

**October 29, 2018 – Holy Family Parent Council Meeting
DRAFT Meeting Notes**

Attendees: Melanie Wagner, Rori-Lynn Daniel, Jenny Nelson, Leanne Lewis, MelissaSneidman, Betna Huddleston, Lori Landry, Mike Cellini, Renee Neil, Andrea Thain Liptak
Regrets: Sarah Mack
Guest: Nicole May-Sholdice

1. **Call to Order** at 6:04 p.m. 1st: Melissa, 2nd: Jenny. Carried
2. **Acknowledgement of the Traditional Land** – Rori-Lynn
 - This will be a standing item going forward
3. **Opening Prayer** – Leanne
4. **Approval of Agenda** – 1st: Melissa, 2nd: Lori. Carried
5. **Approval of Minutes** – 1st: Melissa, 2nd: Leanne. Carried
6. **Call for New Business**
 - a) Positive Mental Health Team – STARS Day (Nicole May-Sholdice)
 - Revamp/replace rainbow assemblies – bring together health and wellness teams, 40 development assets, voice and choice, literacy, faith, inclusion, technology - want to bring all of this together to create community from prek – grade 5, with teachers and staff
 - STARS – Students, Transforming (leverage skills and talents from the community), Actively (active in learning), Responsibly (get to sessions, help out younger kids, active participant), Successfully (empower to success)
 - Every other month – 1.5-2.0 hours (no additional time away from classroom learning); not heavy in every month (i.e. not in October or December when its already busy)
 - Info on upcoming themes/months provided
 - Funds being requested for supplies – request to a maximum of \$2,000 to cover 5 STAR days (~\$400/STAR day) = less than \$1/child

Discussion

- Group supportive in principle
- Discussed budget availability to support
- In Treasurer’s opinion, there are sufficient dollars to support 2k in the currently allocated \$5200 for special events
- Teachers would have discretion on spending within the allocated budget

**Motion to support Up to max 2k to support STAR supplies – 1st: Melissa, 2nd: Leanne.
Carried**

7. Committee Updates

a) Treasurer

- Budget review – STARS under special event
- Currently \$9,000 in account – add approximately \$14,000 from Read-A-Thon = \$23,000 in revenue
- Field trip per student allocation increased to \$23/student (from \$22 previously)
- PACT – Parents Appreciating Caring Teachers is a new line item on the budget
- Shrove Tuesday appropriately budgeted at \$750
- Discussion re: Christmas budget (food, hot chocolate, \$2 per student/family budget – recognizing family comes), good attendance, cookie pricing was discussed to look for less expensive option, due diligence needed on using up existing craft supplies and purchasing at reasonable prices (i.e. Dollar Store)
Action – Melanie to explore less expensive cookie options
- Budget built anticipating some surplus
- Total 2018 – 2019 HFS Parent Council Expense budget projected at \$20,910

Motion to approve 2018/2019 HFS Parent Council Budget as presented – 1st: Melissa, 2nd: Leanne. Carried

b) Faith rep – vacant

- Role – coordinating friendship meal (tentatively March 17), Epiphany mass, church liaison role (limited role – most comes electronically via admin)
- Would be good to have a position write up – should be in bylaws. Recommend broadcasting through school social media
ACTION – Rori-Lynn will complete write up, share with Melanie, will review with Diana and if needed go out to social media
- Proposed March 17 for Friendship meal date

c) Hot Lunch

- New students have been a challenge as opening orders to accommodate – as such, Jenny submitting orders a couple of weeks in advance
- December will reopen for January – March
- Will evaluate Harvey's after this round
- Discussion re: cheese toast day and accommodating children that are gluten free. Will need a separate cooking facility as gluten is airborne.

d) Volunteer Program

- Currently have 88 volunteers registered
- Google docs working for some, others emailing Melanie to get added

e) Social Media – no report

f) Secretary – no report

g) Read-A-Thon

- Thank you to Leanne and team for an excellent event – well organized and ran really well
- 67% of school participated (318 students)
- \$14,551 so far – final count on Thursday, November 1st
- TJ the DJ coming for the dance on Halloween – he will be free this year. Play list has been reviewed to ensure appropriateness. Grade 5 going swimming that day
- November 2 – prizes will be awarded over intercom
- Grand prizes for fundraising (Google home, Party Rocker Speaker, Swag Board) and reading (Chapters Gift Card) – confirm and award on Friday in atrium – general prize in morning grand prizes in afternoon, blue hair on Monday. Choral will be moved to gym
- Mr. Cellini will be dying hair blue as reward for raising more than \$10,000
- Budget – 1200, spent 1190
- Top reading classroom – popcorn and movie party
- Lindsay Foreman has been working with Leanne – she is prepared to take it over next year

h) Miscellaneous

Picture Retakes

- November 5 am
- A couple of volunteers are needed – Melanie to coordinate

Parent Teacher Interview Dinner

- Dinner for November 5, hopefully with leftovers for November 6
- A few spots still needed
- Andrea volunteered to fill a spot

Christmas Craft date to be set

- No staff meeting since last meeting so unable to confirm with teachers
- Will send out through email – tentative date December 13
- Date to be confirmed by November 2

Prayer Reader

- TBD at each meeting

Kindergarten Bake sale – during parent teacher interviews

- Recruiting volunteers
- Will include P/VP for the day, designate parking
- Will sell remaining ADMazing books \$15

Action – Lori will provide something for FB

8. Principal's Report

- Digital citizenship education – beginning of the year, teachers providing age appropriate division lessons re: DC – ethical behaviours, safety, awareness, correct tool for the job, digital footprint and emails. Each month a theme is rolled out – Mindful Mondays, not necessarily going home consistently. Lessons are online – could draw parents attention to the website.
RDCRS.ca/learning/technology/digital-citizenship
Action – Mike will ensure the website gets shared through a school/parent communication
- Eight Characteristics of Catholic identity – humanness, community, hospitality, justice, sacramentality, tradition spirituality, rationality. This year focusing on 1) sacramentality – we find God in all things, and 2) humanness – we treat each other the way we want to be treated
- Family School Enhancement Counsellor “Snapshot” – monthly themes bring together 40 Developmental Assets, FNIM seven sacred teachings, mental health, and faith. Posters are posted on website, will be shared on FB, posted in classrooms
- Assessments being reported in Edsby (by end of October) – live reporting, comments focused on growth. There will be a booth at Parent Teacher interviews to support parents to access/read/understand. There is a link to the Edsby portal from the HFS website. Same as Power School account. Won't show up on Power School app – Edsby has its own app (easier to access than the website, but needs more “clicking” than website, app doesn't show compilation the way the website does – pros and cons)

9. Trustee's Report – No Report

10. New Business

- a) Meeting procedures
 - Need to get agendas out sooner
 - Need to get minutes out within one week of meetings
- b) ADMazing
 - ADMazing getting more difficult to sell, lots of work to coordinate/organize
 - Always have books leftover
 - Invoices need to be sent out for books that haven't been returned
 - ELL can be part of the issue

Action – Melanie to put on the agenda for January/February meeting to discuss fundraising options for next year
- c) New Fundraising Proposal

- Epicure – three options: 1 x \$25, 2 x \$20, envelopes provided. 40% is donated back to the organization. Projections based on 500 kids x 1/3 participation = \$6600. Earn 15% on remaining 60% - consultant will donate back = \$8,000, envelope costs will be covered from renee's %
 - Discussion re: combining with Poinsettia Christmas fundraiser
 - Will plan to roll out combined fundraiser on November 19
- Action – Renee and Jenny will coordinate messaging and promotion**
Action – Melanie will coordinate volunteers as per direction from Renee and Jenny

Motion to add Epicure fundraising to fundraising slate for this year combined with Poinsettia fundraiser 1st: Lori, 2nd: Jenny – carried

11. **Date of next meeting** – November 29 at 6pm
12. **Adjourn meeting** at 1952 1st: Jenny, 2nd:Melissa – carried