

MEETING MINUTES

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



Date: **Wednesday, May 6, 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 Mitchell-Flek, Marla Richardson, Melanie Graham, Amit Saduera, Natalie Anderson

Online: Tatiana Dunfield, Jenny Henri, Kathryn, Leanne Morrow, Jacques Mavinga Nsumbu, Leah Kirkpatrick, Sheena About Mackenzie, Grace Mavinga

1. CALL TO ORDER: 7:13pm
2. WELCOME AND INTRODUCTIONS
 - a. Welcome to everyone joining us online tonight!
3. APPROVAL OF AGENDA
 - a. Motion: Melanie
 - b. Second: Marla
4. APPROVAL OF MINUTES FROM LAST MEETING (Apr 1, 2026)
 - a. Motion: Jenny
 - b. Second: Melanie
5. SCHOOL COUNCIL UPDATES/BUSINESS FROM MINUTES:
 - a. Treasurer (Amit)
 - i. 2 cheques need to be signed
 - ii. Talked to Alberta Government and can't sign annual report himself because Amit is an accountant and on council. Need 2 people to volunteer to sign it. They can be on council. Shannon will be one of the signers and Jenny can as well. Can be sent through Adobe Sign. Amit will walk through the financials and report. Dr. Cutler has to sign as well.
 1. Question from Melanie: Other schools get audits. The 2 signatures is considered the audit.

2. Question from Shannon: How often do we have to do a financial audit? Not much risk given the tracking systems we have in place: Dual signatures on cheques, etc.
 3. Need to finish this before we can get the next casino date.
- iii. General Account: \$21,172
 - iv. Casino Account: \$139,691
 - v. Healthy Hunger raised so far this year: \$3861.16
 - vi. Money from school dance – Amit will grab today but need to count it before. Anyone can deposit it once counted.
 - vii. Email for fundraising moving forward is feofundraiser@gmail.com as it's connected to the General Bank Account. If you need access to the email account, contact Amit.
 1. Grade 9 grad email: feograde9farewell@gmail.com
 2. Other fundraising email – will no longer use as too close to one above
- b. Teacher Update and School Requests
- i. Total approved in April: \$8125
 - ii. Dr. Cutler reached out to Paul Davis – Scheduled for Sep 12. He is sending invoice now so can use \$500 funding from this year to pay now for September session.
 - iii. Question from parent: Is there an opportunity for parent and/or student requests? Lots of kids playing flag football at lunch and wondering if can purchase equipment for this. Dr. Cutler – Advised to send an email to him and then can figure out pricing and make a request. Also question about equipment for Foods – knives not very sharp? On list to get 6 air fryers and 2 new fridges as well as knives and cutting boards for Foods. On hold currently until we know staffing and student numbers.
 - iv. Requests:
 1. Tattoo fundraiser: \$200 – Leadership has requested temporary tattoos for teachers – $\frac{1}{2}$ of money raised will go to Gr 9 farewell and other $\frac{1}{2}$ for plants for courtyard
 - a. This can't come from Casino funds
 2. FEO Scholarships: \$3000 – Fluctuations in parents' abilities to meet some of funding needs when going on trips, etc. Number of families have reached out for support with these field trips, etc.
 - a. This can't come from Casino funds
 3. Smartboard for Mac Lab: \$7000
 4. Monitors for Mac Lab: 35 monitors x \$279.30 = \$9775.50

5. Smartboard for Room 101: \$5378.31 (this one could move around)
 6. Literacy & Numeracy Supplies: \$1000 (books, games, supplies)
 7. Hurdles for PE: \$3600 (current ones don't collapse as they should)
 8. **TOTAL: \$26,753.81** from Casino fund
 - a. Motion: Marla
 - b. Second: Melanie
 - c. Vote: 9 in favour, motion passed
- c. \$500 credit card – will use for Paul Davis and then will have new one for next year
- i. All literacy – on agenda for next year
 - ii. Last meeting: Also discussed social media, literacy/numeracy skills for middle school
 1. CPS do talks around safety and social media – this would be free
 - iii. Any other topics that parents might be interested in?
 1. If have any ideas please email council
parentassociationfeo@gmail.com or Dr. Cutler
mjcutler@cbe.ab.ca
 - iv. Shannon to look into webinars that are offered for free on the day but let you pay to have it for life. Shannon to reach out and ask if possible to buy for a group of parents for a year for example.
- d. Healthy Hunger & Fundraising Update (Marla/Melanie)
- i. Grade 9 farewell snack fundraiser Apr 29 raised \$229
- e. Sport Courts
- i. \$2000 for sport court every year in bylaw 6.5 – Must place \$2000 every year in fund for maintenance starting in 2017-2018 (general account)
 1. Should have been paying FEO a minimum of \$2000 every year for sport court maintenance since 2017-2018
 - ii. Melanie: Talked to former and current principals and former and current PE leads
 1. Court was resurfaced in 2019, and previously resurfaced in 1999.
 2. Bylaws amended to ensure a minimum of \$2000/yr set aside during the “6-10 yr” period helping ensure that there are funds for re-colour coating the surface.
 3. There is supposed to be annual maintenance, including pressure washing in August.

4. PE dept was to put the expense in their annual budget and present to council at the beginning of the school year for approval.
 5. Other prior maintenance has included things like new nets and surface repairs.
 6. Ms. Nixon was warned when she took over that Tomko is difficult to get ahold of. She has tried to contact Tomko numerous times over the years via numerous methods (phone, email) with little to no success. Tried to find other vendor via Tuscany Club but they use Tomko.
- iii. 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. 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 cost would double this.
 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)
- iv. Current State: The need for repairs to ensure surface integrity is visible. There are many areas with cracks/crazing, some areas with pitting, and some deep gouges. There are multiple areas with staining. Some court and basketball nets could use repair or replacing.
- v. \$2000 meant to be put aside each year to pay for required maintenance
- vi. Shannon: Can we get a quote to see what it would actually cost to have them maintained/repaired?
- vii. Gate: Dr. Cutler put through a request to CBE to repair gate but has not heard back. Not sure if CBE maintenance will do this.

- viii. Surface – Needs cleaning – Brooms initially used are gone. Pressure washing – Does Tomko do this or CBE Maintenance (NO gas, oil, or hydraulic fluid machines on surface without protection)
- ix. Surface repair/re-colour – Patching is possible but at this point likely more effective to do entire surface
- x. Nets – Need repair or replacement. Have been replaced once. They used to be brought in in the winter but they haven't done this lately. Cheaper to buy new than formally repair.
- xi. Basketball Nets – Can we buy and replace?
- xii. Mr Cavilleri does some work on courts every year.
- xiii. Can't use casino funds because these can't be used for maintenance. Casino can only be used for learning materials for students.
- xiv. Melanie to reach out to Tomko
 - 1. Tatiana: Other companies: Sport Court Alberta, Safe Play Pro, Calgary Paving
- xv. If also used by community, is community association willing to contribute?
- xvi. Bylaw amendment – the way the current bylaw is written doesn't quite have enough detail. Can we have it reworded for June meeting?
- f. Vote on Tattoo fundraiser (\$200 upfront cost) and scholarship: \$3000 (may not need full amount, should know by June)
 - i. Motion for up to \$3000 for scholarships and \$200 for tattoos from General account: Shannon
 - ii. Second: Melanie
 - iii. Vote: 8 in favour, motion passed
- g. Casino Chair (Leanne) – no update
- h. Future fundraising ideas: defer to June
 - i. [Education Matters](#) – Shannon will address in June. Shannon will have more information to set up for next year if council agrees. They take 3.25% off each donation but parents can get tax receipts too.
- i. Grade 9 Farewell (Lisa/Tatiana)
 - i. Tickets: \$65 each
 - ii. Tickets on sale through Zeffy and is working well. Deposits weekly. 2 deposits so far of \$1930 and \$65.
 - iii. Leadership class also put out little posters to Grade 9 students.
 - iv. 3 students have come forward for financial assistance. Dr. Cutler can also identify students who may benefit and reach out to them.

- v. Volunteer email sent out. Needed about 20 volunteers last year. So far have 13 volunteers confirmed. Former teacher has reached out and will volunteer.
 - vi. 61 tickets sold this far. 14 families have supported students who need financial assistance and 10 families have supported teachers.
 - vii. Have until May 22 to purchase tickets. Have to make final payment by May 26.
 - viii. Option to pay by cash – Melanie will be there on May 20 and Lisa on May 13 to collect cash for tickets
 - j. Council to commit \$3000 yearly to grade 9 grad – Voted on at April meeting and motion was passed
6. NEW BUSINESS
- a. None
7. NEXT MEETING DATE: Wednesday, June 3, 2026 @7:30pm
8. ADJOURNMENT: 8:16pm
- a. Motion: Natalie