

February 2nd, 2026 5:30pm

Meeting Minutes

In Attendance: Amy Vink, Rachel Campbell, Courtney Sinder, Alissa Johnston, Brooke Williams, Bobbi Meyer, Krista Flynn, Lisa Dueck, Mariya Hoydalo

1. *Safe School Advisory Committee (before PC meeting)*
2. Call meeting to order @ 5:29

Motion

3. Adoption of December Meeting Minutes (circulate minutes prior to meeting)

*Please note that there was a typo in the December meeting minutes: the Bookkeep that is hired to attend to the Lunch Program will be paid approximately \$2,400.00 annually (rather than \$24,000.00)

Motion to adopt minutes: Alissa

Seconded: Lisa

4. Adoption of the Current Agenda

Motion to adopt current agenda: Rachel

Seconded: Mariya

5. Treasurer's Report (Courtney Snider)

See attached report.

#3 Munch a Lunch profits = 466.56

#4 Munch a Lunch profits = 463.29

Motion to adopt Treasurer's: Lisa

Seconded: Alissa

6. Principal's Report (Brooke Williams)

See attached report.

Book Fair will be February 18th

Two requests for financials:

- Ms. Jordan (Educational field trip for grade 6): Royal Aviation Museum & Baseball Game. 105 kids attended; charging 30 dollars each. Hoping that the Parents' Council will help make up the difference. - June 3rd
 - Ms. Stephanie Meadows & Alex Patsack (Soapstone Kits): each kit is 14 dollars, they are hoping to buy 50 kits. Kits supplied by a Canadian owned company. Approximately \$750 dollars to purchase, including shipping.
7. Fundraising updates

- a. Sarah unable to run Bingo fundraiser

- i. Bingo is usually scheduled around spring break/end of March

- ii. Typically begin planning in early January (applying for licence and collecting prizes)

- iii. Any suggestions for potential volunteers? Alissa is willing to HELP run the Bingo.

Bingo Night: Tuesday, March 24th

We will duplicate last year's prize designation (by grade).

Prize donations in by March 13th

Volunteers for clean-up needed

- b. Munch-a-Lunch updates (Monica)

- i. January profits - \$463.29

- ii. Next scheduled for February 25th

8. Lunch Program (see attached report provided by Amy Vinck)
 - a. Approve January's Treasurer's Report
 - b. Approve February's Treasurer's Report

See attached report

Approved by: Alissa

Seconded by: Rachel

- c. Invoice reminders have been sent for second term collection (due Feb 2)
- d. Lauren Funk hired as a lunch supervisor. Emma V was unable to return for 2026
- e. Jordyn and Kaia unable to supervise for February due to schedule conflicts.
- f. Two pay periods completed with Payworks.
- g. Budget: in the process of creating a lunch program budget based on 2025/2026 costs
 - i. Discussion around gift cards for supervisors
- h. Natsha Riglin has agreed to take on the role as Book Keeper.
 - i. Creating a job description
 - ii. Completed Quickbooks and Payworks training
 - iii. Agreed on \$200 per month (paid \$100 biweekly) for Book Keeping Services

Motion to approve: Alissa

Seconded: Rachel

9. Lunch Program transferring to BSD: Rana Wilkinson email
 - a. Feb 10 (6pm at Seniors for Seniors) Parent Council Collaboration Meeting
 - b. Feb 23: Protest at BSD

*Waverly Parents' Council will opt out of the Board run Lunch Program for September 2026

10. New Business

- a. Outdoor Clean Up of Island: tabled until spring

11. Motion to accept any requested financials

- Ms. Jordan's request for financials: PC will support the trip, but we will wait until we know our account balance before deciding how much to contribute.
- Ms. Meadows and Ms. Patsack's request for financials: 400.00 dollars will be provided by PC to go toward the purchase of Soapstone Kits.

Movement to accept: Courtney

Secoded: Alissa

12. Next Meeting Date

- a. **TBA (suggested later time and different week day due to lack of attendance)**

Amy will send out a survey regarding what time and day the meetings should be held (Jot Form).

Meeting Adjourned at 6:30 pm

Waverly Park Parent Council Treasurer's Report

February 2, 2025

Account balance, Sept 15, 2025 (school year opening balance)

General	\$	6,441.54
Friends of Education	\$	992.51

Account balance, December 31, 2025:

General	\$	9,959.47
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INCOME SUMMARY

Munch-a-lunch #3:	\$	446.56	
Munch-a-lunch #4:	\$	463.29	
	\$	909.85	

EXPENSE SUMMARY (chqs written in prior month (Dec/Jan))

Jane Milne	\$	100.33	Educational Enhancement
Amy Vinck	\$	267.39	Recess Equipment
Waverly	\$	396.85	Autism training
Sarah Burgess	\$	101.76	Educational Enhancement
Sobeys	\$	230.83	Drinks Lunch 2
Ken Wakefield	\$	273.37	Chips 3
Subway	\$	1,393.15	Lunch 3
Sobeys	\$	235.67	Drnks 3
Ken Wakefield	\$	129.02	Chips 4
Komfort Kitchen	\$	2,082.50	Lunch 4
	\$	<u>5,210.87</u>	

Actual account balance, as of Feb 2/26: 18,662.61

Respectfully submitted,
Courtney Snider
Treasurer

Principal's Report
Waverly Park Parent Council
February 2nd, 2026

Enrollment: 455

Staffing Updates:

- Kelly Taylor – Kindergarten February 2 – April 30
- Kim Chambers – Grade 6 – present – April 15

Experiential Learning Reports:

- Patrol Lunch
- Grade 7/8's to Ag Days
- Bullying presentation
- MADD Presentation

Information:

- Autism PD – sharing with EA's
- Crochet Club – going strong
- Makerspace Club – started last week
- Book fair

Requests for Financial Support:

- **Mrs. Jordan** – experiential learning support – Winnipeg Trip
- **Mrs. Patsack** – Soapstone carving kits

Calendar:

- February – I Love to Read Month
- February 2nd – Parent Council Meeting
- February 3rd – Grade 9 Registration – Parent Info Night (George Fitton 6PM)
- February 10th – Crocus Plains Open House
- February 11th – Neelin Open House
- February 12th – Vincent Massey Open House
- February 16th – No School
- February 17th – Festival du Voyageur (Grades 5,6 and 7/8 French Students)
- February 25th – Munch a Lunch – Montana's

Dear Parent Council Members,

On June 3rd, we are hoping to take our Grade 5 and 6 students on an educational field trip to Winnipeg. Our plan includes attending a Winnipeg Goldeyes game from 11:00 a.m. to 1:30 p.m., as well as visiting the Royal Aviation Museum at the Winnipeg airport to participate in their Science of Flight program.

Due to the combined costs of the baseball game, museum programming, and transportation through Brandon Bus Lines, the overall expense of the trip is substantial. We are inquiring to see if Parent Council would be willing to support this experience by matching the funds that each student will be required to pay.

The cost per student is \$30. There will be 105 students attending, along with 7 teachers/chaperones.

This trip offers a wonderful opportunity for students to engage in hands-on science learning while also enjoying a memorable shared experience outside the classroom. Any support Parent Council could provide would be greatly appreciated.

Thank you very much for your time and consideration.

**Sincerely,
Jennifer Jordan
Grade 6 Teacher**

Parent Council Lunch Program at Waverly Park

February 2nd, 2026

Account Balance

As of January 29th: \$37,738.99

January withdrawals:

Jan 5 (13 supervisor cheques written): \$1475

Jan 12: Payworks -\$1,669.20

Payroll Totals	Amount
Direct Deposits	1,062.64
Stat Remittances	287.81
Service Fees	315.75
Transfer/Wire to Payworks	1,666.20

Jan 26: Payworks -\$2,852.62

Payroll Totals	Amount
Direct Deposits	2,067.93
Stat Remittances	726.34
Service Fees	55.35
Transfer/Wire to Payworks	2,849.62

January Profit: (as of Jan 29)

Incoming Parent payments January: \$2,285

Outstanding parent payments: (due Feb 2) \$9,477.50

Book Keeper Update:

Natasha Riglin has agreed to take on role as Book Keeper.

Currently writing up job description.

Agreed upon \$200/month or \$2,400 annually. Will be paid \$100 biweekly

Has completed Payworks and Quickbooks training

Submitted by:

Amy Vinck

Chair/Treasurer



BRANDON SCHOOL DIVISION

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.

Accepting the Challenge

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 (mcbeth.jenn@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