

École Dickinsfield School Parent Association

201 – Dickins Drive, Fort McMurray, Alberta T9K 1M9 Phone: 780-791-6990 Fax: 780-743-0401

Meeting Minutes for April 12, 2016

Call to order: A regular meeting of the Dickinsfield School Parent Association was held in Fort McMurray, AB on April 12, 2016. The meeting convened at 9:15 am with President Desirée Dakin presiding and secretary was present.

Executive Members in attendance:

| | |
|-------------------------------------|------------------------------------|
| Desirée Dakin (President) | Theresa Rogers (Treasurer) |
| Kristy Sturge (Vice Chair) | Cheryl Oram (Secretary) |
| April House (Volunteer Coordinator) | Deanna Moseng (Casino Chairperson) |

Executive Members absent:

Verona Trincabelli (Communications Coordinator)

General Members in attendance:

| | |
|-------------------------------|---------------------------------|
| Paul Smith (Principal) | Thomas Andrews (Vice Principal) |
| Jodine Wells (Vice Principal) | |

Approval of Minutes: Motion was made by Desirée, and seconded to approve the minutes of the March 8, 2016 meeting. **Motion carried.**

Officers' Reports:

Treasurer:

- Grade 6 volunteers paid \$965; estimated profit from carnival \$2700.

Hot Lunch:

- Plan to add May 3 as a lunch day to test Chez Max. Eat Clean on hold pending nutritional review.
- Attending vendor information sessions with school board on April 28.
- Will start grocery shopping with PC Plus card, and organize bulk orders through Superstore/Extra Foods in the new school year.

Volunteer Coordinator:

- Spring pictures and Apple pick-ups full.
- Need to brainstorm better notification process for lunch volunteer cancellations.

School Council:

- Desirée will be attending the ASCA conference the weekend of April 22.

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Old Business:

Staff Appreciation Breakfast:

- Planning for food to be dropped off by 8:45, start eating at 9:00.

Calendar

- **Motioned by Kristy, and seconded, to increase budget for calendar to \$1200. Funds to be provided from casino account. Motion carried.**
- Plan to check cost from Vista Print vs printing in-house.
- Calendar information needs to be in to Sabrina by May 12

New Business:

Fall Fundraising:

- Reviewing Art Cards by Kids to be sold in time for Christmas
- Look into selling seed kits for next spring

Meeting dates:

- Hot Lunch review meeting planned for May 24, 9:15 am.
- Budget planning meeting scheduled for August 29, 9:15 am.

Wishlist:

- **Motioned by Desirée, and seconded, to purchase a moveable whiteboard for Celine Pilote, 3C, for the amount of \$164.90. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase reading medals for Kitty Cochrane, 3K, for the amount of \$87.10. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase math and science lesson plans from teacherspayteachers.com for Shannon Loutitt, 4/5L, for the amount of \$83.49. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase French literacy centre materials for Mireille McIntyre, 3B, for the amount of \$166.85. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase an all-season activity playhouse for Kristy Fitzherbert, Eng-K, for the amount of \$209.09. Funds to be provided from casino account. Motion carried.**

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- **Motioned by Desirée, and seconded, to purchase a double-sided tabletop chart, magnetic board, and dress-up center for Kristy Fitzherbert, Eng-K, for the amount of \$467.74. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase Scholastic French books for Jenni Burke, 6A, for the amount of \$372.42. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase literacy reading and letters package for for Katelyn Ward, 1C, in an amount not to exceed \$330 (\$288.50 plus shipping). Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase 10 small electric motors and pulleys for Mrs. Fedoretz, 6B, for the amount of \$86.05. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase a class rug, and aboriginal dolls with clothing for Diane Rizzuti, KC, for the amount of \$718. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase an all-season activity playhouse for Kristy Fitzherbert, Eng-K, for the amount of \$209.09. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase French Scholastic books for Ariana Mancini, 1A, for the amount of \$270.62. Funds to be provided from casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase 6 vinyl chairs for office use, for the amount of \$801.15. Funds to be provided from General account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase folding tables for PAC use, in the amount of \$1000 (quantity pending sale price). Funds to be provided from casino account. Motion carried.**
- ***Via email April 13:* Motioned by Kristy, and seconded, to purchase 11 children's digital cameras for Katelyn Ward, 1C, for the amount of \$240.97. Funds to be provided from casino account. Motion carried.**
- ***Via email April 13:* Motioned by Kristy, and seconded, to purchase a 3A Advanced Reading Kit for Claire Moisan, ELA for the amount of \$500. Funds to be provided from casino account. Motion carried.**

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Action Items:

| Action Item | Responsible | Status |
|-------------------------------------------------------------|-------------|----------|
| Recruit volunteer for year-end report audit | April | |
| Determine if casino funds may be used for mascot purchase | Theresa | |
| Prepare outdated materials to be shredded by office leaders | PAC | Complete |
| Measure fridge to determine food storage requirements | Theresa | |
| Send Calendar information to Sabrina by May 12 | PAC | |

Date for next meeting: Tuesday, May 10 at 9:15 am

Upcoming meeting dates

- June 7

Adjournment: The meeting was adjourned at 11:45 am.

Signatures Indicating Approval of Minutes

Secretary
Dickinsfield Parent Association

Date of Minutes approval

President
Dickinsfield Parent Association

Distribution:
Executive Members
Attendees