: none"> <li>-Trish to look into what the rules around donations from companies. Liz to check with Sherri on where we would get tax receipts for charitable donations if companies want them.</li> </ul> <p><b>The 50/50 will be to replenish the other funds used up from the Christmas concert rental and bus costs.</b></p>
8	<b>Old Business</b>
	<p><b>Teacher Appreciation Day was Oct 5.</b></p> <ul style="list-style-type: none"> <li>-Starbucks Gift Cards were delivered to the school to be distributed to the teachers.</li> </ul> <p><b>Custodial Day was Oct 2.</b></p> <ul style="list-style-type: none"> <li>-Visa Gift Cards were delivered to the school to be distributed to the custodians.</li> </ul>
8	<b>New Business</b>
	<p><b>Christmas Concert</b></p> <p>Projected pricing:</p> <ul style="list-style-type: none"> <li>-Rental \$2268.45 for the DOW</li> <li>-Bus \$750 approximately</li> <li>-Thursday Dec 15<sup>th</sup> – there will be a matinee and a later show</li> <li>-raffle or food item for a draw for premium seating. Could be a 50/50, or donations for food bank ect.</li> </ul> <p><b>Courtney submitted \$500 grant and ASCA membership.</b></p>
10.	<b>Adjournment</b>
	Meeting was adjourned at 7:37pm. Next Meeting to be held November 28 <sup>th</sup> , 2022

**WIN FERGUSON PTA**  
**MINUTES OF MEETING**

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Jen Shea	Shelley Romanyszyn	Nickey Readman	Robyn VanEtten
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ITEM	DESCRIPTION OF DISCUSSION
<b>1</b>	<b>Call to Order</b>
	Meeting was called to order at 7:38 PM
<b>2</b>	<b>Approval of Agenda</b>
	Agenda was motioned by Jen, seconded by Shelley -carried
<b>3</b>	<b>Approval of minutes from last meeting</b>
	Previous minutes were motioned by Shelley seconded by Jen- carried
<b>4</b>	<b>Treasurer's Report</b>
	<p>Current online banking administrator is Liz Ream.</p> <p>Liz presented the report.  Month end Financials as of September 30, 2022  General Account: \$9232.86  Casino Account: \$7069.05  Manulife Account: \$3,979.48</p> <p>Our available balance as of today is:  General Account: \$8,822.27  Available funds \$1,086.68 after standing motions and expenses</p> <p>Casino Account: \$7,069.05. Note - \$3,500 is allocated for the Christmas Concert at the Dow and another \$1,500 is reserved for expenses we will incur at our next casino (estimated /Q2 of 2024). This leaves us with \$2,069.05 of available funds.</p> <p>Manulife Account: \$3,979.48. Note – The \$630.00 for our Halloween DJ and the \$1127.00 for Agenda, will come out of this account leaving us with \$2,222.48 of available funds.</p> <p><u>Additional Notes:</u>  Safe codes have been setup for Milk program, Hot Lunch and Fundraising, there is a logbook in the safe to record reason for access.</p> <p>AGLC needs info for 50/50 raffle – decided on 12 tickets for \$10 or 1 ticket for \$1.00.</p> <p>Does Treat sales need to be increased?  -will need to increase from \$0.50 to \$1.00 due to inflation.</p> <p>Manulife paperwork needs to be signed for updated signing authorities, all required parties to sign the hard copy at the meeting before leaving.</p>
<b>5</b>	<b>Old Business</b>

ITEM	DESCRIPTION OF DISCUSSION
	<p><b>5.1 Membership Forms</b>          -Required for attendance to meetings. Membership forms can be found under "Forms" on the winfergusonparent.com website. Once completed forms can be submitted to <a href="mailto:winfergusonpta@outlook.com">winfergusonpta@outlook.com</a>.</p> <p><b>5.2 Reminder: Signed release form required to publish photos on website</b>          -Photo release forms can be found under "Forms" on the winfergusonparent.com website. Once completed forms can be submitted to <a href="mailto:winfergusonpta@outlook.com">winfergusonpta@outlook.com</a>.</p> <p><b>5.3 Recycling</b>          -The question was posted to parent council to see if they could coordinate the pickup of recycling for the funds to go towards assisting with PTA projects?          -Trish and Shelley looked into this and report their findings. See new business for the continuation of this topic.</p> <p><b>5.4 Dissolve current executive members</b>          - the current executive members of the PTA were dissolved at the September 26<sup>th</sup> meeting.</p> <p><b>5.5 Election of new executive members</b>          -the new executive members we motioned in and passed at the September 26<sup>th</sup> meeting.</p>
6	<b>New Business</b>
	<p><b>6.1 Recycling</b>          6.1.1 Shelley looked into the Beverly bottle depot and was receiving some mixed reviews, Jennifer suggested "Skip the Depot" as a potential option to investigate also.          Chantel and Shelley to finalize the best option, put it into motion and advise next meeting.          (Heather to follow up on if we could get donations for blue bags and gloves)</p> <p><b>6.2 Halloween Dance:</b>          6.2.1 Heather motioned to increase concession budget to \$600.00 due to price increases. Shelley seconded.-carried          6.2.2 Do we need to organize cleaning staff after the event?          -Volunteers need to pick up garbage, stack chairs, put away tables, sweep and mop.          -Shelley will bring her truck to take the bottles home also to take back and return to kickoff the recycling initiative.          6.2.3 Security- need to discuss a plan if unintended guests show up.          -Historically not an issue at school events. Parents and volunteers will keep their eyes out in case there becomes an issue.</p> <p><b>6.3 Milk Program</b>          6.3.1 Club Moo is no longer available, so will we need to change the tickets?          -This is confirmed as no, the old tickets will be applicable for this year          6.3.2 Have we decided what to do with old tickets or let parents know if they have been discontinued?          -We will be exchanging the old tickets for new ones as the come in.          -Student volunteers will help hand out the milk.          -Lacey to confirm with Chantel and Bill on coordinating including kindergarten classes.          -Lainie to either remove or relink the milk order form.          - Lacey to setup a physical incentive program, Lacey will provide prizes and coordinate advertising and setup.          -Lacey to provide further information on a cookie and milk option for a special treat throughout the year.</p> <p><b>6.4 Dealership has reached out to a member and asked for something they could support our school with.</b>          6.4.1 Any ideas from the group? Suggestion: could sponsor the free hot dog lunch at the end of the year?          As discussed, PTA thinks that the "rocks and rings" activity would be a good choice, but as referenced in School Council meeting, Trish and Liz will do additional information gathering to clarify rules around donations and paperwork and requirements for tax receipts and report back.</p> <p>6.5 Christmas concert          Liz motioned for the \$350 deposit for the DOW Christmas concert, Shelley seconded- carried</p>
7	<b>Committee Reports</b>

ITEM	DESCRIPTION OF DISCUSSION
	<p><b>Hot Lunch</b> – Paige/Kylene - some numbers from the programs she has researched  Hotlunches.net is 350 or a 250 option  Munchalunch \$300 + GST for an operating cost annually  Paige motioned for \$315.00, to initiate munchalunch hot lunch program, Liz seconded.–carried.</p> <p>Projected dates for Hot lunch  November 25<sup>th</sup> – KB  December 20<sup>th</sup> - KB  January 27<sup>th</sup> -KB  February 24<sup>th</sup> - KA  March 17<sup>th</sup> KA  April 21<sup>st</sup> KB  May 26 – KA</p> <p><b>Treat Sales</b> – Heather – Treat sales to start Nov 18<sup>th</sup>, Trish and Heather will confirm the treat and cost, then get approved by Bill to initiate. Further dates to be announced.  <b>Club Moo</b> – Lacey- see new business 6.3 section.  <b>Fundraising</b> – we have received \$100 from our ongoing Cobbs fundraiser.  Lainie asked if she can remove the BP's fundraiser information off the school website if its no longer valid. -all in favor- carried</p> <p>Lainie proposed Roots Seller for a fundraiser – Lainie revamped the newsletter to standardize for ongoing fundraisers (last year it opened October 28<sup>th</sup> and closed December 1<sup>st</sup>) We will run the times similar to last year.  -All in favor – carried</p> <p>An additional ongoing fundraiser Lainie and Jared will get started- Papa John's – 15% goes back to the school. It is a promo code that can be used on whichever frequency the school decides.</p> <p><b>Casino</b> — Shelley - Q2 2024.</p>
8	<b>Special Events Committees</b>
	<p><b>8.1 Halloween Dance</b> – October 28<sup>th</sup>, 2022  8.1.1 DJ has been booked. Heather to provide update and confirm with volunteers.  Heather needs second shift volunteers for Tickets sales -Dee and Ashley volunteered  Second shift for concession – Trish to provide Heather with a list of other names of people that have already agreed to volunteer.  50/50 - \$1.00/per ticket or \$10.00/ per 12 tickets  Heather has purchased most items already  Liz will bring the floats.  Concession items will include, juice, water, chips, chocolate bars – CASH ONLY</p> <p><b>8.2 Spell-a-thon</b> – on hold. This will be planning for the spring.</p> <p><b>8.3 Family Bingo</b> – Trish- Planning for February.</p>
9	<b>Date for Next meeting</b>
	Next meeting to be held November 28 <sup>th</sup> , 2022
10.	<b>Adjournment</b>
	Meeting was adjourned at 8: 51 PM