

**PTP Minutes**  
**October 10, 2023**

**In Attendance:** Kyla Burry (co-chair), Tabitha Wadden (co-chair), Tom Cleary (Principal), Cindy Ng (Teacher), Allie Thibault (parent), Julia Lewis (parent), Kim Yochoff (parent), Lindsay Burns (parent), Alison Pettipas (parent), Shannon McLeod (parent/teacher), Shannon Cox (parent)

**Regrets:** Tenaya Allison (parent), Sonja Marfels (teacher), Nadine King, Kelsey Johnston (parent), Tracey Cochrane (teacher).

Meeting called to order at 6:37 p.m. by Tabitha Wadden

1.) Approval of previous minutes:

- Motion to approve by Julia Lewis
- Seconded by Kim Yochoff

2.) Hallowe'en movie night:

- Subcommittee has 7 parent volunteers in addition to subcommittee. Volunteers will help monitor the rooms, run snack table, and clean up after the event.
- 3 showings:
  - PP-P: Shrek Halloween @ 5:30
  - G1-2: Hotel Transylvania @ 6:00
  - G3-5: Haunted Mansion (Eddie Murphy version) @ 6:15
- PTP will sell snacks in the lobby with fundraising to be allocated to fund class trips/presentations.
  - Snacks will include popcorn\*, chocolate bars, juice boxes, candy. Rough budget ~\$300.
  - All snacks to be sold for \$1 or \$2.
  - Motion was made to purchase a popcorn machine for the school at a cost of \$419.95 (which includes supplies for 48 batches) vs. rental cost of ~\$400 as we can reuse the popcorn machine for future events through the school year.
    - Will need to purchase brown bags to fill with popcorn.
- CPA leadership students scheduled to be at the school October 26 - Cindy Ng volunteered her students to help start making popcorn for sale.
- School will provide access to technology (laptops & projectors) and fold out tables for the committee to use for the event.
- Information to be sent out to family in the newsletter and a subsequent email to families. Exterior school sign will be updated to highlight as well.
  - Will note that parents will need to stay with their children (not a drop-off event)
- If movie night is successful, we could look to run another night in the spring.

3.) PTP Calendar Planning:

- Tom has not yet solicited supply requests from staff - will gather prior to next meeting.
  - a. Read-a-Thon to be held to coincide with family literacy day on January 27; therefore **Read-a-Thon to run week of January 22-26.**
    - Families will be invited to the school to read with their children on the Friday (January 26).
    - Kayla offered to head subcommittee. Kim Yochoff and Shannon McLeod offered to help.
    - Printing is a big issue (~750 sheets required) - Cindy Ng and Shannon McLeod offered to help photocopy.
    - Use of funds raised: Literacy initiatives for the school.
    - Kayla offered to approach RBC for a grant again and is working on a letter to start soliciting donations.
  - b. **Holiday Bazaar to be held December 6-8:**
    - Collect donations from families of small items (nothing solid/broken) to be displayed for the students in the school to shop for items (each item \$1) for their families/parents.
      - Idea to have volunteers to collect items during parent/teacher interviews.
      - If we use cafeteria area would need to ensure excel is acceptable/not disrupted.
    - Will run for a few days with classes scheduled to visit at different times.
    - Will also need to solicit donations of wrapping supplies (paper, gift bags, tissue paper)
    - Julia offered to organize and Lindsay, Alison, Shannon McLeod, Shannon Cox, and Allie volunteered to assist.
      - Cindy offered to ask CPA for help with set-up and during the days of.
  - c. Wreath sales - Decided not to go ahead with this year.
  - d. **Bingo night to be held February 8:**
    - Lottery license would be required.
    - Need prizes (ex: chocolate bars, dollarstore items, etc.) / Or classes could sponsor a gift basket.
    - Would need bingo caller & machine.
    - PTP could run a snack table and use popcorn machine.
    - Families would buy tickets in advance and bring their own dobbers/markers.
    - Need to ensure we are able to project numbers as may be difficult to hear once gym is full of families.
    - Subcommittee volunteers: Shannon, Lindsay, Tabitha, Alison.
  - e. **Activity-thon to be held in May.**
  - f. **Potential event on May 9: Family Gardening Event**
  - g. **Ice cream social to be held in June:**

- Outdoor event in the evening with access to the school's bathrooms.
  - Will also have a rain date option.
- h. **Grade 5 Social event to be held evening of June 6:**
- Idea to hold a Pizza/PJ/Movie night at no charge to students.

**Next Meeting: November 14, 2023**