

# WIN FERGUSON PTA AND SCHOOL COUNCIL

## MINUTES OF MEETING

**Meeting Date:** September 26, 2022

**Meeting Time:** 6:30PM

**Attendees:**

Bill Korec  
Jared Gratrix  
Jen Shea  
Heather Summers

Jacqueline Shotbolt  
Chantel Werner  
Courtney Liddle

Brandy Fokema  
Trish Kuhn  
Shelley Romanyshyn

Liz Ream  
Kylene Bubel  
Nicki

Lainie Gratrix  
Paige Keroack  
Robyn VanEtten

ITEM	DESCRIPTION OF DISCUSSION
1	<b>Call to Order</b>  Meeting was called to order at 6:31pm Introduction of attendees Courtney did the reading of the Treaty Acknowledgement Courtney explained the function of the school council for new and returning members.
2	<b>Approval of Agenda</b>  Motioned by Trish seconded by Shelley -carried
3	<b>Approval of minutes from last meeting</b>  Approval of previous minutes motioned by Shelley seconded by Trish -carried
4	<b>Standing Business</b>  <u>COSC (Committee of School Councils) meeting</u> dates have been established for the school year October 5 <sup>th</sup> , 2022 November 2, 2022 January 4, 2023 February 1, 2023 March 1, 2023 April 5, 2023 May 3, 2023  <u>School Start</u> – Trish to update in October if there is something we could use the credit we have with them for. We received check for \$285.00 cheque from the orders placed with School Start.  <u>School Photos Feedback</u> - Retakes October 19 <sup>th</sup> or 20 <sup>th</sup> for KB2. Looking for feedback from parents on the provider, if there is some concerns a committee can be formed to investigate new vendors.  Courtney asked if there may be interest in yearbooks, the School Council members will look into feedback on yearbooks and advise their findings at a later meeting. (Possibly put a poll on the Facebook group?)  <u>Teachers Wishlist</u> Overspent math-a-thon funds by \$332.26 last year. Bill will discuss with the Teachers to see what options there are to help decide on wishlist items for the future. Note: There was a potential outstanding wish list item from last year for Maker Space: Maker Space requests a total of \$144.07 for: 7 pack of cardboard saws as the kids have been using a lot of cardboard for activities. 10 000 pc rainbow loom set available on Amazon 24 pack of play dough

ITEM	DESCRIPTION OF DISCUSSION
5	<b>New Business</b>
	<p><u>Confirmation of 2022-2023 Council Meeting Dates</u></p> <ul style="list-style-type: none"> <li>• September 26, 2022 - Annual General Meeting</li> <li>• October 17, 2022</li> <li>• November 28, 2022</li> <li>• January 16, 2023</li> <li>• February 27, 2023</li> <li>• March 20, 2023</li> <li>• April 17, 2023</li> <li>• May 29, 2023</li> </ul> <p>Dates have been confirmed and are posted in the school calendar and listed on <a href="https://www.winferguson.ca/parent-council">https://www.winferguson.ca/parent-council</a></p> <p><u>World Teachers Day</u> is October 5<sup>th</sup>, 2022 (last year was gift cards and a thank you card) The 2022-2023 School year has 34 staff in total, 18 Teachers and 14 EA's, for World Teachers day and the 2 Admin staff will be recognized on Administrative Professionals day.</p> <p><u>Custodian Day</u> is October 3<sup>rd</sup>. There are 3 custodians (last year we spent \$30 per custodian)  - Bill suggested that we celebrate Teachers and Custodians on the same the same day, and all agreed.  - Shelley, Trish and Courtney to coordinate what the gift will be and facilitate the distribution.</p> <p><u>Christmas Concert</u>  This year the concert will be December 15<sup>th</sup>, 2022, at the DCC (Dow Centennial Center). More details will be announce by the school closer to.  If the school council would like to add any additional fundraising at this event , coordinate with Bill. This can be added to the November newsletter.</p>
6	<b>Elections</b>
	<p>Motion by Courtney to dissolve current executives, seconded by Trish. – carried</p> <p>Elections for Chair, Vice Chair, Secretary, Treasurer were held, the following people were elected and are the new executives and new signers for the bank accounts</p> <ul style="list-style-type: none"> <li>• Chair- Courtney Liddle</li> <li>• Co Vice Chair - Shelley Romanyshyn and Robyn VanEtten</li> <li>• Secretary – Jen Shea</li> <li>• Communications – Lainie Gratrix &amp; Liz Ream</li> </ul> <p>Motioned and passed to vote in new executive members- carried</p>
7	<b>Actions</b>
	<p>Actions to be taken now by the following confirmed executives:</p> <p><b>Chairperson:</b></p> <ul style="list-style-type: none"> <li>- Notify School Division, in writing, of all new and returning Executive members</li> <li>- Notify ASCA, in writing, of new chair and contact information</li> <li>- Meet with Principal</li> </ul> <p><b>Vice-Chairperson:</b></p> <ul style="list-style-type: none"> <li>- Arrange updating of website with new names and contact information</li> <li>- Source and distribute information on resources, support, training available for executive members</li> </ul>
8	<b>Administration Report</b>

ITEM	DESCRIPTION OF DISCUSSION
	<p>See attached report provided by Bill Korec.</p> <p>Additional notes on the report points:</p> <ol style="list-style-type: none"> <li>1. Startup went well with staff, great teambuilding has happened so far.</li> <li>2. Budget was initially for a higher amount of kids than we currently have this year and did not account for the increase in funds that the school received.</li> <li>3. School education plan is still focusing on numeracy, literacy and mental health.</li> <li>4. Meet the Teacher on the first day back – great turn out &amp; positive feedback from the staff! The school will reach out to parents for their feedback.</li> <li>6. Teachers are doing a lot of PD on literacy around the beginning of the year.</li> <li>7. First assembly went really well, the kids were very welcoming to the new staff.</li> <li>8. Clubs will be returning this year, the first one in process is Choir.</li> <li>9. Queens funeral- the school observed a minute of silence and the teachers gauged the kids interest to help respond to any questions that came up.</li> <li>10. School pictures, were conducted inside this year due to weather.</li> <li>11. Terry Fox – The weather turned out well in the afternoon– raised over \$1000.00 for the Terry Fox foundation!</li> <li>12.. The school has completed 3 fire evacuation drills so far this year . they achieved a clear school in 3 minutes and 30 seconds. More evacuation drills will be conducted this year of various types.</li> <li>13. Screenings for literacy and numeracy have been completed. The staff rose to the occasion of utilizing a new method of testing. No additional information on what the outcome of the results will lead to at this time.</li> <li>14. Win Ferguson Handbook updated and now available on the website under the parent tab</li> <li>15. Bill to attend the Leadership retreat in Canmore for the next 2 days.</li> <li>16. Orange Shirt Day Thursday Sept 29</li> <li>17. Friday is a day off school- National Truth and Reconciliation Day</li> <li>18. Upcoming: PD day, EIPS Community Engagement Night – Oct 6 at Fort High 5-7:30pm, Parent Teacher Interviews, Halloween Dance October 28, Christmas concert December 15<sup>th</sup>. More information to follow on the details of the Christmas concert.</li> </ol> <p>Brandy is the representative for our school for ATA. She shared that on October 22 at 1:00pm there is a rally at the Legislature to Stand for Public Education. If you can attend -the rally is one hour to stand up for a better public education system in Alberta, This is a <b>free</b> family friendly event, that will include food, games, activities, music and more. Visit the website at <a href="https://standforeducation.ca/">https://standforeducation.ca/</a> for more information.</p> <p>Also bussing is available for pick up in Fort Sask and Sherwood park.</p>
<b>8</b>	<b>Trustee Report</b>
	<p>See attached report provided by provided by Jacqueline Shotbolt.</p> <p>Jacqueline can be reached via email at <a href="mailto:jacqueline.shotbolt@eips.ca">jacqueline.shotbolt@eips.ca</a> for any questions or concerns.</p>
<b>10.</b>	<b>Adjournment</b>
	<p>Meeting was adjourned at 7:44pm. Next Meeting to be held October 17, 2022</p>

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

**Meeting Date:** September 26, 2022

**Meeting Time:** 6:30PM

**Attendees:**

Bill Korec	Trish Kuhn	Liz Ream	Lainie Gratrix
Jared Gratrix	Chantel Werner	Kylene Bubel	Paige Keroack
Jen Shea	Courtney Liddle	Shelley Romanyshyn	Nicki
Robyn VanEtten	Heather Summers		

ITEM	DESCRIPTION OF DISCUSSION
1	<b>Call to Order</b> Meeting was called to order at 7:45 PM
2	<b>Approval of Agenda</b> Agenda was motioned by Courtney, seconded by Shelley -carried
3	<b>Approval of minutes from last meeting</b> Previous minutes were motioned by Shelley, seconded by Courtney- carried
4	<b>Treasurer's Report</b> Current online banking administrator is Jared Gratrix.  Jared presented the report. Month end Financials as of August 31, 2022 General Account: \$8,847.86 Casino Account: \$7069.05 Manulife Account: \$3,973.52  Our available balance as of today is: General Account: \$8,847.86. Note – that we have accidentally overspent our math-a-thon resources by \$332.26 (reflected in this current balance). This leaves us with \$1,772.86 of available funds.  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.  Manulife Account: \$3,973.52. Note – The \$630.00 for our Halloween DJ will come out of this account leaving us with \$3,343.52 of available funds.  Jared requires 2 volunteers to audit the books. -Liz and Jen volunteered to review and will send back to Jared once complete.
5	<b>Old Business</b> Nothing to report.
6	<b>New Business</b>

ITEM	DESCRIPTION OF DISCUSSION
	<p><b>6.1 Membership Forms</b>          6.1.1 Required for attendance to meetings. Membership Forms can be found under "Forms" on the winfergusonparent.com website.          - Trish provided copies of the form at the meeting.          - This needs to be filled out annually (for new and returning members).          - Forms can be submitted to <a href="mailto:winfergusonpta@outlook.com">winfergusonpta@outlook.com</a></p> <p><b>6.2 Reminder: Signed release form required to publish photos on website</b>          6.2.1 Photo release forms can be found under "Forms" on the winfergusonparent.com website.          -Forms can be submitted to <a href="mailto:winfergusonpta@outlook.com">winfergusonpta@outlook.com</a>          -- This needs to be filled out annually (for new and returning members).</p> <p><b>6.3 Recycling</b>          6.3.1 Could parent Council organize to have recycling picked up once per week with funds to go towards project? (Presentations/shows, yoga)          -Shelley and Trish to research the options (Beverly bottle depot?) on different bottle collectors and then will collaborate with the school on how to best implement.</p> <p><b>6.4 Dissolve current executive</b>          6.4.1 Motion to dissolve current executive members          -Trish motioned, Jen seconded – carried.</p> <p><b>6.5 Election of new executive members</b>          6.5.1 Motion to Elect new executive members.          - Motioned and passed to vote in new executive members- carried</p> <p>6.5.2          Elections for President, Vice President, Secretary, Treasurer were held and the following people were elected and are the new executives and new signers for the bank accounts.</p> <p>President- Trish Kuhn          Vice President – Heather Summers          Secretary – Jen Shea          Treasurer- .Liz Ream</p> <p>The following people have volunteered to be Directors of committee chairs:  <b>Hot Lunch</b> - Paige Keroack &amp; Kylene Bubel  <b>Fundraising</b>- Jared Gratrix  <b>Club/Moo</b> – Lacey Urbasnski  <b>Treat Sales</b>- Heather Summers  <b>Bingo</b>- Trish Kuhn  <b>Casino</b> – Shelley Romanyshyn  <b>Communications</b> – Liz Ream and Lainie Gratrix</p>
7	<b>Committee Reports</b>
	<p><b>Hot Lunch</b> – Paige will touch base with the previous hot lunch chair to start looking into options  <b>Bingo</b> -n/a  <b>Treat Sales</b> – n/a  <b>Club Moo</b> – Trish to reach out to Lacey to see if she may know how many outstanding tickets there may be from previous years, and when and how we will roll it out for this year.  <b>Fundraising</b> – n/a  <b>Casino</b> — Q2 2024.  <b>Communications</b> – n/a</p>
8	<b>Special Events Committees</b>
	<p><b>8.1 Halloween Dance</b> – DJ has been booked for Oct 28th 6:30-9:00pm          8.1.1 Trish motioned for \$400.00 for a float, a \$400.00 for concession, \$50.00 for decorations, and 50/50's for bussing. Shelley seconded- carried.          Trish would like to propose a cash donation for entry, to be used for supplies, equipment and activities for the school.</p> <p><b>8.2 Spell-a-thon</b> – table for now, may look at something for literacy in the spring.</p> <p><b>8.3 Family Bingo</b> – Trish to head this for now, to be held sometime in the new year.</p>
9	<b>Date for Next meeting</b>
	Next meeting to be held October 17 <sup>th</sup> , 2022
10.	<b>Adjournment</b>
	Meeting was adjourned at 8:25 PM