**PRESENT:** M. Popowich, C. Simard, D. Beaudry, S. Brodie, H. Wiebe, O. Barnes

**ABSENT:** M. Millman,H. Mclean, J. Eccles-Kreger

**WELCOME (M. Popowich)**

* Meeting commenced at 6:32 pm
* Money for Pizza for Volunteers at Craft Show motioned by Marcella, 2nd by Christa, All in Favor.
* March minutes reviewed and approved by Danielle, 2nd by Heidi.

**PRINCIPALS’ (ADMINISTRATION) REPORT (Read by C. Simard, Prepared by M. Millman)**

Current enrollment – approximately 580 students

**School Activities from March 16th to May 17th**

**March:**

* We had a Special Olympic fundraiser where the Wpg. Blue Bombers played Manitoba Justice in basketball in the MY gym
* We had a special bake sale in the early years to raise money for an orphanage in Africa.  This was initiated by an early year’s student.  Staff and community members very generously donated baking for the event
* Student-led conferences were well attended

**April:**

* Our grade 4 & 5 students attended the WSO
* Members of our middle years P.R.I.S.M. (gay straight alliance club) did a wonderful presentation to our middle years students about tolerance on Pink Day
* Badminton began in middle years

**May:**

* The SMP spring musical Go Fish put on by our early years students was great success!
* We had Milk Spirit week on the EY side and a spirit week on the MY side
* We had another community smudge today – May 17th
* Regina, Saskatchewan’s Thom Collegiate bands and choirs performed for students today – May 17
* Grade 1 – 3 students participated in the Folk Dance Festival at Centennial Park today – May 17

**Upcoming Events:**

* SMP MY track and field day – May 19th, weather permitting
* Grade 6 band barbecue – May 23rd
* French Immersion and French Communication performance – May 25th
* Kindergarten farm field trip – May 29th
* Sing into Spring – June 1st
* MY Band Concert – June 7th
* Patrols to Lilac field trip – June 8th
* MY to Lilac – June 26th
* Grade 5 FI Farewell – June 27th
* Grade 8 Farewell – June 28th
* No school in the afternoon – June 29th
* Last day of school – report cards go home – June 30th

**Staffing Update:**

* Congratulations to Ms. Acheson on the birth of her son!
* Staffing for 2017-2018 will be shared at the CSA meeting in June

**School Requests:**

* No requests at this time

***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.

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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

* Attendance remains at an average of approximately 236 students daily.
* As you are aware this will be my last year at the Program and I will be retiring at the end of June.
* Two staff members left the Program the end of April & I have another who has indicated she will not be returning in Sept..  Another employee is looking to relocate in spring, but she’ll be available until then.
* 5 Staff completed their re-certification in Emergency First Aid on the 3rd April.
* Our final training session of the year was held at Bernie Wolfe School on
* 26th April, the focus was "active supervision".
* I tried to get staff on the URIS training course but was told it was full.  I have spoken to Ms. Millman and lunch program staff can take it at the school with the teachers next year.

Other Matters

* There are approximately 70 students currently enrolled in kindergarten.  I will be sending information to parents for next year once my replacement has been hired and the forms updated with the new information re cost etc.
* We have approximately 41 students leaving Grade 5 at the end of June.  It would be wise to wait until September to see how many of the kindergarten students enroll before deciding on the number of staff for next year, especially in view of the new fees imposed by the division.

Financial report

* As expected, we had a very good deposit for the April, but we will likely not make payroll for May and June.  We should end the year with a comfortable credit which will help with the start up in the fall.

**FINANCIAL REPORT (S. Brodie)**

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| **CSA Financial Report May 17** | | |  |
|  |  |  |  |
| 4,190.00 | Opening Balance Mar 14 | | |
|  |  |  |  |
| 4,376.00 | Hoffmann's | |  |
| 1,103.10 | Craft Sale |  |  |
| ---------------- |  |  |  |
| 9,669.10 |  |  |  |
|  |  |  |  |
| (65.90) | Craft Sale |  |  |
| (11.00) | Babysitting Mar | |  |
| (198.64) | Teacher Appreciation | |  |
| (3,379.00) | Hoffmann's | |  |
| (308.50) | Movie Night | |  |
| (1,700.00) | Fans |  |  |
| ---------------- |  |  |  |
| 4,006.06 | Bank Balance Mar 14 | | |
|  |  |  |  |
| (1,100.00) | Kinder-Garden | |  |
| (600.00) | Festival Breakfast | |  |
| (100.00) | Staff Appreciation | |  |
| ---------------- |  |  |  |
| 2,206.06 |  |  |  |
|  |  |  |  |
| \*\* Missing Movie Night Deposit \*\*\* |  |  |  |
|  | | |  |

**NEW BUSINESS:**

* Received Thank You Card to CSA from School Staff for the Lunch we helped pay for. It was very much appreciated.
* Discussed the new rules for the School Lunch Program, it was suggested that the Leadership Students become involved to assist with the lunch program (this happens in other schools), especially if the ratio will be 1 supervisor per 60 students (possibly 3 classrooms). It was suggested that it be treated like the Patrol Program, where the kids are committed to this job and the CSA provide support to the leadership program. Discussed how many supervisors we currently have, should we no longer offer the Microwave? Can we afford to offer Multi-Family Discounts? Olga advised that Mrs. Naveravich will be meeting with the school division and creating a sub-committee to insure we are following the new guidelines. Topic tabled till June, as additional information is required.
* Discussed finding new Lunch Program Coordinator, need to confirm with Mrs. Millman on the status of this job position. It was suggested that we confirm Salary, Weekly Hours required and job posting. Marcella to follow up to confirm the job positing status with Mrs. Millman, will send out email update.
* Olga advised that she still has $150 of Staples Gift Cards, they will be used to restock the Lunch Program for the following 2017/2018 term with paper, file folders, etc.
* Craft Sale: It went extremely well and we raised $1103.10, Christa has a few receipts to be reimbursed along with the one vendor who cancelled 2 weeks prior to event. Will take care of those final items next week. Danielle approved the refund, Marcella 2nd it. Discussed some ways to improve this event, offering more prizes to be won and additional tickets can be purchased, confirmed with Sherry that we can continue with the same raffle permit we obtained. Confirmed we will keep this event in the spring and at the Morse Place Community Centre. Discussed a Thank you for Dave Enns for all the work he did for the event. Will obtain a Keg Gift Card as a Thank you. Christa motioned this thank you gift, Danielle 2nd it.
* Discussed Thank you for Olga Barnes, will send email to all Board Members to decide on an appropriate gift (a Spa Gift Certificate was suggested).
* Confirmed that we will move the June CSA Meeting to June 7th at 6:30 pm. Will send out Email Blast as well as update the CSA Notice Board in the School!
* Discussed vacant board positions for the 2017/2018 term, Hayley Mclean confirmed she will let her name stand for the Vice-Chair position, Danielle agreed to let her name stand as well. Sherry agreed to let her name stand for the Treasurer positions. Due to the fact that Hayley was not in attendance, she will need to attend the June Meeting and we will finalize these positions. Topic tabled till June Meeting
* Discussed being more visible, in order to encourage more families to get involved with the CSA:
  + Set up table at all school functions (Band Concerts, Winter Concert, Meet the Teacher, etc.)
  + Send out email blast to school prior to each meeting. Christa will deal with this request.
  + Christa & Heidi to redo CSA Notice Board. Confirmed budget of $100 already approved
* Movie Night went very well, 110 people attended, Pizza was delivered late but we received a discount, Need to keep in mind the length of movie for future event (Max 1.5 hours).
* Long Term Fundraising: Marcella brought up this option as she discussed with Mrs. Millman. Sherry confirmed we would need to declare it as a Capital Campaign, but good news is there are different fundraising rules as well as additional Grants and funding available for this type of fundraising. Options: New play structure at far end of school, Subsidize school field trips or pay for students who can’t afford basic necessities (Glasses, Winter Clothes, etc.). Will need to declare what we are saving long term for, can use this to advise families what the CSA is working towards.
* Discussed need to amend or update name of CSA, in order for SMP Families to understand who we are, what we do and to join in. Christa to review the Constitution and confirm for June how we can best proceed.
* Discussed the option of moving the monthly meetings to another day of the week. We need everyone in attendance to make this change. Topic tabled till June meeting.
* Discussed Fundraising options for the next year: Show and Save (we are concerned that with the amount of books handout and not accounted for, due to issues with ordering; however Show N Save have several large coupons that make it a good value). Mable’s Labels, Spring Craft Fair, Movie Night. Will accumulate a list to be approved at June meeting.

Meeting adjourned at 8:10 pm. Next meeting will be on Wednesday June 7 2017