

West St. Paul Parent Advisory Council Meeting Minutes

Date: Wednesday, May 8th, 2024

In Attendance:

Christine Collings, Amanda Kruger, Dayna Trann, Brianne Lisecki, Michelle Kippen, Mandy O'Brien, Alex Yuen, Kenisha Choo-Yick, Jenny Macdonald, David Ingram, Tammy Harder, Lisa Whiteside

Call to Order and Greetings:

- Meal was served at 6 pm.
- Meeting called to order by Christine Collings at 6:35 pm.
- Thank you for coming to our AGM!

Adoption of the Agenda

- Motion made to accept the agenda by Dayna Trann; seconded by Brianne Lisecki. Motion carried.

Adoption of the Minutes from April 10, 2024:

- Motion made to accept the minutes by Kenisha Choo-Yick; seconded by Alex Yuen. Motion carried.

Administrative Report:

- There continues to be a lot of waiting before next steps can be taken (development of field, playspaces, etc.)
- It looks like the daycare will not necessarily be on the school's field anymore, but will be on some adjacent property. Those plans are still in the works.
- The school is still waiting on solutions for the electrical power issue before portables will be able to be delivered. Plans between the division and the province are underway.
- Numbers look consistent for next year, with the understanding that registrations may continue to come in over the spring/ summer.
- David had a meeting with the highways department a few weeks ago. This was helpful for them to see the flow of traffic in and out of our parking lots, with busses and drop offs. They have heard the request for a set of lights north of the school, but also a set of lights to the south of the school.
- Currently, there are some issues with heaving pavement in the parking lot. Once all frost is gone, the maintenance department will come and level that pavement, with some more work being done in the summer for long term repairs.

West St. Paul Parent Advisory Council Meeting Minutes

- Karen Penner's group is doing their play - "Magic is Everywhere" on May 23rd. This is a group of grades 3, 4, and 5 students.
- There is a volunteer reception on Tuesday, May 14th at 1 pm. There will be some performances and some food. This is a thank you to any and all parents who volunteer within the school. Thank you volunteers!
- Tabloid Day - a day of fun and activities outside is tentatively scheduled for June 27th. Volunteers are needed for that as well.
- Arts in the Park is scheduled for May 29, 30, and 31. Located in the field behind Maples Collegiate, Community Centre, and Arena. Many classrooms will be participating; parents will get information from classroom teachers.
- Kindergarten Open House - fantastic turnout and the kids and parents really appreciated the PAC table. There were 50 families who came through.
- The staff really appreciate the coffee maker. Thanks to PAC!
- The school is anticipating that money will be coming from the provincial government for the food program next year. For example, milk tickets will probably no longer be available for sale, but milk will be available for any children who want it.

Executive Reports:

Chair:

- Thank you to our amazing administration. It's easy to be part of a PAC when it's for a school so committed to our children's education.
- Happy to jump in and work with such a well-oiled machine.
- Thank you to Dayna, Lisa, Brianne, Amanda, Kenisha, and all members at large!
- The year went quickly, with a focus on many things, including spending \$10 000 towards needs of the students, through the classroom teachers and some requests for extracurricular groups/ clubs. This was a way to utilise our fundraising dollars, until we can revisit our playspace projects.
- We are happy to be part of a diverse community and having representation matters. Thank you!

Vice Chair:

- Has always enjoyed being part of PAC; while originally, was planning to be a silent member, the plans changed!
- Has enjoyed making connections with others. Annual Family Fun Night and the Halloween Dance were so much fun and we are looking forward to next year's events.
- Would like to continue to bring in more parents to make a bigger, stronger base of parents and that's the goal going forward.

Past Chair:

- Not present.

West St. Paul Parent Advisory Council Meeting Minutes

Financial Report:

- Thanks for a great year!
- Check the attached report for the full report.
- not complete for the year, as there are still expenses to be paid out
- expect to end the year with approximately \$25 000 in the bank
- Fundraising events and 50/50 ticket sales were very helpful!

Fundraising:

- There were two main fundraisers this year.
- Winter fundraiser - Shelmerdines - for a \$633 profit. While this isn't bad, it is a hard time of year for families to find extra money, so we may not continue this next year.
- The spring fundraiser was great. Pizza was very profitable at \$3024 take home, and the Lacoste baskets made more than last year as well.
- There was even a donation by a family of \$50 who didn't want to purchase items but made a direct donation to PAC. Thank you!
- Low effort fundraisers make it easy to do and worthwhile.

Hot Lunch:

- Overall, it was an excellent year!
- Kids seem to like the lunch options and often wanted to put in their own orders.
- We will add to the form that we will not be taking any "day of" orders.
- We changed the McDonald's branch that we went with this year, and have a 10% discount now.
- We made an extra \$500 profit from McDonald's and an extra \$1500 this year.
- Options for next year:
 - McDonald's continued.
 - Pita Pit - price will be \$6+.
 - Subway - 6" - 6 options: \$4.50 + tax - also have gluten free
- For September (orientation days), we can have a survey prepared to ask parents about what they prefer, and asking parents for help on the hot lunch days.
- Subway would not replace McDonald's - but the goal is to be able to provide hot lunch every Wednesday (opposite pizza), if we can more parental help
- need to send survey to the school by the end of June to be approved and prepared for September

Fundraising: Craft Sale

- 37 tables sold and we have money for!!!
- if anyone knows any crafters - send them to Brianne's email

West St. Paul Parent Advisory Council Meeting Minutes

Family Fun Events - Report

- Amber and Aaron sent in report to share
- last year's approximate attendance: 550 people
- planned date: Wed, Sept 11, 2024, with the rain date of Sept 18
- inflatables, dunk tank, etc.
- Discussion: Is this a completely free event OR do it as a fundraiser? (ie. small fee to do the dunk tank?). Decided that we will take donations, but no fees. This should be a completely free event!
- will have a stamp and ticket to get the food: choice of pizza, samosa, bannock, and a drink
- will ask firefighters to help serve the food - closer to the date
- We need some high school volunteers as well (Lisa)

Ongoing Business:

- PAC meeting in September
 - date will be moved to the week after - Tuesday, Sept 17th
 - this will allow us to advertise at the Family Fun Night and get more volunteers/ people to come out
 - date change does go against constitution - so we put it to a motion for the change
- Brianne Lisecki made a motion that we have our first PAC meeting of the 2024/2025 year on Tuesday, September 17. Kenisha Choo-Yick seconded it. All in favour. Motion carried.
- Look at our constitution for possible changes needed next year
 - things to consider:
 - how to make amendments in the future
 - earlier AGM, due to lack of attendance in May?
- Registered for MB Parent Council
 - hope to have a presentation and some information / education sessions next year
- Grade 8 Farewell
 - Dayna will order and pick up 2 sheet cakes - \$150 has been budgeted
 - we have plates, forks, and napkins from AGM meal to use
 - There has been a request for balloon backdrop, like the one from the Halloween Dance - Michelle will take care of that

West St. Paul Parent Advisory Council Meeting Minutes

- Christine Collings made a motion that we budget up to \$150 for a backdrop for the Grade 8 Farewell dance. Seconded by Amber Ayres. All in favour. Motion carried.

- Retirements
 - checked in with Amber and Aaron
 - they will spend up to \$50 for a retirement gift for a long-serving staff member

- Forest Park Meeting
 - did not happen yet; will try again this fall

- September 17th - First meeting
 - we will have coffee and dainties at that first meeting
 - Lisa will continue to book babysitters.

- Christine Collings made a motion for a budget of up to \$200 to purchase coffee and dainties for the first PAC meeting. Dayne Trann seconded the motion. All in favour. Motion carried.

New Business:

- Elections for the 2024/2025 School Year
- led by David Ingram
- no contestation; the board is as follows:
 - Chair: Christine Collings
 - Vice-Chair - Dayna Trann
 - Secretary - Lisa Whiteside
 - Financial / Treasurer - Brianne Lisecki
 - Hot Lunch - Kenisha Choo-Yick & Brianne Lisecki
 - Fundraiser - Amanda Kruger

Adjournment:

- A motion was made by Christine Collings to adjourn the meeting at 7:43 pm. Seconded by Kenisha Choo-Yick. Motion carried.

**Next Meeting: Tuesday, September 17, 2024 @ 6:00 – 7:30 pm
with child care provided.**