Tom Baines Parent School Council
APPROVED MINUTES
Monday, September 21, 2026

Attendance:
In Person: Karen Lee, Vanessa Steinke, Peggy Kam, Jing Yang, Wayne Thai, Jensen Au, Lindsay Koro, Temi Kolawole, Raymond Chang, Stephanie Fan, Anam Tayyab, Margo Webber, Scott Livingstone, Steve Ross, and Chelsey O'Leary.

1. **Call to order**

Meeting called to order @7pm

2. **Approval of Agenda**

Call for any amendments. - none
Motion: Margo
Seconded by: Karen
Approved, no opposed

3. **Approval of May 25, 2026 Minutes**

Call for any amendments. - none
Motion: Margo
Seconded by: Karen
Approved, none opposed

4. **School Reports**

Administration Update:
Principal Steve Ross shared several updates with the group.

- **Class placements:** With the new school year underway, the school is encouraging students to embrace their new classes and the opportunity to build new friendships and relationships. Class changes are therefore being kept to a minimum to help students develop confidence, adaptability, and resiliency as they settle into their new environments.
- **Weather preparedness:** Students are encouraged to come to school prepared for all types of weather and dressed appropriately for the conditions each day. This is an important opportunity for students to develop independence and responsibility while learning to be mindful of their own needs throughout the school day.
- **Meet the Teachers:** The recent Meet the Teachers evening was a great success, with an excellent turnout. It was a wonderful opportunity for parents and families to connect with teachers and learn more about the school year ahead.
- **Sports and extracurricular activities:** There is lots happening around the school! The cross-country season has recently wrapped up, soccer is well underway, and basketball tryouts will conclude this week. The Star Wars Club is also in full swing and providing students with another opportunity to connect and enjoy a shared interest.
- **Staffing:** Through Class Initiative funding, Tom Baines School has welcomed three additional staff members who will provide valuable support to students and staff throughout the school.
- **Arrival and dismissal safety:** The parking lot continues to be closed to parents/non-staff during morning drop-off and afternoon pick-up times to help create a safe and organized environment for students. A

patroller is also stationed at the pedestrian crossing during these busy periods. Together, these measures help support a safe arrival and departure for students each day.

Teacher Update:
N/A

5. Old Business
N/A

6. Elections (Positions)
Chair: Karen
Motion – Margo
Second – Peggy
All in Favor – none opposed

Vice Chair: Vanessa
Motion – Margo
Second – Karen
All in Favor – none opposed

Secretary: Jing
Motion – Peggy
Second – Vanessa
All in Favor – none opposed

Treasurer: Peggy as co-chair and one more needs to be voted in*
Motion – Temi
Second – Karen
All in Favor – none opposed
**Principal Steve Ross will send an email to Tom Baines parents inviting anyone interested in supporting the Treasurer role to consider co-chairing the position with Peggy during the 2026–2027 school year. Ideally, the new co-chair would have some accounting or financial experience and feel comfortable working with numbers. This will provide an opportunity for a smooth transition, knowledge sharing, and continuity as the role moves into the 2027–2028 school year.*

Special Event Coordinator: Anam/ Teresa and Lindsay (teacher appreciation)
Motion – Karen
Second – Jing
All in Favor – none opposed

Head of Volunteer Group/Coordinator: Karen
All in Favor – none opposed

Grade 9 Farewell: Jing and Karen
All in Favor – none opposed

Key Communicator: Temi
All in Favor – none opposed

Casino Coordinator: Wayne
Motion – Margo
Second – Karen
All in Favor – none opposed

7. New Business and Open Discussion
N/A

8. Adjournment
Motion to adjourn @ 8:05pm by Scott

Next Meeting Dates: October 26 , November 16 , January 18, February 22, March 15, April 19 , May 17

Friends of Tom Baines School Society

APPROVED MINUTES

Monday, September 17, 2026

Attendance:
In Person: Karen Lee, Vanessa Steinke, Peggy Kam, Jing Yang, Wayne Thai, Jensen Au, Lindsay Koro, Temi Kolawole, Raymond Chang, Stephanie Fan, Anam Tayyab, Margo Webber, Scott Livingstone, Steve Ross, and Chelsey O'Leary.

1. **Call to order**

Meeting called to order at 8:05pm

2. **Approval of Agenda**

Call or any amendments:
Motion to Approve – Margo
Seconded by – Karen
Approved as presented, no opposed

3. **Approval of minutes from May 25, 2026 meeting**

Call for any amendments.- none
Motion to approve: Margo
Seconded by: Karen
Approved, no opposed

4. **Elections (Positions)**

Chair: Karen
Motion – Peggy
Second – Wayne
All in Favor – none opposed

Vice Chair: Vanessa
Motion – Peggy
Second – Margo
All in Favor – none opposed

Secretary: Jing
Motion – Vanessa
Second – Karen
All in Favor – none opposed

Treasurer: Peggy as co-chair and one more needs to be voted in*
Motion – Temi

Second – Karen
All in Favor – none opposed
**Principal Steve Ross will send an email to Tom Baines parents inviting anyone interested in supporting the Treasurer role to consider co-chairing the position with Peggy during the 2026–2027 school year. Ideally, the new co-chair would have some accounting or financial experience and feel comfortable working with numbers. This will provide an opportunity for a smooth transition, knowledge sharing, and continuity as the role moves into the 2027–2028 school year.*

Casino Coordinator/Director: Wayne*
Motion – Margo
Second – Karen
All in Favor – none opposed
**Margo will stay on as support for the 2026-2027 school year.*

5. Treasurer reports:

Audited Financials Statements Review
Audit was performed on both Friday and Saturday September 18th, 2026 and September 19, 2026 by Christina Gracey and Lindsay Koro, both Friends of Tom Baines School Society members.
See Attached Statement of Cash Flow, Income Statement and Balance Sheet for the fiscal year ending July 31, 2026

Operations Account
We started the fiscal year (August 1, 2025) with a cash balance of $16,613.58 in our Operations Account. We added $9,894.28 in donation income into this account throughout the year. We withdrew a total of $15,227.79 to cover member-approved expenses that supported various school equipment, activities and initiatives. (Please see detailed expenditure on the Statement of Cash Flow)

As a result, this year's Operations Account Net loss was $5,333.51 leaving an ending balance of **$11,280.07** in the Operations Account as of July 31, 2026.

Casino Account
We started the fiscal year (August 1, 2025) with a cash balance of $19,298.89 in the Casino Account. We had casino during this fiscal period, and we had a deposit of $89,637.25 into the Casino Account in February 2026 from AGCL. We also added $1,185 from the Drama production ticket sale into this account in June 2026.
We withdrew a total of $20,591.33 of funds from this account to pay for member-approved expenditures supporting our school, for our society insurance and misc. admin fees. (Please see detailed expenditure on the Statement of Cash Flow)

As a result, this year's Casino Account Net Income was $73,268.37, leaving an ending balance of **$92,567.26** in the Casino Account as of July 31, 2026.

Balance Sheet Summary

The Friends of Tom Baines School Society does not have any capital assets and we do not have any long-term liabilities. As such, our assets are represented entirely by the cash in our two accounts (the Operations Account and the Casino Account), which balances with our Equity from our Cash earnings.

Funding Request

Request to accept the financial statements as audited
Motion to Approve Financials as presented – Peggy
Seconded – Margo
Approved – None opposed

*Request to authorize up to $1500 from the casino account to renew insurance (*which is set to expire at the end of September. This renewal would cover us from Oct 1, 2026 through Sept 30, 2027.)
Motion – Peggy
Seconded – Margo
Approved – None opposed

Request to authorize funds for staff appreciation in October 2026
Motion Staff appreciation for up to $700 from Operations account – Karen
Seconded – Peggy
Approved – none opposed

Request to authorize funds for Holiday Craft Night
Motion Staff appreciation for up to $1000 Operations account – Peggy
Seconded – Margo
Approved – none opposed

6. New Business (E.g. Casino)

N/A

7. Adjournment

Meeting adjourned at 8:30PM by all.

Next meeting: October 26 , November 16 , January 18, February 22, March 15, April 19 , and May 17.