

MINUTES of Minnewasta Parent Advisory Council
Tuesday, December 10, 2019
7:00 PM

Present: Geoff Sutton, Korina Peters, Rhonda Thomson, Carla Olusola,
 Rhonda Plett, Garth Derksen, Tiffany Peters, Marcy Banman, April
 Harms, Jessica Derksen, Rhonda Wiebe

Regrets: Kyle Turnbull

Guests:

SUBJECT:	SUMMARY OF DISCUSSION	DECISION & NEXT STEPS	ASSIGNED TO / DUE DATE
1.0 Call to Order	7:04 PM		
2.0 Mission, Vision & Goals	Review		
3.0 Additions to Agenda	9.1 Christmas Concert 9.8 I Love to Read Month		
4.0 Acceptance of Nov.12, 2019 Meeting minutes	All in favour		
5.0 Treasurer's Report - April H.	<ul style="list-style-type: none"> • Changes were made to the budget - see attached • Formal report – see attached • Balances as of December 11, 2019 Chequing account balance \$ 7139.27 Business Savings Account \$14433.61 <ul style="list-style-type: none"> • With the yearly Expenditures of approximately \$4195.00, PAC needs to fundraise at least \$1000.00 above hot lunch revenue. Assuming each hot lunch will profit approximately \$315.00 (there are 10 hot lunches). • Revenue from Pizza hot lunches are significantly higher than DQ. 		

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6.0 Principal's Report – Geoff Sutton	<ul style="list-style-type: none"> • Welcome to Korina Peters as Vice-Principal a .2 position. • Staff changes – Janine Smart now full time at EMMS (was a .2 Resource Position at Minnewasta), Rhonda Thomson now has the .2 Resource at Minnewasta, Heidi Driedger hired as a co-teacher in grade 4 with Rhonda Thomson. • Enrollment of 327 • Thank-you to Minnewasta families and PAC for organizing food during Student Led Conferences and Snack days in December. • Christmas Program practices are well underway. Concert will be at the EMMC venue on Thursday, Dec.19 at 1:30 and 7:00 • Caroling in the hallway has continued this year. School is trying to incorporate more songs from around the world – new song books for next year • Dec. 20 is a scheduled movie/craft and PJ day at school. 		
7.0 Team Activity Reports			
7.1 Event Planning - Garth D. 7.1.1 Family Game Night	<ul style="list-style-type: none"> • Postposed due to lack of volunteers • Next scheduled activity will be February 28 – movie night 	E-mail Janelle to post-pone games night	Garth – Dec.11
7.2 Fundraising - Tiffany P.	<ul style="list-style-type: none"> • Bothwell Cheese Fundraiser – went well considering it is in December and was easy to organize. • Will change some things for next fundraiser • Bothwell was easy to work with and will deliver, help set up, and prepare orders on Wed Dec. 11 @ 1:00 – Jessica and Tiffany to help • 3:30 additional volunteers to help hand out orders – Rhonda P. • Profit of approx. \$814.00 • 57 orders out of 243 letters sent out • McDonald's and CO-OP fundraiser to be discussed in January for Spring 	McDonald's & CO-OP fundraiser	Jan. 14/20

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7.3 Staff Appreciation - Rhonda P.	<ul style="list-style-type: none"> Organized Staff Treats for 2 weeks in December \$50 / month budget Planning on activities for January 	Ongoing	
7.4 Hot lunch - Carla O. & Marcy B. 7.4.1 Hot Dogs / Third Option	<ul style="list-style-type: none"> November hot lunch was the pizza lunch - well received Pizzas were delivered by 11:00 AM – too early. A few treats went missing as students walked down the hallway Hot lunch form to include: option for buying an additional meal Online ordering system for the whole year & a discount? Investigate meal ticket option Carla spoke with the WDS and we need a Food Handling Certificate and Approved Kitchen facility, therefore not able to prepare at our school. EMMS Cafeteria to prep hot dogs? Nutrition guidelines – hot dogs fall under “special occasion” Everyone to keep on looking for a great 3rd option 	<p>Online ordering</p> <p>Hot Dogs at EMMS</p>	<p>Carla – Jan. 14/20</p> <p>Geoff - Jan. 14/20</p>
8.0 Follow up from Nov. 12, 2019 meeting			
8.1 Strategic Planning			
8.1.1 Social Media Platform	<ul style="list-style-type: none"> - Facebook has 50 + followers - No Instagram Account set up as of yet - Public Page therefore no photos, just information - Email from the school is still the best option to inform parents of information and changes – not all families use social media 		Jessica - ongoing
8.1.2 Year at a Glance	<ul style="list-style-type: none"> - Changes made on master copy – Carla O. has a copy - Division Calendar events must be submitted by April/May. PAC events should be submitted to Geoff - Principal Appreciation – May 1/ 20 - Sports Day – June / 20 – need extra volunteers for canteen - Newsletter – Cindy Unrau to begin in January? 	<p>PAC events for WSD Calendar-submit to Geoff</p> <p>Principal Appreciation Day</p> <p>Canteen Volunteers</p> <p>Newsletter Contact Cindy Unrau</p>	<p>Carla - April/20</p> <p>Rhonda – May 1/20</p> <p>May/20</p> <p>Carla – Jan 14/20</p>

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	<ul style="list-style-type: none"> - Committee Checklists needed – Fundraising, Event Planning / Movie Nights, Hot Lunch, and Staff Appreciation - PAC assists at the school with: <ul style="list-style-type: none"> ➤ Covers costs of Christmas Concert Church Rental ➤ Covers costs of prizes for “I Love to Read” Month ➤ When Minnewasta hosts Kindergarten registration night, PAC provides coffee and welcomes people to the school ➤ Offers 1 Free Hot Lunch to the entire school ➤ Jam Can involvement 	April H. to check who has submitted a checklist	April H. – Jan. 14/20
9.0 New Business			
9.1 Christmas Concert	<ul style="list-style-type: none"> • Parent volunteers needed for crowd control @ 1:30 and 7:00 concert (Tiffany, Garth & Marcy to supervise at evening concert – with reflective vests) • Pylons and partitions will be set up before 1:30 concert • 2020 – have parent supervision at the door and for the students at 6:30 PM in the church. 	Concert supervision	Tiffany, Garth, Marcy - Dec. 19/19 November 2020
9.2 Parent Survey	<ul style="list-style-type: none"> - Carla O. to send out in January via Survey Monkey - Issues include: hot lunch, fundraising, movie nights, meeting times/dates 		Carla – January 2020
9.3 Hot lunch coupons	<ul style="list-style-type: none"> - Three hot meals were donated last month. - Marcy B. to keep track of donated meals. - Marcy B. to take a meal ticket to the school and Janelle/school teachers will decide who receives a free meal that month. - Reminder to add option of donating a meal on every hot lunch form. If it is an e-transfer please indicate in the memo line that it is a donation - Reminder to send a thank-you to those who have donated a meal at the end of the year – great Newsletter addition 	Hot Lunch Coupons Option to donate to hot lunch meal on form Thank-you in NEWSLETTER	Marcy & Carla with Janelle– ongoing Carla – January 2020 May/June 2020

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9.4 Fundraising Goals Short term Mid term Long term	<ul style="list-style-type: none"> • Geoff spoke to Allan Toews at WSD and Minnewasta will be receiving a second waterbottle filling station in the summer of 2020- established through the Capital E Projects • Geoff received staff and student input regarding the school's wish list: <ol style="list-style-type: none"> 1. Projector/Speakers for the gym 2. More recess equipment for winter (mini sticks, nets, snow-paint, etc.) 3. Swings • <u>Short term goal - Winter recess equipment</u> • April H. motioned that PAC would like to set a budget for \$500.00 to purchase outdoor winter recess equipment and supplies. Garth D. 2nd. All in favour. • Kyle to speak to the students to get ideas of equipment (mini sticks, nets, snow paint, sleds, etc.). • <u>Mid-term goal – Projector / Speaker System for the gym</u> • Only school in WSD that does not have a system • Geoff in contact with Parviz Salimi (Information Technology Director for WSD) to get an estimate for install with 4 hook ups on each wall. Past estimates are approx. \$10,000. • WSD will not pay for this. • This projector would be used in Physical Education classes, school assemblies, Professional Development Days, staff meetings, information nights, music, event nights, movies, outside rentals (audio only), etc. With the current system it is very stressful to set up and use. • PAC currently has the money to fund this goal. • Is Morden Area Foundation available to assist with this goal? Reminder that PAC does not have a charity number. 	<p>April H. to e-mail Kyle to order outdoor recess supplies/equipment with budget of \$500.00</p> <p>Kyle to report back to PAC</p> <p>Geoff to report back to PAC on estimate from Parviz Salimi</p> <p>Contact Morden Area Foundation for Funds to cover this cost</p>	<p>April H. – Jan 14/20</p> <p>Kyle – Jan 14/20</p> <p>Geoff – Jan 14/2020</p> <p>Tiffany – Jan 14/2020</p>

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9.5 Baby Books	<ul style="list-style-type: none"> PAC to continue sponsoring books for new students who have siblings at home. School staff will take care of the logistics and PAC will provide financial support at the amount is very minimal and provides continued acknowledgment from PAC and support to our community. 		
9.6 Dates for Special Presentations	<ul style="list-style-type: none"> Staff presentations to the families and parents of Minnewasta to provide education, exposure, information, tips for home. These programs may include: Literacy & numeracy, robotics (Carl Klassen), elections (Rhonda Thomson), etc. 	Geoff to speak to staff Not February	Geoff – Jan. 14/20
9.7 Congestion issues at drop off and pick up	<ul style="list-style-type: none"> Safety is the biggest issue at these times of the day. Parking, double parking, parking in staff parking spots, students running across the road, etc.) Carla will draft an e-mail stating parental concerns and circulate with PAC, then send to Geoff to submit to WSD. Geoff has to submit parental concerns to WSD – Allan Toews (Director of Operations) 	Carla send e-mail to PAC Geoff to send concerns to WSD	Carla – Jan. 14/20 Geoff -
9.8 I Love to Read Month	<ul style="list-style-type: none"> Rhonda T. asked for PAC/family volunteers to help create a wall map of Canada and help provide a system to tack reading minutes (intermittently). 	Differed to Jan/2020 meeting	Rhonda T – Jan.14/20
10.0 Next Meeting	<ul style="list-style-type: none"> Tuesday January 14, 2020 at 7:00 PM Music Room 		
11.0 Adjournment	<ul style="list-style-type: none"> 9:00 PM 		