

St. Andrews School Parent Advisory Council
Meeting Minutes
January 15, 2024

Attendance: Paula Sowany (Principal), Kasha Korchinski (Vice Principal), Sherry K, Amy H, Sam B, Crystal H, Corrie H, Dana S, Paula J, Shawn M, Shane F, Jessica B

1. **Call to Order @ 7:00pm**
 - a. Welcome to Shawn M & Shane F who are joining the PAC meeting for the first time; it's always great to have new parents join us and help contribute to the PAC and the school!
2. **Approval of November 2023 Meeting Minutes** – approved by Crystal, seconded by Corrie
3. **New Business** – none
4. **Principal's Report** – presented by Paula Sowany
 - a. Welcome to Ms. Korchinski, our new vice-principal!
 - b. We had our December school assembly to review school expectations, share school news, recognize athletes of the month, hand out Draco awards, and acknowledge student birthdays (January school assembly was on Tuesday, January 9).
 - c. Report cards were issued online on Monday, December 4. No issues reported by parents for accessing report cards.
 - d. Our poinsettia/swag fundraiser concluded in November and families picked up their orders. Things went fairly smooth with this fundraiser.
 - e. Thank you to PAC! The staff greatly appreciated the Christmas lunch from the Olive Garden. Thank you, also, for delivering it! It was a wonderful treat.
 - f. Christmas concerts on Dec 14, 19 and 21 went well and were well attended.
 - g. Collections for hamper items (and the pet hamper) were very successful! Thank you to our generous community for their donations!
 - h. Polar Bear Club for grades 4-6 students has been organized and starts this week. Information and permission forms went home before the break.
 - i. Christmas break – December 23 – January 7. Students returned on Monday, Jan 8. Poor road conditions caused a school closure day on Thursday, Jan. 11.
 - j. Staffing info: Ms. Monnier-Black has been hired as a term teacher in kindergarten as Mrs. Garland is still on medical leave. Ms. Albert was not able to continue with us as she had a commitment to another position beginning January.
 - k. December and January school newsletters were sent out and were posted to the school website. February's newsletter will be sent out prior to the end of this month.
 - i. Reminder to submit info. by the 24th for the newsletter the following month
5. **Vice Principal's Report** – presented by Kasha Korchinski
 - a. Polar Bear Club – officially started today – 3 supervisors out, kids dressed properly
 - b. Pink shirt day order
 - i. due date Jan 26
 - ii. \$20 each - \$5 from each order goes to the school
 - c. Draco Day Jan 26

- i. Dress in black and/or blue
- d. I Love to Read Month
 - i. Kick-off assembly Jan 30
 - ii. I love to read by local and Indigenous authors
- e. MB Hydro safety presentations for grade 5/6 Jan 30
- f. Pita Pit hot lunch rescheduled Jan 31
- g. PD Feb 2: No school for students
- h. Staff appreciation week Feb 5-9
- i. Valentine's Day – Feb 14
 - i. Items with labels will be allowed
 - ii. More information to come
- j. Louis Riel Day Feb 19: No school for staff or students
- k. Pink shirt day Feb 28
- l. Ski club coming
 - i. More information to come
- m. Skating club grade 5/6 – begins Jan 22
 - i. Will run for 4 weeks on Mon/Wed at lunch hour
 - ii. Information will be coming home this week

6. Staff Appreciation Lunch

- a. Dec 12, well received. Olive Garden and mini cupcakes served a total of 52 people and cost under \$500 (\$451)
- b. Olive Garden – had some problems picking up the order, it was supposed to be early, however did not go smoothly. Food was about 20 mins late.
- c. For future orders:
 - i. Five soups were ordered; this was just enough
 - ii. Nine orders of salad with 12 breadsticks (per order) were ordered; there were two full salads left, could have more breadsticks

7. Hot Lunches

- a. New date for Pita Pit was rescheduled to January 31, orders have been re-opened and close tonight
- b. Next upcoming hot lunch is January 24 with Harry's Foods, Hot dogs. Ordering was supposed to close Jan 12, however we have kept it open until tonight to allow parents more time to order.

8. Fundraising

- a. **Purdy's chocolates fundraiser** is next, dates are planned to be received before Easter, however not yet confirmed, Bailee will update the group
- b. **Digi-blocks request** from the school, looking for clarification of need
 - i. As per Paula S: Total ask is for 14 sets – to start would be helpful if we had 1 per grade level
 - ii. Price difference between purchasing through the States vs Canada save us about half the amount.

- iii. Motion to approve Digi-blocks purchase (5 sets) to be purchased through the US, in the rough amount of \$2,000.00. Motioned by Paula J, seconded by Corrie, all in favour.
 - iv. Corrie will contact Bailee to finalize details
 - c. **Picnic table request** – discussion around if this is still an ask. We will look into this more
 - d. **Phys Ed equipment**
 - i. PE department is looking for donations for cross-country ski equipment.
 - ii. Will be asking parents for donations of used equipment
 - iii. Cost for new equipment is ~\$300/set
 - iv. Can we help? Discussion around same
 - v. Shawn suggested the school could consider looking into Larter's and other places that rent ski sets out
 - e. **50/50 Draws (Christmas concerts)**
 - i. Request from multiple parents to have Square/tap (digital payments) available as many people do not carry cash anymore.
 - o Square machines cost ~\$69, a parent has volunteered to purchase for the PAC
 - o Dana to look into Square logistics
 - ii. Amy will take the lottery licence back
 - iii. Mr. Led thankful for the soundboard donated by PAC, requesting the potential for PAC to purchase new speakers going forward if possible
 - iv. Some complaints were made about volunteer seating at the Christmas Concerts, some volunteers had their jackets thrown on the ground. Next year we will have signage made. Paula J volunteered to make the signs
 - v. Some confusion this year with lottery license – some understood max \$500 winnings, others understood max \$1000. Clarified that the max winnings were \$1000.
 - f. **Funds in bank account:** Hot Lunch money owed in the bank account totals ~\$9000, other expenses, such as teacher cheques, total ~\$3000, need to be accounted for, therefore, about \$12,000 needs to be set aside in the account to pay for these

9. Library wall mural/art

- a. Paula has a new idea for paper mâché 3-D books that would come off the wall. Could have the students paper mâché and use recycled materials.
- b. Discussion around mounting options.
- c. Need to discuss more.

10. WhatsApp

- a. Paula J. suggested an executive WhatsApp group to de-clutter the email chains / discussions. Could have groups for executive, fundraising, hot lunch etc.
- b. Still require formal decisions to be over email
- c. Paula will set up an initial chat group through WhatsApp

11. Financial Report for November and December – delivered by Crystal

- a. Three hot lunches

- b. Book Fair
- c. Staff lunch
- d. Seven deposits for the Christmas concerts 50/50
- e. Sound board purchase
- f. Tim Horton's gift cards for bus drivers
- g. Teacher \$100 cheques

Current Account Balance: \$ 27, 153.51 (as of December 31, 2023)

Deposits: Total - \$8,776.41

- Nov. 14: \$2,739.00 – Book Fair Cash and Debit/Credit Payments Nov. 6-10/23
- Nov. 6: \$372.09 – Munch A Lunch 1
- Nov. 14: \$508.90 – Munch a Lunch 2
- Nov. 20: \$253.31 – Munch a Lunch 3
- Nov. 27: \$318.35 – Munch A Lunch 4

Munch A Lunch Total: \$1,452.65

November Total: \$4,191.65

- Dec. 12: \$50.29 – Mabel's Labels
- Dec. 11: \$607.58 – Munch A Lunch 1
- Dec. 18: \$440.30 – Munch A Lunch 2
- Dec. 27: \$639.69 – Munch A Lunch 3

Munch A Lunch Total: \$1,687.57

- Dec. 22: \$200.00 – Christmas Concert 50/50 Float – Dec. 14, 19, 21/23
- Dec. 22: \$238.00 – Christmas Concert 50/50 – Dec. 14, 2023 (2 pm)
- Dec. 22: \$481.00 – Christmas Concert 50/50 – Dec. 14, 2023 (6 pm)
- Dec. 22: \$247.00 – Christmas Concert 50/50 – Dec. 19, 2023 (2 pm)
- Dec. 22: \$502.00 – Christmas Concert 50/50 – Dec. 19, 2023 (6 pm)
- Dec. 22: \$302.70 – Christmas Concert 50/50 – Dec. 21, 2023 (2 pm)
- Dec. 22: \$302.70 – Christmas Concert 50/50 – Dec. 21, 2023 (2 pm Winner Donated back to PAC)
- Dec. 22: \$573.50 – Christmas Concert 50/50 – Dec. 21, 2023 (6 pm)

Christmas Concert 50/50 Total: \$2,646.90

December Total: \$4,584.76

Debits (withdrawals): Total - \$6,205.22

- Nov. 1: \$154.68 – Cheque #46 – Bailee Krahn – Water and Chips – Welcome Back BBQ – Sept. 6/23
- Nov. 23: \$519.43 – Cheque #49 – Harry's Foods – Hot Lunch hot dogs – Nov. 8/23
- Nov. 28: \$20.00 – Cheque #52 – Dana Sawatzky – Babysitting for PAC Meeting – Nov. 20/23
- Nov. 28: \$1,485.48 – Cheque #50 – Scholastic Book Fair Canada – Nov. 6-10, 2023

November Total: \$2,179.59

- Dec. 6: \$38.38 – Cheque #51 - Sherry Kaniuga – Book Fair Supplies – Nov. 6-10/23
- Dec. 12: \$1,106.36 – Cheque #81 – Domino's Pizza – Hot Lunch Pizza – Dec. 6, 2023
- Dec. 12: \$200.00 – Christmas Concert 50/50 Float - Dec. 14, 19, 21, 2023

- **Dec. 14: \$743.63 – Cheque #83** – Gavin Leduchowski – Music Sound Board
- **Dec. 20: \$477.53 – Cheque #82** – Olive Garden – Staff Lunch – Dec. 12, 2023
- **Dec. 21: \$38.45 – Cheque #84** – Harry’s Foods – Odd Day Staff Appreciation Lunch – Dec. 15, 2023
- **Dec. 21: \$1,361.28 – Cheque #53** – Harry’s Foods – Hot Lunch Chicken Fingers – Nov. 21/23
- **Dec. 28: \$60.00 – Cheque #86** – Corrie Hutmacher – 6 Tim Horton Gift Cards – Bus Driver
Christmas Gift (Staff Appreciation)

December Total: \$4,025.63

- Discussion around second bank account to see our true totals without the owed amount for Munch A Lunch. Can also look at having the totals held or just moved to the savings account so we know how much money we have vs how much money is owed

12. **New business** – none

13. **Meeting adjourned** at 8:08pm

Next Meeting:

Monday, February 26 @ 7:00 PM

(1 week later due to Louis Riel day)