

MEETING MINUTES

F.E. Osborne Junior High School Parent Council Meeting



Date: Tuesday, December 16, 2025 at 6:30pm

Meeting location: Online - MS Teams

Meeting Facilitator: Shannon Mitchell-Flek, F.E.O. Council Chair

parentassociationfeo@gmail.com

Attendees: Michael Cutler (Principal), Scott Willoughby (Assistant Principal) Shannon Mitchell-Flek (Chair), Tawni Belliveau (Co-chair), Amit Saduera (Treasurer), Lisa Haines (Special Events Coordinator), Leanne Morrow (Casino Coordinator), Marla Richardson (Fundraising Coordinator), Melanie G. (Fundraising Coordinator), Natalie Anderson (Secretary), Adena Rounding, Tina Bisson, Carmen Lazorek, Tatiana Dunfield, Eric Josue, Eric Kryski, Hanae Otagaki, Jenny Henri, Michelle Archer, Nina, Sasha Bailey, Yi Liu, Randi Christiansen, Aziza

1. CALL TO ORDER: Meeting called to order @6:32 pm
2. WELCOME AND INTRODUCTIONS
3. APPROVAL OF AGENDA
 - a. Motion: Leanne
 - b. Second: Marla
4. APPROVAL OF MINUTES FROM LAST MEETING (November 18, 2025)
 - a. Motion: Marla
 - b. Second: Leanne
5. PRINCIPAL'S REPORT
 - a. SWAT (Student Wellness Action Team) – Met at SAIT with other middle schools with Mrs. Crant. Lots of fun things coming back to school to work on school development goal of increasing student belonging at FEO.
 - b. Received \$500 credit card to be used for school events and resources to support parents.
 - c. Scott Willoughby has accepted a position as Assistant Principal (AP) at Woodman School and will be starting there on Jan 5, 2026. Scott has been at FEO for five years. Wasn't his desire to leave FEO but looking to have different experiences at different schools to become more rounded with goal of eventually taking on a principal role. FEO will likely have a new AP in place by the end of January. Will be posted as an open position –

internal and external to CBE. Could get applicants from across the country. CBE also has a mentoring program called the Assistant Principal Cohort where learning leaders and other strategists in the system have expressed an interest in becoming an assistant principal. Posting will go out Jan 5. Will have a list of applicants by the end of that week and then interview the following week. Successful candidate goes up to superintendent who vets them. Once approved can offer the position. In meantime will have an acting AP for one month. Usually a retired principal with a wealth of experience who will fill role temporarily.

6. SCHOOL COUNCIL UPDATES/BUSINESS FROM MINUTES:

- a. Future meeting dates - set for remainder of school year
 - i. Looked at when meetings are for feeder schools and high schools and scheduling is tricky! Could do 1st Wed of the month (which allows for a June meeting), 4th Tues of the month (which wouldn't allow for a meeting in June). Meeting attendees polled and more people supported Wednesdays. Question to group about whether to meet the first Wed in January (Jan 7) and decided to defer next meeting until Feb.
 - ii. Remaining meetings for the year will be 1st Wed of the month: Feb 4, Mar 4, Apr 1, May 6, Jun 3
- b. Special Events update (Lisa) - winter dance?
 - i. Lisa needs budget approved for dance planned for February and thinks a Feb 4 meeting will be too late for that. Leanne said could be done over email with council executive.
 - ii. Lisa and Dr. Cutler discussed various dates and settled on Wed, Feb 11 in the evening just before Teacher's Convention.
 - iii. Lisa has applied to city and received an invoice from them which must be paid 30 days before the event. Lisa will pay and then get reimbursed. Will look into getting a DJ soon. Dance will be more of a fundraiser for the school this year. Last year it cost much less than was budgeted.
- c. Healthy Hunger update (Marla/Melanie)
 - i. Had Dec and it went well. Had a 3rd parent helping that day. Next is pizza scheduled for Jan 21.
- d. Parent email list (Leeanne)
 - i. Gathered parent contact emails at Parent-Teacher Conferences. Leanne will provide list in a Google Sheet and get to Shannon. This will be an email list so that parents can stay in loop on Council events. Eventually will try to set up a Google form so parents can add themselves to the list.
 - ii. Parents who wish to be added can email parentassociationfeo@gmail.com
- e. Signing Authority - Shannon & Tawni to meet and add Shannon

7. NEW BUSINESS

- a. Grade 9 Grad (Tatiana)

- i. Parent survey results – Survey was sent out to Grade 9 families about farewell and to seek input about event at Heritage Park. There were 114 respondents, which is about 60% of Grade 9 families. 107 said yes to Heritage Park. Other questions on survey around volunteering to support event (provided name and email if interested), how much they would be willing to pay, and the day. Heritage Park includes time on rides, dinner and DJ/dance.
- ii. Date & location - approximate cost?
 1. Last year tickets were \$50 each and a family covered the cost of the DJ. Goal is to cover cost for teachers who wish to attend as well. Also had about 10 families that asked for financial support for their student to attend and these tickets were covered as the goal was for all students wishing to attend to be able to. Last year asked families if they wanted to contribute more to support students who faced financial barriers and some did.
 2. Total cost is \$15,000. Down payment is \$1750 and is non-refundable. Majority of survey respondents were willing to pay up to \$50. Nearly half willing to pay up to \$75.
 3. How much is needed from council? Last year council proposed to cover \$4000 but didn't need that much in the end. This year seeking approval from council for a maximum of \$6000. There are 189 Grade 9 students this year (less than last year). Tatiana to put together a budget based on last year's event and then will bring to council for approval. Amit wanting to know how much needed from council if tickets are sold for \$50 each like last year. Further discussion of budget deferred to financial meeting.
 - a. Question from parent: Wondering how parents feel about how much money is coming out of council funds for this event?
 - i. Council does typically contribute to a Grade 9 farewell event. Every year up until last year it was \$2000 for a stage-walking event at a church in NW Calgary.
 - ii. Some fundraising ideas proposed: "Fun snack" through Healthy Hunger like pretzels dedicated to Grade 9 Farewell. Could also increase cost of tickets to dance this year. Could price tickets at the door higher and increase concession prices. Portion of money raised could go towards Farewell. (Last

year dance cost was only \$300 and \$2500 was budgeted.)

- iii. Comment from parent: Think it's important that there's some specific targeted Grade 9 fundraising and it would be great if the Grade 9 students were involved in this.
- iv. Other suggestions: 50/50 (would require AGLC approval), a couple of bake sales
- v. Tatiana is unable to take on fundraising for the Farewell but if there is volunteer willing that would be great!

4. Even responses across dates proposed in survey. Will likely be a Tues or Wed in the first 2 weeks of June. May have to work around PATs. Dates should be finalized in early January.
 - a. Question from parent: Is Thu night an option? Tatiana believes Thu-Sun are not options as they book bigger events those days.
- iii. Committee – Lisa and Tatiana will lead and will also need a couple more people to help with advertising and collecting payment. Will need about 20 parents to supervise students at the event. Lots of people provided names/emails to volunteer in survey. Will reach out to those who gave emails in the next couple of months.
 1. Question from parent: Do parents have to have police clearance to volunteer? No, not required because it's not a school sanctioned event.
 - b. Social Media presence - Instagram account, how do we reach more parents? Can we find a Social Media Coordinator for parent council?
 - i. Deferred until next meeting

8. NEXT MEETING DATE: Feb 4, 2026 @6:30 pm
9. ADJOURNMENT: Meeting adjourned @7:31pm