

## Minutes

St. Patrick's School – Parent Council – Annual General Meeting – October 23, 2018

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Executive Members: Chair – Karen Steinke; Vice-Chair – Valerie Fraser;  
Treasurer – Tammy Grue; Secretary – Roberta Dixon  
School Administration: Principal – Dwayne Unreiner  
Teacher Representative: Sarah Kukurudza-Dzikowski  
General Attendees: Rachelle Hall, Tannis Ulmer, Shannon Giesbrecht,  
Trisha Cadwallader, Jolie Neigum, Shannan Mondor

1. **Call to Order** – 6:07 pm
2. **Opening Prayer** – Dwayne Unreiner
3. **Approval of Previous Minutes**  
Recommended that the Minutes of the meeting of St. Patrick's School Parent Council dated September 18, 2018 be approved as circulated.  
1<sup>st</sup> – Rachelle Hall                      2<sup>nd</sup> – Trisha Cadwallader
4. **Election of Parent Council Executive**  
Karen Steinke has agreed to remain in the Chair position. Valerie Fraser has agreed to remain as the Vice-Chair. Tammy Grue to remain in the Treasurer position. Roberta Dixon to remain as Secretary.
5. **School Administrator Report** – Dwayne Unreiner
  - a. **Gym Projector** – To be installed mid-December
  - b. **LLI Resources** – Teachers attended LLI conferences and will be using LLI (Gold and other) resources provided by parent council last year.
  - c. **Skating Volunteers** - expectations of staff and parents. Dwayne advised the meeting that parents are welcome to come and assist/watch their children skate. If parents wish to assist other students, they will need to complete the Volunteer Registration Form (Police Information check and Vulnerable Sector check).
  - d. **Parent Volunteers for "School Activities"** – Binder with list of parents that are interested in volunteering with school activities was shared with the meeting.
  - e. **Student Leadership** - Random Acts of Kindness.
  - f. **School Plans** – Will be presented soon. Once approved, the School Plan will be shared with Parent Council.
  - g. **Pick A Time** – Will be used again for parent/teacher interviews.
  - h. **Christmas and Spring Concert** – December 13, 2018 - Advent Mass to be held at Holy Rosary 5:30 to 6:30 with no collection. Students will sing Christmas songs from 6:45 to 8:00. December 19, 2018 - Christmas concert to be held at the school. All grades to be involved. Parents will be invited to the afternoon show only (no evening show). Spring concert will be cancelled.
  - i. **Fine Art Fridays** – Mrs. Van Ham and Mrs. Buckle to start this program.
  - j. **School Cash on Line** – Credit card service fee of 2.1% has been paid by the District to date. Going forward, Parent Council will be responsible for payment of the credit card service fee.
  - k. **Updated costs for Mother's Day, Father's Day and Family Fun Night** – An updated list of costs for these events was reviewed by the meeting.
  - l. **Family Fun Night** - To be held March 23, 2019.

6. **Teacher Representative Report**

- a. Sarah asked if Parent Council would be willing to sponsor three or four students that need assistance with the cost to attend the ski trip. It was decided that Sarah would first check with Hidden Valley Ski Resort to see if they would be willing to sponsor the students or provide a discount for skiing. To be discussed at the next meeting.
- b. Sarah thanked Parent Council for the funds that were given to teachers for school supplies.

7. **Old Business** – No old business

8. **New Business**

Constitution Discussion – Minimum number of people required to hold a meeting will be changed to four people. Quorum amended to six people.

**A Motion was made to adopt the amended Constitution as presented.**

All in favour.

Motion Approved.

9. **Next Meeting** – Tuesday, November 20, 2018 at 6:00pm

10. **Adjournment** – 7:05 pm



- c. **Hot Lunch** – Shannan Mondor  
Discussion about School Cash On-line. Division has zeroed us out because we were in the "red". Tammy to review School Cash On-line reports. To be discussed at the next meeting.

Discussion about "MunchaLunch" program as an alternative to using School Cash Online. We watched a tutorial on the MunchaLunch program. Cost of the program is \$300.00. Hot lunch co-ordinator would be able to enter all information regarding the hot lunches so it would not have to be done by Front Office School Staff. Some questions were asked regarding credit card fees, reminders, order history, third party provider for credit cards, and insurance. Shannan to contact Barbara at MunchaLunch to obtain answers to these questions. To be discussed further at the next meeting.

Profit for September hot lunches - Pizza 73 - \$742.99 and McDonalds - \$668.78. These amounts to be confirmed once School Cash On-line review has been completed.  
Profit for October hot lunches \$1,068.29

Future Hot Lunches

Oct 24 – Pizza 73 and ice cream sandwich - \$1,068.29

Nov 7 – Boston Pizza & Dilly Bar

Nov 21 – Pizza 73 & Booster Juice

Dec 5 – Tim Horton's – chicken noodle soup, bun, vanilla donut

Dec 19 – Pizza 73 & DQ milkshake

If we order eight Pizza 73 hot lunches, the ninth order is free.

We will continue to do the hot lunch "flip-flop". Students will have lunch first and then go out for recess. At this time we will continue with only two hot lunches per month.

- d. **Fundraising**
- i. **Trip of the Month** – Prize booking status – There are two outstanding trips to be booked.
  - ii. **West Jet Fundraiser Update** – In discussion: Jolie has applied for the tickets. We are at the "pending" stage. No confirmed date for tickets.
  - iii. **ADmazing Coupon Books** – Rachelle – To date we have sold 280 books; approximate profit - \$2,940.00. Books will be sold until November 13, 2018.

5. **New Business**

- a. **Document Organization** – Jolie went through many boxes of documents/old papers. She purchased a file box and has started a filing system for Parent Council. The file box is to be stored in the Library.
- b. **By-laws** - Jolie presented the Society By-laws. She will print the by-laws and they will be e-mailed to all members for review. Any amendments that are to be made will have to be done at next year's AGM.
- c. **Annual Parent Council Insurance** – Karen – Parent Society Insurance has been renewed.

6. **Next Meeting** – November 20, 2018 at 6:00 pm

7. **Adjournment** – 8:40 pm