**Laurelwoods Parent Council Meeting Minutes**

**Thursday, December 7, 2023 @ 6:30**

**Location – LLC and Google Meet**

**Attendees**

1. Lori Shilvock – Principal
2. Alyssa Johnston – Chair
3. Kate Bryan – Co-Chair
4. Amanda McCallum – Secretary
5. Shannon Sheldon
6. Jessica Stirk
7. Andrew Stirk
8. Kristen Burton
9. Andrea Nicholls
10. Cassy Reid
11. Cassandra Bryan
12. Samantha Campbell
13. Katie Bryan (Virtual)
14. Jennifer Laxton (Virtual)
15. Marrie Ferguson (Virtual)

**Reading of the Land Acknowledgement & UGDSB Equity Statement**

**Approval Of Minutes from November 8th, 2023 Meeting**

Motion to approve previous meeting minutes

As Amended

First: Samantha Campbell

Seconded: Cassandra Reid

**Staff Update – Katie Bryan – 5 Minutes**

* Ordering Navy Pinnies for the Primary/Junior students from Town Tees
	+ Katie thought that looking at this for the spring would be a better place for this.
	+ At the cross country they didn’t have enough for all the students

**Principal Update – Lori Shilvock – 5 Minutes**

* Highlights since we last met:
	+ Mrs. Jordan and the grade eight students organized an amazing Remembrance Day Assembly!
	+ Girls and Boys Volleyball Teams have concluded their seasons! Badminton is now running!
	+ We held an ECO Challenge, clothing drive, which was very successful.
	+ Progress reports were made available & we were so pleased to have so many families attend interviews!
	+ Family Transition Place Presentations have concluded for grades 6, 7, and 8!
	+ We continue to offer various leadership and extracurricular activities for students (i.e. kindergarten lunch helpers, library helpers, ECO Club, games club, yoga, intramurals).
	+ Milk sales continue. We have advertised Mabel's Labels and will be selling  Candy Cane O’Grams during the month of December. Ms. Bell is going to continue with the cookie sales. All proceeds will be returned to the student body to support whole school initiatives.
* Staffing Update
* Ms. Simm’s last day will be Friday December 15th 2023
* Mrs. Durocher EA will start at Laurelwoods Monday December 18th 2023
* Mrs. Jordan’s last day will be Friday December 22, 2023
* Ms. Bell will be the new grade 7/ 8 teacher and start after the holidays

**Food & Friends Report – Alyssa Johnston – 2 Minutes**

* Pancake Breakfast day December 20/23

**Parent Council Mission Statement – Nicole – 15 Minutes**

* Reviewing the Mission statements of other schools inside and outside of our board
* Is it a mission statement or purpose statement
* Mission Statement - Who are we? What do we do? Who do we serve?
	+ To foster a positive school community environment through parent, student and school staff engagement. In accordance with the Upper Grand District School Board’s Core Values and Responsibilities.
* Purpose Statement – This is what we are and why we exist in this space.
	+ Nicole will run with this
		- 2 areas of focus
		- Enhance the student experience through additional revenue streams
			* Bringing in additional money to allow for staff, programming, etc. to happen within the school
		- To invite and build parent/guardian engagement in a school community that is inclusive of all.
			* Create opportunities that allow parents to come through the door to engage in the school community.

**Parent Council Meeting Norms & Rules of Order – Kate Bryan – 15 Minutes**

* School Council Mandate as outlined by the UGDSB
* School Councils are advisory bodies.  Subject to maintaining a school-wide focus, and within the policy parameters established by the Board, each School Council may advise the principal and, where appropriate, the Board, on any matter including those listed below that School Council has identified as priorities:
* Curriculum and program goals and priorities
* The responses of the School and Board to achievement in Provincial and Board assessment programs
* School budget priorities including local capital improvement plans
* School-community communication strategies
* Methods of reporting to parents/guardians and the community
* Extra-curricular activities in the school
* School-based services and community partnerships related to social, health, recreational and nutrition programs
* In addition to its advisory responsibilities, School Council:
	+ Shall establish its goals, priorities, and procedures
	+ May organize information and training sessions to enable members of the council to develop their skills as council members
	+ Shall promote the best interests of the school community as a whole
* Council members shall maintain school-wide focus on all issues, School Council fundraising activities shall be governed by the School Board policies and Procedures.
* Norms
1. We recognize the value of our diverse experiences, styles, backgrounds and perspectives; we encourage one another to share our points of view and listen respectfully. Everyone has a voice even when one decision needs to be made.
2. We allow each member to share their thoughts or questions without interruption and will respond to them respectfully.
3. We work to keep the discussion to the topic at hand and not move to other agenda issues before the current topic has been addressed and vote recorded.
4. We are present and actively contribute by refraining from cell phone use during meetings.
5. We encourage everyone to have a point of view or opinion on agenda issues and that everyone participates in the discussions at hand.
	* Remove Cell phone from #4 as most were using their phones to read agenda, etc.
	* We are all here for the same reason.
* Rules
	+ Discussed that Montgomery village has a great and extensive set of bylaws that would be an excellent starting point for us to start. These will be emailed to everyone present by Kate Bryan to review before the next meeting.
	+ It will be divided up over the remaining meetings of the year so that we have them in place for next year.

**Events Sub-Committee (WinterFest) – Amanda McCallum – 5 Minutes**

* First, Thank you to all the members of the sub committee who have put so much work into this event. Your time and commitment is appreciated!
* Raffle is ready to go with many local businesses donating items or gift cards. We were able to make up 7 baskets to raffle off.
	+ Tickets will be: 1/$2; 3/$5; 7/$10; 15/$20
* There will be 6 games set up in the gym
	+ Christmas Punch Cup
	+ Pin the Flame on the Kinara (Kwaanza)
	+ Hanukkah Plinko
	+ Penguin Pop
	+ Diwali Boat Race
	+ Snowball Toss
		- Tokens for the games are 1/$1 or 6/$5
* Each game has a breakdown of what/how they can win. Every play wins something as there will be candy and tickets at each station
* Tickets can be redeemed at the prize counter which has various prizes valued from $0.15 to $3.50. The redemption levels are 4, 6 or 8 tickets and ensure that in order to win those prizes you would have spent at least as much on tokens to win the tickets as it costs for the item.
	+ Parent donation covered half the cost of the prizes
* Fun Faces by Mel will be at the school for the duration of the event doing face painting.
	+ Parent donation covered half the cost of this service
* Grinch Trees
	+ As of yesterday, Dec 6, we had pre-sold 65 trees!
	+ Additional trees will be for sale at the event if people wish to purchase and did not pre-order.
	+ To ensure that no child is left out, we will put together “DIY Grinch Trees” that will be able to be sent home. We will continue allowing these orders through SchoolCashOnline until Dec 15th and deliver to the school for distribution of additional kits.
		- Parent donation covered the overhead for trees so only the # of trees we sell, we are charged for leaving no overhead on the actual trees.
* Volunteers
	+ We currently have 11 volunteers scheduled for the first shift and 12 volunteers scheduled for the 2nd shift
	+ A few more parent council faces would be great if you are able to come, even for an hour or so just to help out.

**Other Business**

* Next Meeting Date: January 11 @ 6:30pm
* Andrew Stirk (Amaranth Township Councillor) asked for a moment to speak with those present about interactions with Amaranth sponsored ventures (Library, Police Board, etc.) and their interactions with the school.
	+ Is there a way that Parent Council could create involvement in boards to create involvement from our student body.