

FLHS Parent Council Agenda
September 23 ,2025 6:30 pm
Learning Commons
Contact Email: flhsadvisoryassociation@gmail.com

Attendees: Marcy M, Ceilia B, Dana W, Danielle L, Michelle C, Truong Thi L, Manbel U, Desiree H, Prashant H, Catherine R, Amanda F, Sharon M, Valerie L, Betty L, Amber AG, Lori K, Roushida Y, Nadia M, Mynhailo M, Kelly S, Salona B, Alex F

1. Call Meeting to Order at 6:37pm
2. Approve Agenda for September 23,,2025
Ceilia 1st Betty 2nd
3. Approve Meeting Minutes on May 20,2025
Ceilia 1st Betty 2nd
4. Chair Report
 - Welcome Mr. Alex Fotopoulos and all parents to the meeting.
 - Introduce current board members that are present.
 - Introductions of attendees
5. Old Business
 - AGM notice was sent out in August and has been ongoing leading up to tonight's meeting.
 - We had a table set up at the Meet the Teacher on September 18, 2025 as per request of Administration in the May 20,2025 meeting.
 - Band request for a 50/50 licence was completed for the Spring Concert May 22, 2025. They raised \$123.50 that was deposited on June 24,2025 into the Casino Account.
 - The Commercial and Directors Insurance was paid during the summer in the amount of \$1182.00
6. Principal's Report - Safety and security of the students and staff are of the utmost importance so I have made some changes to make the school safer. The front doors will be unlocked at 8:25am to allow students to enter then will lock at 9:00am until lunch then will be locked again after students return from lunch until the end of day. While the doors are unlocked there will be a teacher supervising ensuring only the students are entering the school. Eventually there will be a buzzer and line of sight camera installed at the front doors. Security has been hired to surveillance inside and outside the school after hours. Cell phones are not allowed during classes or in the halls during class change. At lunch the students are allowed to use their phones. The sports that have started are cross

country, soccer, football and volleyball.

7. Treasurer Report

As our Fiscal Year runs from October 1st to September 30th a Year End Financial Statement is unavailable at the time of this meeting.

General Account

Balance Forward as of May 23, 2025	\$ 730.68
Summer Deposits from TCTR Bins	\$ 963.74
Bank Balance as of Aug 23, 2025	<u>\$ 1,694.42</u>
Balance Forward	<u>\$ 1,694.42</u>

See attached Intern General Account Report Attached

TCTR Ongoing Fundraising Initiative Update

The Textile Bins raised a total of \$ 2,493.96 during the 2024 to 2025 school year. A final total will be available upon receipt of the September 2025 Bank Statement.

New Business

- Executive Elections for the 2025-2026 School Year
- Brief overview of the Parent Council

We hold eight meetings a year, typically we don't hold meetings in December and June as they tend to be busy within the school.

We provide a supportive role to the administration and staff when needed.

We provide an opportunity for parents, administration and community to come together and receive administrative updates, ask questions and learn from community partners.

Members of the board must be able to attend monthly meetings, if 3 meetings are missed the member will be removed from their position. It is important to note all attendees present at meetings are able to vote on a motion however in order to meet quorum a minimum of 3 members of the executive board must be present for voting to take place.

- Brief Descriptions of Executive Positions

CHAIRPERSON

Will preside at monthly executive meetings, ensure that a meeting agenda is prepared, serve as a direct liaison between school admin and the parent's group, and be a signing officer.

VICE-CHAIR

Will support the chair, assume the duties of the Chairperson in the Chairpersons absence, and help with activities as required.

SECRETARY

Attend and record minutes of monthly meetings, prepare and make available the minutes in a timely manner prior to the next meeting and forward a copy of minutes electronically to school administration. May be a signing officer.

TREASURER

Ensure all funds are properly accounted for, complete bank deposits, disburse funds as authorized by the committee, report on all transactions, make financial records available at each meeting. complete and submit year end audits and must be a signing officer.

Note: Secretary and Treasurer Elected on Parent Council fulfill the position on Parent Advisory as well.

- Nomination Procedures

Anyone interested in an executive position can either be nominated by another person or self nominate.

If you were nominated by another person you must first accept the nomination prior to a vote taking place.

- Time for any questions

- Commence with Nominations and Elections

Chairperson

Nominations Roushdia Yassine

Self - Nominated: Yes

Vote: All in favor

Objections: None

Voted Chairperson: Roushdia Yassine

Vice Chair

Nominations: Betty Lam

Self - Nominated: Yes

Vote: All in favor

Objections: None
Voted Chairperson: Betty Lam

Secretary

Nominations: Sharon McLellan
Self - Nominated: Yes
Vote: All in favor
Objections: None
Voted Chairperson: Sharon McLellan

Treasurer

Nominations: Lori Kariga
Self - Nominated: No
Vote: Ceilia - All in favor
Objections: None
Voted Chairperson: Lori Kariga

- Closing remarks

Set Next Meeting Date: October 21,2025

Meeting Adjourned: 7:27pm

FLHS Parent Council Minutes

May 20,2025 6:30 pm

Learning Commons

Contact Email: flhsadvisoryassociation@gmail.com

Attendees: Lori K, Amber AG, Sharon M, Clayton C, Marcy M, Matt F

1. Call Meeting to Order: 6:41pm
2. Approve Agenda for May 20,2025 1st Sharon M 2nd Lori K
3. Approve Meeting Minutes on April 15,2025 1st Sharon M 2nd Lori K
4. Chair Report
 - Thank you Matt Fell for all your hard work during your 6 ½ years as principal at Forest Lawn High School. Presented a gift to Mr.Fell on behalf of students and parents.
5. Old Business- None
6. Principal's Report - See Attached
7. New Business
 - Set AGM date for September 23,2025
 - Request from administration to have a table at Meet the Teacher night in September - date to be determined.
8. Next Meeting: September 23,2025

9. Meeting Adjourned: 7:41pm

FLHS Parent Advisory Agenda

September 23, 2025 6:30 pm

In person in learning commons

Contact Email: flhsadvisoryassociation@gmail.com

Attendees: Marcy M, Ceilia B, Dana W, Danielle L, Michelle C, Truong Thi L, Manbel U, Desiree H, Prashant H, Catherine R, Amanda F, Sharon M, Valerie L, Betty L, Amber AG, Lori K, Roushida Y, Nadia M, Mynhailo M, Kelly S, Salona B, Alex F

1. Call Meeting to Order: 7:28pm
2. Approve Agenda for September 23, 2025 1st Ceilia 2nd Valerie
3. Approve Minutes from meeting on May 20, 2025 1st Ceilia 2nd Valerie
4. Chair Report
 - Casino will be in Quarter 2 (April, May, June) 2026
5. Old Business
 - AGM notice was sent out in August and has been ongoing
 - We had a table set up at meet the teacher on September 18, 2025 as per request of Administration in May 2025.

6. Treasurer Report

- The Commercial and Directors Insurance was paid during the summer in the amount of \$1182.00
- Payments were made on outstanding approvals since the May 20, 2025 meeting.
- Fiscal year end is September 30 Annually and Annual Financial Reports should be presented in the October Meeting for review and audit.
- The General Account falls under Parent Council and typically the financials are presented in the Parent Advisory Meeting however, due to the AGM being held it was previously discussed in the Parent Council Meeting.

Current Balance Sheets

- Casino
- Expenditures and Fundraising

Casino Account

Balance Forward as of May 23, 2025	\$51,915.22
Bank Balance as of Aug 23, 2025	\$44,929.06
Less Cheques Written	\$ 2,843.89
Less Holdbacks	<u>\$ 3,799.57</u>
Available Balance Forward	<u>\$38,285.60</u>

7. Casino Account Funding Requests

<u>Department</u>	<u>Request</u>	<u>Amount</u>
Construction	Workbench Vices	\$ 1,623.75
Dance	Costumes	\$ 2,000.00
Dance	illFX Education	\$ 3,045.00
Drama	Fall Production	\$ 700.00
Drama	Drama Festival	<u>\$ 1,175.00</u>
Total		<u>\$ 8,543.75</u>

General Account Funding Requests

<u>Department</u>	<u>Request</u>	<u>Amount</u>
Guidance	Scholarships	\$ 2,900.00

It would be the recommendation of the current council that voting on these requests be deferred until the October after a new council is elected.

8. Motions

Amber motions to defer decision on funding requests noted above until a new council and advisory board has been elected.

9. New Business

- Executive Elections for the 2025-2026 School Year
- Brief overview of the Parent Advisory

We hold eight meetings a year to take place immediately after the Parent Council meetings, typically we don't hold meetings in December and June as they tend to be busy within the school.

We provide financial support to the administration and staff when needed, funds typically raised through Casino Funds Raised.

We support various groups within the school by applying for 50/50 and Raffle Licences to the AGLC, preparing and completing applicable paperwork and reports as required.

Members of the board must be able to attend monthly meetings, if 3 meetings are missed the member will be removed from their position. It is important to note all attendees present at meetings are able to vote on a motion however in order to meet quorum a minimum of 3 members of the executive board must be present for voting to take place.

- Brief Descriptions of Executive Positions

CHAIRPERSON

Will preside at monthly executive meetings, ensure that a meeting agenda is prepared, serve as a direct liaison between school admin and the parent's group, and be a signing officer.

VICE-CHAIR

Will support the chair, assume the duties of the Chairperson in the Chairpersons absence, and help with activities as required.

SECRETARY

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TREASURER

Ensure all funds are properly accounted for, complete bank deposits, disburse funds as authorized by the committee, report on all transactions, make financial records available at each meeting. complete and submit year end audits and must be a signing officer.

Note: Secretary and Treasurer Elected on Parent Council fulfill the position on Parent Advisory as well.

CASINO CHAIRPERSON

Coordinates casino activities (Typically takes place every 18 months).
Files all necessary documents relating to Casino matters with the AGLC
Carries out other duties as may be required for the casino like recruiting volunteers and scheduling shifts.

This Position Must Be Filled for the 2025-2026 School Year As We Are Scheduled for A Casino in Quarter 2 of 2026

- Nomination Procedures

Anyone interested in an executive position can either be nominated by another person or self nominate.

If you were nominated by another person you must first accept the nomination prior to a vote taking place.

- Time for any questions
- Commence with Nominations and Elections

Chairperson

Nominations: Roushdia Yassine
Self - Nominated: Yes
Vote: All in favor
Objections: None
Voted Chairperson: Roushdia Yassine

Vice Chair

Nominations: Betty Lam
Self - Nominated: Yes
Vote: All in favor
Objections: None
Voted Chairperson: Betty Lam

Secretary

Nominations: Sharon McLellan
Self - Nominated: Yes
Vote: All in favor
Objections: None
Voted Chairperson: Sharon McLellan

Treasurer

Nominations: Lori Kariga

Self - Nominated: No

Vote: Ceilia - All in favor

Objections: None

Voted Chairperson: Lori Kariga

Casino Chairperson

Nominations: Ceilia Burns

Self - Nominated: Yes

Vote: All in favor

Objections: None

Voted Chairperson: Ceilia Burns

- Closing remarks

10. Next Meeting: October 21,2025

Meeting Adjourned: 8:01

FLHS Parent Advisory Minutes

May 20,2025 6:30 pm

In person in learning commons

Contact Email: flhsadvisoryassociation@gmail.com

Attendees: Lori K, Amber AG, Sharon M, Marcy M, Matt F

- | | | |
|-----------------------------------|--------------|------------|
| 1. Call Meeting to Order: 7:42pm | | |
| 2. Approve Agenda for May 20,2025 | 1st Sharon M | 2nd Lori K |
| 3. Approve Minutes April 15, 2025 | 1st Sharon M | 2nd Lori K |

4. Chair Report

- We will need to set AGM date for September 2025
- Band has requested we apply for a 50/50 licence on their behalf during the Spring Concert May 22N
- Notice of AGM and Letter to parents along Descriptions of Positions will be forwarded by Lori to Administration to begin advertising 30 days prior September Meeting.
- Enter into minutes of Phone Vote (Amber,Lori and Marcy) on May 08,2025 to purchase a thank you gift for Matt Fell to come out of the general account.

5. Old Business - None

6. Treasurer Report

May 20, 2025 Balance Sheets

- General
- Casino
- Expenditures and Fundraising

General Account

Bank Balance as of April 23,2025	\$ 675.21
Outstanding Chq #27	<u>\$ 131.33</u>
Closing Balance	<u>\$ 543.88</u>

Casino Account

Bank Balance as of April 23, 2025	\$ 54,424.31
Less Outstanding Chq 113	\$ 2,510.93
Less Approval Holdbacks	<u>\$ 12,747.21</u>
Closing Balance	<u>\$ 39,166.17</u>

7. New Fundraising Requests To Discuss

PTC Equipment to expand on ESports and Gaming Club	\$ 1,936.16
Art 21/31 Stained Glass Program Supplies	<u>\$ 678.30</u>
Total	<u>\$ 2,614.46</u>

Note: If we approve these requests the updated estimated balance forward will be \$ 36,551.71

8. Motions

Motion by Amber to approve Band request to submit 50/50 Licence for Spring Concert on May 22, 2025. 2nd Lori K Motion Passed Unanimous

Motion by Amber to approve current funding requests of ESports and Stained Glass Supplies up to \$2,615.46 from the casino account. 2nd Sharron M Passed Unanimous

Approval Codes E Sports 2025520-01 and Stained Glass 2025520-02.

9. Next Meeting: September 23,2025 Meeting Adjourned: 7:52pm