



GREEN ACRES PARENT COUNCIL & LUNCH PROGRAM MEETING

Tuesday February 3, 2025 – 6:00 pm, **via Teams**

In Attendance: Lawana Spratt, Kristina Vander Meer, Brandi Palmer, Shayna Dubnick, Celya Byers, Nicole Sattler, Tia Lange, Mrs. Warwaruk, Mrs. Bowslaugh

GAPC AGENDA

1. Call meeting to Order- 6:03pm
2. Present February 3, 2026, agenda, any additions/corrections – Motion to approve by Kristina and Shayna
3. Present January 6, 2025, Minutes, any additions/corrections – Motion to approve by Lawana and Kristina
4. **Principal's Report** – Mrs. Warwaruk

Parent Council Meeting – February 2nd, 2026

Demographics:

❖ **School configuration 231**

Students – (OUTS – 19, INS – 18)

- 1 Kinder class
- 3 – 1/2 classes
- 3 – 3/4 classes
- 3 – 5/6 classes
- 3- 7/8 classes

❖ **Activities:**

- Feb 2nd week – K-8 Skating
- Feb 4th – Registration forms sent home K-8
- Feb 5th – East Side Band Winter Concert gr. 7s
- Feb 11th – Registration forms K-8 due 1 pm
- Feb 13th – Winter Based Activities at Discovery Centre for some gr. 7/8s
- Feb 16th – Louis Riel Day – NO SCHOOL
- Feb 18th – Gr. 5-8 Ski Trip Ski Valley
- Feb 27th – Festival du Green Acres in pm
- Mar 5th – Science Fair – all students, if interested contact Mr. Carkener

❖ **Discussions/Information:**

- Teacher Rep – Mrs. Bowslaugh – Literacy Support Teacher
- Next PAC meeting – March 3rd (first Tuesday of every month)

5. **Lunch Program Report** – Kristina & Nicole

Discussion about reimbursing lunch program employee half of her child's lunch program fees because she works for the lunch program for half the hour. Group agreed this was a good decision to move forward with.

Lunch Program Report-

1. 105 students staying for lunch. 1 IN & 1 OUT (Refund given)
2. February 6th is OPA hot lunch & February 20th is Pizza Pizza hot lunch.
3. Most Biannual payments have been received. Only 1 outstanding balance.
4. Receipts for the Biannual payments will be completed and given to students to take home before the end of February.
5. Requesting a \$500 fee reimbursement to one of our EA Lunch supervisors. Our constitution states that any lunch program supervisor will have the privy of having their children in the lunch program, free of charge. Since this supervisor works half the hour, they should only have to pay half the fees.

6. Financial reports-

- a. **Lunch Program Financial Report to date** – Motion to approve by Shayna and Kristina

Question: Where will lunch program bank account end up at end of the year? Maybe around the \$5000. Could potentially donate to the playground fund. Mrs. W very supportive of this suggestion and short discussion about whether teachers would be disappointed to lose other funds such as field trip money if Parent Council moved to playground donations only.

Green Acres Lunch Program	
Balance Sheet	

Assets:	As of January 1st	As of February 1st
Chequing	\$17,129.56	\$20,705.34
Total Assets:	\$17,129.56	\$20,705.34

Lunch staff wages	2825	January wages
Bank Fees	11	E-transfers
Pizza Pizza	190.97	Chq#720
Subway	365	Chq#719
Nicole	170.72	Hot lunch supplies
Nicole	80.25	Hot lunch supplies
Brandi	25.28	cold day supplies
Program fee refund	25	
Total Liabilities:	3693.22	

Hot lunch fees	904
Bi-annual payments	6365
Total Income:	7269

- b. **Parent Council Financial Report to date** – Motion to approve Kristina and Shayna

Hot lunch not likely to be offered within Brandon School Division lunch program model. Mrs. Warwaruk will check with BSD about hot lunches within the newly proposed lunch program.

Green Acres Parent Council		
Balance Sheet		
Assets:	As of January 1st	As of February 1st
Chequing	\$9,204.67	\$5,899.67
Playground	\$2,396.56	\$2,396.66
Shares	\$61.30	\$61.30
	\$11,662.53	\$8,357.63
Green acres school	3600	Field trips
Sunrise Credit Union		E-transfer fee
Total Liabilities:	3600	
Deposit	295	
Total Income:	295	

c. Chqs to be signed for any items- none

7. Fundraiser Report and Planning – Lawana

- a. Forms picked up from Multi-Cook for frozen food fundraiser, so Lawana will try to get those out this week. Forms will be returned by families to the school on February 25th and then given to Multi-Cook on the 27th. Pick up from school or from Multi-Cook? Parent Council agreed that families can pick up their own orders from the store. Lawana suggested March 13th weekend for parents to pick up. Checking about ordering online as they didn't provide the information. This would help us avoid etransfers.
- b. Have not checked in on popcorn or any other fundraisers.

8. New Business

- a. Discuss Email from Rana Wilkinson regarding the options offered from BSD – where do we stand?
- b. The majority of parent council think we need to sign up for new BSD run lunch program despite high cost to families. We know Kristina and Nicole are leaving lunch program and Lawana leaving parent council so we won't have time or enough people to run a lunch program. The cost is challenging but this is the strongest option at this moment for Green Acres lunch program. Will they offer month by month sign up, or can payments be made monthly to make it affordable- unsure what to expect with payments. Opens it up to everyone in the school and people won't get left out.
- c. Concern expressed that BSD will make Educational Assistants watch 25 children and half of them will be high needs. What is the divisions plan for that? If the child needs one on one and is in the lunch program where is that support coming from? Is there a price difference? Discussion about caregiver ratio's changing with new system and reassurance from Mrs. W that the kids will always be kept safe at school.
- d. We should communicate with families about how low funded our schools are along and that Manitoba is the only province who doesn't consider the lunch hour education, it's the child care hour.
- e. Motion to approve moving to BSD run lunch program was passed by the entire parent council group.
- f. Parent council should consider a card or letter to Rahel if lunch program how we know it is ending because she has helped for the past 15 year.
- g. Need to email Jen MacBeth to confirm wishes by February 27th. Lawana will respond that we are confirming our participation in this new lunch program.



Office of the Superintendent / Chief Executive Officer

Mr. Mathew Gustafson, Superintendent / Chief Executive Officer
 Mr. Jon Zilkey, Assistant Superintendent – Curriculum & Human Resources
 Ms. Susan Gilleshammer, Assistant Superintendent – Student Services

February 2, 2026

Dear Parent Council and Lunch Supervision Providers:

I wanted to outline a potential next step for the provision of lunch supervision based on the conversations between Parent Councils and the Board of Trustees as well as some of the lessons/limitations that we are encountering when working on the scheduling of Educational Assistants (EAs) to support lunch program. Specifically, this model addresses the request to have school-based staff be available to provide lunch supervision and for a centralized registration/fee collection process. It is also based on the feedback that while a free lunch supervision is desired, a pay for service model would be acceptable.

The Division is proposing the following model for interested Parent Councils or Lunch Supervision providers for a September 2026 start:

- The Division will collect fees and registrations for non-transported families during the school registration process.
- The Division will issue the receipts.
- The number of registrations would inform the number of additional EA hours that would need to be filled.
- The EAs would be hired as part of the next year hiring process and scheduled for lunch supervision to minimize disruption to student programming, versus the situation that occurs when making timetable changes during the year.
- The collection of fees would cover the salary related to additional EA time for provision of lunch supervision and the salary of the central administrative assistant.
- The Division would create the bank account and the software to facilitate the fee collection.

The responsibilities for Parent Councils are:

- indicate interest in having the Division assume the responsibilities for registering families, collecting fees, and hiring EAs to provide lunch supervision;
- support the common fee structure (allows for central fee collection).

Fee Structure paid by participating parents:

- \$38 per month per student will cover the majority of the EA and central administrative assistant salary and benefits. An analysis will be completed in year 1 to identify potential adjustments.

Divisional costs:

- casual/substitute costs for leaves including sick, family, bereavement, and personal leaves;
- human resource time;
- payroll time;
- supervision time;
- school administrative assistant time to receive and document cash or cheque payments;
- costs for setting up separate bank accounts;
- costs for added functionality and software license costs.

There are no costs to parent councils.

If your council is interested in participating in the lunch supervision program, please respond to Jenn McBeth (jenn.mcbeth@bsd.ca) by February 27th. There will not be the ability to add parent councils during the school year but there can be opportunities to add more schools in future years if this model proves successful.

Sincerely,


 Mathew Gustafson
 Superintendent/Chief Executive Officer

9. Follow Up

- Looking for a Fundraiser Chair – Start Sept 2026 - join asap to shadow current Fundraiser Chair. No interest has been expressed.
- Looking for a Treasurer – To start effective immediately. No interest has been expressed.
- Letters for the accessible playground – who has sent any out, and where? Sent letters to excavation company but no where else. Vicki Lamb was working on some grants and Mrs. W will forward information to her about our needs for playground. Discussion about how to raise money and help from families and businesses to support accessible playground fundraising goal. Some businesses might rather send a donation instead of services. How can we get the word out to get in kind donations? Can the letter be posted on the Green Acres Facebook page? We might be able to catch some people in the neighbourhood this way. Lawana suggested to email to all parents as they might work for a business that can help. Put posters up anywhere that will put them up- East side Eatery, Lions club, Kinsmen and Kinettes etc. Celya will make an eye-catching poster that parent council members can post anywhere. Have received some grants and some little pots like silver collection at the Christmas Concert.
- Discussion about a silver collection at the school once a month where kids can bring coin to donate straight to playground fund. Could we name it something other than silver collection? YR is having success with their treat sales. What if we call it a toonie drive for accessible playground? Lawana can't help organize. No overheard costs with this kind of fundraiser. Mrs. Warwaruk will check with BSD again about holding cash from this fundraiser as it was turned down previously by the division due to not wanting to store cash on site at school.

10. Round Table- Discussion about interesting article on CBC about parent councils having to fund playgrounds versus school division and province funding it properly from the onset.

11. Call Meeting to a close- 7:03pm

In camera session if required

Next Meeting – March 3, 2026