

Sept 20th, 2016 Minutes

In attendance: Jen Wilson, Quinn Wilson, Silvana Catanese, Peggy Hobson, Connie Torossi, Paula Grief, Julie Woo, Kim MacRae, Amber Delay, Lauren Mitchel Lawson

Regrets : Jenny Hassenack Bru, Leanne Ruby, Tom Albig

Julie Woo concerned about allergies, Peggy to follow up with Mrs. Fogg regarding training.

Silvana Catanese : lunch program update

**Henry G Izatt - Middle School
Lunch Program Report
For the Parent Council Meeting September 20, 2016**

Financial – Balance in the account as of September 19, 2016 is \$104,319.33.

Deposits - \$76,150

Expenses – See attached financial statement

Registrations -	Pending
Grade 5 – 80	18
Grade 6 – 102	11
Grade 7 – 80	17
Grade 8 – 103	20
Grade 9 – 50	32
Total	415
	98

For the students that have registered and paid, all are full time except for 5 students purchased tickets.

We have yet to hear from about 98 students and Emira has been calling parents to confirm their registration and collect payment.

An update will be provided at the next PAC meeting.

The subsidy from Pembina Trails has been approved in the amount of \$9,720 to be received at a later date.

Staff Complement - I hired 4 new supervisors:

Rose Huston, Michael Acquisto, Paresh Shah and Elena Kerkelova

Presently we have 1 coordinator, 22 supervisors, .5 in the library and .5 in the canteen. Daily lunch hour supervision will consist of 13 supervisors for 18 classrooms.

Canteen - Kathy Maruca stocked up the canteen with the items listed on the attached sheet. The canteen was available to students on the first day of school. The prices were reviewed and will remain consistent with the prior year.

Meetings - The first supervisor meeting was held on Friday September 9. We had 17 supervisors attend the meeting. Everyone was welcomed by Ms Hobson and Mr Pizzi expressing their support throughout the year. We also received valuable information from student support delivered by Mrs Finch and Ms McDevitt. Meeting agenda attached.

First Aid Training - Carole Murphy a community health Nurse will be facilitating a 1 hour meeting on Wednesday October 12 demonstrating how to use a Epi-pen and allergy concerns.

First Aid/CPR Training Workshop is scheduled for November 9 or 10 at our Administrative office for lunch supervisors and playground supervisors.

Respectfully submitted,

Silvana Catanese
Lunch Program Coordinator

Treasurers Report

Tom Albig sent – see attachment at bottom of minutes

Admin Report

- Extremely positive start up to the school year
- HGI current enrollment – see attached
- Catchment areas: Whyte Ridge, Bridgwater Lakes, Bridgwater Trails, Bridgwater Center, Prairie Point
- 52 new families who have not attended a school in Whyte Ridge before
- 6 school busses now arrive each morning

**512 students*

EAL numbers > 60

Enrolment By Room

16 September, 2016

Henry G. Izatt Middle School (2132)
--

Homeroom		Eng	FRE	ISP	WTC	Other	Total
5-1	Erb, Conrad	25	0	0	0	25	25
5-2	Pfefferle, Tanya	25	0	0	0	25	25
5-3	McKie, Jocelyne	25	0	0	0	25	25
5-4	Menzies, Michelle	22	0	0	0	22	22
6-1	Campbell, Margarida	30	0	0	0	30	30
6-2	Andrews, Nancy	28	0	0	0	28	28
6-3	Peterson, John	27	0	0	0	27	27
6-4	Lee, Patrick	28	0	0	0	28	28
7-1	Matthews, Tracey	32	0	1	0	32	33
7-2	Fogg, Jacqueline	33	0	0	0	33	33
7-3	Nicholauson, Brandi	32	0	0	0	32	32
8-1	Zielke, Karl	29	0	0	0	29	29
8-2	Bockstael, Derrick	30	0	0	0	30	30
8-3	Brown, Maryann	30	0	0	0	30	30
8-4	Green, Jonathan	33	0	0	0	33	33
9-1	Maine, Eleanor	26	0	0	0	26	26
9-2	Orloff, Kelly	26	0	0	0	26	26
9-3	Martin, Joe	28	0	0	0	28	28
TOTALS		509	0	1	0	509	510

- Staff Update: Christine Prystenski (*returning mid October*) and Lisa Templeton (*returning mid October*) on medical leaves; Jaqueline Fogg and Karl Zeilke in the term placements; Margarida Sousa (~ *mid October*) will be leaving for maternity leave; Geoff Wright participated in the Intensive French training session in the summer and will be in a few days a week working with Margarida to ensure a smooth transition in this program. The Intensive French portion is September to January

- Lockdown Drills – information

Changes to lockdown processes in the works – new pro-active approaches, practice barricading doors, getting out the windows etc.. Police will help facilitate training

Tornado drills described. Fire drills starting Sept 21.

- Calendar – updates? – working hard to keep it current
- Assemblies happen each month
- Communication; Divisional IT updates to school website, stream-lining divisional school web sites.

HGI Live – weekly updates – watch for news of the week :

<https://www.youtube.com/playlist?list=PLxgJoPA-jGwa1oqr0f2lefJk0KsoBcy2M>

New Items:

PAC Donations. Reminder emailing (Peggy will follow up and see about not sending to families who have paid)

Discussed: concerns raised that there would be confusion with Whyte Ridge PAC fee reminder – consensus was that additional reminders would be welcome at this time of year.

Ideas:

- Add PAC fees donation request to the bottom of the school supply list?
- Checklist of all the registration items? (School supplies, PAC funds, registration forms..)
- Needs to go home at the same time as band letter, registration letter, open house – address language issue
- Letter home – send home to everyone – delicate to identify that it's optional. HGI doesn't send paper – paper costs – reduce locker lining – waste
- Use *School Connect* to send communication.

Peggy to:

**add PAC to the grade 9 parent letter*

Rename PAC title from “Parent Advisory” to “Parent Advisory Council Letter (Donation Initiative)”

Put PAC into each section in <http://hgizattnews.weebly.com/registration.html>

Checklist for registrations – there is already almost a complete checklist in the grade 9 parent letter.

Communication

Facebook – PAC page setup

Remind 101 – couple of teachers are using Remind, and Karen Latimer investigating.

Discussion distributing lump sum

Peggy says lump sum to grade groups rather than individual teachers

Wait for communication about PAC fees to go out (and hopefully get some more donations)

Idea: tell teachers in May that they can buy throughout the year and submit receipts

Round table

Babysitting course

Peggy says all of the babysitting courses that the division runs are full. Mrs McDevitt looking for qualified instructors (from South Winnipeg)

Jen will phone and figure out what is required to become a babysitting trainer.

Next meeting October 18.

Meeting adjournment

HGI Middle School PAC - Treasurer's Reports

September 2016:

HGI website 'PAC Area' needs to be updated; not all parents will go the the newsletter to find PAC data

Date	Description	Amount
September 1, 2016	Opening balance	\$ 2,067.45
September 12, 2016	2016 voluntary donations (\$20 each)	\$ 920.00
	Account Balance	\$ 2,987.45

October 2016

Date	Description	Amount
October 1, 2016	Opening balance	\$ 2,987.45
	Account Balance	\$ 2,987.45

November 2016:

Date	Description	Amount
November 1, 2016	Opening balance	\$ 2,987.45
	Account Balance	\$ 2,987.45

December 2016:

-
-
-

Date	Description	Amount
November 1, 2016	Opening balance	\$ 2,987.45
	Account Balance	\$ 2,987.45

January 2017:

-
-
-

Date	Description	Amount
	Opening balance	\$ 2,987.45
	Account Balance	\$ 2,987.45

February 2017:

-
-
-

Date	Description	Amount
	Opening balance	\$ 2,987.45

Account Balance	\$ 2,987.45
-----------------	----------------

March 2017:

-
-
-

Date	Description	Amount
	Opening balance	\$ 2,987.45
	Account Balance	\$ 2,987.45

April 2017:

-
-
-

Date	Description	Amount
	Opening balance	\$ 2,987.45
	Account Balance	\$ 2,987.45

May 2017:

-
-
-

Date	Description	Amount
	Opening balance	\$ 2,987.45
	Account Balance	\$ 2,987.45

June 2017:

-
-
-

Date	Description	Amount
	Opening balance	\$ 2,987.45
	Account Balance	\$ 2,987.45

July 2017:

-
-
-

Date	Description	Amount
	Opening balance	\$ 2,987.45
	Account Balance	\$ 2,987.45

Reconciled /

Round Table

Tom Albig : As you're aware, I won't be there tomorrow, but please add the following comments to my portion of the round table:

- Account balance is at \$2,987.45. Deposited \$920 of voluntary parent deposits in September (\$200 in June).
- Account 'owners' still listed as myself and Cheryl Santilli. Need to make an appointment with RBC Kenaston to have Cheryl removed/you added to the account. Also need to get a letter to this effect from Peggy to support the change; I've attached a template for this.
- Mass deposit (voluntary deposits) can no longer be done in current/pas manner. Need to get an ATM card for the account so that deposits can be made that way.