



subject to adoption at the next meeting

Assumption Jr./Sr. High School Council & PAC Meeting Sept 17, 2018; 6:30 p.m.

In attendance: Gail H., Chantel A; Rhea Kettles, Andrea Jordan, Erica Green, Megan Cyr, Tammy Kozlow, Terri Hansen

Guests: Michelle Quiban; Mary-Anne Penner, Jason Bayer, Leanne MacDonald

Regrets: Vicki Lefebvre; Claude Boily; Charlene M; Andrea S;

1. Called to order: 6:35 p.m.; with the opening prayer

2. agenda additions:

3. minute of last meeting adopted:

4. Reports

a. Treasurers' Reports:

Council: \$1500 approximately

PAC: \$35,000 approximately; new bookkeeper; changing presentation information & how \$\$ is tracked.

b. Principal's Report:

i. Chantel reported on back to school activities that took place

ii. Duane Peace upcoming presentation

iii. would present PAT/PDE results in Oct

iv. learning culture of new school

c. teacher report:

i. Jason Bayer reported on math classroom: standing & white boards; culture change

ii. wanted to return to "junior high" focus

iii. teambuilding opportunities (eg Friday Feast, crazy 8

d. Thriftology report:

i. lots of donations over summer; halting donations for next week to deal with backlog;

ii. shed: Mr. Green could build new shed for moving

iii. Christmas/seasonal room: could be set up by Oct 1 with 2 people & 2 days

e. PAC report:

i. Gail reported on Thriftology meetings over summer; Gail indicated Purdy's chocolates Christmas fundraiser would happen

ii. budget: reminder to group that our budget commits 6 bursaries @ \$500 each = \$3000 as line item in this year's budget; Bibles for grads @ approx. \$1000; still one bus payment left of approx. \$14 000



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f. Board report:

- iii. Vicki unable to attend; MaryAnne presented instead; school councils & PAC members invited to AHSCA presentation Oct 29, 5:30; shared more active role on promotion of Catholic education; shared reflection from opening staff day (David Wells' presentation); invited all interested to attend next board meeting Sept 19 in LLB

5. Old Business

a. promotional video update:

-Chantel will do presentation in October

b. Thriftology sub-committee: Gail presented the following from summer meetings

i. **additional hours: motion** to add additional hours of up to 35 hours/week to be revisited at September School Council meeting. **carried.**

ii. **garbage solution: motion via email:** to order garbage bin and pick up from Wildrose at monthly bin fee & by pick-up cost; approximately \$25/mth for rental of bin & \$65/dump fee; **Andrea/Claude ; carried**

iii. **internet: motion via email: Andrea/:** to add internet to telus phone plan which increases cost to \$85 + gst & fees; this will include 150 LD in North America, caller ID, voicemail, call waiting, call forward, and unlimited data; **Andrea/Charlene; carried**

iv. **debit machine:** Motion via email: **Andrea/ Claude:** to set up a debit machine from LCU at Thriftology: cost: application fee \$50; transaction-based fees \$.04; interact assessment per transaction \$.008; monthly fees terminal rental \$30.00; monthly admin fee \$6.95; **carried**

v. **bookkeeper:** Motion via email to hire a bookkeeper to handle all bookkeeping duties including payroll @ \$35.00/hr at approximately 3 hrs per month; **Andrea/Claude; carried**

vi. **shelving units:** motion via email: to purchase shelving units from infomall at a cost of \$200 to help with storage in back; **Andrea/Claude carried**

vii. **cash register: motion:** to purchase cash register to a cost of up to \$400 to replace cash machine; **carried.**

viii. **possible tenant:** John Howard society: after discussion, council determined not to lease space to John Howard society.

ix. **Sunday opening: August 19:** show & shine? Proceeds to Mission trip: sales were a loss; provide donation anyway?

x. **workbee:** Sunday Sept 9: 1 – 4 p.m. went well

xi. **increase manager wages** to include wage plus GST: motion via email & text, June 15: **Andrea/Terry; carried.**

c. Thriftology subcommittee updates needed:

i. **additional staffing hours: 22 + 35: defer to subcommittee Oct 1**

ii. **shed:** see above in Michelle Q's report; Chantel will arrange moving when finished

iii. **heater** in back: defer to subcommittee

iv. **electrical** in back: defer to subcommittee



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v **exit signs:** Michelle Q to investigate

vi. **staff security and/or security system:** Michelle Q to follow up

6. New Business

a. Thriftology:

i. **additional room:** possible tenant Lakeland Housing Society; January 1: defer to thriftology sub committee

ii. **volunteers** for Thriftology

i. new workbee: Assumption staff will come Oct 4

ii. assign months for students to volunteer on Workbee Sundays (eg volleyball, basketball, etc): defer

iii. **salary grid:** defer to subcommittee

iii. work experience students: Vicky investigated cost of approx. \$200 per year; more work needs to be done here

iv. increase minimum wage Oct 1: \$15/hr

v. Christmas part for Thriftology staff: defer to subcommittee

v. slush fund in account to cover store: possible 3 months: defer

vi. bonus incentives for staff based on sales: defer to sub committee

vii job descriptions: manager; employee; recycling? Defer

b. **raffles:** how being run: Chantel will investigate

c. **Meet teacher BBQ:** report; well received; recommend have a small formal info\ presentation for next year; **motion: PAC will pay invoice for BBQ costs; Terry/Tammy; carried**

7. Round Table:

a. fashion show for Thriftology: visit this idea – great promotion

b. AED machines: Board will investigate

c. information to parents regarding school, meet teachers, etc

d. new parents at meeting very welcome and thanked for attending!

Adjournment: 8:38

next Council/PAC meeting: Monday, Oct 22; 6:30 p.m.

Next Thriftology sub committee: Monday, Oct 1, 6:30