



TWIN OAKS PARENT PARTICIPATION ORGANIZATION

MINUTES OF MEETING #5 – January 17th, 2023

PARENTS IN ATTENDANCE:	
Andrea Abdelhay	Vanessa Ross
Amanda Barillaro	Nancy Moniz
Alex Hudon	Sophia Pace
Maria Cristina Pace	
Tania Florio	
PRINCIPAL:	VICE-PRINCIPAL:
N/A	N/A
TEACHER DELEGATE:	
Ms. Genevieve Allard	
Ms. Catherine Bernier	

1. CALL TO ORDER (January 17, 2023)

- The meeting was called to order at 6h52 pm.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES FROM MEETING

- Motion to approve the minutes from meeting #4 made by Vanessa, seconded by Tania.

4. VICE-PRINCIPAL'S REPORT

- Mc. Caprera (Vice Principal) was absent so therefore Ms. Pace (Chairperson) delivered her report
- The Holiday breakfast was a success. Volunteers were very helpful with set up and clearing the area. All volunteers wore pyjamas and their participation was greatly appreciated. One request for improvement was to have the drink station at the end (easier to manage)
- The **Winter door Decorating contest**: Mr. Stephane Meunier & Ms. Maria Cristina Pace had to replace Ms. Lori Martins & Ms. Elena Montecalvo as judges.
 - The doors were judged based on: 1) Creativity and 2) Student's involvement



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- **WINNERS:** Cycle 1: K03 – Ms. Stacey Karasavvas.
Cycle 2: E12 – Ms. Debbie Godin.
Cycle 3: E44 – Ms. Suzanna Jakalian.
Cycle 4: E51 – Ms. Catherine Bernier.
- Suggestion to have a Spring Door Contest was motioned for approval by Sophia and seconded by Nancy, voted by the PPO; results were unanimous, all-in favor.
- **Waffle box** was tabled to next year, too many other initiatives going on at the moment
- **Butterfly Program** was tabled to February's meeting.
- **Grade 6 Grad:** Request to earmark 2000.00\$ for 2022-2023, motion approved by Nancy, seconded by Andrea, voted by PPO, results were unanimous, all-in favor.
- **Geordie Production** was approved last meeting and Ms. Caprera found **Manu et ses Livres** for Pre-K to Grade 2, both to be held on February 23rd, 2023 and both at a cost of 750.00\$ each.
- **Teacher's Convention:** There was a miscommunication as to how the 30.00\$/teacher would be spent. Originally, it was intended for purchases through scholastics only. There was a mismanagement of PPO funds. PPO motioned to not move forward with this next year. Motion approved by Sophia and seconded by Alex, voted by PPO, results were unanimous and all-in favor.
- Pizza days have been successful. There are enough volunteers, who have a good system in place. We can therefore alleviate Ms. Jenny from helping with Pizza days.

5. VOLUNTEER COORDINATORS REPORT

- Ms. Tania mentioned that since Administration sent out mass email for more volunteers more parents sent in signed volunteer forms.
- It was mentioned that next year when asking for volunteers, to have Judicial Form and Volunteer Handbook sent in 1 pdf file. Also, explain the contents of attachment and explain that both forms need to be signed and returned back by email.
- The Role of a volunteer is strictly to help out where it is intended, carry out the functions and responsibilities and then sign out (refer to Volunteer handbook for rules & regulations)

6. TREASURER'S REPORT

- Ms. Melanie Andrade (Treasurer) was absent therefore Ms. Pace (Chairperson) delivered her report.
- Holiday breakfast Candy canes only cost 37.88\$ (100.00\$ was earmarked).
- The Door decorating contest cost 200.00\$, the whole amount went towards the purchase of gift certificates cards from Walmart.
- The 5200.00\$ that was earmarked for the fieldtrips (tubing, o-volt, etc.) is no longer needed as the school took it as their initiative and not that of PPO.

7. FUNDRAISERS UPDATE

- **Pizza Days** are scheduled for: March 16th & 30th / April 13th & 27th / May 10th & 25th / and June 8th. Motion to keep Pizza cost at 6.00\$ was approved by Vanessa and seconded by Amanda, voted by PPO, results were unanimous, all-in favor.
- **Zumbathon:** It was confirmed that this fundraiser could be open to the public. Event will be held February 22, 2023, from 7:30-8:30. A motion for the cost of 15.00\$ / hour / person was approved by Andrea and seconded by Nancy, voted by PPO; results were unanimous, all-in favor.
- **Chocolate drive:** PPO members requested having the 2.00\$ & the 3.00\$ boxes of chocolates. Motion approved by Alex and seconded by Amanda, voted by PPO, results were unanimous, all-in favor. Order forms should be sent late February.



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8. ACTIVITIES UPDATE

- **Staff Appreciation:** event planning is underway. Finalizing activity in function with administrations guidelines.
- **Cabane a sucre:** Ms. Vanessa presented meal options from MERENDA catering. Once information was revised it was agreed that the price per student was too expensive. Motion not to move forward with this option approved by Amanda and seconded by Andrea, voted by PPO, results were unanimous, all-in favor.
- **Tire sur la neige:** Ms. Bernnier & Ms. Allard (teachers) proposed having the Annual Tire sur la Neige (Sugar shack) activity brought back in March. Motion to research companies that offer this service approved by Andrea and seconded by Tania, voted by PPO, results were unanimous, all-in favor. Ms. Maria will send out evote.

9. CHAIRPERSON'S REPORT

- Motion to increase the petty cash funds from 250.00\$ to 1000.00\$ approved by Nancy and seconded by Andrea, voted by PPO, results were unanimous, all-in favor.
- Motion to keep the Bake Sale funds as Petty Cash approved by Tania and seconded by Sophia, voted by PPO, results were unanimous, all-in favor.
- Operating rules tabled to February meeting.

10. OTHER BUSINESS

- None

11. SCHEDULE NEXT MEETING (VIRTUAL/ IN PERSON)

- Next meeting to be IN PERSON on February 15th, 2023 at 6h45pm.

12. ADJOURNMENT

- 8h45pm.

Secretary; Vanessa Ross