



# École Dieppe Parent Advisory Council

September 20, 2021 Meeting  
Virtual Meeting via Teams, 6:30 p.m.

## Meeting Minutes

**Attendance:** B Davies, P Gareau, S Isaac, A Jamieson, K Knapp, H Lacoursiere, M. McDougall, J Mendres, P Mitchell, R Stoeber; R Stevens, K Renouf, J Perry, C Buydens

### Regrets:

1. Call to order at 6:32 pm
2. Welcome and introductions
3. Minutes and Agenda
  - a. Additions or amendments to the agenda  
**MOTION to adopt agenda (K Knapp/C Buydens) CARRIED**
  - b. Review and adoption of minutes from previous meeting – May 10, 2021  
**MOTION to adopt minutes (K Knapp/M McDougall) CARRIED**
4. Chairs Report (P Gareau) – Welcome to a new academic year.
5. Principal/Vice Principal's Report (B Davies) – see attached report.
6. Council Reports
  - a. Lunch Program (B Davies for R Attia)
    - i. S Isaac shared a draft of Duties of Employment for the Lunch Duty supervisors and monitors was shared with PAC
  - b. Treasurer (M MacDougall) – see attached report.
    - i. Landscaping invoice is still outstanding.
    - ii. Financials were shared with PAC.
  - c. Fundraising (A Jamieson)
    - i. Peak of the Market fundraising initiative is moving ahead. A request for volunteers will be made to help hand out the orders on October 6.
    - ii. The 2021/2022 fundraising initiatives were approved. They are: (1) Mabel's Labels, (2) Peak of the Market, (3) Happy Hippo, (4) Bosch Greenhouse, (5) Black Pearl Coffee.
    - iii. A Jamieson will prepare a time frame for each fundraising initiative.
  - d. Safety – no report
  - e. Fun lunch – on hold
  - f. Student Wellness – no report
  - g. Building & Grounds
    - i. B Davies will investigate how much Ecole Dieppe will be paying for the Landscaping project.
  - h. Staff Appreciation – no report.
7. Old Business
  - a. *Status of Fun Lunch* – B Davies reported that Fun Lunch can start again. The lunches will have to be individually packages for each student.
  - b. *PAC Meeting Participation Incentive* – It was decided that there would be no participation incentive program for parents to attend PAC meetings. B Davies will continue to promote PAC meetings in the Fun Friday emails.
  - c. *Grand Discussion* – This discussion was moved to the October PAC meeting.



# École Dieppe Parent Advisory Council

## 8. New Business

- a. PAC Grant – Annual PTSD grant for \$375 – P Gareau will be applying for this grant before the October PAC meeting.
- b. Change in signing authority for PAC account required – A Jamieson and M McDougall are authorized signatories on the PAC account, one more person will need to be added.
- c. Vacant Positions
  - i. Randi Stevens was elected as Secretary.
  - ii. Kelsey Beaudry was elected as Safety Chair.
  - iii. C Buydens was elected as Fun Lunch Chair.
  - iv. The 2021-2022 PAC executive is as follows:
    - Chair – P Gareau
    - Vice-Chair – H Lacoursiere
    - Secretary – R Stevens
    - Treasurer – M McDougall
    - Fundraising – A Jamieson
    - Safety – Kelsey Beaudry
    - Fun Lunch Committee– C Buydens
    - Student Wellness Committee– *open*
    - Members at Large (4 permitted) – K Knapp

## 9. Announcements

- a. September 24 & September 27 – Strong Beginnings
- b. September 22 – Terry Fox Run
- c. September 30 – Truth and Reconciliation Day, NO CLASSES
- d. October 5 – Picture Day
- e. October 8 – PD Day, NO CLASSES
- f. Next meetings: October 18, November 15, December 20\*, January 17, February 22, March 21, April 18, May 16, June 20 (AGM)
  - \* The December meeting will be voted on at the November.

## 10. Adjournment – 9:54pm



# École Dieppe

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www.pembinatrails.ca/dieppe

## Dieppe Parent Advisory Committee Principal & Vice-principal report September 20, 2021

- We are excited to be here for our first PAC meeting – welcome to all those for whom it is their first time too
- We have 17 classes at Dieppe this year:
  - Two AM kindergarten (Mme Dueck & Mme Tugby)
  - One PM kindergarten (Mme Dueck)
  - Three Grade 1 (Mme Saltiss, Mme Kapinga, Mme Borlase)
  - One 1/2 combined (Mme Nicholls, Mme Schur)
  - Three Grade 2 (M. Kowalski, Mme Santos, Mme Wilkins)
  - Three Grade 3 (Mme Emanuel, Mme Chandler, Mme Paton)
  - One 3/4 combined (Mme Sul)
  - Three Grade 4 (Mme Davie, Mme Ferguson, Mme Johnson)
- Most of our classes have between 22 and 26 students in them
- Because of COVID protocols asking to limit the number of people in the school, we were unable to do an in-person “Meet the Teacher” evening. Instead, teachers prepared welcome videos which were shared with families and the feedback we received was very positive.
- The first few days of school have gone well. There were a few bumps in the first week, but we feel that things have been running more smoothly since last week.
- COVID protocols that are in place:
  - Anyone who enters the school must be wearing a mask – including students
  - All adults working in the school are fully vaccinated or are undergoing frequent testing
  - Students are cohorted and have designated entry and exit doors
  - Recesses and lunch are staggered
    - Grade 3s & 4s – AM recess (10), lunch recess (11:45), PM recess (1:50)
    - Grade 1s & 2s – AM recess (10:30), lunch recess (12:15), PM recess (2:20)
  - Schoolyard is divided into 3 zones. Students spend a full-day in one zone and rotate through the three zones twice over the six-day school cycle
- Cross-country and soccer clubs have begun for the Grade 3s and 4s. Mr. Eldridge is looking forward to having intramurals for all grades over the lunch hour soon.
- Upcoming dates:
  - ~~Tuesday September 21 – Bus ridership~~ Friday November 5
  - Wednesday September 22 – Terry Fox Day
  - Friday September 24 & Monday September 27 – Strong Beginnings
  - Thursday September 30 – Truth and Reconciliation Day
  - Tuesday October 5 – Picture Day
  - Friday October 8 – PD Day
  - Monday October 11 – Thanksgiving
  - Tuesday October 19 & Thursday October 21 – Tri-conferences (evening)
  - Friday October 22 – MTS PD Day

**Statement of Receipts & Disbursements**  
**Dieppe Parent Advisory Council**

For the period beginning June 15, 2021 and ending Sept 20 2021

**RECEIPTS**

Interest	Deposited July 02	\$	0.01
Interest	Deposited Aug 02	\$	0.01
Interest	Deposited Sept 02	\$	0.01
	<b>Total Receipts</b>	<b>\$</b>	<b>0.03</b>

**DISBURSEMENTS**

CH 680	Fun Lunch Voucher Refund (C. Krainicuik)	\$7.50
CH 671	Milk Ticket/ Fun Lunch Voucher Exchange	\$20.00
CH 679	Fun Lunch Voucher Refund (M. Koppang)	\$14.00
CH 686	Fun Lunch Voucher Refund (L. Wall)	\$8.00
CH 682	Fun Lunch Voucher Refund (S. Maskiw)	\$6.00
CH 672	Retirement Gifts Contribution (McDonald & Olsen-Vincent)	\$150.00
CH 684	Fun Lunch Voucher Refund (W. Stewner)	\$6.00
CH 674	Fun Lunch Voucher Refund (S. Benevides)	\$8.00
CH 676	Fun Lunch Voucher Refund (M. Gingrich)	\$8.00
CH 675	Fun Lunch Voucher Refund (M. Germino)	\$5.50
CH 677	Fun Lunch Voucher Refund (P. Renouf-Ivison)	\$5.50
	<b>Total Disbursements</b>	<b>\$238.50</b>

<b>Beginning Balance, June 15, 2021</b>	\$	9,571.25
Plus receipts		0.03
Less disbursements		(238.50)
<b>Ending Bank Balance, Sept 20, 2021</b>	<b>\$</b>	<b>9,332.78</b>

**FUTURE COMMITMENTS**

	BBQ Balance	\$	2,473.93
	Landscaping Consultation Fee: W. Simeson		1,250.00
	Fun Lunch Vouchers	\$748.00	
	Less: Cheques cashed	(87.50)	
	Less: Cheques outstanding	(87.00)	\$573.50
CH 673	Fun Lunch Vouchers Refunded via Lunch Program		61.00
CH 678	Fun Lunch Voucher Refund (A. Izuakor)		5.50
CH 681	Fun Lunch Vouchers Refunded via Lunch Program		7.50
CH 683	Fun Lunch Voucher Refund (G. Sekhon)		7.50
CH 685	Fun Lunch Voucher Refund (L. Taylor)		5.50
	PAC Audit for 2020/2021		170.00
	<b>Total Commitments</b>	<b>\$</b>	<b>4,554.43</b>

**TOTAL UNCOMMITTED FUNDS**

**\$ 4,778.35**

**PREPAID EXPENSES**

2021 BBQ Deposits	Bounc'en Good Times - Inflatable Rental	\$	546.20
	River City Bubble Ball - Winnipeg		52.50
	<b>Total Deposits</b>	<b>\$</b>	<b>598.70</b>

## 2020/2021 Fundraisers:

Fundraisers in 20/21 were chosen based on minimal contact.

- 1) Mabel's Labels:
  - Ongoing.
  - People have been ordering labels since July, Cheque for \$113.39 issued on Sept 17. Zero balance to date
  - \$231.43 earned from Oct 2020 to Sept 2021
- 2) Flip Give:
  - Online program where people would go through the school's FlipGive website to be directed to their favourite websites for online shopping. School made a small profit on orders.
  - Throughout the school year, campaign ended June 30, 2021
  - Not very successful. People didn't use it or forgot to use it.
  - \$202.55 earned.
  - Requested cheque on September 13, 2021. Cheque will be sent to Ashleigh.
- 3) Happy Hippo Bath Company
  - Late Fall/Christmas season 2020
  - \$874.62 earned
- 4) Colibri
  - February 2021
  - \$500.00 earned
  - 2020 Fundraiser earned \$2,400.00.
- 5) Bosch Greenhouse Gift Certificate Fundraiser:
  - Spring 2021
  - \$1,410 earned in Spring 2021 (282 gift certificates sold, 25% profit)

# 2021/2022 Fundraising Opportunities

- 6 Fundraisers allowed in a school year
- **Farm to School (Peak of the Market)**
  - Currently underway
  - Online ordering only
  - 50% Profit. Minimum order status has been achieved, \$600.00 in profit as of this afternoon.
  - Orders close end of day on Sept 24<sup>th</sup> – Handouts said Sept 23<sup>rd</sup>, can we put something in this week's Fun Friday indicating that we have an extension?
  - Order delivered to school, volunteers needed to sort bundles (to be discussed)
- Fundraisers from 2020/21
  - **Happy Hippo – 2 Options**
    - Customers order from website and use special code at checkout. Orders delivered directly to customer. Minimum 25% profit
    - Customers order from catalogue, which include bundled items (bundles exclusive to the fundraising program), submit order forms to PAC fundraising. Product shipped to school/coordinator to be distributed. Orders over \$1200 include free shipping. Min 30% profit
    - Online fundraising campaign was well received last year.
  - **Bosch Greenhouse Gift Certificates**
    - top earner for 2020/21, 25% profit
    - Orders submitted on paper forms, one payment made to Bosch
  - **Mabel's Label's.**
    - Not a top earner, but consistently used
  - **Colibri**
    - Fabric snack bags, wet bags, wash clothes, reusable straws
    - Orders submitted online
    - Orders delivered to school/fundraising contact sorted and labelled with student's name. \$30 flat rate shipping fee.
    - Last opportunity before Christmas is Nov 9-22.
- New Opportunities
  - **Cuppers.ca**
    - Info request sent, details below gathered from website
    - Company out of Lethbridge, AB
    - "Custom" blend to be selected by PAC (6 to choose from), custom labels on bag. Bean or 3 grind options for customers
    - Sell for \$20 per 1 lb bag, cost is \$15 (25% profit)
    - Minimum 30 lb order for free mail shipping
    - Orders submitted to fundraising coordinator on paper and bulk order submitted online, bulk order shipped to one contact.

- **Black Pearl Coffee**
  - Orders submitted on paper forms, one payment made to vendor by PAC
  - 1 lb bags, \$16-\$17 each, school makes \$4 per bag (25% profit).
  - We choose 4 flavours to feature on the fundraiser
  - Coffee is roasted per the bulk order submitted, ready for pick up 4 days after order submitted
  - Coffee will need to be sorted and distributed to students.
  
- **Perfect Pierogies**
  - Orders submitted on paper forms. One payment made to vendor by PAC
  - 6 flavours to choose from, made in Garson, MB
  - 12 perogies per bag. \$5 per bag and we mark up (\$2.50 markup suggested – 33% profit)
  - Delivery (120 doz order minimum) or pick up 1-3 weeks from order submission, product is frozen.
  - Product will need to be sorted
  
- **Toledo Food Services**
  - Perogies – cheddar & potato, 65 per bag (2KG), \$5 per bag & we markup OR
  - Main fundraiser
    - 20% Profit
    - 20 items to choose from (see pricing list)
    - Items shipped frozen and bundled per buyer and seller. No delivery charge. Shipped to one person/location for distribution.
  
- **Bothwell Cheese**
  - Orders submitted on paper forms. One payment made by PAC
  - 20% Profit (Customer pays \$10 for 2 blocks of cheese, school receives \$2)
  - 13 flavours in block cheese, shredded cheese & squeakers
  - Provides order forms & bags for product
  - Free delivery to one location, orders are sorted and pre packaged
  - Has been requested by a few people
  
- **Shelmerdines**
  - Order submitted by individuals online, product picked up/delivered to one contact person who will distribute to the students
  - Gift cards – 10% profit
  - Poinsettia and Door Swag Vouchers. \$6.50 earned from Poinsettias (32.5% profit), \$10 earned from Door Swag (28.5% profit)
  
- **Purdy's Chocolate**
  - 2 Fundraiser Options:

- Seasonal – Fall/Christmas (Sept 7-Nov 30) or Easter (TBD)
  - Orders made through website
  - Bulk order delivered to one person, needs to be sorted and distributed
  - Earning potential
    - Campaign orders\* between \$100 and \$499.99 get a **5%** profit cheque
    - Campaign orders\* between \$500 and \$749.99 get a **10%** profit cheque
    - Campaign orders\* between \$750 and \$999.99 get a **20%** profit cheque
    - Campaign orders\* \$1,000 and above get a **25%** profit cheque  
\*before taxes and shipping charges
  - OR Purchase cases of Chocolate bars to sell.
    - Cost ranges from \$0.95 - \$2.50 per chocolate bar and we mark up
    - Up to 50% earnings
  
- Fundraising Coordinator Recommendations:
  1. Farm to School
  2. Happy Hippo (Christmas)
  3. Bosh Greenhouse (April/May)
  4. Bothwell Cheese (early 2022?)
  5. ?
  6. ?
  
- Other items to discuss
  - As per the PAC constitution, a document needs to be sent to the families this fall indicating fundraising monies raised last year, what the funds were used towards, the current year's planned fundraising initiatives and planned targets for the initiatives.
  - Vegetable fundraiser distribution
    - Delivery will be on Oct 5 from 1-3pm, time will be confirmed that day by the third party delivery truck
    - Volunteers required to unload the truck
    - Where to unload (gym not available until 4:30pm), can we leave outside by gym doors?
    - Sorting shift after 4:30 pm
    - Decide on pick up times on Oct 6<sup>th</sup>