

West St. Paul Parent Advisory Council Meeting Minutes

Date: Wednesday, October 11, 2023

In Attendance: Dayna Trann, Amber and Aaron Ayres, David Ingram, Tammy Harder, Jenny MacDonald, Christine Collings, Eleanor Laminger, Amanda Kruger, Brianne Lisecki, Anita Sharma Turner, Candace Burke, Lisa Whiteside

Call to Order and Greetings:

- Meeting called to order by Christine Collings at 6:02 pm.

Adoption of the Agenda

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

Adoption of the Minutes from September 13, 2023:

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

Administrative Report:

- Our current enrollment is 599 students.
- The meeting with the Play Space group was postponed due to illness. It will be rescheduled.
- The group who is putting together the proposal for the daycare came to the school at the end of the day to see how the flow of traffic (including buses) happens.
 - They now understand the needs and will make adjustments to the design proposal.
 - They are also going to make design changes for a larger daycare, with more spaces.
- Portable update – The province has confirmed that there are two more coming in the summer. A request has been made for an additional two portables.
- Peak of the Market fundraiser – correction from last month. The money will not be going to the PAC but to a fund to bring down the cost of student yearbooks.
- The school Kindness Group starting this week.
- There may be a settlement worker coming to the Halloween Dance to set up a table and to make connections with our newcomer families.
- David reminded us to review the PAC constitution in terms of voting and making budgetary decisions.
- The school participated in Student Vote. It went very well.

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- Vision screening was done at the school.
- Volleyball has started and teams are playing almost every day.
- Teacher Appreciation Day – teachers wanted to say a big thank you for the treats.
- The Breakfast Club is up and running. There are about 30 kids a day, picking up breakfast. They grab a plate of food and then go to class. They then bring their dishes back to the kitchen to put in the dishwasher. There is a nice flow to the program.
- Kim Greening has won the Prime Minister’s Award of Teaching Excellence. Congratulations Kim!
- We have a bhangra dance group at the school. They will be performing at the school’s Diwali assembly on November 14th. They will also be part of the divisional Diwali event at Maples Collegiate, on November 2nd.
- There will be a Remembrance Day assembly at the school on November 10th. Unfortunately, parents and community members are no longer able to attend, as there is just not enough room for everyone.
- Admin asks for any information about elders and knowledge keepers in our community who would be interested in making a connection with the school. We want parents and community members in the building!

Executive Reports:

Chair:

- Corey Rootsart has resigned from the position of Chair.
- Christine Collings will take over as Chair for the rest of this year.
- We are in need of an Interim Vice-Chair. Dayna Trann has put her name forth.
- Motion to accept Dayna Trann as the Vice-Chair for the remaining of the year, made by Christine Collings; seconded by Brianne Lisecki. Motion carried.
- Christine led us in a discussion about how we go forth in terms of using our fundraising money. While it’s important to keep saving for our Play Space project, we would also like to see projects that benefit our children in the short term. Christine asked David to speak to staff members about possible projects they may need help funding.
- Christine also talked about the importance of effective communication and formal voting. We’ve had a great start to the year with lots of big projects. We will look ahead and try to plan earlier for events and projects going forward so that we can follow the constitution properly and transparently.

Vice Chair:

- None

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Past Chair:

- No report.

Financial Report:

- Current balance is \$31 033.98, with some expenses still to be paid
- Family Fun Fair costs:
 - o \$750 for bouncy castles
 - o \$168.38 for tattoos, face paints
 - o \$311.81 for drinks
 - o ** The school paid for the entirety of the pizza order. Thank you!

Fundraising:

- Poinsettia sale will be happening this fall. We will ask parents to pick up their orders on Nov. 30 at the Access Centre from 2 – 6 pm.
 - o Amanda and Brianne will be doing that distribution. More volunteers would be helpful.
- Should we have a bake sale or fundraiser at the Holiday Concert in December?
- Options:
 - o Bake sale
 - We would ask for donations of baking and then have full profits.
 - That may be a lot of work for mid-December.
 - o Selling chocolate bars, drinks, etc.
 - We have to be very careful as we can't have any food or drinks in the auditorium.
 - No nuts / almonds, etc.
- There will probably be two different concerts that evening.
 - o No intermission, but a break between one concert and the next, where people will be asked to leave the auditorium between concerts.
 - o Some families will be there for both concerts and will be waiting around between that time.
 - o This might be a good time to have snacks.
- We will pick up this discussion and make a decision at the November meeting.

Fundraising: Craft Sale

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- No committee at this time

Hot Lunch:

- Hot lunch orders are due on Thursday, October 12 OR Monday, October 16th.
- Brianne will be tallying orders on Tuesday, October 17th.
- We need to have a vegetarian option. We are not meeting the needs of a significant percentage of our population (possibly around ¼ of the population).
 - o An egg option doesn't necessarily fill that gap.
 - o Our best bet would be a Cheeseburger – without the meat. Can we get McDonald's to do that? Even if we still ask parents to pay the Cheeseburger price (\$3).
 - o We will ask Kenisha to look into this when she is back.

Ongoing Business:

September Family Fun Fair - Debrief

- If we are giving out food for free, then we need to do tickets at the front door so that we know how many people are coming in. The volunteers in the canteen were sometimes getting harassed and it was not a great experience.
- We need plates and napkins next time.
- We needed way more pizza upfront. It was too much of a wait to get the second order and people were frustrated.
- What was the overall count of people? A guess is more than 400 people. Staff felt thought it was probably closer to 500. The weather was not good; we should anticipate even higher numbers in good weather.
- The bouncers and the cars in the gym were a lot of fun.
- We need more face painters next timer, as there was a long line.
- The Grade 8s helped, which was great. They would be better used for set up. We need high school students and adults to help run tables/ booths, as it might be a bit more consistent.
- More people were needed for take down at the end of the night.
- We also needed more volunteers in general.
- Next year, we will aim to have this organized and planned for June, including a date and a budget.
- Having volunteer t-shirts was helpful. The ones we used were from West Kildonan Collegiate. We should have something similar, but maybe brighter colours? Or lanyards, etc. We can look into this purchasing child and adult sized shirts, potentially as a joint venture with the school.
- Having mini donuts was great. She was very busy and very friendly!
- We will send a thank you to Pizza Pizza and DQ (Lisa).
- Having a megaphone or walkie talkies might be helpful.
- Admin thought that it was a wonderful night – PAC pulled it together really well considering the last minute changes with the weather. It went really well!

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- Dayna has the extra supplies and the postcards in her basement.

Teacher Appreciation Staff – Debrief

- Took place on Teacher Appreciation Day (Thursday, October 5).
- Michelle brought coffee and donuts to the school.
- Total spent - \$257.96
- We will plan to do a Staff Appreciation Day in the spring.

Halloween Dance:

- Budget (approximate numbers):
 - o Decorations, signage, table covers, etc. \$348.63
 - o DJ – \$400
 - o Supplies for 50/50 (\$19.03)
 - o Canteen (Cotton candy - \$570, popcorn - \$457.53)
 - o Glow sticks – 800 count (freebie from PAC) – \$67.18
 - o Inflatable basketballs, (for gym games) – \$20.49 + \$13.14
 - o Drinks approx. \$500/600 – but may need to purchase more
- Keeping the gym cool:
 - o Industrial fans – Aaron can bring a couple of fans, just in case.
 - o We can open the doors as well.
- A motion to spend up to \$3 200 for the Halloween Family Dance, was made by Dayna Trann. Seconded by Brianne Lisecki. Motion carried.
- Advertising can be done on the outside electronic sign.
- Dayna asked for volunteers.
- Dayna will pick up two floats (one for canteen, one for 50/50).
- We can use patrol vests for the volunteers.
- We will provide pizzas in the staff room, as a thank you for the volunteers.
- Dayna will purchase a click counter so that we can keep track of the number of people in attendance.

Square:

- Our funds from the Square can't go into the school division account, so we need to have the money go into a separate account.
- Brianne will look into that and see if we can get an account set up at a local bank.

Calendar and Parent Survey:

- A calendar or upcoming events is printed on the back of each agenda.
- We have not received much feedback from our online survey. Should we do another call for volunteers, in paper form?

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- We will revisit this in November.

Communication:

- What is the best way to communicate with our community? (ie. Facebook/Instagram)
- We will revisit this in November.

Babysitters:

- We now have 3 babysitters who are interested and able to babysit for us during our PAC meetings.
- We will pay each student \$30 tonight.
- Going forward, we will have one babysitter for the evening.

New Business:

Holiday Auction/ Raffle Baskets:

We did this as a fundraiser last year. That's a lot of work to do.

- We will consider it, discuss, and make a decision at the next meeting.

Adjournment:

- A motion was made by Christine Collings to adjourn the meeting at 7:34 pm. Seconded by Lisa Whiteside. Motion carried.

Next Meeting:

Wednesday, November 8th @ 6:00 – 7:30 pm with child care provided.