

Penhold School
Parent Advisory Council
Tuesday, February 13, 2024
Minutes

- Meeting Called to Order at 7:54 pm by Vice-President, Natasha Caissie (for Jennifer Charles)

Members Present:

Natasha Caissie, Vice-President
Elizabeth Dahl, Treasurer
Lisa Baird, Principal
Giselle Meyers, Vice-Principal
Teresa Cunningham, Town Councillor
Jennifer Blaylock, FCSS Community Worker
Nora Holben, Parent
Lori Wolfe, Parent
Mike Dahl, Parent
Margo Gruenewald, Parent
Delacey Von Busse, Parent
Karen Kormos, Parent
Mandy Toporowski, Parent
Janice Draper, Parent

Members Absent:

Jennifer Charles, President
Renee Mairs, Secretary
Sherry Cooper, School Trustee

- Welcome and introductions
 - Done during School Council meeting
- Approval of Agenda for February 13, 2024, meeting (members can request to add items at this time)
 - Addition of Bake Sale item as 8. f.
 - Addition of Charity Check Stop item as 8. G.

Motion to approve the February 13, 2024 Agenda as amended.

Moved by: Delacey Von Busse

CARRIED

- Approval of the Minutes, as presented (OR as amended)
 - January 16, 2024
 - Amendment of Financial Report point from “Tim Hortons Smile Campaign funds” to “Tim Hortons Holiday Smile Cookie Campaign funds”

Motion to approve the January 16, 2024 Minutes as amended.

Moved by: Lori Wolfe

CARRIED

- Financial Report: Treasurer - Elizabeth Dahl
 - Review of the Treasurer's Report January 2024
 - February 12, 2024 received \$19.28 cheque from Citizens on Patrol Blue Bin Program

Motion to approve the Treasurer's Report, as presented.

Moved by: Lori Wolfe

CARRIED

- Updated Fundraising Tracking provided for reference
 - Noted January receipt of \$2,988.06 cheque from CESD of prior playground donations (including \$2,700 from Antler Hill Veterinary Services) made to the school
 - Noted February receipt of \$500 cheque from Care Industries Ltd. for playground donation
- Ratify the email motion sent January 29, 2024, to deposit the \$250 float previously used for 50/50, as attached

Ratify the agreement over email sent January 29, 2024 by Natasha Caissie, to deposit \$250 Casino Float back into Casino bank account. The motion was seconded by Jennifer Charles, and all were in favour.

- Casino funds usage for Playground
 - Next Casino 3rd quarter of 2025 (July/August/September)
 - Discussion surrounding potential use of some of all of our Casino funds (current casino bank balance of approximately \$32,000) for the playground
 - We can request approval from AGLC after a complete playground budget is available
 - Elizabeth to confirm if a specific amount of our Casino funds need to be retained to cover future Casino costs.

Table discussion on Casino funds usage for playground until March 2024 meeting.

- Executive Report: Elizabeth Dahl (for Renee Mairs)
 - Correspondence
 - Received 2 emails regarding future fundraising opportunities (Beautiful Handcrafted Greeting Cards and Heritage Confections Popcorn)
 - Community Services Advisory Board (CSAB) meeting representative
 - Discussion on who can attend these meetings which generally occur on the 3rd Thursday of the month at 6:30 PM
 - Delacey volunteered to represent us when she is there for Guides as well, but she is unable to attend the next meeting in March.
 - Need to find back up volunteer to attend on March 21, 2024 at 6:30 PM and any other dates that Delacey is unable to attend

- Fundraising Report – Fundraising Coordinator – Natasha Caissie (for Jennifer Charles)
 - Ratify the creation of an Ad Hoc Committee to work on the grant writing process sent by email on January 24, 2024, as attached

Ratify the agreement over email sent January 24, 2024, by Jennifer Charles.

recommending the creation of an ad hoc Grant Writing Committee for the grant writing process. The motion was seconded by Renee Mairs, and all were in favour.

- Grant Update – Lori Wolfe
 - Lori has done some research and sent information to Jen & Lisa and some issues accessing Walmart grant
 - Lisa confirmed they are working on CFEP Grant and that they also working on the Coop Grant on Parent Council's behalf
- Letter writing campaign – Mandy Toporowski
 - Mandy has spoken and delivered our letter with many businesses in Penhold, and she is planning to continue reaching out to other larger businesses
 - Elizabeth started tracking for those business that we have approached or wish to approach

Motion to approve continuing to move forward with Letter Writing Campaign headed by Mandy Toporowski to deliver letters to surrounding businesses in Penhold, Red Deer, Innisfail etc.

Moved by: Karen Kormos

CARRIED

- Carnival – Nora Holben
 - Prior discussion of potential for penny carnival community event to be held in June and to possibly to include some of the following: BBQ, Silent Auction of themed baskets, Vendors Market, Dunk Tank, Bouncy Castles, other Carnival games
 - Nora has a contact that has a business that provides Carnival type items and activities
 - Advised delay in obtaining information due to business contact's challenges
 - Discussion regarding holding event without the business contact
 - Mandy confirmed that we can use her husband's work BBQ trailer if needed
 - Nora to reach out to her business contact before our March meeting

Table discussion on Carnival Event until March 2024 meeting.

- 50/50 at Oilers/Flames/Rebels games – Lori Wolfe
 - Per Lori the deadlines to apply have passed and we will need to apply in August 2024.

Table discussion on Hockey Game 50/50 raffles until May 2024 meeting.

- Rafflebox "Pot of Gold" Jen Charles and Elizabeth Dahl
 - Ratify motion sent by email January 28, 2024, to apply for a Rafflebox license to hold an online 50/50 (dates to be determined), as attached

Ratify email motion sent to PAC email address on January 28, 2024 by Natasha Caissie, to apply for a Rafflebox license (dates to be determined once license has been issued) to hold online 50/50. Motion was seconded by Renee Mairs, and all were in favour.

- There was issue with the initial contact and set up done. Elizabeth has now started process and will be speaking with Rafflebox on February 15, 2024.
- No indications of upfront costs but fees for Rafflebox are still to be determined
- Discussed doing the following ticket details: 1 for \$5, 3 for \$10, 10 for \$20, 30 for \$50
- Concerns regarding short time until St. Patrick's Day and discussed shifting to an Easter themed 50/50 raffle with a larger time frame of February 28, 2024 – April 5, 2024

Motion to approve Jennifer Charles and Elizabeth Dahl setting up a Rafflebox "Easter Basket" 50/50 for up to \$20,000 to run from February 28, 2024 – April 5, 2024.

Moved by: Delacey Von Busse

CARRIED

- Egg My Yard (pre-filled Easter Eggs for purchase) – Margo Gruenewald
 - Discussion regarding costs of \$0.65/filled egg approximate cost
 - Considered sale of 20 filled eggs for \$15 with a cost of \$13 resulting in a \$2 profit
 - Donations may be available but not guaranteed
 - Concerns also regarding short timeframe till Easter especially if there were any delivery delays
 - Put Egg My Yard fundraiser option to a vote. 0 members for and 10 members against

Table discussion on Egg My Yard until October 2024 meeting to consider for Easter 2025, when costs maybe able to be reduced.

- Fall Festival involvement – Delacey Von Busse
 - Very little specifics determined yet and recommendation that we attend CSAB monthly meetings and Fall Festival meetings that start in May 2024 to express our general interest
 - Was able to confirm that the multiplex gym is unavailable on the Fall Festival weekend
 - Discussion regarding the possibility of volunteering only and or fundraising during the Fall Festival
 - Ensure we have attendance at CSAB meeting on March 21, 2024

Table discussion on Fall Festival involvement until April 2024 meeting.

- Flamingo lawn drop – Jen Charles and Margo Gruenewald
 - Margo was able to investigate flamingo cost and the costs ranged from \$4-\$13 per flamingo.
 - Discussion regarding high cost and number that would be needed.
 - Consider Flamingo Lawn Drop in the future if flamingo costs are reduced.
- Half – a – cow raffle – Natasha Caissie (for Jenna Murphy and Charlene Egan)
 - Reached out to 4 meat shops and heard back from 3 (Meat Chop, The Angus Store, & Kobs Fine Meat
 - Costs of a half cow ranged from \$1,750-\$2,187
 - Meat Chop also provided option of “40 lbs of Meat Packs @ \$400/box”
 - Discussion regarding different options, timing (fall or late spring BBQ

box, and potential ticket prices of \$10 for the box and \$20 for half cow)

Motion to approve “BBQ in a Box” raffle with details and dates to be determined in March 2024 meeting.

Moved by: Lori Wolfe

CARRIED

- Carolers @ Christmas time – Janice Draper
 - Bad Carolers going door to door
 - Set price amounts to keep carolers from coming to your house, to leave your house, and or go to someone else’s house
 - Consider multiple nights and locations
 - Discussed having kids audition, having route maps, and lots of advertising

Motion to approve Bad Carolers in early December 2024 with details and dates to be determined in October 2024 meeting.

Moved by: Natasha Caissie

CARRIED

- “End of Era” printable cookies – Natasha Caissie (for Renee Mairs)
 - Mentioned the large overhead costs of \$4-\$6 per cookie and not feasible to move forward at this time
- “End of Era” Shirt/hoodie design – Natasha Caissie and Jenna Murphy
 - Requested requirements – End of Era, 1954-2025, PES, Panther Paw
 - Adjusted requirements to: End of an Era, 1954-2025, Penhold School to cover more accurate long-term name, & Panther Paw
 - Color Punk Jenna’s clothing business provided design options with front only option and front & back option with cost of \$35/hoodie and \$23/t-shirt for 50 orders at a time

- Discuss considering pins along with clothing options and wanting to have available for Fall of 2024
- Natasha is going to look further including other businesses and their options including pricing and if able to order on demand
- General discussion on having “End of an Era” celebration in Spring 2025

Motion to approve moving ahead with creating “End of an Era” design to be put on clothing articles. Details and design to be approved at a later date.

Moved by: Karen Kormos

CARRIED

- New Business
 - Appointment of New Directors
 - The following have let their names stand for PAC Director positions prior to this meeting:
 - Mike Dahl
 - Lori Wolfe
 - Margo Gruenewald
 - Delacey Von Busse
 - Karen Kormos
 - Nora Holben added her name to stand for PAC Director position as well

Motion to appoint the above-mentioned individuals into PAC Director positions for the remainder of the 2023-2024 year.

Moved by: Lori Wolfe

CARRIED

- Social media
 - Karen Kormos has volunteered to create social media Facebook page for Penhold Elementary School Parent Council
 - Discussion regarding sharing of page, page content (involvement, fundraising, etc.), posting frequency and schedule
 - Mention of wanting to see graphic (thermometer) on page and elsewhere on how playground fundraising is progressing
 - Discussion regarding no pictures of students but able to share school posts
 - Access will be given to School Administration in the event that it is needed but there will be no involvement from them in the page maintenance
 - Will decide on two officers of the board (President, Vice-President, Secretary, Treasurer, Secretary-Treasurer, or Fundraising Co-ordinator) to have access to the Facebook page

Motion to appoint Karen Kormos as Social Media manager to create and monitor Penhold Elementary School Parent Advisory Council Facebook page with at least two Council Board Officers (President, Vice-President, Secretary, Treasurer, Secretary-Treasurer, or Fundraising Co-ordinator) and School Administration having access to the page.

Moved by: Delacey Von Busse

CARRIED

- Student vs. Staff Hockey Game February 28, 2024
 - “Donuts and Drinks” – Donut Mill has agreed to donate 650 (10 boxes of the 65 packs) Mill Bites to hand out to the kids
 - Would like to provide drinks to the kids as well
 - Discussed potential cost of juice boxes for 250 kids and some water (approximately \$130 + tax and deposit)
 - Candy Basket for “chuck-a-puck”
 - School field trips fundraiser where spectators pay \$2 to throw a puck at the center of the ice and the closest wins a candy basket
 - Provide candy basket prize
 - Presentation isn’t important and a gift bag will work
 - Take a picture of the pile of candy purchased to get kids excited
 - Consider looking for drink and candy donations local grocery stores. Check if donation request has been submitted to Costco already
 - Lisa requested that volunteers be identifiable at this event and other future events
 - Mention of wearing all one color, etc., Parent Council Shirts in future, volunteer buttons, and pinny shirts/aprons

Motion to spend up to \$250 from the general bank account to cover drink and candy prize costs for Student vs. Staff Hockey Game on February 28, 2024.

Moved by: Delacey Von Busse

CARRIED

- Year End Field Trip Request
 - Request from Lisa to assist with a portion of the costs (possibly half) of the school wide year end field trip which cost \$5,120 in 2022/2023
 - Elizabeth confirmed that we are unable to use Casino funds as social and recreational activities aren't eligible
 - Discussion surrounding assisting with other more educational field trips (swimming, graded trips) that we could use Casino funds for. Concern expressed from Lisa that parent costs would then fluctuate unless we continued providing funds each year which may result in distress. School wants to provide cost stability in parent costs where possible
 - In prior year there was a conflict that caused the Grade 6s to miss a portion of the trip. Lisa confirmed there is no conflict this year and that the Grade 6s will be able to fully attend the Year End Field Trip
 - Mention of possibly assisting with new curriculum item costs that will be needed in the future
 - Natasha asked when the money was needed by the school. Lisa advised that the amounts required have been covered from school funds, but they would be able to allocate elsewhere (classroom trips, Alien Inline, etc.) if they receive a donation from us.

Table discussion on Year End Field Trip monetary held until March 2024 meeting.

- March School Newsletter additions & deadline to submit to the school
 - No additions noted during meeting
 - Provide Lisa with additions for newsletters before the last week of the month (**Feb 26th for March newsletter**)
- Bake Sale
 - Lisa requested that we do bake sale during the Parent Teacher interviews on March 20th & 21st
 - Mandy and Nora agreed to work on this fundraising item
 - Mention that Grade 6 ambassadors can assist if they are needed

Motion to hold bake sale on the evenings of March 20th & 21st at the school during the Parent Teacher Interviews to be organized and run by Mandy Toporowski and Nora Holben.

Moved by: Delacey Von Busse

CARRIED

- Charity Check Stop
 - Discussion around the benefits of getting this fundraiser (over \$2,000 received in June 2023), small number of volunteers but the check stop is generally not giving to the same group so close together
 - Agreement to complete application and attend CSAB meeting in March to plead our case
 - Elizabeth agreed to complete application process

Motion to complete application for Charity Check Stop to be prepared and submitted by Elizabeth Dahl.

Moved by: Delacey Von Busse

CARRIED

- Next Meeting Date- March 12, 2024 or March 19, 2024 following the Penhold Elementary School Council meeting
 - Lisa and Giselle will be away on March 12, 2024

Move our next meeting to March 19, 2024, immediately following the School Council meeting.

- Adjournment

Motion to adjourn meeting at 9:43 pm

Moved by: Lori Wolfe

CARRIED

Approved on the _____ day of _____, 2024.

_____ *President*

_____ *Secretary*

