

École St. Germain Parent Advisory Council Meeting
Wednesday, June 3, 2020 – 7:00 pm, Teams Call
Annual General Meeting - Meeting Minutes

Attendance: Susanne Dandenault, Ron Cadez, Paulette Sabourin, Jamie Care, Meghan Care, Nicole Hohner, Krista Kutcher-Poole, April Peterson, Lindsay Woollard, Darya Prokapalo, Kevin Raitt, April Peterson, Sharon Coughlan, Cathleen Hues, Karin Holmes, Lisa Hettrick

Regrets: Dana Forsyth, Diane L'arrivee, Kim Dunford, Nicole Hacault, Trevor Nadeau, Apryl Nadeau

Absent: Charlene Allard, Aimee Bowcott, Alanna Brown, Stephanie Clement, Lisa Holmes, Ed Lazarko, Shauna Lussier, Crystal Meisner, Marcia Neufeld, Cathy Robert-Swain, Kim Sawers, Joni Tesoro, Eva Trachtenberg, Matthew Wiebe, Adam Woollard, Kim Sawatzky

1. **Call to Order** – 7:03 pm
2. **Approval of June 2020 Agenda** – Meghan Care moved to approve, 2nd Sharon Coughlan, **PASSED**
3. **Approval of February 2020 Minutes** – Jamie Care moved to approve, 2nd Kevin Raitt, **PASSED**
4. **Welcome all members and guests**
5. **Correspondence** - Unsure; need to check mailbox
6. **Treasurer's Report** – February 2020 Financial Statement (see attached Appendix "A"); raised \$9,935 this year with a significant portion unspent due to the plans postponed/cancelled from March onward; Show & Save and Lacoste campaigns were cancelled for 2019/2020. The addition of the hot lunch program yielded \$2,400 of additional funds.
7. **Unfinished Business**
 - a. Electronic Sign: No update provided
 - b. ESG Communication Plan: No update provided
 - c. CJS Update (April): Nothing to report at this time
 - d. Mount St. Germain – plan to plant clover this summer; costs to be finalized
8. **Committees/Events**
 - a. General comment that fundraising could be lower in 2020/2021; may need to be prudent with spending
 - b. Peak of the Market fundraising campaign cancelled for Autumn 2020; should return in 2021
 - c. Munch a Lunch should contribute fundraising dollars in 2020/2021, but a start date for the program is unknown at this time
 - d. Fall 2020 BBQ likely cancelled; plan for a BBQ in June 2021 under the new format
 - e. Fall 2020 PAC open house is also tentative

- f. Scholastic Book Fair - unsure if this event will be cancelled; typically occurs in late November or early December; need to talk to Mme Soko to see if dates have been set
- g. Movie Night March 2020 - cancelled due to COVID pandemic; Nicole asked for outstanding amounts to be reimbursed
- h. Show & Save – No discussion at this time for spring 2021
- i. Staff Appreciation 2020 – cancelled due to the COVID pandemic
- j. Lacoste – No discussion at this time for spring 2021

9. New Business

- a. Lisa Hettrick planted flowers at the school entrance. Motion for \$110 to reimburse cost of flowers. Motioned by Kevin Raitt and seconded by Sharon Coughlan. **PASSED**
- b. Honorarium paid to St Timothy's for use of the parking lot; \$100 or \$150
- c. Grade 5 farewell - PAC donates funds for a memento to the students; Meghan Care moved to approve up to \$1350; seconded by Karin Holmes; **PASSED**
- d. Munch a Lunch - credits on account for unused lunches; families of Grade 5 students will get a full refund via cheque; school will cover postage and addressing of envelopes;
- e. Annual report - summarizes annual activity; see attached Appendix "B"
- f. Financial review - done under the bylaws of PAC; Nicole Hohner doing the finances
- g. Need to approve fiscal year May to April 2021; April Peterson moved and Krista Kutcher-Poole seconded; **PASSED**
- h. Motion to reset values; moved by Lisa Hettrick; Jamie Care seconded; **PASSED**
- i. Ron needs \$368 additional funds for artist; moved by Sharon Coughlan; seconded by Kat Hues **PASSED**
- j. Elections - Jamie Care and April Peterson as co-chairs for two years; Nicole Hohner as treasurer for one year; Nicole Hacault as co-secretary and Karin Holmes as co-secretary for one year; elections were approved by a roll call of all PAC members in attendance; **PASSED**
- k. Thank you from Susanne and goodbye to PAC members

10. Administrator's Report

- a. Plan for limited reopening of school; information forthcoming for each family to visit the school; details to come after plan approved by the school board
- b. Not sure what September will look like
- c. Struggles and successes using TEAMS; students will have virtual bump-up meetings to transition to next school year
- d. Upcoming retirements: M Marquis, Mme Braun, Mme L Marcoux, Mme Allard; moved by Lisa Hettrick and seconded by April Peterson to spend \$50 per teacher on a book as a thank you from PAC
- e. New hires: Mme McDowell, Mme Tyndall, Mme C Marcoux
- f. Thank you to Susanne for her contributions to PAC and involvement with the school

11. Next Meeting: September 16 or 23, 7:00 pm

12. Adjournment: 8:10 pm

**ECOLE ST. GERMAIN PARENT ADVISORY COUNCIL
FEBRUARY FINANCIAL STATEMENT**

ACCOUNT BALANCE AT FEBRUARY 1, 2020

\$ 18,884.12

CREDITS	Interest	\$1.25	
	Deposit - LunchaMunch (Feb 9)	\$1,438.63	
	Deposit - LunchaMunch (Feb 16)	\$3,441.28	
	Deposit - LunchaMunch (Feb 23)	\$484.14	
	TOTAL CREDITS		\$5,365.30

DEBITS	#541 Diane L'Arrivee (juice for hot lunch)	\$82.14	
	#542 Little Caesars	\$637.55	
	#543 ESG [shovels(279.72) and ice cleats (221.7)	\$501.42	
	#544 Ron Cadez (sleds)	\$191.96	
	TOTAL DEBITS		\$1,413.07

ACCOUNT BALANCE AT FEBRUARY 29, 2020

\$22,836.35

LESS FUTURE COMMITMENTS / MOTIONS			
	Student Leadership (patrols, mini u, etc)	-\$1,191.95	
	Babysitting for PAC meetings	-\$45.00	
	Staff Appreciation Week	-\$400.00	
	PAC costs	-\$171.57	
	ESG Scholarship (Convocation 2020)	-\$500.00	
	Playground Hill Repair	-\$500.00	
	Playground Enhancement Project	-\$3,000.00	
	Patrol Toques	-\$500.00	
	2020 BBQ	-\$2,500.00	
	Upcoming Hot Lunch expenses	-\$4,687.94	
	Web page hosting	-\$400.00	
	TOTAL FUTURE COMMITMENTS		-\$13,896.46

TOTAL FUNDS AVAILABLE

\$8,939.89

MOTIONS

- Motion - up to \$500 for hill repair
- Motion - up to \$500 for toques for patrols
- Motion - up to \$500 for winter recess equipment (motion fulfilled)
- Motion - \$221.70 for ice cleats (motion fulfilled)
- Motion - up to \$400 for web page hosting

Hot Lunch #5 - February 4, 2020

Revenue (after fees) - \$1,125.75
 Expenses (Pizza & juice) - \$680.20
 Profit - \$445.55

Hot Lunch #6 - February 18, 2020

Revenue (after fees) - \$686.99
 Expenses (stew & bannock) - \$488.16
 Profit - \$198.83

**ECOLE ST. GERMAIN PARENT ADVISORY COUNCIL
MARCH FINANCIAL STATEMENT**

ACCOUNT BALANCE AT MARCH 1, 2020

\$ 22,836.35

CREDITS	Interest	\$1.61	
	Deposit - LunchaMunch (March 1)	\$981.80	
	Deposit - LunchaMunch (March 8)	\$421.22	
	Deposit - LunchaMunch (March 15)	\$1,285.96	
	Deposit - LunchaMunch (March 22)	\$122.40	
	TOTAL CREDITS		\$2,812.99

DEBITS	#545 Little Caesars (Hot Lunch - March 3)	\$436.22	
	#546 Jamie Care (web page hosting)	\$396.00	
	#547 Neeginan Centre Restaurant (hot lunch)	\$483.84	
	TOTAL DEBITS		\$1,316.06

ACCOUNT BALANCE AT MARCH 31, 2020

\$24,333.28

LESS FUTURE COMMITMENTS / MOTIONS

Student Leadership (patrols, mini u, etc)	-\$1,191.95	
Babysitting for PAC meetings	-\$25.00	
Staff Appreciation Week	-\$400.00	
PAC costs	-\$171.57	
ESG Scholarship (Convocation 2020)	-\$500.00	
Playground Hill Repair	-\$500.00	
Playground Enhancement Project	-\$3,000.00	
Patrol Toques	-\$500.00	
2020 BBQ	-\$2,500.00	
Upcoming Hot Lunch expenses	-\$4,310.87	
Cancelled Hot Lunch credits	-\$1,027.50	
TOTAL FUTURE COMMITMENTS		-\$14,126.89

TOTAL FUNDS AVAILABLE

\$10,206.39

MOTIONS

- Motion - up to \$500 for hill repair
- Motion - up to \$500 for toques for patrols
- Motion - up to \$400 for web page hosting (motion fulfilled)

Hot Lunch #7 - March 3, 2020

Revenue (after fees) - \$759.67
 Expenses (Pizza & juice) - \$460.69
 Profit - \$298.98

Hot Lunch #8 - March 17, 2020 - cancelled

**ECOLE ST. GERMAIN PARENT ADVISORY COUNCIL
APRIL FINANCIAL STATEMENT**

ACCOUNT BALANCE AT APRIL 1, 2020

\$ 24,333.28

CREDITS

Interest

\$1.58

TOTAL CREDITS

\$1.58

DEBITS

TOTAL DEBITS

\$0.00

ACCOUNT BALANCE AT APRIL 30, 2020

\$24,334.86

LESS FUTURE COMMITMENTS / MOTIONS

Student Leadership (patrols, mini u, etc)

-\$1,191.95

Babysitting for PAC meetings

-\$25.00

Staff Appreciation Week

-\$400.00

PAC costs

-\$171.57

ESG Scholarship (Convocation 2020)

-\$500.00

Playground Hill Repair

-\$500.00

Playground Enhancement Project

-\$3,000.00

Patrol Toques

-\$500.00

2020 BBQ

-\$2,500.00

Hot Lunch Accounts Payable

-\$7,154.00

TOTAL FUTURE COMMITMENTS

-\$15,942.52

TOTAL FUNDS AVAILABLE

\$8,392.34

MOTIONS

Motion - up to \$500 for hill repair

Motion - up to \$500 for toques for patrols

ESG PAC FUNDRAISING COMPARISON

	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
Donations	\$360.00	\$478.00	\$370.00	\$930.00	\$710.00
Peak of the Market	\$4,024.00	\$3,505.00	\$3,749.00	\$4,463.00	\$3,550.00
QSP*	n/a	\$27.84	\$1,217.17	\$1,500.00	\$1,594.00
Grocery Gift Cards	\$3,153.00	\$2,525.50	\$1,759.75	\$2,522.50	\$2,121.25
Show and Save	\$0.00	\$2,499.00	\$3,320.00	\$2,240.00	\$1,908.00
Movie Night	n/a	n/a	n/a	n/a	\$645.00
Lacoste	\$0.00	\$1,763.50	n/a	n/a	n/a
Hot Lunch	\$2,398.12	n/a	n/a	n/a	n/a
Total	\$9,935.12	\$10,798.84	\$10,415.92	\$11,655.50	\$10,528.25
BBQ	-\$883.00	\$729.00	\$824.00	\$3,185.00	\$2,549.00
Total with BBQ	\$9,052.12	\$11,527.84	\$11,239.92	\$14,840.50	\$13,077.25

*QSP no longer done starting in 2018-2019

MOTION TO RESET VALUES FOR MAY 1'ST

- \$2,000 - Student Leadership
- \$200 - Babysitting for PAC Meetings
- \$400 - Staff Appreciation
- \$250 - PAC Costs
- \$500 - ESG Scholarship

**ECOLE ST. GERMAIN PARENT ADVISORY COUNCIL
MAY FINANCIAL STATEMENT**

ACCOUNT BALANCE AT MAY 1, 2020

\$ 24,334.86

CREDITS	Interest	\$1.64	
	TOTAL CREDITS		\$1.64
 DEBITS			
	TOTAL DEBITS		\$0.00

ACCOUNT BALANCE AT MAY 31, 2020

\$24,336.50

LESS FUTURE COMMITMENTS / MOTIONS

	Student Leadership (patrols, mini u, etc)	-\$1,191.95	
	Babysitting for PAC meetings	-\$25.00	
	Staff Appreciation Week	-\$400.00	
	PAC costs	-\$171.57	
	ESG Scholarship (Convocation 2020)	\$0.00	
	Playground Hill Repair	-\$500.00	
	Playground Enhancement Project	-\$3,000.00	
	Patrol Toques	-\$500.00	
	2020 BBQ	-\$2,500.00	
	Hot Lunch Accounts Payable	-\$7,154.00	
#548	CJS (Bursary - Convocation 2020)	-\$500.00	
	TOTAL FUTURE COMMITMENTS		-\$15,942.52

TOTAL FUNDS AVAILABLE

\$8,393.98

MOTIONS

- Motion - up to \$500 for hill repair
- Motion - up to \$500 for toques for patrols

MOTION TO RESET VALUES FOR MAY 1'ST

- \$2,000 - Student Leadership
- \$200 - Babysitting for PAC Meetings
- \$400 - Staff Appreciation
- \$250 - PAC Costs
- \$500 - ESG Scholarship

2019 – 2020 ESG PAC Annual Report

While currently overused, it really is the perfect word to describe the school year...

UNPRECEDENTED!

Perhaps I should have known this would be a different year when we started with our annual BBQ in an unconventional format! That said, the health and safety of our family has been made a priority which is most important.

Highlights of our school year, in addition to what we do on a regular basis, include:

- Purchases for our children such as a winter recess equipment, toques for patrols, microwaves
- Supported/assisted in drafting a position paper from the LRSD school community on the Manitoba Commission on K-12 Education
- Continued supporting the lobbying movement around French secondary education in LRSD, specifically the CJS expansion
- Organized a new-style of BBQ without games, with live entertainment (Sierra Noble). Not our best BBQ but worth a try
- Hosted a fun and successful Scholastic Book Fair (gave away lots of books, sold over \$5,400 worth of books = over \$3,000 in Scholastic credit for the library)
- Supported cultural events in the school (during FdV) and an artist for Grade 5 (instead of attending FdV)
- Used Munch a Lunch for hot lunch orders and took full control of hot lunch (and retained net proceeds as a fundraiser)
- Planned, but didn't host, a movie night
- Launched new website with awesome new logo (thanks Jamie and Cat) and new PAC bulletin board at the school
- Plan to plant clover on the hill over summer – heartier than grass
- Plan to support a grade 5 farewell memento

We supported:

- Knitting Club
- Our departing Grade 5s
- Flowers the front of the school (thanks Lisa H)

Our Fundraising goal was \$12,000:

- Overall fundraising total: \$9,935.12
 - This is pretty amazing considering we did not run Show & Save or Lacoste fundraisers (last year these two raised \$4,200)
 - Includes hot lunch which was not part of the goal as we didn't know at the time that PAC would be taking it over

***Finally, a huge THANK YOU to all our PAC members as they are the best PAC members around!
From attending meetings to helping out on so many occasions, none of our successes would
have happened without you!***