

MEETING MINUTES

F.E. Osborne Junior High School Financial Parent Council Meeting



Date: **Wednesday, June 3, 2026 at 7:30pm**

Meeting location: In person at FEO and [Online - MS Teams](#)

Meeting Facilitator: Shannon Mitchell-Flek, F.E.O. Council Chair
parentassociationfeo@gmail.com

Attendees: In-person: Michael Cutler, Shannon Flek, Jenny Henri, Melanie Graham, Marla Richardson, Natalie Anderson, Amit Saduera

On-line: Leanne Morrow, Leah Kirkpatrick

1. CALL TO ORDER: 7:27pm
2. WELCOME AND INTRODUCTIONS
 - a. Welcome to everyone joining us online tonight!
3. APPROVAL OF AGENDA
 - a. Motion: Marla
 - b. Second: Jenny
4. APPROVAL OF MINUTES FROM LAST MEETING (May 6, 2026)
 - a. Motion: Melanie
 - b. Second: Jenny
5. SCHOOL COUNCIL UPDATES/BUSINESS FROM MINUTES:
 - a. Treasurer (Amit)
 - i. General Account: \$26,492.67
 - ii. Casino Account: \$139,690.61
 - iii. Healthy Hunger raised so far this year: \$5386.58 - this includes \$229 raised for grade 9 farewell
 - b. Review of Financial Statements - Amit, Shannon & Jenny
 - i. Shannon reviewed but unsure of what she was signing off on. Shannon wondering if can set up a meeting with the 3 of them to review. To meet Sun, Jun 7 at 6:45pm.
 - c. Outstanding Invoices - Reimbursement from FEO Council Owing: **\$21,004.53**
 - i. Year 2024-2025

1. Oct 23/25: \$1528.23 - Cosmetology 2024-25 (1461.07), Dance Supplies 2024-25 (67.16)
2. Year 2025-2026
 - a. Jan 23/26: \$4948.28 - Nintendo Switch Games (911.25), Cameras (827.49), Sound Creations Residency (3209.54)
 - b. Jan 23/26: \$668.03 - Parent Night Dinner for Teachers
 - c. May 28/26: \$11,882.64 - Digital piano (4652.29), Books for Novel Study (956.93), P/T Dinner (586.73), Hitmen Game (680.00), Math Contest (108.57), Tech Evergreen (2644.74), Author Visit (465.30), Timer (93.33), Gr 8 Band Red Deer bus (1694.75)
 - d. May 28/26: \$3505.58 - Lego for Design Studies and Art Supplies Oct/25 (327.40 & 3178.18)
3. Most of these will come out of Casino fund. About \$1200 are for teacher meals which have to come out of General Account.
4. Need to reconcile numbers. Amit to look at this in next couple of days.
- d. Council Requests updates:
 - i. \$26,753.81 approved from Casino Fund in May
 - ii. FEO Scholarship Fund for Enrichment Activities - \$3000 from parent council, will be managed by FEO Administration (comes out of general account)
 - iii. Opportunities for parent and student requests for next year?
 1. Parent and student wishlist would be great and can use this as an incentive for Casino volunteering when families have an idea of what they are fundraising for.
 2. Working on cleaning up courtyard to use as an outdoor learning space next year.
 3. Question from parent: Brought up flag football equipment at last meeting and was hoping could get equipment by end of year. Wondering if could support in any way? Also wondering if there is any opportunity for a junior high flag football team?
 - a. Right now staff very involved in track and field. And then will be into report cards. Dr. Cutler hesitant to send students out at lunch with equipment without any instructions on how to use it.
 - b. Dr. Cutler can request equipment in September and likely get it quickly. Getting field time in fall may be tricky with

soccer. Will always accept help especially with things like coaching as all teacher coaching is volunteer.

- i. Parent: Could it be an intramural type thing or could it be a pick-up thing at lunch where equipment is there and kids can join?
- ii. Flag football season at other schools is in spring. 12 Mile Coulee School has a club. Dr. Cutler to look into more with the league (CMLSAA).

e. June Teacher Update & School requests

- i. No requests from the school currently.
- ii. Teacher Updates
 1. 3 retirements: Laura Mergen (27 years at FEO), Todd Haus (30 years at FEO), 3rd teacher has not formally announced it yet
 2. Staffing changes - will be announced in last week in June. When losing teachers (5 will be surplussed) it can be a hard transition. Also will be gaining 2 from class reduction funding - will be posted for teachers to express interest on Monday. The teachers being surplussed can apply for these positions.

f. Healthy Hunger & Fundraising update (Marla/Melanie)

- i. Given in previous meeting.

g. Sports Court

- i. Maintenance Guidelines: Highlights from list provided by Tomko
 1. Daily
 - a. Sweep to remove rocks. Normal push brooms are adequate. **Brooms no longer exist.**
 - b. No food/drinks to protect from staining or oils 'eating' surface
 - c. No hockey, rollerblades, bikes
 - d. d. White soled shoes only
 2. Yearly
 - a. The surface should be thoroughly cleaned yearly at minimum to preserve the life of the surface (minimum 2000PSI pressure washer using a 40 deg. tip). Est. \$450/court as of 2017. We have 2 courts so the cost would be double.
 3. Every 6-10 years

- a. Re-color coat the entire surface every 6-10 years. The amount of low spots and structural cracks affect the price. est. \$8000-10,000/court (2017)
- ii. School responsibilities (i.e., bringing in and storing nets)
- iii. Quote: provided by Tomko
 1. Previously resurfaced in 1999 and 2019
 2. What is the minimum needed at this point for use and safety?
 3. Can Casino funds cover the cost of nets?
- iv. Community use concerns - vandalism
 1. Discussed reaching out to Varsity Community re: partnership and use
 2. Posted Community Use Expectations?
- v. Ms Nixon's request - replace nets, get pickle ball lines on the other side
 1. Could students (?leadership group) be responsible for some maintenance? Sweeping? Bringing nets in?
 2. Could Casino funds cover the cost of nets? This is not really maintenance, more equipment. Leanne confirmed that casino funds could be used for nets.
 3. When reviewing bylaw - what is the minimum every year?
 - a. Will need to put away money for eventual resurfacing as cost quoted at \$72,000. A lot of fundraising was done previously before it was resurfaced in 2019.
 - b. Do we need to pressure wash before the new lines are painted on? Yes, should be done. Can use a standard pressure washer. Can we get parent volunteers to come and pressure wash? Should probably be done in June before school year done. Or could do at end of August when staff back and then book line painting. Likely need to use soap and a deck brush and then pressure wash. Could use brooms purchased for daily maintenance.
 - c. Agreement that chain basketball nets are best.
 4. Gate - Dr. Cutler has not heard back from CBE about this. If the gate keeps getting damaged or the lock broken how to reach out to the community that they can use and post some ground rules around use. Leave nets out during spring/summer/fall so that community can use. Include QR code for making donations. Currently they are just showing wear, not damaged from vandalism.

5. Quote includes installation and removal of nets - do we need to pay to have this done or can school do this?
6. General account - brooms, powerwashing, line painting
 - a. Can we purchase a pressure washer for school? Is there somewhere to store it? Dr Cutler thinks this is feasible. Per Amit, pressure washers are currently \$159 at Costco. Soap is \$10 at Home Depot (window, deck and siding soap). Push brooms we can also source (4).
7. Casino account - chain basketball nets and tennis nets (4) - basketball nets ~\$20 each and tennis nets ~\$400 each (quote from Tomko is \$1500 for all 4)
 - a. Gopher Physical Activity Equipment Grant: [Gopher Physical Activity Equipment Grant | PHE Canada](#) - has to be submitted by staff
8. Motion for up to \$2500 for pickle ball line painting, brooms and pressure washer
 - a. Motion: Marla
 - b. Second: Jenny
 - c. Vote: 5 voted in favour, motion passed
9. Motion for up to \$2500 from casino funds for nets (basketball and tennis)
 - a. Motion: Marla
 - b. Second: Jenny
 - c. Vote: 5 voted in favour, motion passed
- h. Special Events update (Lisa)
 - i. Grade 9 farewell
 1. Ticket sales - 152 students paid through Zeffy, 11 students paid cash/financial assistance, 18 teachers coming. Total: 182 (not including volunteers). Also a lot of generosity from families to support teachers and students as well.
 2. Final numbers are in and food allergies have been submitted.
 3. Financials will come a bit later. Heritage Park will send final bill and there are a few other costs like DJ. Lisa will send to Amit.
 4. Most of \$ from Zeffy has already been deposited. (\$9975)
 5. Tatiana to pay DJ.
 - i. Casino Chair (Leanne)
 - i. No updates
 - j. Future fundraising ideas:

- i. Considerations – It has been challenging to get volunteers for fundraisers and they have not been as profitable as needed
 - ii. [Education Matters](#) – They take 3.25% off each donation but parents can get tax receipts too.
 - iii. Bring to AGM in fall
- k. 2026-27 Grade 9 Farewell Committee - set up in September
 - i. Set up in September - email council if interested
 - ii. Council has committed \$3000 yearly to grade 9 grad moving forward

6. NEW BUSINESS

- a. Bylaw Review - Key points
 - i. Fiscal Year is July 1 - June 30
 - ii. **6.2.2 Audit** - *The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two (2) Members of the Society, one of whom should not be the Treasurer. A complete and proper statement of the standing of the books for the previous year shall be submitted at the Annual General Meeting of the Society.*
 - iii. *Expenditures in excess of \$250.00 must be pre-approved by the Board.*
- b. Proposal for Special meeting in 2 weeks via teams (June 17) to amend Bylaw 6.5 FE Osborne Sport Court Maintenance Fund - The society will create and maintain an Outdoor Sport Courts Maintenance Fund.
 - i. *6.5.1 The F.E. Osborne Parent Association has an ongoing duty for the future maintenance of the Outdoor Sport Courts through a Maintenance Fund.*
 - ii. *6.5.2 The F.E. Osborne Parent Association must place a minimum of \$2,000.00 into the maintenance fund each membership year, starting in 2017-2018.*
 - iii. *6.5.3 Maintenance fund contribution and interest earned on those contributions shall be:*
 - 1. *credited to the fund.*
 - 2. *held and invested in the FEO general bank account.*
 - 3. *used only for the purpose for which they were received.*
 - iv. *6.5.4 The F.E. Osborne Parent Association shall pay for annual costs related to the yearly maintenance of the Outdoor Sport Courts as outlined by the vendor, originally Tomko Sport Systems. See binder held by the Chairperson.*
- c. Suggestion to revise bylaw to outline services, not a dollar amount. E.g., pressure wash in Sep and May, paint lines every 5 years. That way can budget for what services are due that year.
- d. Special meeting to be held online. Will need at least 8 people there to vote.

7. NEXT MEETING DATE: September 9, 2026

8. ADJOURNMENT: 8:49pm

a. Motion: Marla