**HGI PAC MINUTES – November 22nd**

**Introductions**

**Members Present**

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| Jen Wilson  Quinn Wilson  Kim Mcrae  Tom Albig | Connie Torossi  Peggy Hobson  Lauren Mitchell-Lawson  Paula Grieef |

**Regrets:** Silvana Catanese

**Approval of Minutes**

Paula Grieef moved to approve the minutes from the September meeting, seconded by Connie Torossi.

**Treasurers Report** – Tom Albig

**Lunch Report** – Sent in by Silvana Catanese

**Administrative Report** – Peggy Hobson

November 22, 2016

1.     Thank you to PAC for support; Babysitting Course organization and positive work on effective communication (Yay to you!)

2.     Staffing Update

a.     Lisa Templeton; Karl Zielke

b.     Christine Prystenski; Jacqueline Fogg

c.     Margarida Sousa; Vicki Flynn

3.     Digital Citizenship – details for parents

4.     After hours possibilities

5.     Early Dismissals

6.     Very early projections for next year

a.     Plans

b.     Enrolment

c.     Intensive French

7.     Calendar update

a.     Assembly to be moved to November 29

b.     Other

\*Discussion notes

Staffing: Lisa Templeton .833 returning in a more limited capacity.

Jaqueline Fogg till after Christmas – Mrs Prystenski returning at some time during December with overlap with Ms. Fogg.

Ms Sousa had a baby

Vicki Flynn expecting – Near Good Friday

Digital Citizenship – issues with devices, need for a conversation with PARENTS. Have a conversation about the use of devices

* Parents texting children that they are outside, children just leaving w/o discussing with the office.
* Parents communicating in real time with students regarding tests, following up with teacher even before the end of the class – even prior to marking of the tests

We should have discussion about digital citizenship with our parents.

Todo : link digital citizenship articles on the FB page.

\*Lines of responsibility during early dismissal – some kids playing on the street, some kids playing in the gym… kids not going home, but who is in charge?

Kids that play sports (volleyball etc) waiting around the school to go to their practice/game etc… Peggy floated the idea again of after school programs. (clubs, groups) something with supervision in the library

Looking at numbers for next year – numbers too high to not be opening existing classrooms that are not being used for teaching (e.g. bike shop..)

Intensive French to be cancelled for next year.

Nov 28th assembly moving to Nov 29th.

High rate (90%) of return on immunization forms.

**Discussion items:**

* Final email reminder letter for PAC donations
* Todo: add link to HGI Live ? add picture of a laptop with HGI Live on the screen
* Todo: Set a goal for the number followers on the FB page
* $375.00 grant money (ideas for spending- speaker to come?)

Bring in a digital citizenship speaker? Internet safety? A speaker on another topic (Peggy says she can come up with a speaker) Plan is to move PAC meeting from March 21 to March 14. PAC meeting to start at 6pm and presentation to start at 7pm.

* Allocating PAC funds
  + money to grade groups – not enough funds to give out. Suggestion was to ask teachers for a wish list for us to fund if/when funds are secured.
  + Discussed funding crossing guard position ( we split $1,800 last year 50/50 split between HGI school funds and PAC) – approve in January meeting

**Round Table**

Concern was raised that there are “too many hoops to jump through” when picking up a child for an appointment.

**Meeting adjournment**

**Lunch Program Report**

Henry G Izatt – Middle School

Lunch Program Report

For the Parent Council Meeting November 22, 2016

**Financial:** Balance in the account as of November 22nd, 2016 is $ 110,212.99

**Deposits:** $ 3250.00

**Expenses:** Calabria Pizza $ 254.91

Treats for the October 26 meeting $ 17.98

Sports Equipment $ 608.20

Cleaning Supplies $ 61.45

Christmas appreciation gifts $250.00

**Fees past due:** Number of students with past due fees is 22. Calls to parents will be completed by the end of the month. After November 30th a list will be provided to Ms Hobson for review.

**Staff Complement:** One supervisor left the program this month due to other interests. Supervisor complement changed from 22 to 21. This change will still provide sufficient supervision throughout the lunch hour. Hiring more supervisors is not required at this time. No change in the canteen or library.

**Win a Pizza Lunch:** We had two winners for the month of October. Congratulations to Grade 8 Mr Green and Grade 9 Ms Maine.

**Meetings:** A brief meeting was held on November 10th with Ms Hobson to discuss indoor lunchtime activities during the colder weather. Some activities include dance video, computer games, crafts, chess, movies, building with lego’s, basketball and building bikes. Posters will be prepared and displayed throughout the school. The posters will include the activity location and activity. Students in grades 5, 6 and 7 can participate in the same class for an activity. Students in grades 8 and 9 will share another class with the same activity. Ms Hobson agreed to discuss some of the activities with teachers for classroom usage prior to meeting again later this month.

The next lunch supervisor meeting is scheduled for Thursday November 24th to review procedures of missing students while taking attendance, student guidelines, supervisor duties and disciplinary action for poor behaviour.

**Sport Equipment:** a variety of game balls were ordered from Sportfactor Inc. to replenish the indoor and outdoor supply.

**First Aid Training:** Instruction in basic first aid and CPR training was held at the Pembina Trails School Division arranged by Mary Presley-Wood. Seven supervisors attended the session on Wednesday November 9th . The interactive workshop provides the supervisors with certification that is valid for 3 years.

**Christmas Luncheon:** The Christmas Luncheon will be held on Thursday December 8 at Emira Acquisto’s house. This is a pot-luck lunch. Also, all supervisors are asked to bring a non- perishable item to be collected at the luncheon for Winnipeg Harvest. The items will be delivered before December 22nd. All supervisors will receive a small $10.00 appreciation gift ( gift certificate). This event does not incur any other expenses from the program account.

Wishing you all a safe and joyful holiday season with family and friends!

Respectfully Submitted,

Silvana Catanese

Lunch Program Coordinator

Treasurer’s Report

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| **September 2016:** | | |
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| Date | Description | Amount |
| September 1, 2016 | Opening balance | $ 2,067.45 |
| September 12, 2016 | 2016 voluntary donations ($20 each) | $ 920.00 |
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|  | Account Balance | $ 2,987.45 |
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| **October 2016** | | |
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| Date | Description | Amount |
| October 1, 2016 | Opening balance | $ 2,987.45 |
| October 12, 2016 | 2016 voluntary donations ($20 each) | $ 580.00 |
| October 22, 2016 | 2016 voluntary donations | $ 120.00 |
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|  | Account Balance | $ 3,687.45 |
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| **November 2016:** | | |
| $2,070 has been collected for voluntary donations. ($5,970 last year) | | |
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| Date | Description | Amount |
| November 1, 2016 | Opening balance | $ 3,687.45 |
| November 7, 2016 | 2016 voluntary donations ($20 each) | $ 50.00 |
| November 18, 2016 | Pembina Trails contribution | $ 375.00 |
| November 18, 2016 | 2016 voluntary donations | $ 200.00 |
|  | Account Balance | $ 4,312.45 |

Submitted by Tom Albig