

Woodbridge Farms Parent Association

Agenda

Date: September 25, 2022 Time: 17:30 Place: Woodbridge Farms Elementary

PARENT ASSOCIATION EXECUTIVE 2021-2022	President - TBA Vice President - TBA Treasurer - TBA Secretary - TBA	
Time	Item	Owner
18:30	1.0 Welcome	Tara Lamabe
18:30	2.0 Old business and approval of last meeting's minutes	Tara Lamabe
18:35	3.0 Approval of Agenda	Tara Lamabe
18:40	4.0 Treasurer Update	Julie Ballhorn
18:45	5.0 Fundraising Update	Julie Ballhorn
18:50	6.0 Fundraising Request	Tara Lamabe
18:55	7.0 New Business	Tara Lamabe
19:00	8.0 Announcements	Tara Lamabe
19:00	9.0 Adjournment	Tara Lamabe
	Next Meeting:	



Woodbridge Farms Parent Association Minutes Date: September 26, 2022 Time: 18:11 Place: Woodbridge Elementary School

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

Agenda Item	Notes	Actions
	Called to order at: 18:11 Membership forms located with secretary.	
1.0 Welcome		
2.0 Old business and approval of last meeting's minutes	 Update: Buddy Benches have been updated – Pictures posted online and on Woodbridge Parents Facebook Page. Previously discussed switching from the current bank, this will be put on hold as we have an existing GIC. We will be switching banks once GIC matures in January 2023. 18:13 Tara motion to approve May minutes. 1st by Mel, 2nd by. All in favour. 	Approved as circulated.
3.0 Approval of Agenda	18:14 Tara motion to approve current agenda. 1 st by Nana, 2 nd by. All in favour.	Approved as circulated.
4.0Treasurer Update	18:15 Current Balance: \$12 914.63 GIC matures Jan 2023 for \$10 877.23 Approved expense for 2022- 2023 Staff appreciation: \$500	

	Teacher classroom reimbursement: \$10/ student Computer expense: \$150 Retirement farewell: \$500 Grade 6 farewell: \$300 Enrichment: \$3000	
5.0 Fundraising Update	 18:16 Big Box of Cards Fundraiser Birthday boxes arrive home this week Oct 6 to 24. Stawnichy Sausage March- before spring break Spring flowers May- More information to come. 	
6.0 Funding Requests	 18:28 Updates: Currently 3 smart displays have been purchased for Division 1 and installed. 6 TVs purchased and installed. Request: Mrs. Newton – looking at spoons for Metis Week PhysEd equipment 3 smart displays, 3 empty class rooms and 2 smart displays for Connections Class. 1 TV needed 	
7.0 New Business	 18:36 Tara motions to ratify snack spending; \$87.43 for Terry Fox Run. Megan 1st and Alexia 2nd. All in favour. Tara motions to approve resource fee for staff who share a class (Music, CSB class, Library etc.). Natalia 1st and Megan 2nd. All in favour. 	Approved as circulated. Approved as circulated.
	 Nana motions to approve resource fee of \$10 per student, total of \$315, when staff share a class each staff is to get the set amount. Jess 1st and 2nd by Taryn 2nd. All in favour. 	Approved as circulated.

	 Halloween Dance Oct 28th Friday after school 6 to 8 pm. – More information to come. Staff appreciation October 2022. 37 staff members for this year, we need to increase the budget. Last year spending was \$1584.40 Tara motion to approve \$1500 for staff appreciation. Nana 1st and Jess 2nd. All in favour. Hot Lunch Waiting for conformation for Oct 14 and 28. Buddy Bench Plaques completed, a total of 4 were ordered. Pictures can be found online and on Woodbridge Farms Elementary Group. Wee Wonderland – Gymnasium is set up for kids to shop for gifts. Shopping list will be sent home and money collected prior to shopping. Kids will wrap gifts to take home. Volunteers will be needed and sign-up genius will be sent out. Spirit Wear: School will look into bulk order of school spirit wear. 	Approved as circulated.
8.0 Announcements	None	
9.0 Adjournment	Meeting adjourned at 19:16 Date: TBD Time: TBD Location: TBD	Next meeting to be determined.



November 14, 2022, 17:15 Woodbridge Farms Elementary School

PARENT ASSOCIATION EXECUTIVE President - Tara Lamabe 2022-2023 Vice President – Nana Thaver Treasurer - Julie Ballhorn Secretary - Mel Fawcett			
Time	Item		Owner
17:15	1.0 Welcome		Tara Lamabe
17:16	2.0 Old business and approval of last mApprove AGM MinutesApprove September Minutes	eeting's minutes	Tara Lamabe
17:18	3.0 Approval of Agenda		Tara Lamabe
17:20	4.0 Treasurer Update Account Balance: \$33,205.47 (Big Box Fundraising money deposited, have not yet paid for order) Expenses:		Julie Ballhorn
	Terry Fox Snack \$87.43 Staff Appreciation \$151.54 Hot Lunch - \$1967.63 Halloween Dance: DJ \$200, Photo Boot Income: Hot Lunch \$2203.53 Halloween Dance \$1145.00 Big Box of Cards \$19 138.97	h \$300, Concession \$1143.06	
17:25	 5.0 Fundraising Update Big Box of Cards- Still waiting on about 15 boxes to come in, profit looks to be \$5972 they charged us \$10 per box that hasn't been returned Halloween Dance- Sounds like it was a huge hit. We have some concessions items that we will sell during lunch in the future. Wee Wonderland- Jamie- Timeline of dates Only 1 lunch this month went out today. More volunteers needed as last one we were extremely short on volunteers. 		Tara Lamabe and/or Julie Ballhorn
17:30	 6.0 Fundraising Request FNMI-\$320? Motion to fund this like Sargent (library)? \$1/per student 	we fund Mrs. Newton (music) and Mrs.	Tara Lamabe
17:35	7.0 New BusinessMotion to approve adding Nana Tha bank account.	ver and Mel Fawcett as signers to the BMO	Tara Lamabe
17:40	8.0 Announcements		Tara Lamabe
17:45	9.0 Adjournment Next Meeting: January 16 th 2023		Tara Lamabe



Woodbridge Farms Parent Association Minutes November 14, 2022 Time: 17:15 Woodbridge Farms Elementary School

President	Tara Lamabe
Vice President	Nana Thaver
Treasurer	Julie Ballhorn
Secretary	Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome	Called to order at 17:15	
2.0 Old business and approval of last	 Approval of September AGM minutes 17:17 Jess 1st and Natalia 2nd All in favour. 	Approved as circulated.
meeting's minutes	 Approval of September Minutes 17:18 Natalia 1st and Taryn 2nd All in favour. 	Approved as circulated.
3.0 Approval of Agenda	 Approval of current agenda. 17:20 Jess 1st and Jamie 2nd All in favour. 	Approved as circulated.
4.0 Treasurer Update	17:21 Current balance: \$33205.47 (Big Box of Cards funds deposited, have not paid for order yet.) Expenses: Terry Fox Snack: \$87.43 Staff Appreciation: \$151.54	
	Hot Lunch: \$1967.63	

	Halloween Dance:	
	51.0000	
	Photo Booth \$300	
	Concessions: \$1143.06	
	Hot Lunch \$2203.53	
	Halloween Dance \$1145	
	Big Box of Cards \$ 19 138.97	
5.0 Fundraising Update	17:25	
	Big box of cards, we are still waiting on 15 boxes to be returned. They charged us \$10 per box	
	that hasn't been returned.	
	Birthday boxes sold: 317	
	Holiday boxes sold: 235	
	Profit looks to be \$5972.	
	Halloween Dance:	
	Was a huge success with 375 people in attendance.	
	Left over concessions items will be sold during lunch in the future.	
	Wee Wonderland organized by Jamie	
	1. December 7 th to 9 th .	
	2. Forms will be sent out the week of Nov 2, forms due back Dec 2.	
	3. Volunteers needed, more information to come.	
	4. Donations of gift wrap, bags, ribbons, tape, gift tags are needed and appreciated.	
	5. 17:37 Motion to approve up to \$3000 for Wee wonderland purchases. Joanne 1 st and Jess 2 nd	Approved as circulated.
	All in favour.	
	Hot lunch email went out today.	
	 There will be only one round of hot lunch for November and December. 	
	 We are very short on volunteers. 	
	 More volunteers are required if we would like to do 2 rounds each month. 	
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6.0 Funding Requests	 FNMI does not have a student resource allotment. Motion to fund this like we fund Mrs. Newton (music) and Mrs. Sargent (library \$1/per student) total of \$315. Mel 1st and Natalia 2nd All in favour. 	Approved as circulated.
	School requesting 40 jerseys with new logo for volleyball team- table to next meeting.	Move to January meeting.
	School requesting cookies and hot chocolate Motion to approve up to \$500. Tara 1 st and Jamie 2 nd All in favour.	Approved as circulated.
7.0 New Business	Motion to approve adding Nana Thaver and Thu Thuy (Mel) Fawcett as signers to BMO banking. Joanne 1 st and Natalia 2 nd All in favour.	Approved as circulated.
8.0 Announcements	None	
9.0 Adjournment	Meeting adjourned at 17:49	Next meeting: January 16 th , 2023 Time: TBD Location: Woodbridge Farms Elementary



Woodbridge Farms Parent Association Agenda

January 16, 2023 Time: 19:00 Woodbridge Farms Elementary School

	PARENT ASSOCIATION EXECUTIVE 2022-23	President - Tara Lamabe Vice President – Nana Thaver Treasurer - Julie Ballhorn Secretary - Mel Fawcett	
Time	Item		Owner
19:00	1.0 Land Acknowledgement/Welcome We acknowledge that we are on Treaty 6 territory and the traditional homeland of the Métis Nation. These are the meeting grounds, gathering place, and travelling route to the Cree, Nakota Sioux, Dene, Saulteaux, Blackfoot, and Métis. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries. At Woodbridge Farms, we recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples.		Nana Thaver
19:05	2.0 Old business and approval of	last meeting's minutes	Nana Thaver
19:10	3.0 Approval of Agenda		Nana Thaver
19:15	 4.0 Treasurer Update \$33,355.29 current bank balance Final GIC deposited into the account Jan 3/23 Approved expenses: (Totals \$10,020.80) All to be revised in Sept 2023 Grade 5 swimming bussing \$975.00 Enrichment program \$3,000.00 Staff appreciation \$10/student Retirement/Farewell 500 Grade 6 farewell Lunch \$300 Hot Lunch Software \$315.00 		Julie Ballhorn
19:20	 5.0 Fundraising Update Wee Wonderland \$7,425 inco Motion to approve \$ to shop fo Upcoming Fundraisers: Stawn March 		Julie Ballhorn Nana Thaver
19:25	time)Motion to approve \$ for decord	** does not include installation costs (~\$3,000 last lable books. spirit day (formally Sports Day.)	Nana Thaver
19:35		April 14, April 28, May 12, May 26, Spirit Day ne interested in taking this on? for snacks	Nana Thaver



Woodbridge Farms Parent Association Agenda

January 16, 2023 Time: 19:00 Woodbridge Farms Elementary School

	Childminding compensation	
19:40	8.0 Announcements	Nana Thaver
19:45	9.0 Adjournment Next Meeting: Monday, March 13 at 15:30	Nana Thaver



Woodbridge Farms Parent Association Minutes Date: January 16, 2023 Time: 18:34 Place: Woodbridge Elementary School

President	Tara Lamabe
Vice President	Nana Thaver
Treasurer	Julie Ballhorn
Secretary	Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome	Called to order 18:34 by Nana Thaver	
2.0 Old business and approval of last meeting's minutes	18:35 Natalia motions to approve November minutes, 2 nd by Marco. All in favour.	Approved as circulated.
3.0 Approval of Agenda	18:36 Jamie motions to approve current agenda. 2 nd by Jess. All in favour.	Approved as circulated.
4.0 Treasurer Update	 18:37 \$33,355.29 current bank balance Final GIC deposited into the account Jan 3/23 Approved expenses: (Totals - \$10,020.80) **all to be revisited in Sept 2023 Grade 5 swimming bussing \$975.00 Enrichment program \$3,000.00 Staff appreciation \$1,500.00 (\$249.21 spent so far) Teacher Reimbursement \$4,255.00 (\$574.99 spent so far) Retirement/Farewell \$500.00 Grade 6 Farewell Lunch \$300.00 Hot Lunch Software \$315.00 	

5.0 Fundraising Update	18:55	
	Wee Wonderland:	
	• \$7,425 income.	
	 Profit of approximately \$3700 	
	 Parent surveyed to change table values from the current \$3, \$5, \$10 to \$5, \$10, \$15. 	
	 83 in favour, 3 opposed. 	
	 Motion to approve spending for Wee Wonderland 2023 	
	 Move to funding requests 	
	18:56 Based on results of parent survey, Nana motions to change tables to \$5,	Changes to Wee
	\$10, \$15 tables for 2023 Wee Wonderland, 2 nd by Jess. Approved as circulated.	Wonderland tables. Approved as circulated.
	18:57 Wee Wonderland forms to include a donation/sponsor option to assist	
	those that are unable to financially participate.	Addition of
	Natalia motions to approve donation/sponsor option on Wee Wonderland forms,	donation/sponsor option.
	2 nd by Marc. Approved as circulated.	Approved as circulated.
	Upcoming Fundraisers:	
	 Stawnichy's- before Easter 	
	 Spring Flowers- more information to come in March. 	
6.0 Funding Requests	18:58	
	Current bank balance \$33,355.29	
	WBFPA would like \$7,500 to be carried forward to 2023-2024 school year.	
	Funding requests:	
	• TV for 5/6S \$1,801.80	
	 4 Smart Displays \$14,025.19 **does not include installation costs (approximately \$3,000 last time) 	
	Funds for decodable books.	Move to next meeting.
	 Aids for literacy intervention program, books have letter to sound correspondence. A minimum of 80% of the words are decodable, meaning students can sound them out. Books are available for all reading levels. 	Number of books and cost needed.

	 \$2,000 for Spirit Day (formerly Sports Day). Equipment rentals Determine 2023 restocking budget for Wee Wonderland. Restock for this year was approx. \$2700 Note the increase in table values for 2023 and possible increase in participation due to donation program. Consider Wee Wonderland as a self-funding activity and commit the profits of 2022 to restocking 2023. This is to be reviewed based on 2023 outcomes. 	Move to next meeting. Equipment rental costs needed,
	19:15 Marco motions to approve \$3700 for 2023 restocking, 2 nd by Natalia. All in favour.	Approved as circulated.
	 19:20 Nana motions to approve \$11,000 for technology, TV and 3 smart displays, 2nd by Taryn. All in favour. School budget to cover the cost of installation and additional smart display. 	Approved as circulated.
7.0 New Business	 Hot Lunch: Feb 24,2023 / March 17,2023, April 14, 2023, April 28, 2023, May 12, 2023, May 26, 2023, Spirit Day, Going forward hot lunch ordering form will have the option to opt in for volunteering. Hot lunch volunteer is from 11:45 to 12:15. We need 10 to 15 volunteers. 	Volunteers needed for the success and continuation of hot lunch.
	 Movie Night on May 26, anyone interested in taking this on? Tara can do the shopping for snacks Movie night license is \$350-\$450 for 40 or less people. Awaiting quote for large group. Gym capacity is 546 sitting, without fixed chairs, 680 for standing. 	Continue movie night discussion after February staff meeting and once licensing quote is returned.
	 Compensation for childminding Child minding is provided by 1-2 Grade 6 student volunteers. Sign up will be sent out ahead of meeting. 	
	19:40 Jamie motions to compensate each volunteer with a \$20 gift card, to a maximum of \$200 for the school year, 2 nd by Natalia. All in favour.	Approved as circulated.

8.0 Announcements	None	
9.0 Adjournment	Meeting adjourned at 19:46	
	Date: Monday, March 13, 2023	
	Time: 17:30	
	Location: Woodbridge Elementary School	

Woodbridge Farms Parent Association Council



Agenda

Monday, May 8, 2023, 19:05 Woodbridge Farms Elementary School/Virtual

PARENT ASSOCIATION EXECUTIVE	President: Tara Lamabe
2022-2023	Vice President: Nana Thaver
	Treasurer: Julie Ballhorn
	Secretary: Mel Fawcett

Time	Item	Owner
19:05	1.0 Welcome/Introductions	Tara Lamabe
19:10	2.0 Old business and approval of last meeting's minutes	Tara Lamabe
19:15	3.0 Approval of Agenda	Tara Lamabe
19:20	 4.0 Treasurer Update Balance: \$40,925.12 Flower Invoice amount \$7,627.73 (to be confirmed)- 3963 profit Approved expenses: \$21,532.73 Enrichment program \$3,000.00 Spirit Day \$2,500.00 Technology \$11,000 Staff appreciation \$1,500.00 (\$682.58 spent so far) Teacher Reimbursement \$4,255.00 (\$1154.69 spent so far) Retirement/Farewell \$500.00 Grade 6 Farewell Lunch \$300.00 Hot Lunch Software \$315.00 Carry over budget of \$7,500 for 2023-24 school year Leaves approximately \$4,000 that could be spent this year Tech Smart Displays and TVs have been installed. 	Julie Ballhorn
19:30	 5.0 Fundraising Update Spring Flowers – Arrive Tuesday May 9th Fall 2023 Read-A-Thon Discuss parent committee to manage donations School to manage reading activities. Spirit Day funding update – Last meeting \$2500 was approved to sign vendor contracts. Stawnichy Fundraiser \$3300 profit continue with pre Easter date WEM Water Park \$35 	Tara Lamabe and/or Julie Ballhorn
19:40	 6.0 Fundraising Request Decodable books – School requesting any amount to supplement school funds Fit Set Ninja 	Tara Lamabe

Check out our Facebook page Woodbridge Farms Elementary Parents Group

STATE THE

Woodbridge Farms Parent Association Council

Agenda

Monday, May 8, 2023, 19:05 Woodbridge Farms Elementary School/Virtual

19:50	 7.0 New Business Grade 6 Farewell Lunch – date Bylaw Update Farewell/Retirement Budget \$500 - will this cover this amount? 2 retire staff 3 teachers and 3 EAs retirement plaques approx. 	Tara Lamabe
20:00	8.0 Announcements	Tara Lamabe
20:05	9.0 Adjournment Next Meeting: Fall 2023	Tara Lamabe



Woodbridge Farms Parent Association Minutes

May 8, 2023 at 19:05 Woodbridge Farms Elementary School/Virtual

President	Tara Lamabe	
Vice President	Nana Thaver	
Treasurer	Julie Ballhorn	
Secretary	Mel Fawcett	

Agenda Item	Notes	Actions
1.0 Welcome	Called to order: 18:42 by Tara Lamabe	
2.0 Old business and approval of last meeting's minutes	18:42 Defer minutes to fall 2023 – unable to review file.	Approved as circulated.
3.0 Approval of Agenda	18:43 Julia motions to approve current agenda, 2 nd by Marc8. All in favour.	Approved as circulated.
4.0 Treasurer Update	 18:43 Balance: \$40,925.12 Flower Invoice amount \$7,627.73 (to be confirmed)- 3963 profit Approved expenses: \$21,532.73 Enrichment program \$3,000.00 Spirit Day \$2,500.00 Technology \$11,000 Staff appreciation \$1,500.00 (\$682.58 spent so far) Teacher Reimbursement \$4,255.00 (\$1154.69 spent so far) Retirement/Farewell \$500.00 Grade 6 Farewell Lunch \$300.00 Hot Lunch Software \$315.00 Carry over budget of \$7,500 for 2023-24 school year Leaves approximately \$4,000 that could be spent this year Tech Smart Displays and TVs have been installed. 	

5.0 Fundraising Update	 18:56 Spring Flowers – Arrive Tuesday May 9th Fall 2023 Read-A-Thon Jessica Cook and Taryn parent committee Discuss parent committee to manage donations School to manage reading activities Spirit Day funding update – Last meeting \$2500 was approved to sign vendor contracts. Working with previous vendor and awaiting quote. Axe throwing, disc golf, ninja course etc. Stawnichy Fundraiser \$3300 profit continue with pre-Easter date. WEM Water Park \$35, Insurance needs to be updated inquire for September. Possibility of a Stay-all-day ticket vs. Current structure is 3-hour window. 	
6.0 Funding Requests	 19:04 Decodable books School requesting any amount to supplement existing school funds. Fit Set Ninja Previous enrichment fund (remaining approx. 2940) will be used for FitSet ninja and remainder for decodable books. \$3000 Enrichment for this year not spent. 19:15 Nana motions to approve \$2000 for decodable book. 2nd by Marco. All in favour. 	Approved as circulated
7.0 New Business	 19:16 Grade 6 Farewell Lunch – 48 Students Date will be emailed by end of next week. 19:25 Joanne motions to approve up to \$600 for Grade 6 Farewell. 2nd by Alexia. All in favour. Bylaw Update – In process of completing bylaws for September Farewell/Retirement Budget \$500. Purchase plaques for retiring staff. 2 retire staff, 3 teachers, and 3 EAs retirement plaques. Approx. \$150 1927: Marco motions to approve up to \$200. 2nd by Joanne. All in favour. 	Approved as circulated.
8.0 Announcements		
9.0 Adjournment	Meeting adjourned at 19:29 Date: Fall 2023 Time: TBD Location: Woodbridge Farms Elementary and Virtual	