**PRESENT:** M. Millman, M. Popowich, C. Simard, H. Wiebe, D. Beaudry

**ABSENT:** O. Barnes, H. Mclean, J. Eccles-Kreger

**WELCOME (M. Popowich)**

* Meeting commenced at 6:35 pm
* Marcella thanked everyone for attending, as she knows we are all very busy.
* January meeting minutes reviewed, still waiting to confirm if there was any money returned from the Hot Chocolate/Oranges event, Marcella to follow up & confirm. Minutes Approved by Marcella, 2nd by Heidi
* March minutes reviewed and approved by Heidi, 2nd by Marcella

**PRINCIPALS’ (ADMINISTRATION) REPORT (M. Millman)**

**School Activities from February 16th – March 16th**

* Current enrollment: approximately 580 students
* SMP hosted our 4th annual Festival du Voyageur pancake breakfast for all students and for our community:

Thank you to all the parent volunteers who supported us with this endeavor.  We are uncertain as to whether we will be able to continue with this tradition as we no longer receive a grant from the EFM and breakfast for the entire school and community is costly.

* SMP once again recognized Pink Shirt Day.  No assembly this year, but a message campaign was used.
* We continue to have our monthly community smudges
* Our Educational Practices Literacy Committee held the 2nd Family Literacy Night for families in kindergarten to grade 5.  It was very well attended and the feedback was extremely positive.  We were able to fund this evening through a grant from our Assistant Superintendent of Schools, Karen Boyd who also took the time to attend our event.  We also incorporated free transportation to this event through a grant from Winnipeg Transit.
* Our grade 8 students had Wise Kidnetics come to the school.  This University of Manitoba program supports science curriculums.
* Grade 7 & 8 band students went to Camp Cedarwood for the annual band trip.
* K – 5 students welcomed the Winnipeg Symphony Orchestra String Quartet for a performance
* We did a Bombardement de Français for the week of March 13th.  All students in FI and FCC could participate to win fun prizes.

**Upcoming Events:**

* Tumbling Rally – Bernie Wolfe Community School – March 21st
* Special Olympic Basketball Game – Justice vs. the Winnipeg Blue Bombers – March 21st
* Grade 6 Basketball Tournament – March 22nd
* Student-Led Conferences – March 23rd evening and March 24th afternoon
* K – 5 Bake Sale to support an orphanage in the Congo March 23rd & 24th
* Spring Break – March 25th – April 2nd

**Staffing Update:**

* Mr. Maxwell is replacing Ms. Acheson in grade 2 full time for the remainder of the school year.
* Mr. Shymko is currently replacing Ms. Oakes and Mr. Maxwell for the remainder of the school year.
* Mr. Steckler will be replacing Mr. Hupé for the remainder of the school year.
* We have begun the staffing process for next year.

***Parent Run Lunch Supervision Program***

* Lunch Program - Effective September 2017, the board of trustees has approved changes to parent-run lunch supervision programs in the division.  These changes will affect both early years and middle years programs in RETSD.  These changes are a result of a board committee process that began in September 2014.  The division is committed to these changes and believes that they will improve the existing governance and operations structures as well as provide increased equity and harmonization across RETSD.

The accompanying policy changes are in process and will be shared as soon as they are completed.  In the meantime, the division felt it was important to relay this information to school administrators and parent-run lunch committees.

1. ***Early Years User-Pay Lunch Supervision Model***

**Governance Model**

* Connection with the school and the division:
* It is expected that the organizing committee at each school shall implement the governance and operational requirements as outlined by the school division.
* It is expected that the user-pay lunch supervision programs shall operate in conjunction with the school administration.  The purpose of the relationship is to ensure that the operation of the program does not conflict with the operation and policies of the school and the division.  This relationship ensures that the flow of students during the midday break is supportive of maintaining a positive learning environment.
* The user-pay lunch supervision program shall establish a process to ensure that the parent council is provided with information reports on the operations and finances of the program.
* Additionally, each organizing committee is expected to establish a process whereby all parents who are users of the program are informed about matters related to the program.

**Operational Structures and Processes**

* User Fees
* It is expected that the organizing committee shall set a user fee that will not exceed $1.00/day up to a maximum of $200.00/year/student.
* User fees shall be the sole source of funding for the programs.
* As such, the fees must fully cover the costs of the program.  This includes but is not limited to:
* Salaries, supplies, equipment and materials.
* Families may be given the opportunity to access a reduced rate in the following circumstances:
* for those families who have more than one child in the program
* For parents who choose to volunteer in the program.
* Fee payment structures shall be set by the organizing committee.
* Supervision ratio
* When establishing user fees and supervision ratios, programs shall not exceed a ratio of 1 supervisor to 60 students.
* When establishing supervision ratios, each program shall take into account the age and developmental needs of the students, the physical configuration of the rooms and the expectation that the program stays with the approved budget.
* Teacher Supervision
* Teacher supervision will be active (not on call) and is an expectation.
* Teacher supervision is supplemental to that which is provided by the program and is not intended to replace program staff.
* Budget Planning
* It is expected that organizing committees will establish budgets in such a manner so as to ensure all planned expenditures are accounted for, that the programs operate on a not for profit basis and that longer term budget planning does not result in an accumulated surplus of funds.

**Divisional User-Pay Lunch Supervision Committee**

* To support the effective and efficient implementation of the above, a committee will be created.  This committee will work to ensure that for the fall of 2017, schools and parent-run lunch supervision programs will have the necessary documentation and information.

1. ***Harmonization of Middle Years Lunch Supervision Services***

Effective September 2017, all middle schools in RETSD will implement a common practice.   All middle schools, including grade 6-8 students in k-8 schools, will supervise students using school staff, middle school students will not be charged a user fee and furthermore the division allocation that was provided to a limited number of schools will be eliminated.

**LUNCH PROGRAM REPORT (O. Barnes)**

* Staffing and Attendance: No change.
* Staff will attend the third and final training session when we return from spring break. Five staff will be re-certified in Emergency First Aid on the 3rd April.
* The financial report shows that we did not make payroll in Feb, which is normal. It’s unlikely we will make payroll for March either. Bank Balance is steady and we should be in a good position at the end of the year.

**FINANCIAL REPORT (S. Brodie)**

CSA Financial Report Mar 14

5,206.50 Opening Balance Mar 14

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-16.50 Babysitting Feb

-1,000.00 Art Workshop Teacher

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4,190.00 Bank Balance Mar 14

**NEW BUSINESS:**

* Discussed that Non-Band Students needs to raise $ for activity to happen on when Band Students have Band Camp Week.
* Teacher Appreciation week is coming up, M. Millman suggested that we help subsidize the dinner on Parent-Teacher Conference night, Christa motioned to approve $250, Danielle 2nd, all in favor. M. Millman confirmed she would deal with ordering the meal for the teachers.
* Staff Appreciation Week discussed, school has approx. 30 EA’s and 10 Custodians, Christa Motioned to approve $100 to provide Coffee/Snacks for support staff as a thank you, Danielle 2nd, All in Favor.
* Hoffman’s Fine Food fundraiser profit was $1044, Orders to be handed out March 23rd from 5-8pm, Marcella suggested an email blast be sent out to reminder families to pick up orders
* Movie Night, date has been moved to April 20/17, Marcella to cost out pizza for event, “CARS” is the approved movie, Need to send out pizza order forms and pick up supplies for this event.
* CSA Meeting is scheduled for Apr 20/17 (Same night as Movie Night) Marcella motioned to cancel the April CSA Meeting, Christa 2nd, All in Favor.
* Craft Fair is April 5 2017, we have a full list of vendors, and almost all vendor payments/applications are received. Advertised all over community, Marjorie approved an email blast to be sent out to parents, Student Leadership will provide volunteers, have had a lot of great feedback about this event.

**SCHOOL REQUESTS:**

* Request from Ms. Pattern-Regier and Mr. Goold regarding the Kinder-Garden. Marcella motioned to give the Kinder-Garden UP TO $1100 towards their request, Christa 2nd it.
* Request from Festival du Voyageur Committee regarding support in the amount of $600.00 to recover costs from the pancake breakfast.  Marcella motioned to approve this request, UP TO $600, Christa 2nd it.
* Mrs. Krachenko-Chaput had previously requested fans for the classrooms, Christa motioned to approve UP TO $1700 towards fans (6 French classrooms, 11 early years classrooms), Heidi 2nd, All in Favor.

Meeting adjourned at 8:34 pm. Next meeting will be on Thursday May 18 2017