

**Minto Clifford Public School  
Parent Council Meeting Minutes**

<b>Date of Meeting:</b>	September 27, 2022	<b>Time:</b>	5:30 p.m.
<b>Minutes Prepared By:</b>	Alexis Rock	<b>Location:</b>	MCPS Library
<b>Attendees</b>			
Executive Members:	Brittany Weber, Crystal MacDonald, Jenna Squires, Alexis Rock		
School Members:	Tracey Kuchma, Tracy Phillips, Naomi McCulloch		
Voting Members:	Stephanie Foster, Holly Armstrong		
Public Members:	N/A		
<b>Agenda Items, Notes, Decisions</b>			
<b>Topic</b>	<b>Discussion</b>		
Welcome & Introductions	<p>Tracey Kuchma called the meeting to order at 5:31 p.m. Tracey welcomed everyone in attendance and gave a reminder that we need to be cognizant of the time that we spend in these meetings recognizing that everyone has other commitments outside of this group as well. Tracey asked that everyone introduce themselves with their name and how many children &amp; their grade(s) each person has at the school.</p> <p>Following introductions, Tracey gave a brief overview of what happened with the dissolution of the Parent Council executive last year. Tracey &amp; Tracy did research throughout the remainder of the school year and summer regarding how other schools run their Parent Council. They found that many schools do school wide nominations &amp; elections and Tracey felt this was a good idea to open things up and make it fully inclusive for your school. Tracey indicated that the whole Parent Council was acclaimed and no vote was required this year because of how the self-nominations and nominations worked out.</p>		
New Parent Council	<p>Tracey introduced the Parent Council executive for this year as follows: Co-Chairs - Brittany Weber &amp; Crystal MacDonald Secretary - Alexis Rock</p> <p>Tracey indicated that we are still in need of a treasurer and that she had a few people contact her with names of who they felt would be a good fit for this position. Jenna Squires also expressed interest in the Treasurer position. <i>Stephanie Foster motioned to make Jenna Squires treasurer. Seconded by Brittany Weber. Motion Carried.</i></p> <p>Tracey &amp; Tracy indicated that it will be the function of the Co-Chairs to email the Parent Council members before the next meeting to ask for agenda items and the agenda should be sent out to all Members ahead of the meeting. Brittany asked Crystal if she has Google Drive as that can be used to collaborate on the agenda.</p>		

Hybrid Meeting Options	<p>The group discussed a hybrid meeting option. It was suggested it may be easier for people to attend meetings if we accomdate with a virtual option. This would work using the technology available within the school library. This would also be a good option for winter months.</p>
Parent Council By-Laws	<p>Tracey provided School Council By-Laws that she has sourced from another school within our board and she inserted Minto Clifford Public School in areas that had the other schools name. Tracey spoke with the Principal that provided these By-Laws, and he indicated that they have found that having Executive Members &amp; a maximum number of Voting Members that are allowed to vote has been helpful. The other parents in attendance are there just to have their voices heard.</p> <p>We read through the By-Laws provided as a group and the following points were made for change:</p> <ul style="list-style-type: none"> <li>- Membership - We need to recruit more members to fulfil the cultural diversity of the school community under "Mission Statement". Can we assist with this through accessibility with later meetings? Hybrid meetings?</li> <li>- Voting Members - the sample number is 15. We didn't even have that many people out to any meetings last year. We are going to look for Voting Members and solidify our number at a later date depending how many people we have send their name in. A communication will be sent out to the school community that we are in need of 13 Voting Members for Parent Council as we seek to diversify our Parent Council. We will review the applications (if required) and decide on our ideal number based on that. Example, if only 7 people apply we will have 9 Voting Members to include the 2 members that we have in attendance tonight that have expressed interest in a Voting Member position.</li> <li>- Suggestion to add the Voting Member of council to the application process for next year.</li> <li>- Discussion regarding the quorum; We will solidify this number once we review Voting Member applications as well.</li> </ul> <p>Tracey &amp; Tracy will send out communication. Once the communication goes out regarding Voting Members we will communicate via email to solidify our Voting Member &amp; quorum numbers prior to the next meeting to ensure that the By-Laws are established and ready to provide to all members at our next meeting.</p> <p><b>Action Item:</b> Alexis will draft a Voting Members communication and send out to all in attendance tonight for approval and then Tracey &amp; Tracy will send it out.</p> <p><b>Action Item:</b> Everyone to review Draft By-Laws prior to October 24th meeting so that they can be discussed. Alexis will type &amp; send Draft By-Laws well in advance.</p>
Sub-Committees	<p>We had a discussion regarding subcommittees and what the returning Members feel could have been helpful in years prior to Covid:</p> <ul style="list-style-type: none"> <li>- Fundraising Committee <ul style="list-style-type: none"> <li>- Jenna Squires</li> <li>- Holly Armstrong</li> <li>- Crystal MacDonald</li> </ul> </li> <li>- Events Committee (Spring Fling / Open House, etc.)</li> <li>- Track &amp; Equipment Repair Committee</li> <li>- Research for Future Yard Equipment Committee</li> </ul>

	<ul style="list-style-type: none"> <li>- School Wear / SWAG Committee               <ul style="list-style-type: none"> <li>- Stephanie Foster</li> <li>- Brittany Weber</li> <li>- Tracy Phillips</li> </ul> </li> </ul>
Financial Update	<p>Tracey provided an Opening Balance sheet from Tamara Noble (office coordinator). The bank account is currently sitting at \$14,997.94.</p> <p>Tamara will be contacting the board to find out how much money they feel should be set aside for playground and equipment repair.</p> <p>Tamara also indicated that we should be showing different accounts for things such as the equipment reserve, Teacher Wish List account, etc. This will allow us to budget &amp; understand our expenses better as we proceed.</p> <p>Parent Council funds have previously been used to provide items from Teacher Wish Lists. These are items that the provided budget would not include. We will look into this once again.</p> <p>Parent Council has previously provided funding toward the purchase of Birthday Books. It was approved last year to provide funds to this. However, Naomi updated this years council that she did extensive research over the summer and it will not be feasible to purchase books as the price of books has increased astronomically.</p> <p>We need to see the bank account details to understand whether the track repairs have come out of the bank account yet, etc.</p> <p><b>Action Item:</b> Jenna will follow up with Tamara to obtain a detailed report of bank account, creation of sub-accounts, and determining the board recommended reserve for equipment repair.</p> <p><b>Action Item:</b> Naomi will request Wish Lists from teachers and provide to the Parent Council at the next meeting.</p>
Equipment	<p>Yard Equipment - Tracy looks over equipment each morning and if she finds anything that needs to be repaired she closes the equipment and submits a work order to the board to get this fixed.</p> <p>The board inspects equipment each year and they tell the school if the equipment needs to be replaced and this can come without warning. The board is also encouraging parent councils to be mindful of the length of time that playground equipment can actually be used considering how much it costs. (Playgrounds are closed for winter &amp; well into spring) The Board is encouraging councils to research alternative ideas. Ideas mentioned at this meeting include: Gaga ball pits (Naomi indicated MCPS could use 3 more of these), outdoor music equipment (Goderich beach has these), and fully accessible items (like Kate's Place in Elmira).</p> <p>Crystal indicated that we should put a percentage of each fundraiser profit into the repair reserve to ensure we have an adequate reserve.</p> <p>Crystal questioned about the freshening up of the lines on the hardtop games. This is a Parent Council function.</p> <p>We also discussed another outdoor classroom idea. This would be part of the equipment sub-committee.</p>

	<p>Jenna questioned whether the board ever indicates an expected lifespan on the existing equipment.</p> <p><b>Action Item:</b> Tracy will look into the last report provided by the board to see whether any lifespan information is provided.</p>
Hot Dog Day	<p>Crystal questioned whether we can return to providing Hot Dog Day to the students. Tracey indicated that everything is allowed to return this year.</p> <p>Tracy P. asked about Hot Dog Day as she has not experienced it at MCPS. Crystal indicated that she (with about 6 helpers) boiled the hot dogs, warmed the buns, wrapped in napkins and placed in serving trays to keep warm. Students then delivered them to classrooms with ketchup, mustard &amp; relish.</p> <p>Tracey indicated that one thing that has remained from Covid is having split eating breaks over lunch so that there are less students on the yard. This means that classes do not all eat at the same time - half the school eats while the other half is outside and then they switch. This means two separate serving times would be required for hot dogs. Lunch times are 12:50-1:10 and 1:10-1:30. Tracey indicated that Tamara needs approximately 4 weeks to get school trips, food days, etc. onto School Cash Online so we would be looking at a December start at best, but January may work better. Naomi suggested that we include in a Parent Council Update that we are looking for volunteers to help start hot dog day again.</p> <p><b>Action Item:</b> Crystal is going to do research to find out current food pricing and what we would need to sell the hot dogs for, etc. Crystal will report her findings at the November 8th meeting for Parent Council input.</p> <p><b>Action Item:</b> Alexis to prepare Parent Council Update and include Hot Dog Day volunteer call out in it.</p>
VP Update Tracy Philips	<p>Tracy Phillips provided the following update on key items since the beginning of school:</p> <ul style="list-style-type: none"> <li>- The track resurfacing was completed prior to the start of school and is fantastic. Tracy let the Parent Council know that the funding provided for this project and the organization if it is so appreciated. Tracey Kuchma is impressed with the quality of workmanship and how easy the contractor was to work with. Jenna questioned whether the drainage is still an issue. Tracey indicated that yes it is, but that is beyond Parent Council and is a board issue now.</li> <li>- Pizza day AND Milk days will be returning this year. As of right now this is being administration led with assistance of the DD class. Crystal indicated that she has heard people are upset that the school is using Domino's and not New Orleans. Tracey &amp; Tracy indicated that the switch was made to Domino's because New Orleans did not get the board required paperwork submitted to the school in time last year. Tracy indicated she will connect with New Orleans prior to the next term.</li> <li>- Tracy told the Parent Council that this year the staff decided to do "Project Affirmation" and make every Tuesday a positive affirmation day where kids are encouraged to wear shirts with positive affirmations on them. All students made affirmation t-shirts on a cardboard t-shirt cutout and 3 shirts get shared on the daily announcements &amp; then hung on the bulletin board. Jenna suggested that this be included in the Friday weekly update because a lot of the kids don't communicate these things to their parents.</li> </ul>

	<ul style="list-style-type: none"> <li>- Soccer teams have started practising and they will have a tournament this year.</li> <li>- The Cross Country Club has had a meeting and will be starting practices soon</li> <li>- Tracy presented the idea of a School Clothing fundraiser and showed two vendors that she spent time researching over the summer. This idea was well received by Members in attendance. See Fundraiser update for further details on this.</li> </ul> <p><b>Action Item:</b> Tracy to put a reminder of Affirmation Shirt Days happening on Tuesdays in the weekly message.</p>
Teacher Update Naomi McCulloch	<p>Naomi McCulloch, Teacher Representative, provided the following update on key items since the beginning of school:</p> <ul style="list-style-type: none"> <li>- It's hard to believe that we are one month in already. Naomi indicated some teachers are already feeling "June tired", but at the same token time is flying by.</li> <li>- The Terry Fox Run was fun &amp; successful again this year, raising over \$1500.00</li> <li>- The Book Fair was successful once again. Naomi is still waiting on the final tally, but is expected to be around \$4,000.00. Approximately half of the profit has already been spent on new books.</li> <li>- The Junior Soccer Team is going to a tournament tomorrow.</li> <li>- The Cross Country Team has started up with their first meeting today.</li> <li>- The Yearbook Committee is going to start meeting weekly with Mrs. Clark.</li> <li>- The school has purchased 4 Apple computers that can be used for software eding. We also have a podcasting station in the library. This equipment is used for morning announcements which students are now assisting with and will be used to produce school projects going forward as projects evolve.</li> <li>- The school also has a portable green screen that can be taken anywhere in the school, a lighting system, new digital camera / video camera, a boom microphone for recording &amp; a go-pro. This will help familiarize students with this technology that they may be using in high school.</li> <li>- Naomi gave the Parent Council a demonstration of what the morning announcements look like, which are played on the TV Screens in classrooms.</li> <li>- Report Cards will be in progress starting in October and will come out in November.</li> </ul>
Fundraising (Meat)	<p>It was decided that we need to return Harriston Packers &amp; JD Sweid or similar fundraisers for our fall fundraiser to increase our profits again. We discussed what time frame may be available as Tamara needs 4 weeks to get fundraisers onto School Cash Online. We also discussed the possibility of pushing the pick up times back a little bit to accommodate working families.</p> <p>We also had a discussion regarding what the Fall fundraising should go towards. The following comments were made: repainting of the games on the hardtop, ongoing equipment maintenance, Teacher's wish list items which include items outside of the school budget, such as gym equipment, Scientist in the Classroom.</p>

	<p><b>Action Item:</b> Jenna to contact Harriston Packers &amp; JD Sweid to find out whether we can do fundraising with them this year. Jenna will also find out whether we can push pick up time.</p> <p><b>Action Item:</b> Jenna will email Parent Council members with fundraising information as we will need to proceed prior to next meeting.</p>
Fundraising (Swag)	<p>Tracy presented the idea of School Clothing Orders to fundraise &amp; show our school pride. This would include selling school wear items to students/parents and Brittany also made the suggestion of "MCPS Grandma/Mom/Dad", etc.</p> <p>Tracy has done research regarding pricing from two suppliers; One being Premium PromoWorx out of Fergus and retired Harriston Senior teacher, John McCabe. At a quick glance it appears that Premium PromoWorx are substantially more affordable which makes it more affordable for all families within the school community. Both suppliers offer online ordering portals which means we do not have to go through School Cash Online.</p> <p>We would need to send them images or logos that we want on the clothing. We decided it would be best to form a Sub-Committee for this. Mutually it was agreed that for this winter trial we should look into t-shirts, sweaters &amp; toques. The Swag sub-committee will send an email to Members in attendance to present their findings as we will need to proceed prior to next meeting.</p> <p><b>Action Items:</b> Tracy will obtain samples from Premium PromoWorx and bring them into the school. Brittany &amp; Stephanie can come into the office to view samples if required.</p> <p><b>Action Items:</b> Sub-committee will present their findings to Members in attendance tonight so that we can proceed.</p>
Next Meetings	<p>Next Meeting (for those in attendance tonight): October 24, 2022 Location: Virtual Time: 7 p.m. Agenda Items: finalize the Parent Council By-Laws so that they are ready to proceed with at the next meeting, review hot dog day information, SWAG information &amp; meat fundraiser information (if required).</p> <p>Next Meeting (all council): November 8, 2022 Location: School Library and Virtual Time: 6 p.m. Agenda Items: Welcoming new members, provide By-Laws to all, financial update, fundraising update, Administration update (VP or Principal), Teacher update, round table</p> <p><b>Action Item:</b> Brittany &amp; Crystal to create agenda for October 24th &amp; November 8th meetings</p>
Adjournment	<p>Meeting adjourned at 7:57 p.m. <i>Motioned by Jenna Squires</i> <i>Seconded by Brittany Weber</i> <i>Motion carried</i></p>