

École Sacre-Coeur Parent Council Meeting – November 16th, 2022

In attendance: Susan Radstrom, Michelle, Lisa Calvez, Abegail Postrano, Krystal Payne, Lisa Calvez, Lydie M'Vondo, Rhodora Gomez, Ronald Siso, Andrika Tittenberger, Monica Zurrin

Regrets: Christina Diaz-Acquisto, Leah Y, Meaghan

Land acknowledgement

Approval of minutes tabled to next meeting as they were not able to be reviewed in time.

Principal's report: Parent-Teacher meetings are scheduled for this Thursday evening and Friday. Looking forward to seeing all families, as it is the first time they are being held in person since Covid. Last week's Remembrance day services were over the intercom as there is currently a lot of illness in the school. Also, not likely to be having the winter concert, still to be determined.

Financial Report: Susan will present as Andrika is currently acting as Secretary and Leah is away. There are 3 accounts in total at the moment. Lunch Program account is the largest, then PAC and Before and After Program accounts, the plan is to merge the BAP account with the PAC account. Susan has been in contact with ACU, trying to determine details moving forward...cannot find the non-profit paperwork. Review of balance sheet, from Sept to date.

Motion: PAC approves the balance sheet prepared by the bookkeeper. Moved by Susan, 2nd by Andrika. Approved by all 5 voting members present at the meeting, carried.

Review of lunch program fees tally – 38 families have not paid at all, 31 not paid for November... We will need to determine a course of action for those who have not paid their fees.

Review of projected budget: at this point, the funds are enough to cover our expenses, however we do need all families to pay in order to maintain our goal of at least one month's pay as a cushion in the account.

Currently Leah is looking at previous budgets and expenses to determine what we can and cannot afford, based on previous years' patterns. This will help to determine what changes can be made to wages, purchase of equipment, etc.

Lunch Program Coordinator report: Michelle – the training with the school division was completed with 4 staff members of current staff. The remainder of the staff will complete the training this Friday at the school. The list of equipment requested from the classrooms for purchase (16 to 32 balls) is available. The cost will be determined for this equipment purchase before final approval from PAC is given for the purchase. Michelle has also asked that PAC provide a donation to cover the cost of supplies used by LP that are provided by the school (photocopies, contracts, letters home). The materials that were in the BAP is still located in the basement of the school – what should we be doing with this stuff? Michelle will coordinate to go through the materials and re-distribute usable items to the classrooms. Michelle will be paid for this extra time. There is also a tablet that was purchased for the BAP, can this be re-purposed for another use in the school? Request for a reminder to be sent to parents to send utensils and no glass containers in children's lunches.

Motion: We will repurpose the Before and After Program supplies that are usable within the school population. This will be completed by our lunch program coordinator, in addition to her regular paid work. Moved by Andrika, Susan 2nd, all 5 voting members present in favor, carried.

Current LP staff update: one has gone on vacation, one new one started this week. Minimum required is 12, the ideal scenario is 15 so that the grade 1 rooms have 2 staff, as well as other select rooms that need extra support during the lunch hour.

Idea to have *working groups* within the PAC: there are so many things that PAC should be addressing, and so we are trying to do some work behind the scenes as working groups, to then present to PAC meetings so that we can have shorter PAC meetings. IE. Two of our PAC members will go to the advisory committee meetings, financials, Constitution and bylaws, fundraising initiatives (bike rack for the school, helping to resurface the track), LP staffing, etc. Krystal P. will be spearheading the re-organisation of documentation that has been stored at the school.

Report from Krystal – about 8 large boxes of mostly financial information is in the school. They need to be sorted, refiled and re-boxed. Non-profit status has certain legal obligations, so we need to know our status. There are also a lot of family names, and these are linked to financial information...this is a privacy issue that needs to be addressed immediately. Employee records are also included. Records must be kept for 3 years at minimum, and then must be disposed of securely. Will need some help to work through these materials, and we will need to put systems and policies in place to manage this, especially moving forward. Susan and Leah will work together on this with Krystal, as well as we invite other members of our PAC to contribute some time to this task.

Manitoba excellence in education award – deadline is coming soon, and anyone can nominate a teacher for this award.

Next meeting will be Wednesday the 14th of December, times to be determined.

Meeting adjourned at 7pm.