Meeting Minutes

Holy Spirit School Council

Date | time September 13, 2023 | 6:36 pm | Holy Spirit Catholic School

Meeting called to order by Jenelle Potyondi

# In Attendance

Jenelle Potyondi, Kim Pennock, Lee Morrison, Marija Brkin, Alicia Woolf, Deacon Lynn Pion, Arnel, Jacqueline, Vanessa Petersen, Deiana Doyle, Jackie Comartin, and Aoife Cahill.

# Approval of Minutes

No previous meeting minutes to approve.

Approval of Agenda

* Opening Prayer
* School Trustee
* Teacher’s Presentation
* Principal’s Report
* Elect Positions
* Upcoming Expenses
* Budget Cuts

1st – Lee Morrison

2nd – Alicia Woolf

# Teacher’s Presentation

* Meet the Teacher Night Sept 21
* African drumming in celebration of Alberta Culture Days
* Terry Fox Run Friday, Sept 15. Online donations. Goal $500.
* Assemblies have been moved to morning to start the day and allow parents/families to join. Next assembly Sept 15.
* Fire Drills

# School Trustee

* Not in attendance. Le-Ann Ewaskiw is our new School Trustee.

# Administrative Report

* Staggered entry continues to be well received by staff and students. This is something we have kept from covid.
* Student Enrollment is 310. Last year 317 students.
* Communication is now through Dojo and email.
* Meet the staff night is Sept 21 and students will have a passport to travel around the school.
* Families in Need. Staples provided school supplies for students in need.

# Elect Positions

Chair: Jenelle Potyondi

Assistant Chair: Jason Duniec

Treasurer: Lee Morrison

Secretary: Not filled

Vote to remove Kim Pennock as current Treasurer

1st Arnel, 2nd Alicia Woolf

# Bank Account – Signing Authority Changes

The following changes to the authorized signatories to the Holy Spirit School Council bank account were unanimously approved via electronic vote on October 4, 2023:

Vote 1 – Add Michael Clair as authorized signatory.

Vote 2 – Remove David French and Jodi Ostrosky as authorized signatories.

# Upcoming Expenses

* Alien in Line Skating – Indoor Roller Blading. 3 way pay. $1,000 Apple Grant, $1,000 School Council. Remaining balance $10 per child which will be added to school fees. 1st Alicia Woolf, 2nd Marija Brkin.
* Average school fees approximately: Lunchtime supervision $40, Swimming lessons $60, and Field trips $100-140.
* Wreath Making at Book Fair/Family night after November break.

# Budget Cuts

Gym Teacher, Grade 2 Teacher. 2.5 staff cut.

# Additional Items

Deacon Lynn Pion would like to be more involved with the school and students

# Action Items

* Meet the Teacher Night – Jenelle, Lee and Jason will volunteer at table

# Next Meeting

**To Be Determined**

Motion to adjourn was made at 7:30 pm and was passed unanimously.

Meeting Minutes

Holy Spirit Parent Council Society

Date | time September 27, 2022 | 7:45 pm | Holy Spirit Catholic School and online

Meeting called to order by David French

# In Attendance

Jenelle Potyondi, Kim Pennock, Lee Morrison, Marija Brkin, Alicia Woolf, Arnel, Jacqueline, Deiana Doyle, Jackie Comartin, and Aoife Cahill.

# Approval of Minutes

No previous meeting minutes to approve.

Approval of Agenda

* Financial Report
* Were any donations made in PowerSchool
* Subcommittees for events and fundraising
* Fundraiser
* Hot Lunch
* New Email Account for School Council

1st – Alicia Woolf

2nd – Lee Morrison

# Treasurer Report

The Balance Sheet and Income Statement for Year Ended August 31, 2023 were presented. Jason Duniec and Lee Morrison to review and approve before Kim Pennock/Lee Morrison can file year end.

# Donations

* $300 in donations made last year (excluding swimming and skiing). No donation made this year as school fees are not yet due.

# Subcommittees

* Jenelle suggested going forward that we seek volunteers to run events and fundraising activities.

# Fundraising

* Cardbox fundraiser – Alicia Woolf will coordinate
* Apple box – Maybe next year
* School Dance, Taco Lunch – Will advertise seeking a coordinator

# Hot Lunch

* Schedule complete
* 9 restaurants (3 new)
* 14 dates (19 dates last year)
* Healthier options
* Average margin is 18% (more expensive meals average is 11%)
* All hot lunch dates are Fridays (except Lent)
* 4 sessions for sign ups
* Need 12 volunteers at each hot lunch day for distribution. Meals arrive at 11am.

# Action Items

* World Teacher Day – Need volunteer to purchase snacks/drinks and volunteer to deliver. 1st Lee Morrison, 2nd Arnel
* Purchase popsicles for Meet the Teacher night. Voted and approved by members via email – Jenelle
* Staff Popcorn – Jenelle & Aoife
* School Council Email Account to be managed by Chair and Hot Lunch Coordinator.

# Next Meeting

Next Meeting Date to be determined

Motion to adjourn was made at 7:50 pm and was passed unanimously.