

## Minutes

St. Patrick's School – Parent Council – September 19, 2017

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Executive Members: Chair – Marlene Rugg; Vice Chair – Valerie Fraser;  
Treasurer – Tammy Grue; Secretary – Roberta Dixon  
School Administration: Principal – Kelly Wilkinson; Vice Principal – Dwayne Unreiner  
Teacher Representative: Sarah Kukurudza-Ditkowski  
General Attendees: Trisha Cadwallader, Nicole Ferguson, Judith Gonzalez, Amy Ziebart,  
Paula Herrington, Trina Fowlie, Tannis Ulmer, Rachelle Hall,  
Shannon Giesbrecht, Shannan Mondor, Jolie Neigum, Kelli Berner,  
Karen Steinke

1. **Call to Order** – 6:05 pm.
2. **Opening Prayer** – Mr. Unreiner
3. **Election of Officers**  
Marlene Rugg to step down as Chair. Karen Steinke was nominated and accepted the position as Chair. Valerie Fraser has agreed to remain as the Vice-Chair. Tammy Grue to remain in the Treasurer position. Roberta Dixon to remain as Secretary.  
Mr. Wilkinson thanked Marlene Rugg for all her work as Chair for the 2016-2017 school year.
4. **Approval of Previous Minutes**  
Recommended that the Minutes of the meeting of St. Patrick's School Parent Council dated June 15, 2017 be approved as circulated.  
1<sup>st</sup> - Rachelle Hall                      2<sup>nd</sup> – Paula Herrington
5. **School Administrator Report** – Mr. Wilkinson & Mr. Unreiner
  - a. **Changes at School**  
Recess was combined so all the students have recess at the same time.  
Only one assembly is held on Monday mornings; all students K-5 to attend.
  - b. **School Fees**  
Government has eliminated most school fees. The government will cover fees that are charged for activities that students must attend or fees for textbooks, etc. Any optional field trips may still require a fee to be paid by parents.
  - c. **School Supports**  
Speech – provided through Alberta Health Services  
School Liaison Contractor - Neil Bainbridge  
Occupational Therapy – Myra Lutes
  - d. **Social Media**  
Mr. Unreiner continues to keep parents up-to-date on Facebook and Twitter. Input from parents is appreciated.
  - e. **School Activities to continue this year**
    - Faith & Wellness Expo – Students have the opportunity to attend different sessions regarding faith & wellness.
    - Fine Arts Day – School received a \$1,000.00 grant last year, for the costs of this activity. School will reapply for the Grant and make a decision on whether or not the Fine Arts Day will go ahead.
    - Mini-Stick Tournament – 2<sup>nd</sup> Annual tournament to be organized by Mr. Unreiner.

**f. 5 Strategic Priorities for 2017-2018**

The meeting brainstormed ideas to assist the School in achieving the Strategic Priorities listed below:

**Strategic Priority #1** To enhance our Catholic identity.

**Strategic Priority #2** To enhance student learning through actions that reflect the values of inclusive education.

**Strategic Priority #3** To develop a Literacy and Numeracy Initiative to ensure every student is successful.

**Strategic Priority #4** To develop a vision for the use of technology to support student learning.

**Strategic Priority #5** To provide a continuum of support for the mental health and well-being for parents, students and staff.

The School Administration will develop the School Plan and present it to the Division.

6. **Teacher Representative Report** – nothing to report
7. **Old Business** – no old business
8. **New Business** – no new business
9. **Next Meeting** – Wednesday, October 18, 2017 at 6:00 pm.
10. **Adjournment** – 7:06 pm

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## Minutes

St. Patrick's School – Parent Society – September 19, 2017

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Executive Members: Chair – Marlene Rugg; Vice Chair – Valerie Fraser;  
Treasurer – Tammy Grue; Secretary – Roberta Dixon  
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Paula Herrington, Trina Fowlie, Tannis Ulmer, Rachelle Hall,  
Shannon Giesbrecht, Shannan Mondor, Jolie Neigum, Kelli Berner,  
Karen Steinke

1. **Call to Order** – 7:06 pm.
2. **Review and Approval of Previous Minutes**  
Recommended that the Minutes of the meeting of St. Patrick's School Parent Society dated June 15, 2017 be approved as circulated. Adopted as presented.  
1<sup>st</sup> – Valerie Fraser                      2<sup>nd</sup> – Trisha Cadwallader

3. **Treasurer's Report**
  - a. Main account Cash Summary dated June 30, 2017 was reviewed.
  - b. Trip of the Month account Cash Summary dated August 31, 2017 was reviewed.
  - c. The treasurer presented a budget vs. actual costs for 2016/2017.
  - d. The meeting reviewed and discussed the proposed Budget. The Treasurer will revise some items and present the Budget for 2017-2018 at the next meeting.
  - e. An audit of the financial statements is to be done annually. Valerie Fraser and Jolie Neigum volunteered to do the audit.

**A motion was made to remove Marlene Rugg and add Karen Steinke to all bank accounts as follows: St. Patrick's Parent Society, St. Patrick's Fundraising and St. Patrick's.**

1<sup>st</sup> – Paula Herrington                      2<sup>nd</sup> – Tannis Ulmer

Individuals required to sign cheques will make arrangements to meet at Servus Credit Union to sign the authorizations.

4. **Open Business**
  - a. **Babysitter** – Joseph Herrington is here. Paid \$25.00 for meeting.
  - b. **Home-Along & Babysitting Course** – Mr. Wilkinson will make inquiries about these courses and provide further information at next meeting.
  - c. **School Start** – Marlene Rugg will contact School Start to confirm how many orders were placed by parents and the amount of money we will receive from this fundraiser. Information to be provided at next meeting.
  - d. **Hot Lunch** – Shannan Mondor is the new hot lunch co-ordinator for 2017-2018. Shannon asked several questions about the hot lunch program: the number of hot lunches per month (usually one); kinds of hot lunches to be offered (healthy, peanut free, include gluten free option, if possible); the cost of each hot lunch (October hot lunch will be from Subway and the cost is not to exceed \$6.00) and the payment options for hot lunch (School Cash On-line). We will discuss the maximum cost of each hot lunch at the next meeting so we don't have to discuss this going forward.

- e. **A/R Program** - Librarian needs more volunteers to help with the A/R program.
  - f. **Fundraisers**
    - i. **ADmazing Savings** – Marlene Rugg will have an updated total of the number of books sold for the next meeting. End date for the coupon books is October 30, 2017. Amazon Gift Card of \$150.00 will be given to the student that sells the most coupon books.
    - ii. **Cal-Tire Parking Lot-Potential Fundraiser** – Cal-Tire offers their parking lot for events that are being held at the Canalta Centre. Mr. Unreiner provided more information. We would need to have a large group of volunteers to man the parking lot. Mr. Unreiner to contact Cal-Tire to confirm whether or not they are still offering their parking lot to groups for fundraisers. We will discuss further at next meeting.
    - iii. **Lovable Labels** – Marlene will contact Lovable Labels to confirm that the School still has a link so we get a percentage of any orders placed by parents.
    - iv. **Trip of the Month** – 156 tickets sold to date. We need to sell 220 to break even. First draw is October 30, 2017. Nine tickets were sold at the Meet the Teacher/Corn Roast.
5. **New Business**
- a. **Volunteers for Committees**
    - Family Fun Committee – No meeting date set yet.
    - Decorating – Trisha Cadwallader
    - Hot Lunch – Shannan Mondor will need more volunteers to help with hot lunch days.
  - b. **Papa Johns Pizza Night** – Kelli Berner advised the meeting that Papa Johns Pizza is wondering if we want to continue with a monthly pizza night. It was decided that we would hold a pizza night every other month. Family Fun Committee will discuss further at their next meeting.
  - c. **Website Update** – Kelli Berner will update the new executive for 2017-2018 on the School website.
  - d. **Medicine Hat Catholic Board Parent Council** – Shannon Giesbrecht will continue to attend the monthly meetings as St. Patrick’s School representative.
  - e. Ink cartridge recycling program will no longer be offered at our school.
6. **Next Meeting** – Wednesday, October 18, 2017 at 6pm
7. **Adjournment** – 8:25 pm