

Parent Association Minutes – October 1, 2025

Present at meeting: Principal Jill Scarrow, Assistant Principal Debbie Bauman, Grade 2 Teacher Michelle Gordon, Sheri-Lee Presenger, Grace Proske, Brianna Albert, Breanne Parker, Anne Jordan, Jennifer MacDonald, Julia Harron, Stanislav Francuz, Shureed Baraa, Scott Slen, Serenity Shalev, Devin Wyatt, Kristen Bidinger, and Lauren Hogue

1. Call to Order at 6:46 pm by Brianna Albert
2. Motion for approval of minutes from September 9, 2025 by Grace Proske, seconded by Jennifer MacDonald. Minutes approved.

Committee Reports:

3. Treasurer's Report (Sheri-Lee/Devin):

- The bank reconciliation and activity as at Oct. 1, 2025 is attached to these minutes.
 - Parent Association account balance: \$21 469.75
 - Casino account funds: \$19 230.70
- Parent Association account offers a bit more flexibility in spending whereas Casino account is highly regulated by AGLC
- Sheri-Lee is hoping to start tracking Healthy Hunger lunches to see which restaurants bring in more fundraising money for school
- Motion to accept financial documents by Brianna Albert. Seconded by Grace Proske. Financial minutes approved.

4. Social Events/Fundraising:

- Halloween Dance: will not be happening in October due to Labor Action
 - Will pivot to another holiday dance, most likely after Winter Break. Further discussions will take place to decide on dates/themes, etc.
 - Up to \$500 for family dance was approved at the September 9, 2025 meeting. Logistics will be tabled for now and planning will continue closer to decided date
 - Sheri-Lee has quotes for DJ set up. Approval required to use some of the allocated \$500 to secure DJ. Date can be finalized at a later time but deposit needs to be paid sooner to secure services
- Updates on active fundraisers:
 - Apple fundraiser raised \$1606.22

- Apples will be distributed Friday, Oct. 3 from 12-1pm (Jennifer, Grace, Lauren) and 4-6pm (Devin, Sheri-Lee)
 - Pedalheads fundraiser raised \$550.00, cheque is on its way
 - Participants received \$25 off each registration and another \$25 came back to school. Would be worth continuing as it's a passive fundraiser with little manpower needed
 - Cobbs fundraiser (Willow Park Location) - Sheri-Lee has been in contact with Cobbs as we need to cash out yearly earnings before the end of October.
 - Suggested to continue with this initiative - 5% of purchases at Willow Park location go back to Andrew Sibbald School
 - Jill will include notice about this initiative in the weekly school update to inform families of this fundraiser. Timely with Thanksgiving holiday coming up
- Devin and Sheri-Lee shared updated fundraising plan:
 - Besides casino in November, no additional fundraisers are currently planned for remainder of year. Should we pursue another fundraiser, perhaps in the new year?
 - Possible cookie dough fundraiser:
 - Has previously been done at other locations through paper order forms. Devin is looking into an online platform that could be used to gather and consolidate orders to reduce manpower needed for this
 - Potential timing for a cookie dough fundraiser could be to start the launch in January, with fundraising push in February to coincide with Valentine's Day
 - Things to consider for any fundraiser:
 - Timing that offers opportunities to plan and launch a successful roll out
 - Providing staff the time and chance to thoughtfully consider how the funds would be spent
 - Workload and organization considerations on the school's part and parent's part. Ensure that teacher involvement is minimal and fundraisers should be handled entirely by parents
 - Logistics - i.e. for cookie dough: distribution, storage of cookie dough, allergies
 - Decision made to hold off on new fundraising initiatives at this time to allow for more research and discussion

5. Staff Appreciation (Jennifer):

- Jennifer is hoping to organize an appreciation event in October. More details will follow.

6. Fun Lunch (Anne):

- Some fun snacks will need student name labels and purchase of labels will be required
- Oct. 1 Fun Lunch review:
 - Some initial mix-ups on part of the restaurant. Anne has contacted Healthy Hunger to inquire about refunds for orders that were incorrect or mixed up
 - One more fun lunch from same restaurant is scheduled later in year so Anne is following up to ensure mix ups do not happen again
 - Next fun snack is scheduled for Oct. 31. Should classes not be in session at that time, Anne will reschedule this snack for later in the school year

7. Learning Grounds/ Playground:

- Coordinator: Serenity Shalev will take on this position
- Budget of \$500 (approved at September 9, 2025 meeting) is available for improvements/enhancements

8. Casino Coordinator (Breanne):

- Licenses have been approved by AGLC and more than half of required volunteers are recruited
- Anne will be sending an email to volunteers who have signed up to ensure all required documentation and signatures are on file
- So far on track but still need some volunteers. More recruitment will take place after Thanksgiving break
- Is there anything we can do to encourage families to participate that requires little to no money? (i.e. ice cream party, reserved seating at Christmas Concert). Anne will look more closely at this following Thanksgiving break.

9. Other Business:

- Motion to approve up to \$30 for chequebook for casino account by Grace Proske. Seconded by Julia Harron. Motion passes.
- Motion to approve Staff Appreciation budget of up to \$750 by Brianna Albert. Seconded by Anne Jordan. Motion passes.
- Motion to approve up to \$50 for Parent Association domain/email for informational purposes and to consolidate communication and documentation into one account. Will follow social media guidelines. Motion by Jennifer MacDonald, seconded by Grace Proske. Motion passes.

- Will start with shared email to consolidate Parent Association communication. Written approval will be created by Devin and sent to Jill for principal approval
 - Devin and Jill will further discuss any other branding for Parent Association website as it requires principal approval
 - Proposed domain name: **sibbaldparents.ca**
- Motion to approve the use of some of the family dance \$500 funding to secure DJ by Jennifer MacDonald. Seconded by Brianna Albert. Motion passes.
 - Motion to approve up to \$50 for fun lunch supplies by Anne Jordan, seconded by Grace Proske. Motion passes.

10. Dates and times of next meetings:

- **November 4 Tuesday @ 6:30pm**
- Skip December
- January 14 Wednesday @ 6:30pm
- February 10 Tuesday @ 6:30pm
- March 11 Wednesday @ 6:30pm
- April 14 Tuesday @ 6:30pm
- May 13 Wednesday @ 6:30pm
- June 9 Tuesday @ 6:30pm

11. Adjournment at 7:42 pm by Brianna Albert, seconded by Sheri-Lee Presenger. Meeting adjourned.