

**Senator Patrick Burns Parent Association
(SPBPA) Meeting**

February 21st, 2023

Present: Harry Ludwigsen (part one), William Toro (part one), Brant Melchin (part one) Karilynn Simpson, Amanda Vanin, Charleen N, Chris Machado, Shannon Peddlesden, Sara Saunders, Jeff Slimmon, Nica Ngo-Saito

Regrets: Carly

TIME: 7:00pm, Location: Google Team Virtual Meeting

Agenda Item

Quorum is met (quorum is 5)

1. **Welcome**

- **Call to order: 7:04 pm.**

- **Introduction of Sr. Ludwigsen (Principal), Sr. Melchin (Music Teacher/ Band) and Sr. Toro (Puerto Rico Trip) – the staff will be here only for the first part of the meeting.**
 - Updates: Charleen and Amanda have met with the Sr. Ludwigsen and also with Sr. Melchin and Sr. Toro to discuss working together with fundraising for the school, band and the Puerto Rico Trip.
 - We are keen to make sure that money is going where it needs to go and everyone has a fair opportunity to receive funding.
 - Harry Ludwigsen:
 - Thank you for all we do with respect to fund raising.
 - He feels very passionately about student voice, and having a school council. It is very helpful for school administrators to listen to the students and what they need. They are very good about telling us what they need or what they want. For example, they said they wished feminine hygiene products in the bathrooms. The students introduced it, there has been one hiccup, but after that the lunchroom staff makes sure that there are products and it has been very successful.
 - Overall for purchases Harry would like a student, parent, school partnership.
 - Over many years the bookkeepers at SPB have been very frugal and put away money for a rainy day. When the CBE went to the province to ask for money, they mentioned that the schools have 13 million as school generated funds, and we need to spend it now. We will have to spend our frugal rainy day fund.
 - The school would like to spend the money for instruments for the grade 6 students (they are very old). They can do a rent to buy, or purchase lightly used instruments for the band program for the grade 6. They are planning on doing this as a school. They would appreciate support.

- Another item is the basketball court. The vendor that the CBE uses is working on an quote. This is a big ticket item, we could use some of the money from the school for this, but a donation from parent council would be nice.
 - The last item is the water fountain for bottle filling. For another water fountain, the idea is it is about \$2500/ fountain. They are hoping for 3 new water fountains. One outside the library, and likely two upstairs, the grade 6 hallway and the grade 9 hallway. That would increase the access to 4 across the school. They have put the order in, it should be in by spring break. This will be done by a CBE provider. Done by a CBE plumber, which means maintenance will be by the CBE as well.
 - Harry's request is: would you be interested in go into partnerships with the student generated funds (whose income through vending machines – 20% of sales, refundable bottles, and fun lunches) to support what the students and school propose?
- Brant Melchin discussed the funding needs for band. The band trips can be very pricey, but are very valuable with the Master Class Musicians.
 - Some money comes from renting the school every Saturday to a Japanese School.
 - We used to rent instruments from Long and McQuaid, but can't charge grade 6 students due to changed rules.
 - We can buy 120 instruments for \$33,000, class set (30 of each) of flutes, clarinets, trumpets, trombones for the grade 6 students. This is a very good deal. Split between Long and McQuaid and St. John's for a good quality set of instruments (Jupiter and Yamaha, so that they last).
 - The trumpets are ready asap, They are likely all to be ready by the beginning of March. Our cash flow may make a hold for a few weeks (getting the okay from the school bookkeeper). Once we have a spend of over 10,000 we need three offers, so they may break up the order a bit.
 - Trumpets are \$249 each plus GST.
 - Band Camps are very intensive and include musicians from the first nations, or sometimes jazz musicians. They work with Banff Music Retreats. The kids get a great experience.
 - The grade 9's are going to go on tour this year – they have worked hard. They are going to go to Whistler at a festival to perform in front of judges. It will be a bit of a competition. The other grades will go to Banff.
 - The opportunities do cost money, but they build team spirit, they progress very quickly in music.
 - How much do the trips cost? Currently grade 7 costs around \$385/student, the grade 8 is about \$450-500/student, the grade 9 Whistler is \$1150/student. That is a total of about \$90,000. The cost goes to the parents. They have been doing fundraisers through those students, by selling popcorn etc. The fundraising is student led. \$52 000 for grade 7 and 8, \$40,000 for grade 9.
 - Some schools have a separate band council association. It can create some conflict with other fundraisers. Other schools don't really fundraise, they do a model of if you can't afford it you can't go. They don't want a barrier for some students. They have been doing their own fundraising. They have an idea to have some band parents join the parent council to coordinate the fundraising events.
 - Sr. Melchin has at least 8 parents that are willing to help. So at least one or two are likely to be able to join our parent association to assist in fundraising. The

idea would be to have the band students required to meet a certain criteria. This should reduce overlap in fundraisers.

- Sr. Toro for the Puerto Rico
 - Trips to Spanish speaking countries – CBE decided that trips to Spain with kids in middle school are a bit too far. The idea is that the kids in high school could go to Spain. The option for middle school is for Puerto Rico. After looking for staff that would be willing. William Toro will be going for May 2024. Sr. Toro and Sr. Ludwigsen will go as a reconnaissance in April this year with a team from CBE to check safety etc. If this seems reasonable it will be presented to the parents
 - They will be working with an educational tour group there and hopefully they will be able to shape the experiences to ensure that the academics and immersion are present on the trip.
 - Previously the parents from students that are attending fundraising for themselves.
 - The idea would maybe to have parents from the trip to join the parent association to ensure that fundraising does not compete.
 - The idea is that the trip will cost about \$3000/ student. This will likely be for grade 8's and maybe grade 9's. They may be merging with another school if necessary.
 - Could be 30-60 students (1 or 2 groups).
 - Should be very immersive as an experience.
 - They are awaiting final approval after a site visit and then the numbers will be decided. Parent meetings will be informed after approval.
 - The idea is that this will be a grade 8 option (with the exception of next year).
- The key is to coordinate the fundraising efforts and ensure that we are working together.

- **Amendments or additions to the Agenda for February 21st, 2023.**

- No amendments or additions.
- Motion to accept the agenda by Charleen
 - Seconded by Amanda
 - All in favour – passed.

- **Approval for January 24th Minutes.**

- No amendments or additions.
- Motion to pass January Minutes by Charleen
 - Seconded by - Tania
 - All in favour – passed

2. **SPBPA Vice Chairperson Report: Amanda.**

- Meeting with School Administration:
 - The extra funds from the school's rainy day fund is a significant amount. They have to spend it this year. It is a use it or lose it. They don't really need our money this year, because they are required to move the money from their account.
 - We have to spend money from our accounts.
 - Harry is hoping to have the kids raise some of the money such that they have some skin in the game.
 - Charleen and Amanda are proposing that we could match what the students raise.
 - For the basketball court, water fountains and instruments they are hoping we can pledge some money in order to say that the funds are from the school and parent association.
 - The general agreement would be to put some pledged money towards these initiatives.

- There was a great deal of discussion regarding streamlining the fundraising groups (which we agreed needs to happen). The main ideas are that:
 - Band parents have asked to join as it feels like fundraising on top of fundraising.
 - We could just coordinate timing of fundraisers.
 - There will still be some student group fundraising.
 - If we add members from band, perhaps we could add a student representative too (or a teacher to update on student initiatives).
 - If we add band to the parent association how will we split funds? This involves two main points – about 1/3 of students participate in band (with the exception of grade 6), and more band parents participate in fundraising than the general population.
 - The suggestions revolve around the band group getting 1/3 of the profits from any fundraiser and then distributing the rest of the funds as needed.
 - The other suggestion is ticking a box to suggest where you would like your fundraising dollars to go (band or general).
 - We do need to be careful about distribution of funds from a CRA perspective.
 - There is a great deal of discussion about including the casino. To keep autonomy of the funds, maybe keep the casino out of the equation, the band could still get casino money, but perhaps have them still ask. Band students benefit from the school and the band fundraising.
- **Motion that the band program pledges to make 1/3 of the profits and would be eligible for up to 1/3 of the profits from any fundraiser that we do excluding the casino funds, and that they have one or two parents on the council as soon as possible. Any profits above 1/3 will be voted on for dispersal of funds. If they make less than 1/3 then they only receive what they make by Charleen.**
 - **Seconded by Amanda.**
 - **All in favour.- motion passed.**

3. Treasurer Report : Charleen

- **Operating –**

- Added more money from the Chocolates to the operating funds.
- School Council sold chocolates for candy grams.
- We are still out a bit from outstanding funds.
- Still waiting on a refund check of over \$4000. From the chocolate company.

- **Casino –**

- Not until 2024 – Nothing has changed
- Account Balance is **\$53.031.78 (Casino funds)**
- Casino money must be spent by 3 years out from the funds received (instead of 2 years). They will not take the money away after the 3 years. They just want to be sure that the money is being spent. Our last one was Q1 of 2022, so we have until 2024 for sure.

4. Casino Report – Tania (Cairo to take over)

- Nothing to report

5. Fundraising Planning – Sara

- For rest of 2022/2023 school year and into 2023/2024 school year:
 - Chocolates finishing 2023 and never to be repeated.
 - Apples in fall 2023
 - Poinsettias in winter 2023

- Spring plants in 2023 around the long weekend of May – Sara, repeat in 2024
- Could do a Coco Brooks/ Spolumbo fundraiser as well – Sara, repeat in 2024
- We'll put out spring plants and the food at the same time.
- Direct fundraising only from this point on.
- **Motion that we will hold 2 simultaneous fundraisers, Coco Brooks with Spolumbos and Growing Smiles flowers. They will be announced together to provide the families with choices and will run this spring by Sara.**
 - **Seconded by Shannon**
 - **All in favour - passed.**
- **Motion to allow Lori and Student council to now sell the chocolates at a discount rate of \$2/bar to move the product faster by Shannon.**
 - **Seconded by Charleen**
 - **All in favour - passed.**

6. Funding Requests- Amanda V.

- We could safely spend \$35000 from the two accounts combined and have a portion of money left over in each account for reserve.
- Band trips and Puerto Rico
 - Add band parents to parent association – see the above discussion on band funding requests.
 - The Puerto Rico discussion will be tabled until next meeting as we are out of time and have plenty of time before planning commences.
- Basket ball court water fountains are student led initiatives (School Council).
 - **Motion: We will pledge \$15,000 towards their initiatives (basketball court and water fountains and will then match their fundraising efforts up to a max of \$12000 by Charleen,**
 - **Seconded by Shannon**
 - **All in favour - passed**
- Band instruments:
 - **Motion to approve \$7158 for the band instruments that Sr. Melchin sent a quote for during the meeting. Once the invoice is given we will cut a cheque by Charleen**
 - **Seconded by Nica.**
 - **All in favour - passed.**

7. Tasks and Tidbits

- Changing banks – we could change to Connect First bank. She has looked into all the paperwork and it seems reasonable. She is looking to go ahead.
- **Motion that we move to Connect First bank from BMO by Shannon.**
 - **Seconded by Charleen.**
 - **All in favour – passed.**
- Next meeting – **March 21st 7 pm**

8. Motion for Adjournment @ 9:19: Charleen.

- Seconded by Amanda
- All in favour – Passed.

Next meeting dates:

March 21st 7 pm, April 18th 7 pm, May TBD – need to coordinate with School Council
 June – no meeting unless deemed necessary.

Minutes Recorded by Karilynn Simpson