## Parent Support Group

Minutes
DATE: October 16, 2023

PSG Present: Karen K., Ashley P., Jeffie B., Nicole H., Amanda T., Joelle S., Shelley B., Sheridan T. \& Onn C.

Parents Present: Manuel V, Chris R., Olivia A., Cheryl C., Christina S., Arianna S., Sara F. \& Jasmine C.

PSG Absent: Carol T. Andrew H. \& Michelle B.

School Support Present: Maddy P., Christina B.
1.0: The meeting was called to order @ 6:33pm by Karen K.
2.0: Opening prayer led by Nicole H.
3.0 Acceptance of last meeting's minutes: by Karen K.
3.1: Karen asked if anyone had any revisions to last meeting's minutes. If no revisions were required, could a motion be made to accept the September 11, 2023 minutes. A motion was made by Shelley B. to accept the September 11, 2023 minutes. The motion was seconded by Amanda T. All voted in favour; the motion was carried.
4.0 Principal's Report: by Maddy P.
4.1: Current Events brief:

- current enrollment: 2022(285) / $2023 \operatorname{Sep}(327)$ Oct(329)
4.2: Upcoming Dates:
- October 20, 2023: Provincial Pro-D Day
- October 23/24, 2023: Ministry Evaluation
- October 30/31, 2023: Pumpkin Alley
- November 1, 2023: Gr. 7 Saints Presentation in the gym, all parents welcome


### 5.0 President's Report: by Karen K..

5.1: Correspondence: Thank you note from Mrs. Lee for the staff luncheon that the PSG put on last June.
5.2: Calendar for the year for perusing at the end of the meeting that highlights the events that are to take place over the course of the school year. Karen would like to continue to add to it as that year progresses, so that it can be used as a starting point for next year's planning.
6.0 Vice- President's Report: by Jeffie B.
6.1: No report.
7.0 Treasurer's Report: by Carol T.
7.1: General Account @ \$ 60,506.44
7.2: Gaming Account @ \$ 5,829.25

Our 2023/2024 gaming grant was deposited on October 5, 2023. We received $\$ 5,700.00$, which is based on the school's student enrollment
8.0 Secretary's Report: by Ashley P.
8.1: Basic protocol - Handout Photocopying: email the office a few days in advance with a requested date/time asking to use the library photocopier.
8.2: Basic protocol - Receipt reimbursement: email the president/vice president with a summary and copies of the receipts you are claiming for reimbursement. Be sure to include what the expenses were for, so that they can be properly allocated. From there the secretary will contact the treasurer to cut the Cq. Once signed, the president will let you know that the Cq is ready and waiting for you at the school office.
8.3: Basic protocol - Approval voting between meetings: if a vote of spending needs to occur prior to a scheduled PSG meeting, email the president making a motion for whatever funds are required. From there, the president will email the PSG executive asking for all to vote. Every executive hits "reply all". The first executive to respond must second the motion, and then we must receive a minimum of three more "yes' votes (for a total of five voters) to make quorum, but all are encouraged to vote when they check their email.
9.0 Council Liaison's Report: by Andrew H. - absent
9.1: No report.
10.0 Fundraising Report: by Shelley B.
10.1: Safety Kits update: 46 orders were placed for 120 kits earning approximately $\$ 900$ profit (tabulation not finished). The orders take $4-6$ weeks to come in, so will arrive around the end of November.
10.2 Purdys \& Poinsettias: Order forms will go out the first week of November. Chocolates will arrive on Dec 4th. Poinsettias will come on December 7th. Shelley will be looking for some helpers to assist with the organization of both. Parent pick-up day will be Thursday, Dec 7th
10.3 PSG VIP parking spot (Sep-Dec): sold in online auction for $\$ 620.00$ 11.0 Social Events Report: by Nicole H.
11.1: Halloween Dance coming up on October 25th. Pre-orders for pizza closes tonight. So far we are at 47 families, but there are still a few more that have come in and not been printed off yet. Nicole would like to motion to spend up to $\$ 1500$ to prepay for the pizza and concession items. The motion was seconded by Amanda T. All voted in favour; the motion was carried.
12.0 Hospitality Report: by Amanda T \& Joelle S.
12.1: Staff appreciation initiative: Favourite Starbucks drink.

Joelle and Amanda would like to secretly obtain the favourite starbucks drink orders of all St. Joe's staff members. From there, they would like to randomly surprise all staff members (each on different random days) with their favourite drink. Christina B. volunteered to assist Joelle and Amanda with the task of gathering the information. Joelle would like to make a motion to purchase a $\$ 300.00$ Starbucks GC from C4K. The motion was seconded by Sheridan T. All voted in favour; the motion was carried.
13.0 Public Relations Report: Sheridan T.
13.1: Newsletter "how-to". Sheridan will email the week before, asking for newsletter items. She is happy to format and create graphic designs, if that is not your forte. But if you have graphics you wish to see used, please include them in your email to her.
14.0 Colt's Cafe - Hot Lunch Report: Onn C.
14.1: insulated bags for intermediate students. The semi-firm coolers are available on Amazon for approximately $\$ 13.72$ (prices fluctuate). Maddy P. indicated that she has applied for a spending allowance of this nature as part of a current government grant. The two will touch base and come up with a plan.
15.0 Volunteer Coordinator's Report: by Michelle B.
15.1: No report.
16.0 New Business Report: by Karen K.
16.1: Request for funds to support families in need
16.2: Request for funds for security cameras
16.3: Gala Clarification: there is no set rule; it depends on the overall school calendar and the way the year looks.
17.0: Old Business Report: by Ashley P.
17.1: Vote for stickers via email on September 12, 2023

Karen made a motion via email to spend up to $\$ 450.00$ on 350 "BELONG" sticker decals. These would be handed out at the welcome picnic hosted by the school later that week. Joelle seconded the motion. Quorum voted in favour. Motion carried.
17.2: Vote for hospitality spending via email on September 19, 2023

Joelle made a motion via email to spend up to $\$ 40.00$ on incidentals for the Welcome Tea later that week. Ashley seconded the motion. Quorum voted in favour. motion carried.

Meeting adjourned at 7:51pm by Karen K.
Next meeting opening prayer by Ashley P.

## Next meeting date is November 20, 2023 @ 6:30pm at St. Joseph Catholic School.

## Elections for 2023/2024

September 15, 2023 - email sent to all PSG Executives/parents in attendance at September 11th PSG meeting.

Following the conclusion of Monday's PSG meeting, it was determined that the role of PSG Public Relations Liaison is not a two person position.
After careful consideration and guidance from administration, it has been decided to proceed with a vote. In the interest of moving forward and filling the position, the vote will be cast via email. The vote will be open to all PSG Executives and Parents that were in attendance at Monday's meeting. This includes YOU!!
Both individuals were contacted earlier this week, and wish to be considered for the position of Public Relations Liaison. They were asked to reply with a brief summary of who you are, why they feel they would be a good fit for the position and what strengths they would bring to the role.
Please see their responses below. We have ordered them in the order of their nomination to the position, so that all would be able to distinguish who was who, should you not know them personally.

## A note from Sheridan...

BELONG...Upon immigrating to Canada in 2009 with my ex-husband and eldest daughter, we experienced so much love, compassion and kindness from all the people we met on our new adventure. Close friends became family and holiday dinners went from a table of 3 to a table of many. To reiterate what Nicole said about the slogan "BELONG" truly resonates with me, after moving from Alberta to the Okanagan it felt like leaving family behind all over again. The support I have felt from parents and staff has been overwhelming, I am grateful and Blessed to be a part of St. Josephs. That sense of belonging begins the moment you cross the crosswalk in the morning when you and your child are greeted by name.
I have been on my oldest daughter's school committees from preschool and elementary. I have assisted successfully with obtaining donations from local businesses in South Africa and Alberta. And I have also been shadowing Andrew in the position of Public Relations Liaison since the last PSG meeting that I attended in May 2023.
Thank you,
Sheridan

## A note from Sara...

Hey there! I'm eager to step into the role of Public Relations Liaison at our school, and here's how my experience lines up with the responsibilities:

1. Biweekly/weekly school newsletter: l've got a knack for coordinating and managing content. My background in project management and creating training programs means I can efficiently gather information from PSG executive members, format it perfectly, and ensure it's ready for distribution by the deadline.
2. Relaying newsletter information: I've collaborated across teams before, so working with the folks in charge of our school's social media and calendar is right up my alley. Plus, l've got experience in effective communication, making it a breeze to email teachers and get them in sync with the latest news for parent and teacher communication.
3. OLOL/Immaculata and Church Bulletins: I understand the importance of getting the word out about fundraisers and events. My background in sales and marketing means I can help expand our reach to sister schools and church communities, encouraging more support for our initiatives.
4. Utilizing PSG sandwich board and Foyer bulletin board: I'm all for creative advertising, and I'm ready to put PSG sandwich boards and foyer bulletin boards to good use to promote our school events.
I'm excited to attend the meetings and work together to keep our school community informed and engaged. Let's make our school shine!
God Bless,
Sara Formo

If you wish to vote, please reply to this email by 12:00pm(noon) on Saturday, September 16th.

The votes were tallied: 8 for Sheridan, 2 for Sara. Sheridan was voted into the position of Public Relations Liaison.

