



**MINUTES**  
**Woodbridge Farms Parent Association**  
**Sept.27, 2021**  
**5:30pm**  
**Virtually Through Google Meet due to Covid19**

President        Tara Lamabe  
Vice President   Ashlee Salmons  
Treasurer        Julie Ballhorn  
Secretary        Jessica Cook

<b>Agenda Item</b>	<b>Notes</b>	<b>Actions</b>
<b>1.0 Welcome</b>	Called to order @ 4:50pm Membership forms have gone online due to COVID.	
<b>2.0 Old business and approval of last meeting's minutes (Nov 2020 )</b>	Tara L. calls for Motion to approve minutes from last meeting Alexia F. 1st Khristi E. 2nd	
<b>3.0 Approval of Agenda</b>	Tara L. calls for Motion to approve the agenda - Kerry H. 1st and Alexia F. 2nd	
<b>4.0 Treasurer Update</b>	Budget Update Account balance Aug.31, 2021 \$42,681.49	

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	<p>Approved expenses</p> <table style="margin-left: 40px;"> <tr> <td>Staff Appreciation</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Teacher classroom reimburse</td> <td style="text-align: right;">\$10/student</td> </tr> <tr> <td>Computer Expenses</td> <td style="text-align: right;">150</td> </tr> <tr> <td>Retirement Farewell Gifts</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Grade 6 Celebration</td> <td style="text-align: right;">300</td> </tr> </table>	Staff Appreciation	500	Teacher classroom reimburse	\$10/student	Computer Expenses	150	Retirement Farewell Gifts	500	Grade 6 Celebration	300	
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<p><b>5.0 Fundraising Update</b></p>	<p>Goal of Fundraising is for new Classroom technology</p> <p>1st Fundraiser  Queen of Hearts loyalty Card \$15 for every card sold  - out tomorrow or Wednesday is all info on ordering  The card is for all mom and pop shops and all local to sherwood park  The card is good for one full year.  Any kiddo that sells 10 or more cards will get put into a draw for gift cards.  5 top sellers win</p> <p>Comments/Questions on this fundraiser :  Have we done this one before ? Nana T. asks  No this is a new fundraiser- Tara L.  This is a good one that we don't need to hand out or need volunteers with covid - Julie B.</p> <p>2nd Fundraiser  Stawnichy Sausage Fundraiser dates TBD and usually in November</p> <p>3rd Fundraiser  Possibly spring flowers</p> <p>Ongoing Fundraisers  Panago Pizza nights will be set up as well      Last year raised was \$590  Cobbs on Wye Road      Last year raised was \$160</p> <p>Call for suggestions on Fundraisers  Kerry Lyn H. suggestions for receipt collection from schools for shopping at Save on Foods  Wye Road Location</p> <p>What is the fundraising goal amount?  Principle Andy C.  1. We have about 220 chrome books that are about to expire that need to be replaced  asap and the classroom technology needs to be replaced with new projectors and  smart boards.</p>	<ol style="list-style-type: none"> <li>1. Announce dates for Stawnichy Sausage Fundraiser and figure out volunteers</li> <li>2. Research Save-On-Foods receipts fundraiser as option</li> <li>3. Set up and announce 1st Panago Pizza Night of the year</li> <li>4. Announce top seller winners of the Queen of Hearts fundraiser</li> </ol>										

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	<p>2. New audio systems were purchased last year that replaced some that were 7-8 years old.</p> <p>3. 5 smart boards were on order at the start of May and shipments had been delayed until October and it was cancelled and we ordered 10 iPads and 86 chrome books and 18 audio systems chrome books instead.</p> <p>Numbers are pretty expensive - one new smart board plus installation was about \$5500 This year 0 chrome books and 10 smart boards are needed for around \$55,310. There is only \$25,000 in the budget right now left till the end of the year.</p> <p>Historically we have been trying to spend down the amount in the PA bank account.</p> <p>questions : can parents make charitable donations to the school? Andy C. - I will have to research and typically no</p>	
<p><b>6.0 Funding Requests</b></p>	<p>Drumming Lessons Warrior Women from Canmore - we are hoping to book them this year hopefully Classroom Technology New shelves for the series books and magazine stands because they are too tall and stick out with the new library shelves and layout</p>	<p>1.Find out costs associated with Drumming Lessons and Warrior Women and Shelves for Library</p>
<p><b>7.0 New Business</b></p>	<p>7.1 Ratify terry fox run snacks - \$81.53 for rice krispies - Motion to approve Nana T. 1st and KH 2nd</p> <p>7.2 Ratify the stone circle to include GST (\$2,945.00 approved in May 2021 change to \$3,193.09) and landscaping - Motion to approve Khristi E. 1st and Nana T. 2nd</p> <p>7.3 Change from teachers to Increase the staff appreciation budget - last year we approved \$1000 for a couple pizza lunches and poinsettias. The staff numbers have increased by 4 or 5 there are 40 staff. Julie B (treasurer) recommends to increase to \$1200 - Alexia F. motions for \$1200 for staff and Khristi E. 2nds</p> <p>7.4 Laptops for Treasurer and Secretary are from 2015. They are outdated and slow and should be replaced or we should consider an honorarium for them using their own equipment. Biggest issue with most of the bylaws say volunteers cannot use their own equipment for cyber security - Motion to table to next meeting Kerry H.1st and 2nd Alexia F.</p> <p>7.5 Discussion to give a Student Resource Fee for other teachers without classrooms - Mrs. Newton, Mrs. Sisson, Mrs. Sargent \$200 each - Motion to do above Kerry H.1st and Lori L. 2nd.</p> <p>7.6 Plaques for the buddy bench are going to be updated and will be discussed at the next meeting</p>	<p>1.Research options for laptops for T and S 2.SRF of \$200 for teachers without classrooms listed 3.Plaques for Buddy Benches</p>

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<b>8.0 Announcements</b>		
<b>9.0 Adjournment</b>	adjourned at 5:36pm Date: November TBD Time: TBD Location: TBD	



**MINUTES**  
**Woodbridge Farms Parent Association**  
**Tuesday, April 12, 2022**

**18:30**

**Virtually Through Google Meet due to Covid19**

President	Tara Lamabe
Vice President	Ashlee Salmons
Treasurer	Julie Ballhorn
Secretary	Mel Fawcett

<b>Agenda Item</b>	<b>Notes</b>	<b>Actions</b>
<b>1.0 Welcome</b>	Called to order at 1820 PM - Membership forms have gone online due to COVID. Forms can be found on website. - In attendance virtually: Teri Pearn, Antonia Triska, Tara Lamabe, Ashlee Salmons, Julie Ballhorn, Mel Fawcett, Alexia, Amanda Hill, Nana, Osula, Tasha Baker.	
<b>2.0 Old business and approval of last meeting's minutes</b>	Minutes from February 7th 2022. <b>Amanda motions to approve minutes, 2<sup>nd</sup> by Tasha, all in favour.</b>	Approved as circulated.
<b>3.0 Approval of Agenda</b>	April 12 2022 agenda. <b>Amanda motions to approve agenda, 2<sup>nd</sup> Tasha, all in favour.</b>	Approved as circulated.
<b>4.0 Treasurer Update</b>	Update provided by Julie Ballhorn 18:25  <ul style="list-style-type: none"> <li>• Bank balance April 11, 2022 is \$29374.31</li> <li>• GIC maturing in January 2023</li> <li>• Last meeting; voted and approved \$2000 for class math kits and \$3000k for school presentations for current school year.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There is approx. \$3300 remaining to be paid for teacher reimbursement for the current school year (approved during September meeting)</li> </ul> <p><b>Questions asked:</b>            TL- What is the set PTA spending in a year?            JB: The baseline budget is approx. \$6000-\$9000 a year. This amount funds, student snacks for school events, staff and student appreciation events/items etc.</p> <p><b>Current funding requests:</b>            6 smart boards at approx. \$5700 with installation.            6 TVs needed at approx. \$2500-3000 with installation.            Additional smart board or TV for music classroom.</p>	
<p><b>5.0 Fundraising Update</b></p>	<p>Update provided by Tara Lamabe and Julie Ballhorn at 18:44</p> <p><b>Hot lunch</b>            April 22 Nitza's Pizza and April 29 Taco time            May- 2 dates TBD            June- 2 date TBD</p> <p><b>Spring Flowers</b>            Ends April 19 and pickup May 17</p> <p><b>Spell-A-Thon Fundraiser</b>            Letters to be distributed on April 15th            Each grade will have a list of words to study. The teachers will test on May 5<sup>th</sup>.            A flat rate online sponsoring approach as opposed to per word spelled correctly to encourage all students to participate.</p> <p>Spell-A-Thon donations will be collected online via designated website, more information to follow.</p> <p><b>Motion to approve online tracking and donation collection for Spell-A-Thon.</b>  <b>Ashlee motions to approve, 2<sup>nd</sup> but Amanda, all in favour.</b></p> <p><b>Motion to approve \$500 for a pizza party for the top 25 students in Division 1 and 2.</b>  <b>Amanda motions to approve, 2<sup>nd</sup> by Tasha, all in favour.</b></p>	<p>Approved as circulated.</p> <p>Approved as circulated.</p>

	<p><b>Future Fundraising:</b> Possible Box of Cards (birthday cards) for Fall 2022 Last fundraiser box of cards raised \$4650 Previously 33 cards for \$33 Ideally rolled out before Thanksgiving.</p>	
<p><b>6.0 Funding Requests</b></p>	<p><b>Harvest Basket Program funding request:</b> Program costs approx. \$50 a week. There are 2 families interested in supporting this program and the school is currently awaiting a response back. In the meantime, the school is turning to the PTA for funding for the remainder of the school year. <b>Motion to approve funding for the remainder of school year by Amanda, 2<sup>nd</sup> by Ashlee, all in favour.</b></p> <p><b>Bussing for swimming request:</b> Bussing for swimming 2022-2023 (pre covid approx. 600). Costs have increased, seeking new funding amount. <b>Motion to approve bussing budget of \$1500 by Ashlee and 2<sup>nd</sup> by Tasha, all in favour.</b></p> <p>Music class wish list, seeking new instruments to accommodate all students. <b>Motion to purchase handbell sets and cases by Ashlee and 2<sup>nd</sup> Tasha, all in favour.</b></p> <p>Sport day funding seeking up to 2000 for sport rentals and 500 for popsicles and snacks. <b>Ashlee motions to approve, 2<sup>nd</sup> by Mel Fawcett, all in favour.</b></p>	<p>Approved as circulated.</p> <p>Approved as circulated.</p> <p>Approved as circulated.</p> <p>Approved as circulated.</p>
<p><b>7.0 New Business</b></p>	<p>None</p>	
<p><b>8.0 Announcements</b></p>	<p>None</p>	
<p><b>9.0 Adjournment</b></p>	<p>Meeting adjourned at 19:35 <b>Next Meeting</b> Date: May 30<sup>th</sup> 2022 Time: 16:00H Location: TBD</p>	