

Tanbridge Academy Parent Association Minutes

Date: January 20, 2020

Time: 6:00pm

Where: Tanbridge Academy



Executive Council Members:

Haley W. - President
Vacant - Vice President
Tasha T. - Treasurer
Stacey S. - Secretary
Tasha T. - Casino Chair (Association Only)

Tanbridge School Principal: Tanbridge School Vice Principals:

Linda Choy
Jennifer Thoben (JK-5)
Shainoor Ali (6-9)

1.0 Call to order

- 1.1 Meeting called to order at 18:09pm by Haley W.
- 1.2 Attending: Haley W, Tasha T, Shainoor A, Stacey S.
- 1.3 School Representative – Shainoor A.

2.0 Welcome and Introductions

3.0 Approval of Agenda

- 3.1 January 15th, 2020 Agenda
- 3.2 Agenda approved by Stacey S.
- 3.3 Agenda seconded by Haley W.

4.0 Approval of November 13th/December 6th Meeting Minutes

- 4.1 November & December Minutes
- 4.2 Minutes approved by Tasha T.
- 4.3 Minutes seconded by Haley W.

5.0 Old Business

- 5.1 Society renewal submitted – Grant application. The exact amount for the laptops approx. \$7500.00. We need a quote in writing. The deadline for the grant is March 15th.
 - 5.1.1 Action Item: Quote for the next TAPA meeting in February.
- 5.2 TAPA hosted Breakfast Pastries and Coffee for Tanbridge Teachers and Staff on Friday, November 29th during Parent Teacher Interviews.
- 5.3 TAPA hosted a free lunch for all students on Monday, December 2nd – Taco In A Bag. Cost of the ingredients was \$334.02.
- 5.4 TAPA made gifts for all Tanbridge Teachers, Administration, Coaches and Classroom Parents for Christmas.
- 5.5 TAPA did cookie decorating for the entire school on Thursday, December 19th. Tasha T. made 300 cookies from scratch and all supplies were donated by Haley W. and Tasha T.
- 5.6 Schedule cookie decorating earlier in December next year.
- 5.7 TAPA Meetings have been added to the Tanbridge Academy school calendar which is available online.

6.0 Updates

6.1 Financial Update

Approval of Financials

- 6.1.1 As of January 15th, 2020, we currently have \$36,533.16 in the bank account.
 - 6.1.1.1 We are still trying to collect \$730.00 from two families for Sammy's lunches.
 - 6.1.1.2 No Sammy's lunch orders will be placed without full payment.
- 6.1.2 Financial Report presented by Tasha T.
- 6.1.3 Financials approved by: Stacey S.
- 6.1.4 Financials seconded by: Haley W.
- 6.2.1 Update on the purchase of Quick Books for TAPA - Defer
- 6.2.2 Baseline Budget for 2018/2019 – Future projections. Meeting will be in February.

6.2 School Update - Principals Report

- 6.2.1 Mid-term exams for Grade 7-9 students (Feb. 3-7) – Exam study schedule is going out this Friday. Teachers are creating packages and providing students with deadlines, but students will create their own study calendar based on these deadlines in leadership class. Students can leave after their

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exams, but teachers will be available in the afternoon to help students if they wish to stay. It will be a regular sports week, so on Tuesday, Wednesday and Thursday, they will go to sports and then come back to the school to write their exam.

6.2.2 Bus schedule during exams will not change, so if your child takes the bus, then they will need to find alternative transportation if they do not plan on staying at school until 3:30pm.

6.2.3 Issues with the bus (catalytic converter stolen)

6.2.4 Survey will be sent home to parents within the next two weeks

6.2.5 Re-registration packages will be going out mid-February

6.2.6 Next Parent Growth Mindset evening date TBC – Deferred as Jen. F will work with Shainoor A and will update a time.

6.2.7 Crazy Hair Day and assembly– January 29th

7.0 Fundraising Committee

7.1 Classroom Basket Auction raised \$2977.74

7.2 Implement a yearly fee for volunteer time or fundraising

7.3 End of year fundraiser with Student art work

7.4 Quote on Laptops – grant application & quote for cost

8.0 New Business

8.1 Quotation for the purchase of 10 new iPads including tax is \$4034.10.

8.2 Motion made to spend up to \$4100.00 to purchase 10 new iPads by Stacey S.

8.2.1 Seconded by Haley W.

8.2.2 Motion carried.

8.3 Read-A-Thon dates are February 5th-21st. Paperwork to be sent to Teachers next week and Parents in the next 1-2 weeks. Discussion about dates of Read-A-Thon.

8.3.1 Action Item: The date is extended to Feb. 26th. This is three full weeks. Paperwork must be submitted by February 28th at 14:30pm and there are no exceptions. The amount of money received and minutes recorded on February 28th at 14:30 will be the final amount.

8.4 Healthy Hunger Lunches – New School Contact

8.5 February TAPA Meeting needs to be rescheduled – Alternate dates are Tuesday, February 11th or Wednesday, February, 19th. The date agreed on is February 11th.

8.6 TAPA Treasurer Role - Bank account and email access, update to TAPA Bylaws, Contract/Agreement for Role – two people who have bank access, emails should have password available to TAPA. The treasurer role moving forward should have a contract of understanding of the role and how you should conduct yourself. Transparency of the information and a one page document. Quick books needs to be updated once a month and is mandatory. Deposits needs to be done with a teller, not a bank machine.

8.7 Haley W. made a motion to update the bylaws to include no staff member or spouse of staff member can hold an executive position.

8.7.1 Motion seconded by Stacey S.

8.7.2 Motion carried.

9.0 Next Meeting

9.1 Carnival vs Cake walk – Year End Family Event – Deferred until next meeting

10.0 Adjournment

10.1 Motion made by Haley W. to adjourn meeting at 19:50pm.

10.2 Motion seconded by Stacey S.

10.3 Meeting Adjourned