

# ST. JOSEPH SCHOOL PARENT SUPPORT GROUP MEETING MINUTES

September 10, 2018

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**PSG Present:** Dawn Thalheimer, Chantal Staerkle, Pam Paulhus, Ingrid Uhrich, Ashley Pereira, Tara Volpatti, Mary de Souza, Christine Perkio, Brooke Deschenes

**PSG Absent:**

**Support Present:** Mrs. L. Fleck, Ms. A. Nagy

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1. The meeting was called to order at 5:32pm.

2. Opening prayer by Mrs. Fleck.

3. ***Ashley made a motion to accept the June 13<sup>th</sup> 2018 minutes. Chantal seconds the motion. All in favour. Motion carried.***

#### **4. Business arising from the Minutes**

Gift tickets to Kelowna actor's studio performance for Mrs. Farr on her retirement

- Gym was painted
- Cubby storage was installed in the bathrooms
- AED quotes by Christine P. Will be choosing between two of them. Approx \$2000 with installation. Need to check on liability changes. Ie: what are the requirements for having one onsite. Need to figure out policies.
- Outdoor message board. Looking at a different one through Uline.
- Meeting with pathways for upcoming year. Would be a great way to set the year. Tara to organize volunteer positions for them. Pam P will go to Pathways to organize and meet for upcoming year. She needs contact from Tara.

#### **5. Acceptance of Submitted Reports**

No Reports

##### **6.1. President's Report: Dawn Thalheimer**

No Report

##### **6.2. Vice President's Report: Mary de Souza**

No Report

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### **6.3. Treasurer's Report: Pam Palhaus**

- General Account @ \$11, 481.83
  - Colts Café: Closed
  - Gaming Account @ \$5784.90
- Numbers include gym having paid. But not AED or message board.

### **6.4. Secretary's Report: vacant**

No Report

### **6.5. Council Liaison:**

Position Still Open.

### **6.6. Fundraising Coordinator's Report: Ashley Pereira**

a) Christmas market: Date Saturday Nov 24, 10-3pm

- Letter for vendors has been sent.
- E-transfer in place for payment for this event.
- Most of our vendors are craftsman that sell home-made stuff, which we prefer.
- Volunteering sign up to be set up by end of October

b) Art cards: No Christmas campaign. Will be sent out January. Generic theme.

c) Looking into perhaps only focusing efforts into campaigns that make the most money. Ie. Easy to run and worth the effort. Poinsettias and Purdy's are both easy and make about \$1500 together.

Possible order of fundraisers:

1. Market: November
2. Poinsettias and choc: December
3. Bake sale: Christmas concert- possibly getting donated items/at a cost (Mary will run)  
Also, may assign/suggest items per class.
4. Read-a-thon: February/Spring break
5. Art cards: April

### **6.7. Social Committee: Brooke Deschenes**

- No report.

- But would like to discuss next meeting other event possibilities: Dance and Family Fun night.
- It was agreed that the dance is a great idea.
- Booked dates
  - Dance: Thursday March 14<sup>th</sup>. St. Patrick's Day theme.
  - Family fun night: Thursday May 23th, 5-8pm

### **6.8. Public Relation's Liaison Report: Tara Volpatti**

Tara would keep the newsletter portion of the position until it gets filled.

Would like a second person who is knowledgeable in marketing to promote events like the Christmas Market throughout the city.

### **6.9. Hospitality Coordinator Report: Christine Perkio**

- Welcome table.
  - Not quite what we thought. Not a lot of people stopped by. Need to be made obvious. Perhaps having the tent set up.
  - In terms of photographs perhaps it's better to be w/o uniforms.
  - PSG sign would be helpful. Revisiting the idea of having banners and signs made for events like this.
  - Table should be the first day for sure in terms of being a welcoming spot for families and a place for information.
  - Would like to vamp up for next year. Wear PSG t shirts.
- Welcome tea
  - Set for Friday
  - Need items from sign up
  - Evite works for new people. And to have an idea of confirmed numbers
  - PSG Wear red shirts
  - Coffee urn need set up. Pam P will help set up Friday morning.
  - Set up on Thursday afternoon.
- Teacher's lunch
  - If you want teachers to all eat together, then you need to get volunteer supervisors to watch the students during their recess and lunch breaks.

### **6.10. Colt's Café Report: Chantal Staerkle**

- Colts is open
- Over 50 orders as of this morning.
- Price increases overall, probably due to minimum wage increase
- 3 days of hot lunch right now. Possibly do 4 days next term.
  - Ashley is available to cater for 1 day of hot lunch. Will sit down and put something together and offer to Chantal. Will be ready to go for January term. Possibly Thursdays, TBC. Must adhere to Canada's food guide.
- Added Wokbox as a vendor. Trial mode.
- Milk is still being offered by Independent. **Please give Susan a heads up and keep an eye on the delivery of it.** Make sure it is worth it. Keep the communication open, as it is a very popular item but we want to make sure it runs smoothly.
- Could Susan send out a reminder email on Wednesday morning re-last day to order. And no cheques.

### **6.11. Volunteer Coordinator Report: Tara Volpatti**

- New to the position.
- Will meet with Chantal for an update on Colt's volunteering.
- Suggestion for volunteers: Give an orientation if it's their first time volunteering. Perhaps have a cheat sheet of each position to give out.
- Tara received the list of parent filled volunteer forms related to PSG. Will give back all others back to Susan.

### 6.12. *Principal Report: Mrs. L. Fleck*

Great start of the year. Smoother than last year. Sitting at 265-270 students.

Would like to get more Kindies.

All good!

- Welcome Ms. Nagy taking Ms. Peddrette's place.
- Need to get more people on Council.
- Discussion was had about the need for community building events like the black tie dinner. We haven't had one in so long, it is missed.

### 7. *Business Arising from the Reports*

Keith Puiu has volunteered to fill one of the PSG positions that are missing. Perhaps the marketing one. He will consult with his wife and come back to us with their decision.

### 8. *New Business*

- Voting for Secretary Position: Ingrid Uhrich.
  - **Secretary position**

Dawn Thalheimer asked the floor if there were any nominations for the position of secretary. Ashley Pereira nominated Ingrid Uhrich, Mary de Souza second the nomination. Dawn Thalheimer called a second time if there were any nominations for secretary. There was no response. Dawn Thalheimer called a third time for any other nominations for secretary. There was no response.

***Ingrid Uhrich was elected to the position of Secretary by acclamation.***

- Further to the conversation regarding the council's gala in Principal's report. Discussion was had about the need for community building events like the black tie dinner. We haven't had one in so long, it is missed. Mary would be willing to organize an event of this caliber for future. Perhaps February of 2019? **Possible day Friday February 8<sup>th</sup>**, 2019. Will ponder the thought. Perhaps book the parish hall even if we have to cancel.
- Dawn asked everyone to brainstorm memorial for Mrs. M and will discuss next meeting.
- Re yogibo for Mrs. Aitken. Big huge bean bag used by children with sensory issues but not exclusively. They are used in the resource room. Two were bought, one was taken to Mrs. Aitken room. They really like it, it helps with self-regulation and calming. Also provides a cozy, welcoming atmosphere. US\$249 approx \$300 CAD. Mrs. Aitken would like the "Yogibo max".
  - Pam has the concern that the purchase was made to the 'group' being the resource room to be used by many.

The issue being that if it is bought for one, then all (each teacher) will want it. So perhaps it would be beneficial to purchase for the resource room and teachers can borrow from there. Or should we purchase enough for one per classroom? Lynn mentioned that all teachers do different things within their classrooms, so buying one for Mrs. Aitken would be fine with her but that not all teachers would necessary want the same.
  - How do we avoid the managing of the yogibo going out to several teachers and making it fair. Lynn says that again, each teacher would have to test and see if the yobibo works for their classroom's climate and needs.

- Can Mrs. Aitken look into the specific one she wants and if there is a package deal, we'll go from there and purchase accordingly. Will be bought under the resource room, specifically for Mrs. Aitken
- Dawn will chat with Mrs. Dreher to see if there is a specific need for more.
- Dawn would like to start a Monthly student challenge to raise awareness of the school in terms of marketing and promotion. Raising awareness of our children in the community. I.e “wear your uniform to mass”, then get entered into a draw. To be present at church bazaars for instance. To be more visible. Looking to add t-shirts or gym strip warm up gear, to be worn in the community.
- Calendar of Events: Month by month: year overview. To plan ahead and not overwhelm families.
- Change of Name: will be discussed next meeting.
- Please bring awareness that e transfer is available, we prefer no more cheques! “Preferred method of payment is e-transfer and school password. No more cheques”
- Cards for Kids: Council vs. PSG
  - In order to make a profit we need to purchase in bulk. So fundraiser can still be under the hospice from council, but ran through PSG. Therefore will leave the same as last year. Need to find a replacement for Renee (bookkeeping). Christine B. is willing to do the marketing part of it, and we need someone to do the bookkeeping part of it. So we need to recruit a person who would be able take over this part. Perhaps someone in the church bulletins. Training provided. Must be knowledgeable in Quickbooks or understand the gist of the spreadsheet technicalities.
  - The challenge is that with the council fronting up to 80K, they need the accountability of the program being run with that degree of detail.

9. Next regular meeting date to be Monday Oct 15<sup>th</sup>, 5:30pm (Third Monday of every month)

10. Volunteer for opening prayer for the next meeting – Dawn Thalheimer

11. Mary makes a motion to adjourn the meeting. Chantal seconds the motion.

**All are in favor. Motion carried.**

**Meeting adjourned at 7:29 pm.**