



St. Gabriel School Parent Council

585 Signal Road, Fort McMurray, AB, T9H 4V3

EMAIL: stgabrielpc@gmail.com

Minutes – January 11, 2017

6:30pm School Staff Room

This meeting was called to order at 6:35pm with an opening prayer done by Everyone.

In attendance:

John Barfoot, Suzette Berenger-Reid, Jody Boyle, Sarah Dube, Kerry Gouthro, Gayleen Sinclair

The minutes from the November 9, 2016 meeting were approved by Suzette Berenger-Reid and Sarah Dube.

Principle's Report

There was a lot excitement leading up to Christmas. It was a well-deserved break for everyone. Things have really started to pick back up this week. It was a smooth start back to school after the break. Typically in the past after the Christmas break they have some new student enrollments. However, this year they did not.

Accountability Pillar Survey is coming up in February. This is a survey for the students and teachers to be completed on a computer. John is getting information from the government by the end of the month. This information will be forwarded to teachers of grades 4, 5 and 6. This is typically for grade 4 but we have a smaller group.

It was requested that we be exempt this year from the PAT test for grade 6 due to loss of class time during the wildfire last year. However, the government refused this request.

Professional Development day is coming up on Friday, January 27th. This year Out of School Care "OSC" will be closing as well as they will be joining the school staff. OSC in the past have their professional development days on the weekends. The teacher's and educational assistant's from both the Catholic and Public school boards will be going to the Syncrude Sport and Wellness Centre during the morning to listen to Dr. Martin Brokenleg speak. After the lunch break they will be returning to St. Gabriel School and John will be hosting the meeting during the afternoon.

Gayleen asked if there was an announcement regarding money for the Leader in Me. John said he is going to a meeting in the morning and will have more details soon. The following schools will not be raising money as a sum was donated. (St. Gabriel, St. Kateri, St. Martha and St. Paul schools). The district has secured funds for all schools to become Leader in Me schools. Father Turcotte, Good Sheppard and Father Beau schools are already Leaders in Me. All professional development time in the next year will be about Leader in Me.



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Chair Discussion

Sarah said a Class Rep withdrew from the AM Early Entry program as their daughter transferred to another school. However the vacant position of Class Rep has been filled.

Volunteer Update

109 parents on the email distribution list for School Parent Council News and Events

We had great volunteerism for Parent Teacher Interview Welcome Table, Santa Packs, Christmas Store, Staff Luncheon and Supervision.

Current volunteer opportunities include: Apples for Apple School, Popcorn Day, Valentine Bulletin Board, Valentine Games/Sign Prep, Valentine Family Dance, and Smoothie Day.

Gabe's Groceries

Gayleen made a motion to start Gabe's Groceries in March which was seconded by Sarah. We will need someone to organize the food supplies as they come in.

A suggested list of items will be prepared to include a mix of items that range in dollar value (\$ - \$\$\$). This will allow people to contribute what they can. A special event will be held once a month. Suggestions were hat day, PJ day, popcorn day, and jersey day to name a few. A note will go home to the parents with the suggested items, criteria (non-expired and non-perishable foods) and indicating what the special day will be but also that for any families that are unable to participate in donating food that the all kids can dress up during the specified day so no one is excluded. Parents can donate food at any time to the office. Kerry will reach out to local grocery stores to see if she can have some grocery bags donated.

Valentine's Family Dance

Sarah went over the details for the upcoming Family Valentine Dance which is taking place on February 9th from 6:30 to 8pm at the school. The entrance fee for the dance will be a food or money donation to go towards Gabe's Groceries. The DJ for the dance is Epic Productions. Their fee is \$225 for 2 hours and will begin setup at 5:45pm. This year's decorations inside the gym will be a Tree of Loving Hands – made by the students. Food will be available for purchase with the proceeds going towards Gabe's Groceries. The food available will be; cheese strings (\$1), granola bars (\$1), water bottles (\$1), pizza slice (\$2), and apples (\$1). It was discussed that Pizza 73 that was used in the past but they no longer make whole wheat crust. We will try Pizza Hut. We will ask the selected pizza store not to cut the pizza so that can ensure the slices are cut evenly as this has been an issue in the past.

Glow Sticks were discussed – our cost with GST and Shipping (necklace – \$0.53, bunny ears - \$0.88, heart glasses - \$0.73). Due to the fact that they have broken open at past dances they will not be available for sale this year.



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There will be activities available for the first hour and will then shut down at 7:30pm so everyone will have an opportunity to enjoy the dance and draws. Ticket sales for the event will close at 7:15pm. As a fun incentive to get parents on the dance floor it will be announced that if the kids can get their parents on the dance floor dancing they have an opportunity to win a prize. The prizes will come from those left over from the games.

The activities for the evening are as follows:

- Photo Booth – decorate a photo booth/wall and have silly props available. There will not be a photographer so that it is a free activity and people can use their phones and take their own pictures.
- Face Painting and Glitter Tattoo – Have one volunteer secured.
- Raffle/ Donations (50/50 Draw, Themed Raffle Baskets) – Doing a special event Friday for \$1 for popcorn on January 13th and \$2 for smoothies on February 3rd. Five gift themed baskets: Snow Day (various sno-molds & sno-markers), Snowball Fight (launcher, sling shot, sno-ball maker, hand warmers), Treat Out (Menu board, \$10 Tim Horton's and \$20 Dairy Queen), Recreation Day (MacDonald Island Passes, My Smiles Sign), Movie Night (Landmark 6 Passes, Family Pic Frame Sign). We will also do a 50/50 Draw.
- Games: Winners get a choice from a prize pack.
- Kiss the Frog – a version of pin the tail on the donkey, we will have 2 set up. One lower for the small kids and one higher for the big kids – maybe make it more challenging with the lips being smaller – if it touches the lips win a prize. Cost \$1.
- Race Track – roll a giant dice and move along the line of squares on the floor – allows 5 people to play at once but each taking turns rolling. Need to roll the exact number to finish. The first to finish gets a prize. Cost \$1
- Bean Bag Toss – toss a bean bag on to a board that has a hole cut out of it. Kids will get three tries and if it goes through the hole win a prize. To make it more challenging the line will be further for older kids. Cost \$1
- Puzzle – instead of doing a colouring wall this year we will do a valentine theme picture cut into pieces that needs to be assembled and glued – Free activity.

A pamphlet with the arrangement of activities taking place throughout the school will be on a map to be given out. This prepared and distributed by Sarah at the meeting.

Volunteers – all activities are dependent on us having volunteers to run them. Anyone who would like to volunteer can email stgabrielpc@gmail.com.

Advance tickets for the dance will not be sold. The donation of food or money will be accepted at a table as people enter the school.



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Popcorn and Smoothie Day

The proceeds from the popcorn and smoothie day will go towards the raffle baskets for the Family Valentine's Dance.

Suzette asked if someone who had food handling training would be here on smoothie day which is February 3rd. John mentioned that Bev Pearson had food handling training. Also ensure there are no nuts in the ingredients. It was decided that one flavor smoothie would be easier. Possibly mixed berry. A smoothie ingredient message can be sent home to the parents.

It was also mentioned to ensure we had food grade gloves to handle the food as not all gloves are food grade.

Bulletin Board

Valentine's Family Dance – There was a tie between Folded Paper Hearts & Hot Air Balloons. A Work Bee will be held at my house on January 17 8:30-10:30am. Assembly of the bulletin board will take place at school on January 19th from 8:15-9:30am.

John said there are fire regulations on how far something can protrude off the bulletin board. The maximum distance something can protrude is 10cm.

Paint Nite/ Board Sign

Some things to keep in mind when making a decision are:

- 1) Target Audience (children, adult, both, staff/parents)
- 2) Fundraiser or Social Event
- 3) Reoccurring or One-time Event

Options:

- 1) Using Paint Nite brand
 - a. Includes: table cloths, apron, canvases, paint, brushes, easels and 2 hrs of instruction from their party hosts
 - b. Tickets: \$45 for guests; \$15 for Parent Council (Paint Nite collects the money then sends us a cheque) - \$100 deposit – will be refunded if we meet 35 tickets
 - c. Cancellation: need 35 guests within 2 weeks of even or it will be cancelled and deposit will not be refunded
 - d. Promotion- we must do – Paint Nite will supply a link for purchase of tickets
- 2) Doing a Paint Night ourselves
 - a. Requires us to purchase table cloths, apron, canvases, paint, brushes and find our own artist
 - b. No minimum of guests or deposit required
 - c. Set our own price and profit margin could be larger in the long run especially if reoccurring
 - d. Promotion – we must do



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- 3) Board Sign (Our Happy Place)
 - a. Includes: all materials and 2 hrs of instruction (not including setup or clean up)
 - b. Prices: \$55-\$65 depending on size of the stencil; \$10 for Parent Council – max of 10 people as of right now because there is a limitation of stencils available
 - c. Promotion – we must do

- 4) Doing a Board Sign ourselves
 - a. Requires us to purchase stencils, glue adhesive, paint, brushes, wood
 - b. No minimum of guests or deposit required
 - c. Set our own price and profit margin could be larger in the long run especially if reoccurring
 - d. Promotion – we must do

- 5) Date, Time, Location (March/ April)

After a discussion at the meeting it was decided to move forward with option 3, Board Sign (Our Happy Place). \$10 from each sign will go back to the school. We will check for school times available during the day that this event could be held. Sarah will go back and ask for more details, ie. about the refund policy etc.

Lessons Learned

- a) PTI Welcome Table
 - i. Great way using the ipad minis to get families signed up for the Parent Council Emails and Class Parent Contact Lists
 - ii. Might be best to do this earlier in the year at first day coffee or meet the teachers
 - iii. Mints were a big hit – had water and oranges left over (1 case of each would be enough)
 - iv. Current Volunteer Opportunities Slips were extremely handy – next time print up to 75; would have less of all the other forms (more so there if technology failed)
 - v. Kindergarten/ EEP packages on the Thursday – 4 were taken out of 20 and only 1 returned; but these packages can also be used for new students

Kerry mentioned that another alternative to collecting the parent information is for the Parent Council to prepare a form with the information requested. This can be given to the office to be included in the student package that goes home at the beginning of the year. This would cut down on time trying to get the information from the parents and be one less thing we are contacting them about especially since they already provide it to the school. We will be mindful of FOIP when completing the information request form. Suzette mentioned an app, Remind 101 App, which is free and is used at other schools. You sign up for the class your child is in and there is no need to provide your information. You can send information for everyone on this app as well as private message. We will also look into this for the next school year.

- b) Christmas Store
 - vi. Had 256 purchase slips but needed more product
 - vii. Need more quarters and toonies for a float



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Kerry asked if this was a big revenue maker for parent council. As it is not maybe we can look at another type of event to replace it or improve upon the quality of the items available to the students. There is not enough of a variety of items to cover the selection given to the kids on their order form. A lot of the items are inexpensively made and any items that were popular ran out before all classes had an opportunity to select them. Suzette will connect with someone at Royal LePage to see what they do for their Christmas store at the festival or trees and come back with the information for discussion.

- c) Parking Permit Volunteer Draw – an alternative will be tickets to the dance because of snow pile
 - b. # of Volunteers - 123
 - c. Jan 12-Feb 9 – Mila Burkard

- d) Oilsands Rotary Music Festival Donation. Our choir kids go the Oilsands Rotary Music Festival every year. The bursary from the festival comes back to the winning school. In previous years a \$100 dollar donation has been made on behalf of the Parent Council. Gayleen motioned for a \$100 yearly donation to be made. Sarah 2nd the motion. It was suggested by John that Mr. Laws could look at the list of categories in which the donation could be made.

Treasury Report

- 1) At the time of the meeting the December statement was not available.

End of December statistics are as follows:

\$13,572.65

First account - \$12, 299.43

Second account - \$2,143.94

- 2) Debit Card – it was discussed if we would benefit from having a debit card available in the Treasurer's name. It can be cumbersome at times with cheques as they require the signature of 2 people. However, cheques are more secure and a debit card has some liability issues. We want to be as transparent as possible. There are pros and cons to both. Cheques are expensive. A withdrawal limit could be set up for a debit card. Another option could be maintain the cheques and rather than a debit card, Parent Council could maintain a "slush fund" in which receipts would be kept to track any monies spent. Books should be audited yearly at year end. This is to be thought about and come back with a decision at the next meeting.

Meeting adjourned at 8:10pm

Next meeting: February 8, 2017 at 6:30. Location: St. Gabriel School staff room.