

## Parent Association Minutes – November 4, 2025

**Present at meeting:** Principal Jill Scarrow, Assistant Principal Debbie Bauman, Learning Leader Michelle Gordon, Sheri Presenger, Grace Proske, James Pascoe-Price, Anne Jordan, Jennifer MacDonald, Julia Harron, Stanislav Francuz, Shureed Barua, Scott Slen, Serenity Shalev, Devin Wyatt, and Lauren Hogue

1. Call to Order at 6:48 pm by Sheri-Lee Presenger
2. Motion for approval of minutes from October 1, 2025 by Julia Harron, seconded by Grace Proske. Minutes approved.

### Committee Reports:

3. Treasurer's Report (Sheri-Lee/Devin):
  - o The bank reconciliation and activity as of November 3, 2025 is attached to these minutes.
    - i. Parent Association account funds: \$16 086.37 (after reimbursing Grade 5 year end)
    - ii. Casino account funds: \$15 881.97 (after paying out casino advisors, student classroom supplies, school shirts)
    - iii. Committee balances are still intact, save for a few funds taken from Staff Appreciation fund. Balance of this fund is just over \$700
  - o Motion to accept financial documents by Grace Proske. Seconded by Anne Jordan. Financial minutes approved.
4. Social Events/Fundraising (James):
  - o School Dance:
    - i. Will be rescheduled to Spring. A firm date will be set at January Parent Association meeting
    - ii. Suggested theme of Spring Superheroes
    - iii. Want to schedule the dance before soccer gets underway in the Spring
  - o Looking at organizing one or two more small fundraisers for this year so next year's budget is healthy. Typical yearly spending is usually between \$30 000 and

\$35 000. As we are not sure how much money the casino will generate, it is worth looking into additional fundraisers just in case

- Cookie dough fundraiser proposed at October meeting will be pushed until Fall 2026 for a few reasons:
  - i. This timing has been suggested by company as the most successful time for selling cookie dough
  - ii. Would capitalize on the excitement that comes with a new school year, season
  - iii. Gives ample time to plan and organize the fundraiser
  - iv. This fundraiser will be discussed with school administration either in June or early September to plan timing and determine logistics
- Possible fundraisers for this year:
  - i. Growing Smiles plant fundraiser will be planned for the Spring (plant delivery typically occurs in May). Usually generates around \$2000
  - ii. Art Cards by Kids: will look into parent and teacher involvement levels and how much money is generated through this fundraiser
  - iii. Chocolates to coincide with Valentine's Day or St. Patrick's Day: will look into the timeline as chocolates would need to be delivered by Feb. 11 if we were wanting to align with Valentine's Day
  - iv. Mabel's Labels - will push this fundraiser in June so when parents are ordering labels over summer could generate passive income
  - v. Sheri-Lee will sign school up for Willow Park Cobbs bread fundraiser for another year (5% of purchases go to the school). We earned \$207 from purchases in the last year. Jill will include another Cobbs fundraising reminder in some of the upcoming weekly emails.
- Further discussion of new fundraisers will occur at January Parent Association meeting

#### 5. Staff Appreciation (Jennifer):

- Pop up trick or treat bar was organized last Friday for teachers to go trick-or-treating at school
- November 19: mashed potato bar
- December 15: cookie and hot cocoa bar
- Sign Up Genius link for the mashed potato bar has been shared via email and through flyers with QR code

- Flyer for each monthly appreciation event will be created and displayed in office to promote these events and gather more volunteers
6. Fun Lunch (Anne):
- 2nd fun lunch today (Coco Brooks)
  - Fun snack is scheduled for Friday, Nov. 21 (Kernels). This was rescheduled from Oct. 31 and orders previously placed will automatically move to the new date.
  - Opa is scheduled for beginning of December and Out of Chaos cookies fun snack is scheduled for last Friday before winter break
    - i. Sign Up Genius link is sent out to volunteers for each fun lunch and will be promoted in weekly emails
7. Learning Grounds/ Playground (Serenity):
- No updates
8. Casino Coordinator (James for Breanne):
- Casino license, forms, and schedules will be sent to Roberta for printing
  - 3 on call shifts are not yet filled. All shifts need to be filled for us to run the casino
  - We will spend the next few days asking friends, family, contacts to see if we can fill these shifts. If further volunteers cannot be found by Friday, will reach out to YYC Charity Casinos Facebook group for volunteers.
9. **Other Business:**
- [sibbaldparents.ca](http://sibbaldparents.ca) website has been created for Parent Association and School Council. Thanks to Devin for getting this organized and ready!
    - i. Need support to create content and maintain website. Stanislav Francuz has said his wife would like to assist with this. Grace Proske has also offered to be involved
    - ii. Google Workspace Account is set up and officer/director email accounts will be created in the coming days (i.e. [secretary@sibbaldparents.ca](mailto:secretary@sibbaldparents.ca)). Email accounts will be set up for each role so the email history can pass from year to year even if the position is filled by different people. All officer emails will be set up by January.
    - iii. General email accounts will also be set up for School Council and Parent Association - these will be managed by Chair/Vice Chair and President/Vice President respectively
    - iv. Will look to phase out the sibbaldpayments email over the coming year and replace with [treasurer@sibbaldparents.ca](mailto:treasurer@sibbaldparents.ca)

- v. Once all emails and the sibbaldparents website has been set up, a list of all email addresses will be sent to Jill and Debbie to post on school's website.
  - vi. Devin currently is the domain administrator and can reset/change passwords so we will still have access to email accounts even if officer leaves that position
- o Nonprofit fundraising platform, Zeffy
    - i. Will streamline fundraising processes and clean up accounting as it eliminates the need for paper order forms and manual tallying of orders
    - ii. Presents as an online store where families order directly online and use their credit cards to pay. Totals are then calculated by Zeffy, which Parent Association can then use to order product from the fundraising company
    - iii. Can be used for multiple fundraisers (i.e. cookie dough, apples)
    - iv. Does not cost anything to set up - is funded through donations when families check out
    - v. Determined this would be worth trying with an upcoming fundraiser

**10. Dates and times of next meetings:**

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

11. Adjournment at 7:51 pm by Jennifer MacDonald, seconded by Lauren Hogue. Meeting adjourned.