

St Mary's Academy Parents' Guild Meeting Minutes

May 3rd, 2016

Present: Kristi Cumming, Candace Partyka, Christa Giesbrecht, Connie Yunyk, Kelly Moon, Mary Fustey, Lidia Erickson, Carmela Buccini, Kathy Degan

Meeting called to order at 7:09 pm by Kristi Cumming, Parents' Guild President

Opening prayer: Connie Yunyk

Motion to accept previous minutes from February 2, 2016 by Lidia Erickson and seconded by Candace Partyka.

Executive Committee Reports

Parents' Guild President – Kristi Cumming

- Initial steps have been completed in the process of the renovation to the Corner Store. Drawings with several options have been presented by an interior designer who is a parent of St Mary's Academy. Will be in the process of obtaining 3 quotes for the project in the very near future. It has been presented as a co-share project between the Parent Guild and the school. Aiming for project completion by mid-August in time for the 2016/2017 school year.
- Staff Appreciation is May 13th.
- This is the last formal Parents' Guild meeting for the 2015/2016 school year. Kristi Cumming has completed 2 years as President of the Parents' Guild.

2nd Vice President/Volunteers – Christa Giesbrecht

- Continue to improve the volunteer video. A few SMA events are still in need of pictures to be taken and added to the video.
- Investigating using a volunteer software system called Volunteer Spot for scheduling of SMA volunteers for the Parent Guild. Will hopefully start off by trialling it with International Day and progress from there.

Treasurer's Report – Kelly Moon on behalf of Pam Knysh

- March 2016 financials presented. Very little activity during the month of March.
- Remaining commitments to be disbursed this year on behalf of the Parents' Guild are: Bursary donation \$3000.00 (3x\$1000), Scholarships \$2400.00 (2x \$1200.00), Gifts for Grad – Angels \$2400.00, Marian Awards table (\$750) and Flame Sponsorship (\$1000.00), Hospitality Events – Uniform Sale \$500.00, Grad Brunch \$5000.00. Total \$17,300
- Bank balance in the Lottery Account must be used for projects laid out by the school in the lottery application last June. Remaining items still to be purchased/reimbursed for the school are: Art table top easels \$200, Debate – qualifier tournament \$5600, Drama – shelving for scenery area \$500, Grade 10 buses for Rotary Career symposium \$800. Total \$7100.

- Lottery Account should be spent except for \$5000 by year end June 30, 2016.

School President's Report – Connie Yunyk

- Staff Update: Ms. Joy Beauchamp will retire after 30 years of service. Mrs. Josie Audino, Mary Morton (part-time choral music) and Barb Batula (part time educational assistant) are all resigning at end of the year. Ms. M. Garlinski will return from her canonical year of discernment and will be the New Director of Charism. Returning from Maternity leave in September 2016 is Mrs C. David (full time) and Ms. L. Davey (part-time). Advertising a 1.0 EFT math/science teacher. With the restructuring of administration, Mrs. Carol-Ann Swayzie will be the Junior School Principle and Mrs. Michelle Klus will be the Senior School Principle.
- Year-end faculty and staff appreciation luncheon will be on Thursday June 30th. The following individuals will be recognized for their service:
 - 10 years: Ms. Maria Martino and Ms. Jen O'Leary
 - 20 years: Mrs. Erminia Canosa, Mr. Chris O'Donoghue and Mr. Jordan Burg
 - 30 years: Mrs. Marie Desaulniers and Ms. Joy Beauchamp
 - 40 years: Mrs. Bernice Lucas
- Recruiting and Admissions: Projected enrollment for September 2016 is 585. March budget was 575.
- Bursaries: As of May 2, 72 bursary applications were received with at least another 12 expected. \$328,800 is available for disbursement. In the process of determining who will qualify.
- Final Parents' Guild meeting with introduction of new slate of officers. Huge thank you to Kristi Cumming for completing 2 years as Parents' Guild President. Volunteer appreciation event will take place on Tuesday June 7th from 4:30-6:30 in SMA Atrium hosted by the President's Office.
- Capital Fund: Very busy summer ahead with many summer projects planned. South stairwell upgrades, 21st Century classroom furniture, replace cafeteria lighting, replace approx. 120 lockers, replace Liebert unit in Archives room, replace countertops in all Science labs and Cooking Studio, refinish-rewax wood floor on second floor from chapel to 1963 doors, including Assistant to President's Office and President's office, re-configure President's kitchen to create more counter space, new cupboards and drawers, re-configure Corner Store space (joint cost-shared project with Parents' Guild).
- Second Calories with Connie (inaugural year) was very well attended with 15 staff and faculty members. Excellent conversation had by all. Will become an annual event (twice/year) president will host.
- May 13th: Meeting with Archbishop and the Director of Catholic Education. A committee was formed last year to review the central supports provided to Catholic schools in the Archdiocese of Winnipeg. The committee would like to meet to review the recommendations and receive further input.
- Gratitude extended to the Parents' Guild for supporting the school's inaugural Evening at the Academy and Marian Awards.

- Strategic Plan Committee Update: Report (Mission, Vision, Values, Goals, and Objectives) to SMA Board will be done on Tuesday May 10. Board will study recommendations for plan focus, executive will work on action plan and timelines with hope of formally sharing the plan with the SMA community in late fall or early January 2017.

Committee Updates – Candace Partyka

- Bingo: No report
- Corner Store: New sweatshirts and sweatpants for new student sale. Baseball shirts and boxers are on order. Tie die sweatshirts have been very popular and more may need to be ordered. One member is resigning from Corner Store committee.
- Hospitality: Last event completed was the Open House. Upcoming Hospitality events include the Staff Appreciation Luncheon on May 13, 2016, New Student Uniform Sale May 16 & 17, and Convocation planning is in progress.
- Tartan Shop: Spring Sale went very well. Gearing up for New Student Sale on May 16 & 17. Shelves are restocked. Top Marks is a fantastic company to work with!
- International Day Raffle: Mary Fustey will continue as chair of International Day Raffle. Will be applying for the lottery license in the next month.
- International Day: Claudia Davies has completed her two year commitment. Ramona Thomson will continue on as one of the co-chairs for next year’s International Day. She has potentially found a co-chair to assist her but still awaiting confirmation.

Board Liason Report

- No Board meeting since last Parents’ Guild meeting. Board will meet Tuesday May 10th.

New Business

- Slate for new Parents’ Guild Executive for 2016/2017 was presented as follows:
 President: Candace Partyka
 Vice President: Kelly Moon
 2nd Vice President/ Volunteers: Christa Giesbrecht
 Treasurer: Pam Knysch
 Secretary: Vacant
- Motion to accept 2016/2017 Slate of Officers by Lidia Erickson and seconded by Carmela Buccini
- Candace Partyka explained a new position created for the upcoming school year which is the “Chair of Special Events”. The Executive implemented 2 new events this year. The After School Special for all new grade 7 parents and the Torch Talks. The Chair of Special Events will report directly to the Vice President and will be responsible for organizing these 2 events. Subcommittees will be created to assist the Chair. The After School Special will be expanded to include all new parents this coming year. It was proposed that Kristi Cumming be the Chair of Special Events for the 2016-2017 school year. All in attendance were in agreement.

Action Items

- Fill vacant Secretary position before our next meeting which is scheduled for Monday September 12th, 2016

Meeting adjourned 7:58 pm.