

AGENDA
F.E. Osborne Jr. High School Parent Association Financial Meeting



Date: Tuesday, December 16, 2025 at 7:00pm

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 @7:31 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: Amit
5. DISCUSSION & REPORTS:
 - a. Casino (Leeanne) - December 19 & 20, 4 shifts still open, how can we fill these?
 - i. Open spots are for Saturday – Banker (Sat daytime), Count room: Sat night (2 ppl), Cashier: Sat night. Have 2 ppl signed up as back-ups but want to keep them as backups in case people are sick. First will go to casino advisor and see if they have people available.
 - ii. Can we use FEO Instagram to post to try to fill volunteer positions? Dr. Cutler can post on FEO Instagram and email out. FEO Parent Council Facebook – who has login for this account? Then can share on other pages for other schools, community groups etc. to try to get people. Tawni to look into this and see if she has the login.

- iii. Very important event for funding for school. Raises ~\$80,000.
- b. Special Events (Lisa)
 - i. Don't have numbers for a DJ yet but usually around \$600-800. Last year got concession items for Costco so some money required for that. Have decorations from last that can be reused. Will need to buy a few just because some of them got wrecked.
 - ii. Budget last year was \$2500 but this much was not needed. Lisa estimates a budget of \$1000 would likely be more than enough because in the end last year's dance cost \$300.
 - iii. Lisa asking if insurance can be paid out of casino funds? Can't remember if it came out of casino funds last year. Leanne confirmed that yes, can come out of casino funds.
 - iv. Shannon – Motion to approve \$1000 for dance budget. Seconded by Leanne. No opposition voiced. Motion passed.
- c. Healthy Hunger (Marla/Melanie)
 - i. Only had 3 lunches from Sep-Dec so funds from this down compared to previous years. Will have more from Jan-June but not as many as normal this year.
 - ii. If someone comes forward to do a special Healthy Hunger event (like snack) to raise funds for Grade 9 grad, can go through Marla or can set up their own Healthy Hunger account. If they set up their own account would have to arrange for deposit into the school account.
- d. Grade 9 Grad (Tatiana)
 - i. Deposit is \$1700-\$1800 (non-refundable). Once paid can get a date which would facilitate planning.
 - ii. Tatiana to have more detailed budget for Feb meeting.
 - iii. Motion forward to approve funding up to \$2000 for deposit for Grade 9 grade. Approved by Leanne. Seconded by Lisa. No opposition voiced. Motion passed.
- e. Theatre Seats at Bowness High School (Tawni)
 - i. At June 2025 meeting, motion approved to purchase 2 seats @ \$595 each, has this been done? If not, how?
 - 1. Amit will write cheque for this. Then will figure out how to get this to Bowness.
- f. Treasurer (Amit)
 - i. Last meeting approved \$36,741.95 for requests listed in table:

Casino fund	Qty	Price per	Total ask
Beginning Balance		\$78709.17	

Smartboards	3	\$6842.70	\$20,528.10
PE equipment	1	\$10,000	\$10,000
Music lab	2	\$1500	\$3000
Nintendo Switch	1	\$950	\$950
Camera	3	\$313.95	\$941.85
Gr 7 books		\$900	\$900
Timers		\$192	\$192
Totes for timers		\$40	\$40
Clipboards		\$150	\$150
Totes for clipboards		\$40	\$40
Total			\$36,741.95

g. School Requests for Funding

i. Additional requests for:

1. 1 Chromebook cart: \$3300 (to help secure Chromebooks and for charging)
2. iPad for PE team: \$560 (For when they're going outside and need to do attendance there. Also for augmented reality for student athletes – e.g., improve basketball shots; integrate technology into classroom.)
3. Timpani Skins: \$2000 (Band seeking a set of 5. Last for 10+ years but ours are end of life.)
4. Sound Kreations (PE residency): \$2000 (Something that gets approved every year. Hiphop residency happening this week.)
5. Fidget Toy Kits: \$200 (Request from Crissinda Crant to support students who need these tools. Will be housed with her and signed out by students)
6. Also, some teachers seeking books but waiting for the approved list of books. Hope to have for Feb meeting.
7. Leanne - Motion to approve above items (Total: \$8060). Second: Amit. No opposition voiced. Motion passed.

h. Fundraising ideas - Brainstorm, to be further discussed at Feb meeting

6. NEXT MEETING DATE: Wed, Feb 4, 2026 @6:30pm

7. ADJOURNMENT: Meeting adjourned @8:03pm

- a. Motion: Amit
- b. Second: Tatiana