

Notre Dame School
Parent Support Group Meeting
September 14, 2026 at 5:00pm
minutes prepared by Rachel Veiner

In Attendance :

Rachel Veiner	Vicki Rose	Colleen Richard	Allison Bijl
Edward Tria	April Floriant	Michelle Allen	Danika Wulff
Victoria Aderibigbe	Chelsea Franke	Mandy Funk	

1. Meeting called to order at 5:01 pm.

2. Opening prayer led by April.

3. Approval of Agenda

Motion to approve: Rachel

Second to approve: April

CARRIED

4. Adoption of Previous Meeting Minutes (June 8th, 2026)

Motion to approve: Rachel

Second to approve: April

CARRIED

5. Reports

5.1 Treasurer's Report - attached

5.2 Hot Lunch Report – group report

5.3 Fundraising Report – group report

5.4 School Council Liaison Report – group report

5.5 Chairman Report – group report

Motion to accept reports: Rachel

Second to approve reports: April

CARRIED

6. Old Business

6.1 PAC Grant applied for April 29, 2026. We will know by September 30th what the dollar amount is that is granted to us this year.

7. New Business

7.1 Grade 7 Trip – looking ahead to this year. It looks to be that the CIS soccer trip will be held every two years. In the off year a different trip will be planned. Dates for this year are tentatively set for May 27, 28 & 29. Once the CIS principal's meeting is held, a parent meeting will be held with the expectations for fundraising. Noted that in years past

the buses to Prince George have been close to \$10,000.00. Noted that previous fundraisers that were held and directed to the 2026 Grade 7 trip were Panago Pizza Night, recycling (school and restaurant bottle pick up), Arc Resources parking lot swept, Butcher Block meat box sales, funds from Hot Dog days, portion of Hot Lunch delivery.

7.2 What is this year to look like for fundraising events – Big project ideas from Colleen are fireproof curtains for the gym stage, gravel replacement for rubber ground cover for inclusivity and safety, Feeding Futures grant to purchase dirt for the garden area in the playground, privacy slats for the fencing between the playground and the residence adjacent to the playground, cupboard games for classrooms (teachers will be asked for game requests) and paint the gym. There is a lot that can be looked at and into for fundraising projects.

8. Upcoming Events

8.1 PSG AGM – this year is a nomination year for positions. Rachel is interested in continuing as President, April is interested in continuing as Treasurer. It was noted that if the vacant board positions are not filled, meetings can be held but no vote can be carried out as three voting members are required to execute decisions. Open positions and the idea of a fundraising committee were discussed. Information will be sent regarding position responsibilities and the need to have a board that is active, interested in and willing to continue on the mission of projects that enhance our school community and experience. Places where projects and PSG news were shared. Those places are the website, the monthly newsletters that are emailed to the school email list (mandatory to have), agendas, school social media, classroom newsletters (posted on the website).

During this portion of the meeting field trips and planning of field trips were brought up for discussion. There are rules and restrictions for any trip that involves leaving school and this is posted on the CIS website. Insurance, liabilities, curriculum purpose, teacher/supervisor availability etc. are involved in making the decisions. For any further questions/concerns/comments regarding this matter meetings can be booked with the administration of the school.

Noted by Rachel that there are a few fundraisers she is willing to run this year as she has organized and executed on them from the beginning of her term, however others have to step in as the last five years of being president and fundraising chair has taken a toll. More people need help otherwise we will not be able to continue showing up for school in ways we have been in the past.

9. Teacher Request

9.1 Request was submitted for a school Cricut subscription. Request approved and will be reimbursed once it has been signed up. It was noted that bulletin boards in the hallways outside the classrooms were all done with the Cricut that PSG donated a couple years ago. Wonderful to see!

10. Closing Prayer – Rachel led the closing prayer.

Meeting Adjourned at 5:50 pm.

Next Meeting – October 13th, 2026 both AGM and Regular monthly meeting will be held