

École St. Germain Parent Advisory Council Meeting
Wednesday, June 7, 2017 – 7:00 pm, ESG Library
Meeting Minutes

Attending: Mme Amy Haworth, M Dave Charney, Meghan Care, Susanne Dandenault, Nicole Hohner, Apryl Nadeau, Trevor Nadeau, Audra Peters and Kevin Raitt

Regrets: Alanna Brown, Jodi Dick, Kim Dunford, Diane L'arrivee, Adam Woollard and Lindsay Wollard

Absent: Jamie Care, Stephanie Clement, Sharon Coughlan, Dana Forsyth, Katie McArthur-Grant, Nicole Medland, Crystal Meisner, Marcia Neufeld, Aimie Panteluk, Darya Prokapalo, Mandy Safronetz, Kim Sawers, Heike Sobkow, Joni Tesoro and Matthew Wiebe

Guest: April Peterson

1. Call to Order: 7:01 pm

2. Approval of June 2017 Agenda: change to 9a) amount should be \$250 motioned by Audra Peters, seconded by Apryl Nadeau. **PASSED**

3. Approval of May 2017 Minutes: motioned by Trevor Nadeau, seconded by Meghan Care. **PASSED**

4. Welcome all members and guests

MOTION: To accept April Peterson as a member. Motioned by Meghan Care, seconded by Audra Peters. **PASSED**

5. Correspondence: There was a letter received from the LRSD trustees regarding our concern about the CJS expansion. The LRSD thanked us for our letter and said they will keep us up to date on the situation. This issue will be re-visited in September.
A basketball was received from the Campbell soup label program.

6. Treasurer's Report – May 2017 Financial Statement – See Appendix A

7. Unfinished Business

a) Letter campaign re CJS expansion update: This was discussed briefly at 5. Correspondence. There will be further discussion in the Fall.

b) Butterfly Garden update: The Butterfly Garden has been completed and was on budget. A crew of 10 people helped on the Saturday to complete the construction of the garden. It was reported that the environmental club helped with the planting.

c) Playground update: Susanne is still organizing with Qualico to arrange for fill for the berm. It is hoped that it will be completed over the summer.

d) Greening Project Update: It was decided that stone (instead of mulch) will be used for the front garden and mulch will be used for the sharing circle. Quotes were gathered from Gauthier Soil, Ron Paul Nursery and Lacoste Nursery for stone, mulch and landscape barrier. Ron Paul sells all the materials that we need and had the lowest quote for the stone. For all the materials it would be approximately \$775. (stone=\$448, mulch=\$204, landscape barrier=\$100) Work on the garden will be

done sometime in the last two weeks of June. The purchase of planters will be done in the Fall. Amy will check with the daycare about the plants they want to maintain in the front garden.

MOTION: To increase the greening project budget to \$1,000 (up \$500). Motioned by Trevor Nadeau, seconded by Meghan Care. **PASSED**

e) Voting:

- Vice Chair (2 year term) Trevor
- Treasurer (1 year term) Nicole
- Co-secretaries (1 year term) Mandy & Apryl

MOTION: To accept the above voting results. Motioned by Audra Peters, seconded by Meghan Care. **PASSED**

8. Committees/Events

a) Open House 2017 - September 13th (Apryl)

b) Fall BBQ – September 21st: Susanne (prizes), Nicole/Audra (food/drink), Alanna (volunteers). Megan and Apryl also offered to help.

c) Fundraisers for next year:

- Peak of the Market – October 5th (Stephanie)
- QSP – mid-October (Apryl)
- Gift Cards – February – will need a volunteer
- Show & Save/Momentum Cards – March (Joni/Kim/Katie)

It was stated that there was no response from the Westjet employee request. A request will be sent out again in the Fall.

9. New Business

a) Running Club Wind Up:

MOTION: To provide up to \$250 for a Running Club Wind Up. Motioned by Nicole Hohner, seconded by Trevor Nadeau. **PASSED**

b) Hand out ESG Bursary at CJS Graduation (June 28th, 3pm, Pantages): Looking to see if anyone would be available to hand out the ESG bursary at the CJS Graduation. Will check with Jamie to see if he is available otherwise an email will be sent out to see if anyone is available to attend.

c) Move to approve \$4,000 towards Playground Enhancement Project: It was stated that if we increase the project fund it will be beneficial when applying for matching grants.

MOTION: To provide \$4,000 to the Playground Enhancement Project. Motioned by Audra Peters, seconded by Trevor Nadeau. **PASSED**

d) Annual Report of PAC – See Appendix B

There was discussion about the profit made on the Fall BBQ and it was stated that food prices will be lowered. There was discussion about offering a food option for our Muslim community.

e) **Book Fair – (week of Nov 20)** It was stated that last year’s book fair resulted in a \$3,300 credit for library.

f) **Staff Appreciation** – There was discussion about possible dates and May 7th was suggested. To be discussed further.

g) **Movie Night** – March 15th – Amy will book the gyms.

h) Move to approve Annual Financial Commitments

MOTION: To approve the following financial commitments for the 2017-2018 financial year:

- Student Leadership \$1,500
- Staff Appreciation \$400
- ESG Scholarship \$500
- Babysitting \$200
- Costs to run PAC \$250

Motioned by Apryl Nadeau, seconded by Meghan Care. **PASSED**

i) Move to approve budget for BBQ:

MOTION: To approve up to \$3,000 for the Fall 2017 BBQ. Motioned by Trevor Nadeau, seconded by Audra Peters. **PASSED**

j) Move to approve Fiscal Year

MOTION: To move the fiscal year starting May 1, 2017 to April 30, 2018. Motioned by Audra Peters, seconded by April Peterson. **PASSED**

It was stated that George McDowell has asked to use our carnival games for a fundraising BBQ they are holding in June.

It was stated that an email will be sent to all members to see if they want to stay on PAC as many members do not attend meetings regularly and this causes difficulty in maintaining quorum.

10. Administrator’s Report

- Bike Rodeo for Grades 3 & 4 well attended last week
- Grade 5 Farewell advertised on reader board – June 29th at 1:30
- Celebrating Canada 150 instead of Talent Show this year – activities in each classroom

MOTION: To provide up to \$250 for activities for Celebrating Canada 150. Motioned by Meghan Care, seconded by April Peterson. **PASSED**

- Bump up Day June 30th, Fusion Day (Grade 5) June 16th
- Lost and Found items need to be displayed again, looking for parent volunteers
- Staffing configurations have been approved
- School Supplies will be \$40
- Next year’s concert dates set – April 24th, 25th and 26th, 2018, trying to co-ordinate choir event in December with other schools
- Student Leadership at Mini U – June 20th
- Sensory room will be used for a classroom next year (last empty room)

- Sick room will be turned into a Calm room – new furniture to be purchased and room will be renovated to have an entrance not through the office

11. Next Meeting: Wednesday, September 13, 2017 (Open House: 6:30 pm, Meeting 7:00 pm)
There was discussion about having a new PAC brochure printed and the potential of having a table set up at the conferences in the Fall.

12. Adjournment: 8:20 pm.

Appendix A – May 2017 Financial Report

ECOLE ST. GERMAIN PARENT ADVISORY COUNCIL			
MAY FINANCIAL STATEMENT			
ACCOUNT BALANCE AT May 1, 2017			\$ 20,383.70
CREDITS		Interest	\$1.30
		TOTAL CREDITS	\$1.30
DEBITS			
	#427	ESG - Green Screen	\$214.65
	#431	ESG (Student Leadership - Patrols)	\$172.50
		TOTAL DEBITS	\$387.15
ACCOUNT BALANCE AT May 31, 2017			\$ 19,997.85
LESS FUTURE COMMITMENTS / MOTIONS			
		Student Leadership (patrols, etc.)	-\$1,500.00
		Babysitting for PAC meetings	-\$50.00
		Staff Appreciation Week	-\$82.29
		PAC costs	-\$221.18
		Playground Enhancements	-\$6,000.00
		Greening Project	-\$500.00
		Butterfly Garden Project	-\$1,000.00
		Bus Transportation - Jog in the Park	-\$275.00
		Grade 5 Farewell	-\$300.00
	#430	Jodi Dick (Babysitting for PAC)	-\$10.00
		TOTAL FUTURE COMMITMENTS	-\$9,938.47
TOTAL FUNDS AVAILABLE			\$10,059.38
CURRENT MOTIONS / NOTES			
Motion - To provide an additional \$125 for Bus for Jog in the Park (total \$275)			
Motion - To provide \$300 for Grade 5 Farewell			
MOTION RESET VALUE'S FOR MAY 1st			
\$200.00 - Babysitting for PAC Meetings			
\$400.00 - Staff Appreciation			
\$250.00 - PAC Costs			
\$500.00 - ESG Scholarship			

Appendix B – Annual Report of PAC

2016 – 2017 ESG PAC Annual Report

It was a busy year with great events, initiatives, commitments and plans. Highlights, in addition to what we do on a regular basis, include:

- Organized a very well attended BBQ
- Put on an eventful Book Fair (gave away lots of books, sold \$5,500 which equals \$3,300 credit for the library)
- Held an outdoor winter event
- Hosted a totally free movie night
- Spent a week appreciating our staff
- Making some long overdue progress in our journey to a new natural playground
- Organized volunteers for the Pancake Breakfast, Book Fair and Movie Night

We supported:

- *Friendship Bench*
- *Butterfly Garden*
- *Games Club*
- *Knitting Club*
- *Running Club*
- *Our departing Grade 5s*
- *Purchased (in whole or in part) for the school:*
 - *Patrol toques*
 - *Green screen*
 - *Sending all the Grade 5s to Festival du Voyageur*
 - *Entertainment*
 - *Toboggans and other outdoor equipment*
 - *Mimios and speakers for 2 classrooms*
 - *LOTS of board games for Games Club plus Speed Stacking Cups*
 - *Colouring pages*
 - *Five more iPads Minis*

Our Fundraising goal was \$12,000:

- Overall fundraising total: \$13,888

Fundraising Event	2015-2016	2016-2017
BBQ	\$2,549	\$3,185
Peak of the Market	\$3,550	\$4,463
QSP	\$1,594	\$1,500
Gift Cards	\$2,121	\$2,500
Show & Save	\$1,908	\$2,240
Movie Night	\$645	n/a
Totals	\$12,367	\$13,888