

**Penhold Elementary School
Parent Advisory Council
AGENDA**

Tuesday January 14, 2025 immediately following the School Council Meeting

*Indicates written report/attachment provided

1. Meeting Called to Order

2. Welcomes and introductions

Penhold School Parent Council is a registered non-profit charity made primarily by parent volunteers who support our Penhold Elementary School and community. We aid our students and school staff with many initiatives, whether through financial support or by volunteering. We strive for an environment that will foster our student's health, academic and creative success. We value our whole school community and work to assist and show appreciation to them when and where we can.

3. Approval of Agenda (members can request to add items at this time)

4. Approval of the Minutes*, as presented (OR as amended)

a. November 12, 2024

5. Financial Report: Treasurer – *Natasha Caissie*

a. Approval of the Treasurer's Report*

b. Updated Fundraising Tracking*

Ratify the amended motion to allocate and keep 15% of the net proceeds from our fundraisers to cover operational costs and school-supporting activities for the 2024-2025 school year with the remaining 85% of the net proceeds being allocated to the playground unless otherwise delegated sent November 20, 2024 by Natasha Caissie.

Ratify the motion sent November 22, 2024 by Natasha Caissie to purchase up to \$200 worth of gift cards to be given to the Lowe family and to be reimbursed from our general account.

Depending on the success of the Caroling event a portion of the net proceeds may be kept in the general account to replace all or a portion of the amount spent for the Lowe family.

Ratify the motion sent December 9, 2024 by Natasha Caissie to take out \$130 from our general account to be used for the raffle tickets and/or cookie walk Thursday December 12 and for the funds to be replaced into the account once the evening is over.

6. Executive Report:

a. Correspondence - *Renee Mairs*

b. Facebook Page - *Karen Kormos*

7. Fundraising Report

- a. Grant Update – Natasha Caissie
- b. Letter writing campaign – Mandy Toporowski
- c. “End of an Era” Clothing – Natasha Caissie
- d. PYC Bowling Event – Karen Kormos
- e. Christmas Raffle – Mandy Toporowski
- f. Cookie Walk – Karen Kormos
- g. Bad Caroling – Margo/Janice/Courtney

Ratify the motion sent on November 15, 2024 by Natasha Caissie to reimburse up to \$150 for fuel for the Bad Christmas Caroling events being held December 15 & 16 from the general account.

Ratify the motion sent on November 20, 2024 by Natasha Caissie to delegate the funds raised by the Bad Christmas Carolling event to assist families in need during the school year.

Ratify the motion sent on December 16, 2024 by Natasha Caissie to approve a \$25 gift card to be given to Jerry for his time, to be reimbursed from the General account.

- h. Discount Cards –

Ratify the motion sent on November 15, 2024 by Natasha Caissie to support the Momentum Discount Card Fundraiser, run by Jessie Duncan Elementary School Parent Advisory Society starting January 2025, (dates to be confirmed by JDES PS) with proceeds given to be put towards the playground funds.

8. Business arising from prior Minutes

- a. Election of New Executive Member: Vice-President, and any Directors at Large (*elect or acclaim*)
- b. Playground Deposit
Ratify motion sent by Natasha Caissie on November 18, 2024 to pay \$67,026.25 to Chinooks Edge School Division from our General Bank account. For our 50% portion of the 50% deposit on the applicable playground equipment from the September 6, 2024 quote from BDI Play Designs.
- c. By-law Committee
- d. 2025 Fundraisers*

9. New Business

- a. Students VS Staff Hockey Game

10. Next Meeting Date- February 11, 2025 following the Penhold Elementary School Council Meeting

11. Adjournment

Parent Advisory Council
Tuesday, November 12, 2024
Minutes

- Meeting Called to Order at 7:55 pm by President, Natasha Caissie

Members Present:

- Natasha Caissie, President
- Elizabeth Dahl, Treasurer
- Renee Mairs, Secretary
- Karen Kormos, Fundraising Coordinator
- Giselle Meyer, Vice-Principal
- Lisa Baird, Principal
- Sherry Cooper, School Trustee
- Jamie Seiyama, FCSS Community Worker
- Brandi Filipchuk, Director
- Jenna Murphy, Director
- Laura Gillam, Director
- Laurin Levick, Director
- Janice Draper, Parent
- Margo Gruenwald, Parent
- DeLacey von Busse, Parent

- Welcomes and Introductions

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- Approval of Agenda for November 12, 2024, meeting

Motion to approve the Agenda.

Moved by: Delacey von Busse

Second by: Brandi Filipchuk

CARRIED

- Approval of the Minutes*, as presented (OR as amended)
 - *October 8, 2024*

Motion to approve the Minutes.

Moved by: Elizabeth Dahl

Second by: Jenna Murphy

CARRIED

- Financial Report: Treasurer – *Elizabeth Dahl*
 - Review of the Treasurer’s Report
 - \$9600 into general account

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

Moved by: Jenna Murphy

Second by: Delacey von Busse

CARRIED

- Updated Fundraising Tracking
 - We are short \$90,494.
 - Nothing in mail for receivables yet.
- Executive Report:
 - Correspondence
 - An email from the Town requesting specifics from Parent Council in order to release the \$45,000 donation.
 - CSAB Meeting - Elizabeth Dahl
 - October 17th attended Karen came too.
 - Museum mentioned their cookie walk.
 - Next meeting in January Karen Kormos will attend on our behalf.
 - Facebook Page - Karen Kormos
 - Help with sharing of posts.
 - Where else to post? Penhold Rant and Rave, Penhold Community Crime Watch & Local Happenings.
 - About us for mission statement is too many characters.
- Fundraising Report
 - Grant Update - Elizabeth Dahl

Ratify the motion sent by Natasha Caissie on October 10, 2024, to hire Miranda Grol at Prairie Grant Writers to write the following corporate funding applications: Cenovus, CNRL, EQUUS, Nutrien, Red Deer Kinsmen, Rocky Mountain Equipment and Viterra. Her cost of \$2000 will come out of the Playground Funds portion of the general account with a 50% deposit required to start, and the remainder due upon completion of the application package.

- Submitted all 7
- Heard from red deer Kinsmen will get back to us after their meeting.
- Blue cross - will hear from in December.
- Letter Writing Campaign - Mandy Topowroski -absent. Elizabeth spoke her notes
 - Are continuing to go out.
 - Looking for item donations for silent auction.

- "End of Era" Clothing - Natasha Caissie

Ratify the motion sent by Natasha Caissie on October 18, 2024, to purchase 10 t-shirts and 4 hoodies in various sizes at a cost of no more than \$350 with funds to come out of the general account.

- "Fright Night" @ Museum – Lori Wolfe
 - It was a huge success.
 - We will get a \$1000.00.
- Old Dutch Halloween Fundraiser – Mandy Toporowski
 - \$1,479
- SCA Family Halloween Event 50/50 – Mandy Toporowski
 - Update from Natasha Caissie
- November P/T Interview Bake Sale – Karen Kormos
 - \$910.00
 - Advertising was low.
- Raffle/Auction Items – Mandy Toporowski
 - Consensus is to do a raffle.
 - What we are doing depends on what we have.
 - December 7th and 12th
 - Agreed to not have silent auction.

Motion to hold a raffle draw on December 7th to 12th and draw date to be held December 12th at the School Christmas concert ticket prices will be 1 for \$5 and 5 for \$20. Proceeds to go to casino account.

Moved by: Delacey von Busse

Second by: Brandi Phillipchuk

CARRIED

- Ma & Pa's Cookie Fundraiser – Natasha Caissie

Ratify the motion sent by Natasha Caissie on October 18, 2024, to move forward with the Ma & Pa Cookie Dough Fundraiser to run November 22 to 28 with delivery to occur December 16. Cash or e-transfer payments will be accepted and deposited into the general account. A cheque will be written from the general account to Ma & Pa's Bakery Cafe for the total cost of items ordered.

Moved by: Natasha Caissie

Second by: Elizabeth Dahl

Defeated

- Cookie Walk – Karen Kormos
 - Need to get advertising done now.
 - Send out flyers to get put in agenda's asap
 - \$5 per container and \$1 for one
- Business arising from prior Minutes.

- Council Picture for Facebook
 - Got done, Lisa took it and has shared on school's Facebook page.
- Insurance
 - Elizabeth paid the premium on her credit card

Motion to pay insurance of \$750 from Casino Account to Elizabeth Dahl for reimbursement of insurance payment.

Moved by: Delacey von Busse

Second by: Brandi Filipchuk

CARRIED

- Election of New Executive Member: Vice-President, and any Directors at Large (elect or acclaim)
 - Vice-President:
 - put 1st call in for Nomination for Vice-President:
 - none
 - 2nd call for nominations:
 - none
 - 3rd Call for nominations.
 - none

This office will remain open until the next meeting on January 14, 2025

Motion for Nominations to cease.

Moved by: Delacey von Busse

Second by: Elizabeth Dahl

CARRIED

- Directors:
 - Natasha Caissie put call in for Nomination for Directors at large:
 - Delacey von Busse put her name forward

Motion to appoint Delacey von Busse as a Director

Moved by: Brandi Filipchuk

Second by: Karen Kormos

CARRIED

Congratulations to Delacey Von Busse!

- 2024-2025 Fundraisers*
 - December:
 - School Candy Sales
 - Decided against
 - Bad Carolers (Motion Feb 13th): Dates Penhold Dec 15th and Springbrook Monday Dec 16th.
 - Margo has done up a google form, hoping to send link out November 22 with flyers.
 - Form has the various options.
 - Margo has a bus driver on board but needs a bus.
 - Max 10 minutes per house.

- Do video by the school for social media.
 - Look into for legal purposes of using our school bus and it being out of school hours.
 - Insurance coverage what are the details.
 - Margo said about twenty carolers.
 - Banners on vehicles, signs made up.
 - Talked about lowering prices, flyers to send home and parents contact us through email if they want to do or not.
- Craft Night - Grinch Trees: End of November/early December -Facebook Poll results.
 - Not in favour this time around
 - 10 weekend evenings, 7 Weekday evenings, 3 votes weekend days.
 - Discount Cards (with JDES)
 - Waiting on more information from Brandi

CARRIED

- New Business
 - Playground design
 - Lisa will get back to Elizabeth about funds.
 - \$57,829 being our 25%.

Motion to pay up to \$60,000 to Chinooks Edge School Division from our General Bank account. For our 50% portion of the 50% deposit on the playground equipment from the September 6, 2024, quote from BDI Play Designs.

Moved by: Natasha.

Second by: Delacey.

CARRIED

- Next Meeting Date and Adjournment
 - Next Meeting will be, *January 14* at 7:00pm.
 - Meeting Adjourned at (9:26) pm.

Approved on the _____ day of _____, 2024.

_____ *President*

_____ *Secretary*