

# PAC Meeting - January 10th, 2017

## Agenda

**Attendance:** Melanie Wagner, Jenny Nelson, Sarah Mack, Gary Gylander, Murray Hollman, Kristine Barnhart, Betna Huddleston, Kyla Keating & Kerdessa Panas.

**1.) Call to Order @ 6:59pm** by Melanie Wagner

**2.) Opening Prayer** - Gary Gylander

**3.) Approval of Agenda** - seconded by Kristine Barnhart

**4.) Approval of Minutes** - seconded by Kristine Barnhart

**5.) Call for New Business**

-Logo

**6.) Committee Updates:**

**a.)Treasurer Report:**

- \$18,500 approximately in account
- \$8,000 after field trips taken out of account
- Missed refund period for admazing books - we now own them so we are still selling them from the office.

**b.) Social/Faith Rep Report:**

- Epiphany Mass on Thursday
  - All readers are parents outside of the Parent Council
  - Melanie, Melissa, Jenny & Kristine are greeters
- Friendship Meal:
  - April 23rd, 2017
  - Need volunteers as well as more children volunteers
  - May get beef this year instead of ham
- Caroling went well.
  - Great turnout
  - Seniors truly appreciated everyone coming.
  - Will set this up again next year.

**c.) Hot Lunch Report:**

- Profit Margin: \$0.16 on each meal
- 288 Orders for October - December 2016
- 241 Orders for January - March 2017
  - Perhaps at Christmas time parents can't afford to pay for hot lunch orders
- Fee approximate \$250 a year

- Approximately \$1,800 made last year.
- Other options to add to Hot Lunch:
  - Extreme Pita
  - Edo
  - Sushi Maru
  - Press'd
  - Freshii

**d.) Volunteer Program & Opportunities:**

- Table at parent teacher interviews worked well
- Table at dance did not work too well as it was too busy
- Will keep working on recruiting more volunteers

**e.) Kindergarten Report:**

- \$700 Poinsettias
- \$3,000 approximately made on Admazing Books
- Perhaps make the spring flower a community sale to boost sales?
  - Do the sale outside in the parking lot if the weather is good.
  - Advertise/Flyers

**f.) Social Media:**

- Nothing to report

**g.) Secretary Report:**

- Nothing to report

**7.) Past Events:**

**a.) Christmas Caroling**

- Caroling went well.
- Great turnout.
- Seniors truly appreciated everyone coming.
- Will set this up again next year.

**b.) Christmas Craft Night**

- Craft night went great. Very busy.
- Staff thanks us all for our work.
- Maybe only serve hot chocolate next year - no coffee.
- Smaller cookies.

**8.) Upcoming Events for Parent Council:**

- Thursday January 12th - Epiphany Mass (Kristine)
- Friday January 20th - Family Movie Night (Lou-Anne)
  - Moving to Friday January 27th as it is too soon after break.
  - What movie? Secret Life of Pets was decided.
  - Pizza, Candy Bags, Popcorn & Water
  - Popcorn will be free. Jenny will get machine.

- Jenny will set up Notre Dame Social Justice students to make popcorn.
- Pizza to arrive at 5:30pm. Need volunteers to sell tickets.
- Doors open at 6pm. Movie starts at 6:30pm.
- Tuesday February 28th - Shrove Tuesday (Leanne)
  - Volunteers need griddle, flipper, jug
  - Gary will contact Notre Dame for the sausages
- Friday March 3rd - Skate Night
  - Melanie will look into booking this.
  - Bower Ponds
  - Hot chocolate & water will be provided
  - Building will be open and from 6-8pm on Fridays they have games night.
- Wednesday March 22nd - Pot Luck for teachers (Melanie)
  - Melanie will arrange the volunteers
- Sunday April 23rd - Friendship Meal (Kristine)
- Wednesday April 26th - Games Night
  - Group sub meeting to brain storm ideas
  - Games in gym
  - Board games etc

## **9.) Principle's Report:**

- 1.) Principle Feedback:
  - Survey with staff and parents
  - Will come to our next meeting to survey us about Gary.
- 2.) Accountability Pillar Survey:
  - Survey coming out for grade 4 students at end of Jan/start of Feb.
  - School did really well on it last year.
- 3.) Staff Updates:
  - Teann Howey is back today working with grade 4's.
  - Kara Smith has moved to Mrs. Viczko/ Mrs. Houghton's class.
  - Mrs. Lynch extended maternity leave until the end of the year.
- 4.) Grade 2 proposal for extra money over their field trip money.
  - They would like to take the grade 2's to see Notre Dame's Suessical play.
  - Held at the Memorial Centre
  - \$132 bussing + \$5 per student = \$567 extra funds requested.
  - Approved by council.

## **10.) Trustee Report:**

# Board Meeting Highlights

**November 29, 2016**

**Trustees:** Guy Pelletier (Chairperson), Anne Marie Watson (Vice-Chairperson), David Bouchard, Murray Hollman, Adriana LaGrange, Diane MacKay, and Liam McNiff

## **Grad Service Project**

Grad Coordinator, Shannon Nivens from École Secondaire Notre Dame High School presented this year's Grad Service Project to Trustees and Senior Administration. This year's chosen charity is the Red Deer Victim Services Unit. Students chose this organization knowing that the city of Red Deer does not have a service dog, and often borrows the one from Olds. The hope is that teams each raise \$2,017 towards this initiative. All proceeds will go towards the purchase, training and insurance of a service dog, as well as other items needed to support people who have experienced trauma. This project will take place between February 27 and March 4, 2017.

## **Division Three-Year Education Plan 2015-2018**

The Board of Trustees were presented with the 2015-2018 Three-Year Division Education Plan. This plan highlights our Division's priorities, trends and potential issues for the next three school years. Our school Division will continue to focus on "LIFT," which stands for Literacy, Inclusion, Faith and Technology, as these components are essential to educating students in the Catholic faith in the 21st century.

## **2015-2016 Annual Education Results Report**

The Board of Trustees were presented with the Annual Education Results Report (AERR) for the 2015-2016 school year. This report provides an overview of Division results as compared to the province.

## **2015-2016 Audited Financial Statements**

Representatives from the auditing firm MNP were in attendance to provide the Board with an overview of the 2016-2017 Audited Financial Statements. It has been confirmed that these statements were filed in accordance with Canadian audit standards with no incidences of fraud or non-compliance.

## **Capital Project Updates**

### **St. Marguerite Bourgeoys Catholic School in Innisfail**

Walls for two new classrooms are being installed, the library and maintenance mezzanine are almost complete, and roof work is near completion. The tentative completion date will be sometime in March.

### **St. Gregory the Great Catholic School in Blackfalds**

The majority of the exterior site work is now complete, and many of the interior walls have been installed. Drywall has begun on the second level and work is progressing well throughout the building. The anticipated completion date is tentatively set for the end of April.

### **St. Joseph High School in Red Deer**

The final steps of interior work are in the process of being completed. The completion date is tentatively set for the end of January.

The next board meeting is on January 31, 2017 at 6:30 p.m.

## **11.) New Business:**

- New logo for the school has been designed and approved by school.
- Waiting on Catholic School Board approval.

## **12.) Next Meeting date set for: March 7th, 2017.**

## **13.) Meeting Adjourned at 7:59pm**