Minutes of Meeting-HGI Parent Advisory Council

 Tuesday, February 16, 2016

Members Present: Peggy Hobson, Lauren Mitchell-Lawson, Tom Albig, Harriette Miao, Peter Maluga

 Regrets:,

1. Meeting came to order at 6:30 PM.
2. The minutes from the January meeting were approved and no changes were made.
3. Treasurer’s Report- Read by Tom. We have $11,462.56
4. Lunch Program report- Prepared by Silvana and read by Peggy. See attached.
5. Round Table:
* Taxis picking up students at lunch.

**Admin Report:**

1. New registrations continue on a regular basis. ( 2 or 3 per week )
2. More need for special needs concerns
3. “Tiny House” Report
	1. Great deal of interest form students and parents; currently collecting waivers for the project video.
	2. Two Guest Presenters in last week – contractor and architect
	3. Conversation with Workplace Safety and Health
4. “Wish List”
	1. Science Supplies $1500
	2. Gym Uniforms $1500
	3. HGI News Studio $2000
	4. Tiny House $1500
	5. Supplement technology devices to sign out $??
	6. Suggestion – Guest Speaker/Performer for school or community event $??
5. Registration process began today with VMC visiting the grade 9’s, registration starts Feb 23.
6. Revisions to the PAC letter for registration is required
7. Community Constable has followed up with Crossing Guard concerns

**Lunch Report:**

**Financial:** Balance in the account as of February 5th, 2016 is $ 77,377.78

**Deposit:** February 5th $ 110.00

 February 5th $ 6795.00 (Post-dated cheques collected

 March of 2015 during registration).

Total deposits $ 6905.00

**Expenses:**

Payroll for the period of Dec 14-Jan 8, 2016 - $ 5216.56

Win a Pizza $ 269.90

Cleaning Supplies - $ 63.01

 Snacks - $8.99 (February 3rd lunch supervisor meeting).

**Fees Past Due:** Seventeen students have fees past due. Seven additional students have been added to the list since Feb 1st as they have not provided their second half of the lunch fee payment of $95.00. Calls for the second cheque will be made this week.

**Staff Complement:** Two supervisors left the program as of February 12. Stephen Bullaro left for full time employment and Silvina Holzman left for personal reasons. Joy Nadeau joined our team to supervise the library taking Helen Vidovic’s place. We’re pleased to have Joy join our team. The decrease in the supervisor list will not affect the level of supervision in the school for the remaining 4 months. As of February 15 the staff complement is now at 20.

## Students with special needs: After meeting with Mr Maguire it was decided that as of February 1st the number of students shared amongst the Lunch Supervisors and the Educational Assistants will increase from 5 to 6 students during the lunch hour.

**Win a Pizza Lunch:** For the month of January pizza was awarded to grade 5 Mr Erb’s class and grade 7 Ms Prystenski’s class.

**Meeting:** A supervisor meeting was held on Feb 3rd. The meeting was attended by 14 supervisors and addressed by Mr Pizzi and myself to review procedures in addressing disciplinary matters with students during the lunch hour. An office referral form for disciplinary action is available and located in every supervisor binder. The information shared by Mr Pizzi was well received and delivered in a very positive manner.

**Tax Receipts:** Receipts have been prepared for all lunch fees collected for the calendar year of 2015. All 551 receipts were prepared in duplicate. The receipts will be mailed out to the parents on Wednesday February 17.

**Indoor activities:** A meeting was held January 22nd with Mr Greene, Mr Pizzi, Emira Acquisto and I to discuss the implementation of more indoor activities. More activities are required in the classrooms and other areas of the school during unsuitable outdoor weather conditions to accommodate the students. Besides the gym, library, and computer room, other ideas were presented to have a games room, a chill out room, a listening to music room, purchasing another foosball table and some mini hockey sticks with eye protection. Presently I’m checking the school for existing supplies prior to purchasing some of the items mentioned.

Meeting adjourned at 7:30pm.