

Tanbridge Academy Parent Association Minutes



Date: November 22, 2023
Time: 6:00 pm
Where: Tanbridge Academy

Executive Council Members in attendance:

Andrew L – Vice President
Sharlene L – Fundraising Coordinator
Barb Plicka – Treasurer
Erin H – Secretary
Kristy Thomson – Volunteer Coordinator

Others in attendance:

Pav
Helena

Tanbridge School Principal or VP in attendance:

Lindsay Choy

1. Introductions

2. Call to order

- 2.1. Meeting called to order at 6:05pm
- 2.2. Attending: As above
- 2.3. School Representative: As above

3. Approval of Agenda

- 3.1. Approved by Andrew
- 3.2. Seconded by Sharlene

4. Approval of Minutes

- 4.1. Approved by Andrew
- 4.2. Seconded by Sharlene

5. Financial Update

- 5.1. Total Account Balance – \$54,026.54
- 5.2. Chequing Account Balance – \$15,272.16
- 5.3. Casino Account Balance \$38,754.38 – goes down by \$2/month for banking fees
 - 5.3.1. Need to spend the money.
 - 5.3.2. Did not pay for the basketball court as there was a grant for the basketball court, outdoor classroom and the 4 and 5 classrooms.
 - 5.3.3. AGLC funds has to be used by all of the student population - #1 thing to keep in mind i.e., library books, laptops
 - 5.3.4. There is no application in to use the funds yet
 - 5.3.5. It is best to have the Casino registered under TAPA – Addressed to President/Casino Chair and the Treasurer (Ryan). It is addressed to the school.
 - 5.3.5.1. Can the school bill TAPA for the basketball court?

- 5.3.5.2. Typically, you want it invoiced to TAPA directly
- 5.3.5.3. It can happen, but we want to make sure there is proper documentation.
- 5.3.5.4. Do we have past TAPA meeting minutes indicating TAPA was going to pay for the basketball court.
- 5.3.5.5. Barb will follow-up to see if the funds can be used to purchase a bus. AGLC will not allow the bus to be used for the before and after pickups only for the sports.
- 5.3.5.6. Kelly has discussed with AGLC in the past.
- 5.3.5.7. ACTION: Linda to talk with Shauna Oakey about using the money for the basketball court.

5.3.6. There is a new casino date set in Q4 2025 – why is it so much of a gap? It is because the paperwork was not submitted after the last casino. We almost lost our spot and would have to start from scratch.

- 5.3.6.1. Money is raised and typically must be used within 2 years.
- 5.3.6.2. Ace Casino in Blackfoot

6. Fundraiser Update

6.1. Purdy's Fundraiser

- 6.1.1. Under way – closed on Sunday, November 26th.
- 6.1.2. Email reminder was successful and brought in additional orders
- 6.1.3. Orders have exceeded \$6000, raising \$1500 so far
- 6.1.4. Sharlene will send the reminder through the Purdy's site
- 6.1.5. 52 families supporting the fundraiser which is more than we have had in the past.
- 6.1.6. The order will be placed on the 27th and they do not accept late orders
- 6.1.7. Order will be delivered between Dec. 4 – 8th to Sharlene's home and will do the sorting

6.2. Read-a-thon – What do we need to do to prepare for this event?

- 6.2.1. Must decide when it will be done – usually mid March right before spring break
- 6.2.2. Past Prizes – water bottles with the logo, soccer ball, etc.
 - 6.2.2.1. Barb has connections through her company – connection through Lenovo Gold partnership and can look into sponsorship. Also, has connections for branding.
 - 6.2.2.2. ACTION: Sharlene to send the information for past prize levels
 - 6.2.2.3. There were also prizes for the biggest readers not just the highest amounts raised
- 6.2.3. This is the biggest fundraiser
- 6.2.4. You track how much the kids read each day and add up the minutes at the end
- 6.2.5. Encouraged to fundraise – i.e. parents can pay for reading milestones
- 6.2.6. 2 weeks is a reasonable amount of time. You do not want it too long
- 6.2.7. Younger kids – the parents can read to them and can log it
- 6.2.8. End of April the winners were announced and May the prizes were awarded

7. TAPA Events

7.1. Taco in a bag – January

- 7.1.1. End of January is suggested
- 7.1.2. Kids in Culinary Arts can cook up the beef
- 7.1.3. ACTION: Linday to finalize a date with Scott
- 7.1.4. Lisa Rearden has volunteered to purchase ingredients
- 7.1.5. This has been done the last 4-5 years and has been a big hit with the kids

7.2. Christmas Cookie Drive for the teachers

- 7.2.1. Need to create a signup requesting for cookies
- 7.2.2. 2 dozen per teacher/staff – 27 teachers and support staff/sports teachers (40-45)
- 7.2.3. Do an assortment of cookies – buy or bake
- 7.2.4. Need to have gluten free – must be purchased or cooked by gluten free families
- 7.2.5. ACTION: Andrew to follow-up with Scott regarding timing. Is it too late to do this?
- 7.2.6. Kristie is able to build the signup – need to know the types of cookies
- 7.2.7. It is felt it is too late to take this on given Christmas is right around the corner – Agreed to table for another time
- 7.2.8. Teachers/staff will be acknowledged on an individual basis over the holidays

8. What can TAPA do to help with fundraising for the new school?

8.1. This came as a parent request:

- 8.1.1. Is there a formed committee we can refer them too?
- 8.1.2. Who should they contact?
- 8.1.3. Add it to all TAPA emails that we sent out as a reminder?
- 8.1.4. The ask was to reach out to family members to raise funds for the school

8.2. Shauna is running this. She was looking into providing a graph to show how much was raised. There were half a dozen people who contacted her after the meeting with connections.

8.3. Do we have a list of who has been approached regarding funding? What is the process? In the presentation – what material can be used to present to the potential donors? Naming rights? Tax benefits?

- 8.3.1. We can include this information in the TAPA information to get the word out
- 8.3.2. This is how TAPA can help with the communication

8.4. ACTION: Linda to ask Shauna tomorrow regarding the process

8.5. It would be great to break ground in the spring, so it is ready in 2 years.

8.6. Shauna Oakey welcomes anyone to contact her directly

8.7. The facility can be rented out: gym, rinks, theatres

8.8. Suggestion: Mental health and well being is important to incorporate into the presentation

9. Reesa and Kristi to speak about the New Parent Welcoming committee

9.1. It would be great to bring in some more experienced parents

- 9.2. Reesa and Kristi are both new to the school
- 9.3. Scott's thought was to have parents provide an intro to the new families coming in and to help support them with the onboarding
- 9.4. Table discuss for next meeting
- 9.5. We are at 290 children, Max is 320 if classes were filled to 16/18
 - 9.5.1. Looking at utilizing additional spaces
 - 9.5.2. There is a church close by – could this be used by the grade 8/9s
 - 9.5.3. Additional portable is not an option as it cost \$1million each – too expensive and too long of a process
 - 9.5.4. Approvals and liability are huge
 - 9.5.5. If you have 1 child in, the sibling is guaranteed a spot
 - 9.5.6. We are going to have to have a hard cutoff date for registration for the next year as there is a wait list and there is a lot to organize what classes will run for the next year
 - 9.5.7. Other schools do testing to determine who gets in – this is not Tanbridge's philosophy, it is more about the well rounded student who lives up to the Tanbridge pillars
 - 9.5.8. Linda is doing 5-10 tours per week – there is no advertising
 - 9.5.9. Re-registration has to be after Christmas holidays
 - 9.5.10. This year took on over 150 new students
 - 9.5.11. There is talk with the government regarding funding for education:
 - 9.5.11.1. \$16-18k/student to the public/catholic systems, private only gets a small amount per student.
 - 9.5.11.2. Each parent can choose where their money goes – not sure if this will go through
 - 9.5.12. New school new school is 750 – gradual growth is the plan

10. Any other business

- 10.1. Barb – is the intent to have more involvement with parents in the TAPA meetings
 - 10.1.1. Having a consistent schedule and have it posted – don't deviate
 - 10.1.2. Have our own TAPA website – not connected to the school
 - 10.1.3. Post agenda's and events
 - 10.1.4. Messaging coming from Linda versus Scott can be confusing
 - 10.1.5. Clearly identify where the meetings are hosted so it is very clear
 - 10.1.6. It is not clear it is an open meeting
 - 10.1.7. Have a calendar posted online
 - 10.1.8. Fundraising updates can be posted
 - 10.1.9. Email is not the best format for communication
 - 10.1.10. Are there any resources that could help with a website?
 - 10.1.10.1. WordPress is simple to use – once it is built it is easy
 - 10.1.10.2. Barb's older child can see if one of the students can build a website to get it started – the kids get credit
 - 10.1.10.3. Does TAPA have a logo? Branding?

10.1.11. How would an online meeting be facilitated? Barb's company could set that up no problem. Would need a proper space and setup.

10.1.11.1. Meetings were online for a couple years but there was no participation

10.1.11.2. A couple key people on the council would be ideal to run the meeting

10.1.11.3. Can have an ongoing teams link, post on the website

10.1.12. Parent association should have their own Instagram/Facebook

10.1.12.1. Can we get a volunteer to manage this?

10.1.12.2. Linda would prefer to have the Teachers aware of everything being posted

10.1.12.3. Could streamline – only what is approved in the meeting could be posted

10.1.12.4. Can we post photos?

10.1.12.5. A parent should be manage

10.1.13. Tanbridge has Facebook, Instagram (school and sports)

10.1.13.1. Kristi suggested that Website and Instagram are the platforms

10.1.14. ACTION: Barb will ask her son's school if they can help build a website

10.1.15. ACTION: Barb to have teams meeting link setup for January TAPA Meeting

10.2. What was the turnout to the New School Meeting? 60 families

11. Next Meeting Date Jan 17th 6pm @ Tanbridge

11.1. Is there a by-law that states there must be a meeting every month?

11.2. 3rd Wednesday of the month – dates look good for the rest of the school year

11.3. Motion for the next meeting

11.3.1. Andrew approved

11.3.2. Sharlene seconded

12. Adjourn

12.1. 7:40pm meeting adjourned