

**St. Andrews School Parent Advisory Council**  
**November meeting minutes**  
**November 20, 2023**

**Attendance:** Sherry K, Corrie H, Paula J, Crystal N, Sam B, Bailee K, Dana S, Amy H, Paula S (Principal), Lindsay M (Vice Principal)

1. Call to Order at 7:00 PM
2. Approval of October 2023 Meeting Minutes – approved by Bailee, Seconded by Paula J.
3. Call for any New Business - none

**4. Principal's Report**

- Intermediate music day at HTS Oct 19 – grade 5 students represented St. Andrews School well.
- MTS PD day on Oct 20 (provincial PD day for all teachers). Teachers had the opportunity to participate in a variety of PD sessions.
- St. A students at music and PE events - feedback is that students have been respectful, well-behaved and have enjoyed their experiences outside of school.
- Picture retakes took place on October 24.
- The Halloween parade on Oct 31 was well attended by our families! The students enjoyed showing their costumes.
- November assembly held on November 1. We shared information about school expectations, safety drills, Draco recognition, and acknowledged November student birthdays.
- Remembrance Day service and evening student learning conferences were canceled on Nov 9 due to divisional school closures (road conditions).
- Student learning conferences took place on Friday, Nov 10 morning and afternoon was available for Thursday evening conferences to be rebooked. We are happy so many families could attend!
- Families, staff and students were happy to visit the Book Fair! Thank you, PAC volunteers for running this!
- Hot lunch has been going well and students are enjoying them – thank you to PAC for organizing and delivering lunches!
- Grade 5/6 volleyball tournament Nov 15. Students were supportive of each other and positive and represented St. Andrews very well.
- Staffing news: Mr. Thompson has joined the EA team while Ms. Neyron is home with her new baby! Ms. Albert has joined the staff, teaching in K25 while Mrs. Garland is on leave.
- November school newsletter was sent out at the beginning of the month via email and is posted on the school website.
- Our school newsletter for December will be sent out before the end of this month. Detailed information about Christmas concerts (parking, draws, etc.) will be sent out to families closer to the concert dates.

## 5. Vice Principal's Report

- First term report cards will be sent home via email on Monday, December 4. Student MET numbers are needed to access report cards.
- Grade 4-6 students are going to the high school for the Christmas Spectacular- December 5.
- Poinsettia Fundraiser now until Friday  
Pick up date- December 5-7 (specific times will be in the newsletter).
- Big Hearts Hamper Drive – TBA
- Grade 3-4 Christmas Concert- December 14 (2:00 and 6:00)
- Grade 5-6 Christmas Concert- December 19 (2:00 and 6:00)
- K- Grade 1, Grade 2 Christmas Concert- December 21 (2:00 and 6:00)
- Christmas Break December 23- January 7 (return to school January 8- day 1)
- Polar Bear Club will be running again- pending board approval.
- *Message from Lindsay: this is my last St. Andrews School PAC meeting. All of you and other the other PAC members not in attendance...Thank you for working hard for our students and supporting our staff. I have loved being the vice principal of St. Andrews School. I have been a teacher here since 2002 and it is very hard to leave this amazing school community.*

## 6. Staff Appreciation Lunch

- December Lunch will be December 12
- Paula J. and Corrie will organize the lunch and get staff numbers from Paula S (Principal)
- \$500 limit
- Lunch will be from Olive Garden and soup/salad/breadsticks will be ordered separate and not as a combo to save money. We will order lunch separately for staff not there on this day.

## 7. Hot Lunch

- Oct 26 lunch: Domino's labeled orders in wrong spot (on side of boxes instead of on top). Issues with handing out during first lunch. Domino's knows of issue and will ensure labels are in correct place next time
  - Paula will check on changes to the GF pizza
- Haven't heard of any issues during last hot lunch
- Next lunch: Tomorrow Nov. 21 (chicken strips & chips); last lunch before winter break is Dec. 6 (Pizza) with deadline this Friday
- Thank you to all volunteers so far!
- Just a note for future years, to make sure hot lunches are not scheduled the same weeks as book fairs or other big events that require volunteers.

## 9. Fundraising – Update from Bailee

- **Fundraising goals:** Bailee will send out an email, getting the dates set for the rest of the fundraisers.

### a) **Playground Picnic Tables**

- Admin has asked this to be put on hold in favour of ordering “Digi-blocks” for math classrooms instead. Bailee is working with admin to determine if we can order from the US to save money. 14 sets are needed for every class to have a set. Corrie will get more information about taking the sets across the border. We need to look at our bank account to see how much money we have to spend after hot lunches are paid for.

### **b) Music Soundboard**

- Mr. Led has said the music teachers could use a new soundboard for the Christmas concerts Cost: Approx \$800
- Bailee is working with Admin on getting this ordered from Long & McQuade (local music store)
- Dana has emailed Mr. Led about the sound board and payment, he can buy the board and then submit the receipt

### **c) Monetary gifts for teachers:**

- Last meeting we voted to approve \$2700 to give each teacher \$100 for discretionary spending for their classroom.
- Need to communicate to teachers and make this happen. Crystal and Bailee will take care of getting the teachers’ names and work with the admin staff to collect receipts. Paula will email early in December to get the cheques to Bailee.
- Last year: Sherry only recently passed on the receipts to Crystal from last year’s teacher purchases (received in June); we should review these to make sure purchases were reasonable.

- **Next fundraiser: Christmas Concerts – 50/50s & VIP Couch raffle**

- All days are at 2 pm and 6 pm
- Gr 3/4 - Thurs, Dec. 14, Gr 5/6 - Tues, Dec 19, K-2 Thurs, Dec. 21
- Bailee & Fundraising Committee to organize this
- We will need volunteers for all shows for the 50/50 an email is to be sent for these volunteers
- Couch raffle as well. Paula and Lindsey are willing to donate their parking spots for the evening shows to raffle off. Not too many entries last year; couches were more popular, so this year focus on advertising

- **Next fundraiser in new year:** update from Fundraising committee

## **12. Scholastic Book Fair**

Crystal reported the following:

- Book Fair was successful despite “snow day” cancelling Thursday lunch sales and evening sales.
- The book fair was held the week of November 7-10, 2023.
- We would like to thank the St. Andrews School Administration for working with PAC to extend the book fair hours for Friday, Nov. 10 because Thursday, Nov. 9/23 was canceled due to a

- weather related school closure. We would also like to thank everyone who volunteered last minute and changed their shifts from Thursday to Friday. It was very much appreciated.
- The total sales for the fall Book Fair 2023 was \$6,270.00. In comparison, the total sales for the fall book fair in Nov. 2022 was \$6,360.32.
- Mrs. Cassidy chose some books that will be donated to the library. The total came to \$383.50.
- A cheque for \$1,485.48 was sent to Scholastic Canada on Nov. 17/23, after the book fair credits were applied to our account for the final payment.
  - Total sales: \$6,270
  - Books donated to Library: \$383.50 value (chosen by Librarian)
  - Total cash earnings for PAC: \$1,253.52

## 11. Library wall mural

- Will be tabled until a later time

## 13. Financial Report

**Current Account Balance:** \$24,207.79 (as of October 31, 2023)

**Deposits:** Total - \$12,616.49

- Oct. 11: \$4.00 – Hot Lunch Payment
- Oct. 23: \$10,573.29 – Munch A Lunch Payment 1
- Oct. 30: \$2,039.20 – Munch A Lunch Payment 2

**Debits (withdrawals):** Total - \$1,511.27

- Oct. 13: \$265.00 – Cheque #44 – Harry’s Foods- Wieners and Buns for Welcome Back BBQ – Sept. 6/23
- Oct. 17: \$20.00 – Cheque #42 – Sherry K. - Babysitting for PAC Meeting (paid cash to babysitters) – Sept. 18/23
- Oct. 17: \$100.43 – Cheque # 45 – Sherry K. – Supplies for Welcome Back BBQ – Sept. 6/23
- Oct. 31: \$20.00 – Cheque #47 – Jessica B. – Babysitting for PAC Meeting – Oct. 16/23
- Oct. 31: \$46.00 – Cheque #41 – Jessica B. – Propane for Welcome Back BBQ – Sept. 6/23
- Oct. 31: \$1,59.84 – Cheque #48 – Domino’s Pizza – Hot Lunch Pizza – Oct. 26/23

## 14. New Business? None

Meeting adjourned at 8:05 PM

**No December Meeting  
Next Meeting – Jan 15, 2024**