



TWIN OAKS PARENT PARTICIPATION ORGANIZATION MINUTES OF MEETING #4 – November 29, 2022

PARENTS IN ATTENDANCE:	
Maria Cristina Pace	Lori Martins
Melanie Andrade	Alex Hudon
Sophia Pace	Vanessa Ross
Jessica Araujo	
Elena Montecalvo	
Sara Maselli	
Tania Florio	
Andrea Abdelhay	
PRINCIPAL:	VICE-PRINCIPAL:
N/A	Antoinette Caprera
TEACHER DELEGATE:	
Mr. Kevin -Chocolate representative	Ms. Sonia Biunno

1. CALL TO ORDER (November 29th, 2022)

- The meeting was called to order at 6:50pm / 18h50

2. APPROVAL OF THE AGENDA

- Motion to approve the agenda of the meeting made by Lori, seconded by Tania



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3. APPROVAL OF THE MINUTES FROM MEETING #3

- Motion to approve the minutes from meeting #3 made by Lori, seconded by Melanie

4. CHOCOLATE DRIVE (WORLD'S FINEST CHOCOLATE: REP. MR. KEVIN DOYLE)

- This fundraiser would generate a 40% profit, selling peanut free chocolate bars
- A box of 30 chocolates @3\$ each would generate \$36 profit/box
- A box of 30 chocolates @2\$ each would generate \$24 profit/box
- Once school orders are in, it would take about a week to ship to us
- Preferable to start collecting orders in February if we are aiming for March Chocolate Bar Drive
- We would also require permission slips to request whether parents want to participate in this fundraiser or not

5. ELECTION - NEW VICE-CHAIRPERSON

- On November 14, 2022 Ms. Elena Montecalvo 2022-2023 PPO Chairperson advised via email that she would be stepping down from her duties as Chairperson
- Ms. Maria Cristina Pace, formerly the Vice-Chairperson, is now the new Chairperson
- A formal "Thank you" was given to former Chairperson, Miss. Elena Montecalvo by Ms. Maria Cristina Pace
- Ms. Maria Cristina Pace invited anyone who wanted to nominate themselves or someone else as Vice-Chairperson. There were no nominations brought forward by members for themselves or others. Given the circumstance that no one wanted to take on the role of Vice-Chairperson, Ms. Maria Cristina Pace nominated Ms. Melanie Andrade (currently PPO Treasurer) to step in and take her place in the event of an emergency (ex. If Ms. Pace cannot be present at a meeting). **Motion approved by Vanessa and seconded by Sara** Voted by the PPO, results were unanimous, all in favor.

6. VICE-PRINCIPAL'S REPORT

- An amount of \$2000 was earmarked last year for the 2021 Grade 6 Grad. This amount was never issued to them. This was an oversight and will be paid out to them this year
- There will be a Holiday Breakfast December 21st, 2022. In case of a snow day, the breakfast will be the following day on December 22nd. Email to parents will be sent out shortly. We are looking to have, if possible, 20 volunteers who can be there from 8:30AM-12:00PM. Parents must wear pajamas to be in the festive spirit.
- The committee decided to forego a bake sale during this event. However, we earmarked Candy canes, with a budget of 100.00\$, to be distributed. Ms. Maria Cristina Pace will be taking care of getting said candy canes **Motion approved by Lori, seconded by Alex.** Approved by GB, Voted by the PPO, results were unanimous, all in favor.
- We have found a Santa, Mr. Sal.
- A Winter Door decorating contest has been scheduled for December 22nd, 2022 as a holiday craft. There would be one winner per cycle. We earmarked 4 gift certificates at a value of 50.00\$ for each winner. MS. Maria Cristina Pace will purchase the gift cards.



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Motion approved by Sophia and seconded by Jessica. Approved by GB, Voted by the PPO, results were unanimous, all in favor.

- Ms. Caprera asked for 2 PPO volunteers to judge this event on December 22, 2022 at 9:00AM. Lori and Elena nominated themselves
- It was discussed about having Fun Day return this upcoming year. The earmark for this event increased from 5000.00\$ to 8000.00\$ **Motion approved by Melanie, seconded by Jessica** (More details in Point 10. below). Voted by the PPO, results were unanimous, all in favor.
- Ms. Caprera mentioned that we finish out the year with less money in the PPO account. Target amount in PPO account: 1000.00-2000.00\$.

7. VOLUNTEER COORDINATORS REPORT

- It was mentioned that there was difficulty with sending out emails and/or requests for volunteers with only a day notice. There was also concern with the volume of emails being sent and, therefore, getting lost. The suggestion was asked to have, at least, a week notice
- It was asked to send an email regarding people's availabilities earlier on, as well as the declaration form, to allow the verification and scheduling to run more efficiently. Sidenote: Declaration forms must be redone every year. This needs to be mentioned clearly
- Going forward, emails can be forwarded rather than sent to all to avoid a mass incoming of emails.
- The Bake Sale held during Parent-Teacher night was very successful, bringing in a PROFIT of \$769.55
- A "thank you" email was sent out by the leads to all the volunteers and members

8. TREASURER'S REPORT

- The Big Box Fundraiser was successful, almost doubling in orders from last year and bringing in: 1 981.00\$. Volunteers will soon be requested to help sort out the orders.
- The pizza sale generated \$4778.00
- Refunds will now have a form to fill out. It will become each person's own responsibility to fill out and follow through with collecting their money, as well as to inform and give their receipt to the chairperson, the treasurer and lead of the event. The lead is to ensure it is done within one (1) week.
- Refunds, primarily, come from the petty cash for any receipt totaling less than 250.00\$ so long as there is petty cash available. Should a receipt be more than 250.00\$ AND/OR if the petty cash is empty, the receipt must go through and be asked from the school board. That process can take 3-4 weeks before being refunded.
- Counting cash requires 2 people. A new form is now available where both people counting each get their own cash card to fill out. This will ensure less errors.
- It is asked that whenever 2 people are opening an envelope, count and write down the amount of cash received from said envelope, this way it allows a track record of every order.
- Resolution numbers can be obtained from the treasurer.



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9. FEEDBACK ON PIZZA DAYS

- Pizzas brought in on average 50 more orders compared to last year, tallying between 320-330 orders per pizza day.
- A discussion about possibly changing vendors for the second round of orders is tabled until the next meeting in the New year.
- Due to an oversight, taxes were not calculated in the original profit. Instead of \$3 profit/order we are actually making \$2.50 profit/order. Our total loss in profit due to this error is \$982.00
- In the future we will require a detailed contract when deciding which pizza vendor to choose

10. CHAIRPERSON'S REPORT

- Official introduction and welcome speech from new Chairperson Ms. Maria Cristina Pace
- It's been requested to contact Maria via text message only in urgent cases. If it can wait, please email her and kindly await a reply.
- Next, we discussed all the fundraisers for the year as well as ear marking funds for the different initiatives and activities during the year. See details below

➤ PPO FUNDRAISER:

- **PIZZA:** Voted YES, Lori & Diana will be leads from December 2022 until June 2023.
- **ZUMBATHON:** Voted YES, Elena & Tania as leads for the month of February 2023. 100% of the profits will go to PPO. The question was asked about having people from outside of school possibly attend, to be discussed at the next meeting.
- **CHOCOLATE DRIVE:** Voted YES, Andrea as lead with Nancy's guidance. Tania, Alex and Elena will help. Scheduled for month of March 2023. (See point 4 on profits.)
- **EPICES DES ISLES:** Voted YES, Jessica & Melanie as leads for the month of April 2023. 50% of the profits will go to PPO.
- **PIZZA KITS:** Voted YES with Jessica as lead for May 2023.
- **FUNDSRIPT** and **KRISPIE KREME** were Voted NO for this year
- **WAFFLE BITES:** tabled for discussion at our next meeting in January
- Tabled for future discussion in the spring: Succulent Sale, Oliver's labels, Citrus sale and Movie night in conjunction with Corn Roast.

➤ EARMARKED FUNDS: SCHOOL INITIATIVES/ACTIVITIES SUPPORTED BY PPO:

- **HOLIDAY CANDY CANES:** Votes YES (see Point 6) Earmarked 100.00\$ for December to be purchased by Maria on behalf of the school.
- **WINTER DOOR CONTEST:** Voted YES (see point 6) Earmarked 200.00\$ for December to be purchased by Maria on behalf of the school.
- **GEORDIE PRODUCTION (Grades 3-6):** Voted YES Earmarked 750.00\$ for February
- **MARIONETTES (Grades K-2):** Ms. Caprera mentioned that this year Geordie Productions was only being offered to the older grades therefore the school was looking into a similar activity for the younger grades. **Motion approved by Tania and seconded by Jessica.** Voted by the PPO, results were unanimous, all in favor. Earmarked \$750.00 for February



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- **KINDERGARTEN GRAD:** Voted NO
- **KINDERGARTEN BUTTERFLY PROGRAM & GRADE 6 YEARBOOK:** tabled for discussion at our next meeting in January

➤ EARMARKED FUNDS: PPO ACTIVITIES

- **STUDENT HOLIDAY GIFT:** Generously donated by Andrea and the company she works for. Andrea herself will take the lead on this for December. Sizing was discussed and agreed that sizing would be done by each homeroom teacher directly on class list and handed into administration.
- **STAFF APPRECIATION 2022-2023:** Earmarked 800.00\$ + donations for the week of February 5th-11th with Elena as lead and Jessica, Andrea, Tania and Melanie as her team. **Motion approved to decrease amount from previous years by Melanie and seconded by Andrea.** Voted by the PPO, results were unanimous, all in favor.
- **TIRE SUR LA NEIGE:** Voted NO, Prices went up significantly from previous years. It was discussed that teachers are welcome to create their own Sugar shack in their classrooms, if they want but Vanessa will also contact MERENDA, the school's catering company, to see if they can help out and what their prices would be. Tabled until next meeting. **Motion approved by Andrea, seconded by Lori.** Voted by the PPO, results were unanimous, all in favor.
- **FUN DAY:** Voted YES (see point 6) Earmarked 8000.00\$ for June. There was also a motion to appoint Ms. Maria Cristina Pace as lead even though she is Chairperson. This **motion was approved by Melanie and seconded by Vanessa,** Approved by GB, Voted by the PPO, results were majority, in favor. Maria's team for the fun day will consist of Sophia, Lori, Vanessa and Sara.

11. OTHER BUSINESS

- Ms. Sonia Biunno was present at the meeting to discuss an upcoming winter fieldtrip
- **FIELDTRIP (TUBBING):** Budget of 5 200.00\$ IF at 100% participation (adjustments based on participation rate.) We can allocate 10.00\$ per child as a school initiative. **Motion approved by Lori and seconded by Melanie.** Voted by the PPO, results were unanimous, all in favor.

12. SCHEDULE NEXT MEETING (VIRTUAL / IN PERSON)

- Next meeting to be IN PERSON on Tuesday January 17th, 2023 at 6:30 PM.

13. ADJOURNMENT

- 9h06pm / 21h06

Secretary; Vanessa Ross