

École Margaret-Underhill

Parent Advisory Council Meeting
February 8, 2021

Members Present: Charlene Stewart, Monique Bailey, Joelle Guillou, Kendra Mazur, Shawna Crane, Chantal Labelle Santos, Chris Peterson, Deirdre Dowd, Tracey Ginter, Nicole Bursee, Lindsey Achison, Krystina Costello, Elaine Banman, Amber Hill

Secretary: Charlene Stewart

Meeting called to order at 6:31 PM by Vice President Kendra Mazur

Welcome & Introductions

Approval of Minutes

APPROVAL OF MINUTES
Chantal Labelle Santos & Chris Peterson

Approval of Agenda

APPROVAL OF AGENDA
Shawna Crane & Chris Peterson

Business Arising from Last Meeting

Reports

President (TBD)

N/A

APPROVAL OF PRESIDENT'S REPORT
N/A

Principal & Vice Principal (Joelle Guillou & Monique Bailey)

School Plan/Activities:

- I Love to Read activities ended on February 4th. The team had a great theme. We've done quite a few activities throughout the past week to promote the importance of reading.
- Kindergarten information night is cancelled due to COVID. We have posted the PowerPoint on the school website. If you know someone who has a child who is eligible for kindergarten in 2021-2022 please encourage them to register early. (born in 2016)
- All Staff spent Feb. 5th and 8th here at the school –
 - PLCs
 - Priority Groups (School Plan)
 - Grade level planning
 - Assessment and Reporting
- Festival committee has met and has planned a fun filled week. Check Website and email for daily school wide activities. Classrooms will be having some class-based activities.

Upcoming Events:

Feb 15: No school - Louis Riel day
Feb. 16-24: Festival du Voyageur
Feb 17th and 18th – Virtual Conferences. Teacher/Student /Parent
Feb. 19th No school – PD/Admin day/Report Card writing
March 1st – Kindergarten registration begins by appointment
March 15- PAC meeting
March 24- Reports publish on parent portal
March 26 - Last day of classes
March 29 – April 2 - SPRING BREAK
April 5 - Classes Resume

Staffing:

Had a preliminary meeting last week with the HR – Assistant Supt a second meeting will be happening next.

Requests:

APPROVAL OF PRINCIPAL'S REPORT
Carlynn Brygga & Shawna Crane

Vice-President (Kendra Mazur)

N/A

APPROVAL OF VICE-PRESIDENT'S REPORT

Fundraising (Carlynn Brygga & Paula Vosper)

Glenlea will not be able to happen this year due to the Covid guidelines.

APPROVAL OF FUNDRAISING REPORT
Chantal Labelle Santos & Tracey Ginter

Treasurer (Chantal Labelle-Santos)

Budget Report: Budget 2020-2021

07/01/2020

	Bgt	Act	Diff
<u>Income</u>	C\$10,050.00	C\$3,984.75	C\$(6,065.25)
<u>Fundraising</u>	C\$10,050.00	C\$3,984.75	C\$(6,065.25)
<u>2020/2021 School Year</u>	C\$10,050.00	C\$3,984.75	C\$(6,065.25)
<u>Pizza Hotline Cards</u>		C\$3,984.75	C\$3,984.75
<u>Expenses</u>	C\$10,050.00	C\$2,031.24	C\$8,018.76
<u>2020/2021 School Year</u>	C\$10,050.00	C\$2,031.24	C\$8,018.76
<u>Daycare</u>	C\$200.00	C\$(18.00)	C\$218.00
<u>Educational Speakers</u>	C\$100.00	C\$0.00	C\$100.00
<u>Festival</u>	C\$500.00	C\$351.40	C\$148.60
<u>Field Day Treat</u>	C\$100.00	C\$0.00	C\$100.00
<u>Field Trips</u>	C\$2,000.00	C\$0.00	C\$2,000.00
<u>Fish Tank Maintenance</u>	C\$350.00	C\$269.32	C\$80.68
<u>Grade 4 Aurevoir</u>	C\$1,200.00	C\$0.00	C\$1,200.00
<u>Hot Lunch Program Expenses</u>	C\$250.00	C\$0.00	C\$250.00
<u>Membership Fees</u>	C\$150.00	C\$0.00	C\$150.00
<u>PAC Business</u>	C\$200.00	C\$500.00	C\$(300.00)

<u>Production</u>	C\$500.00	C\$0.00	C\$500.00
<u>School Requests</u>	C\$1,500.00	C\$500.00	C\$1,000.00
<u>Sound System Christmas Concert</u>	C\$500.00	C\$0.00	C\$500.00
<u>Staff/Volunteer Appreciation</u>	C\$500.00	C\$428.52	C\$71.48
<u>Transportation</u>	C\$2,000.00	C\$0.00	C\$2,000.00

Treasurer's Report for Monday, February 8th, 2021

Running Balance as of January 18th, 2021	+	\$	25,556.79
Transactions since last report for 2020-2021		-\$	424.20
Actual running balance as of February 8th, 2021	+	\$	25,132.59
Funds Remaining in Expense Budget for 2020-2021		\$	8,018.76
Fundraising (Goal is \$10,050.00) amount needed to be raised.		\$	6,065.25

** There is a 54 cents difference between the balance that I have entered for January 18th, 2021 and the one I had on my last report. This is due to an adjustment made to one of the cheques that I mentioned on my last report. However, when I made the adjustment on my last report, I added 27 cents when I should have subtracted that amount. Therefore, the total has been reduced by 54 cents which is the double of 27 cents. I also had said that it changed by 28 cents when it should have been 27 cents.

Transaction Report

From 01/18/2021 to 02/07/2021

Date	Num	Description	Amount (CAD)	Running Balance
01/19/2021		Budget: Fish Tank Maintenance (Ecosystems By Design Invoice# 7649)- on January 15th, 2021	<u>C\$(72.80)</u>	<u>C\$25,483.99</u>
01/19/2021		Budget: Festival du voyageur (Programme Scolaire "Histoires autour du feu" - Festival du Voyageur INC.) Invoice #20210029	<u>C\$(220.50)</u>	<u>C\$25,263.49</u>
02/02/2021		Budget: Festival du voyageur (Supplies for Festival Activities-Red Polar Fleece -craft supplies)	<u>C\$(130.90)</u>	<u>C\$25,132.59</u>
Grand Total			C\$(424.20)	

APPROVAL OF TREASURER'S REPORT
Carlynn Brygga & Tracey Ginter

Teachers representative report

N/A

APPROVAL OF TEACHERS REPORT
N/A

Public Relations (Elaine Banman)

N/A

APPROVAL OF PR REPORT
N/A

Education Coordinator (Shawna Crane)

N/A

APPROVAL OF EDUCATION REPORT
N/A

Hot Lunch Program (Tracey Ginter)

N/A

APPROVAL OF HOT LUNCH PROGRAM
N/A

Greening Committee (Chris Peterson)

N/A

APPROVAL OF GREENING COMMITTEE
N/A

New Business
N/A

Meeting Adjourned at 7:01 PM

Next meeting: March 15, 2021 @ 6:30PM