Parent Support Group Minutes

DATE: September 28, 2026

PSG Present: Andrew H., Stephanie K., Sara F., Christina B., Shelley H., Jasmine C.

Parents Present: Ashley D., Amanda T.S., Lindsay S., Emmanuel O., Barbara S., Zaira R., Sam B., Jaclyn M., Lindsey R.

PSG Absent: John W., Carol T., Onn C., Sarah S., Nicole H.

School Support Present: Maddy P., Christina B., Stephanie N.

1.0: The meeting was called to order @ 6:34pm by **Andrew H.**

2.0: Opening prayer led by **Andrew H.**

3.0: Acceptance of last meeting's minutes: by **Andrew H.**

- 3.1: Andrew asked if anyone had any revisions to the last meeting's minutes. If no revisions were required, could a motion be made to accept the June 2026 minutes. Stephanie amended the role of Hospitality Coordinator from "Sarah S. & Madeleine L." to "Sarah S. & Nicole H." A motion was made by Sara F. to accept the June minutes. The motion was seconded by Stephanie K. All voted in favour; the motion was carried. June 2026 meeting minutes accepted.
- 3.2 Andrew reviewed policies and etiquette around PSG meetings using the CISND 3200 Parent Support Groups document. Section 5: Code of Conduct reviewed. The updated version of this document will be sent by Maddy P. to Stephanie K.

4.0: Principal's Report: by Maddy P.

- 4.1: Staffing Updates:
    - Mrs. Rue Fournie – Grade 2 maternity leave coverage
    - Mrs. Aline Costa de Paula – Grade 3 maternity coverage
    - Mrs. Pauline McCoy is on leave to take care of husband. Please keep her family in your prayers.

- 4.2: Current Events brief:
    - First few weeks went smoothly
    - Enrollment: 360 (up 341 from last year)
    - Thank you to all parents and grandparents who volunteered for the Terry Fox Run
    - Request for donation from St. Joseph School Council to add accessibility swing to K/1 playground for a new student. Compatible with existing equipment. Requesting $2000 from PSG. Jasmine motioned to grant funding from our gaming account. Seconded by Sara F. Funding for the inclusive education swing is approved.
- 4.3: Upcoming Dates:
    - Sept. 29: Truth & Reconciliation/Orange Shirt Day observed at school
    - Sept. 30: Truth &Reconciliation Day (No School)
    - Oct. 6 & 7: Parent/Teacher Interviews
    - Oct. 9:: No School
    - Oct. 12: Thanksgiving (No School)

5.0: President's Report: by Andrew H.

- 5.1: Welcome everyone to a new school year.
- 5.2: Nominations moved to end of agenda.
- 5.3 Next PSG meeting date set for Oct. 19, 2026 @ 6:30 PM.
- 5.4 Halloween Dance – Sara F. to discuss in the Social Events Coordinator's Report.
- 5.5 Lindsay S. is looking at dates for Christmas cookie sale. Dec. 10 is the date for the Christmas Concert.
- 5.6 Raffle to run February to April. Advertising now for prizes. Possibility to advertise businesses that contribute prizes.
- 5.7 Purdy's & Poinsettias are not planned for Christmas fundraising this year, in lieu of *Created by Kids* fundraising opportunity. Purdy's may be considered at a later point in the school year.

6.0: Vice President's Report: Position vacant

- 6.1: No report

7.0: Treasurer's Report: (Carol T. - Not Present)

- 7.1: General Account @ $58, 766.49
- 7.2: Gaming Account @ $18, 629.56
- 7.3: PAC/DPAC gaming grant application approved for the amount of $6840.00
- 7.4: Andrew to check in with Carol T. to see how long we have to use that gaming account $$ before the funding disappears.

8.0: Secretary's Report: by Stephanie K.

- 8.1: Role & Responsibilities
    - Stephanie K. is covering the role of Secretary, as well as working with the Social Events Coordinator (Sara F.) covering PR rep (since this position is currently vacant).
    - Emails requesting newsletter info will be coming from the secretary. Execs should forward to both Stephanie (stjoespsg@gmail.com) and Sara F. (stjoespsgsocialchair@gmail.com).
    - John W. is still overseeing a lot of the PSG emails, as Stephanie K. is learning. You may receive emails from either of us when sending to stjoespsg@gmail.com
- 8.2: Central Okanagan Bursary and Scholarship Society (C.O.B.S.SS) bursary to be handed off to incoming VP. Stephanie to forward information onto incoming VP.
- 8.3: PSG needs to decide whether we will pay for Directory Spot again.
    - The use of What'sApp group was discussed, as a more affordable option, but concerns were raised around security, parent accountability and teacher responsibility.
    - Ultimately, it was decided that the group would like to keep Directory Spot as a secure means for parents to share and access contact information for other families.
    - Stephanie will reach out to Dawn to renew the subscription. Cost to be reported at the next PSG meeting.

9.0: School Council Liaison's Report: Position Vacant

- 9.1: No report

10.0: Fundraising Coordinator's Report: by Christina B. & Shelley H.

- 10.1: *Created by Kids* fundraising proposal presented in place of Purdy's and Poinsettias fundraisers. Purdy's may be considered as a fundraiser later in the school year.
    - Plan to launch the fundraiser on Oct. 5. This would allow 2 weeks for the teachers and students to create their cards at school, through a teacher-directed art lesson.
    - It would give 1 week for parents to order. Cards would arrive mid-end of November. Parents have the option to purchase cards and a variety of other merchandise, including blankets, puzzles etc. that feature their child's artwork.

    - The profit margin for this fundraiser is 30% on every order placed. No fees or selling are required.
    - The group voted in favor of going forward with this fundraiser for October and November. Christina B., Stephanie N. and Maddy P. to present this to staff at the next staff meeting.

- 10.2 Fundraising Coordinators would like to look into restoring access to the school's *Return It* account (through Columbia Bottle Depot), then getting that information out to parents. Stephanie will look into this and report back at the next PSG meeting.

11.0: Social Events Coordinator's Report: by Sara F.

- 11.1: Confirmed the following dates for social events:
    - Halloween Dance: Thursday, October 29, 2026
    - Shrove Tuesday: Tuesday, February 9, 2027
    - Spring Gala: Saturday, April 24, 2027
    - Family Fun Night: Thursday, June 3, 2027

- 11.2: Halloween Dance
    - Budget approval
        - $2000 needed for Halloween dance (DJ, pizza, decorations & supplies, food & concession etc.)
        - Christina B. & Shelley H. motioned for $2000 budget for Stephanie K. seconded. All in favour, motion passed.
        - Funds raised above the operating costs to be directed toward Mrs. Braund Bursary.
- 11.3: Spring Gala
    - Planned for Saturday, April 24, 2027
    - Gala is for parents
    - Focus 80% community building, 20% fundraising.
- 11.4: Spirit Wear:
    - Sara F. noted that there have been some changes to how Spirit Wear will work. The store is now year-round, instead of requiring seasonal ordering. The ordering and delivery process was reviewed, as well as what families should expect going forward.
    - *Spirit Wear Crew* – call for volunteers. Spirit Wear will now be handled by a small team of parent volunteers called the *Spirit Wear Crew,*instead of entirely by one person. These parent volunteers (group of ~4-5) will get 18-20 parent volunteer hours, if part of the group from Oct to June.
- 11.5: Reviewed roles and responsibilities around managing social events, public relations on social media, spirit wear, and newsletter.

12.0: Hospitality Coordinator's Report: by Amanda (Sarah S. & Nicole H. not present)

- 12.1: Starbucks Surprise for Teachers
    - Requested $350 for the year. Sara F. motioned that PSG grant $350 for Starbucks Surprise for Teachers. Seconded by Jasmine C. Hospitality will receive $350 to continue Starbucks Surprise for Teachers for 2026/2027.
    - Amanda and Joelle will continue to help organize Starbucks Surprise for Teachers.
- 12.2: Catered staff breakfast set for Dec. 11, 2026
    - Funds to be approved via email chain. Amanda will take care of booking the caterer ahead of time.

13.0: Public Relations Liaison's Report: Position Vacant

- 13.1: Stephanie K. (Secretary) and Sara F. (Social Events Coordinator) are currently managing PR until such time as this position can be filled.
    - Stephanie will send out reminders for newsletter content on Thursdays and Sundays before the next newsletter.
    - Sara F. will format the content and send it to Pamela. Please ensure that content is sent to both stjoespsg@gmail.com and stjoespsgsocialchair@gmail.com.
    - Sara F. is currently getting information out to Dawn for social media and managing our Linktree.

14.0: Colt's Cafe Coordinator's Report: (Onn C. - Not Present)

- 14.1: No report

15.0: Hot Lunch Volunteer Coordinator's Report: Jasmine C.

- 15.1: Many parents and grandparents reaching out to volunteer. Many don't have Safe Environment training, but it's all online now, so we have been directing these volunteers to that online training.

16.0: Old Business Report:

- 16.1: *Cards for Kids*
    - Twice per year we buy gift cards for $100 and sell for $95. We need a group of people to run it. We need a couple more people, preferably newer families. Amanda's mom is interested.
- 16.2: PSG VIP Parking spot
    - This parking spot has historically been auctioned off for the year. It makes ~$1000 as a fundraiser. Discussed whether we need to move the spot. We have previously also auctioned off front row seats for the Christmas concert and the spring play. Andrew & Sara F. agreed

to take this on.

17.0: New Business Report:

- 17.1: Mrs. Braund Bursary - Need a photo & quote of Mrs. Braund for the bursary. Stephanie N. & Maddy P. will send these to Sara F. PSG to vote on funding for the plaque at a later date. There is also an annual rate of $50 for engraving. Bursary is non-academic in nature.

Elections for 2026/2027

As of June 22, 2026, following the General Elections for the 2026/2027 school year, the positions of Vice President, Public Relations Representative and School Council Liaison were left VACANT.

Vice President:

The position is vacant.

Andrew H. asked the floor if there were any nominations for the position of Vice President. Sara F. nominated Lindsay S. Lindsay S. agreed to let her name stand.

Andrew H. called a second time for any other nominations for the position of Fundraising Coordinator. There was no response.

Andrew H. called a third time for any other nominations for the position of Fundraising Coordinator. There was no response.

Lindsay S. was elected to the position of Vice President by acclamation.

Position filled by Lindsay S. for 2026/2027.

School Council Liaison

The position is vacant.

Andrew H. asked the floor if there were any nominations for the position of School Council Liaison. There was no response

Andrew H. called a second time for any other nominations for the position of School Council Liaison. There was no response.

Andrew H. called a third time for any other nominations for the position of School Council Liaison. There was no response.

The position is left vacant.

Public Relations Liaison

The position is vacant.

Andrew H. asked the floor if there were any nominations for the position of Public Relations Liaison. There was no response

Andrew H. called a second time for any other nominations for the position of Public Relations Liaison. There was no response.

Andrew H. called a third time for any other nominations for the position of Public Relations Liaison. There was no response.

The position is left vacant.

Meeting adjourned at 8:35pm by Andrew H.

Next meeting opening prayer to be led by Sara F.

Next meeting date is October 19, 2026 @ 6:30pm at St. Joseph Catholic School.