

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

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| Date of Meeting: | November 8, 2022 | Time: | 6:00PM |
| Minutes Prepared By: | Alexis Rock | Location: | MCPS Library & Virtual |
| Attendees | | | |
| Executive Members: | Brittany Weber, Crystal MacDonald, Jenna Squires, Alexis Rock | | |
| School Members: | Tracey Kuchma, Tracy Phillips, Naomi McCulloch | | |
| Voting Members: | In Person: Stephanie Foster, Holly Armstrong, Janelle Hill, Jessilyn Uhrig, Virtual: Lynn Phillip, Kimberley Koeslag, Dale Riley, Samantha Greer, Lisa Gareau Booth, | | |
| Public Members: | N/A | | |
| Agenda Items, Notes, Decisions | | | |
| Topic | Discussion | | |
| Welcome & Introductions Brittany Weber & Crystal MacDonald | Crystal called the meeting to order at 6:05 and welcomed the new Voting Members to their first meeting. Crystal expressed excitement to see all of the new members here. Crystal also let everyone know that there are snacks for everyone here in person and apologized to those virtual for not being able to access the snacks. | | |
| Voting Members Tracey Kuchma | Tracey Kuchma went through the list of Voting Members. Tracey K. indicated that we did not really have a specific number in mind when seeking Voting Members, but we did mention 7-15 Voting Members would be an ideal number for us. We had 10 sign up so that was excellent. All members present, both Executive & Voting Members, introduced themselves and stated their position on the council. | | |
| Previous Meeting Minutes Brittany Weber & Crystal MacDonald | <p>Brittany questioned whether everyone had a chance to review the minutes. Lisa & Kimberley were missed in the original email, so they were not able to review beforehand. Brittany gave a brief review of the previous meeting minutes and asked whether there were any questions. No questions were asked.</p> <p>Motion to accept the minutes of previous meeting by Jenna Seconded by Janelle Objections - None noted Motion Carried</p> <p>Action Item: Alexis will forward Lisa & Kimberley copies of the previous meeting minutes, agenda & by-laws.</p> | | |
| Parent Council Guidelines Various Members | <p>Brittany briefly discussed the By-Laws that have been created in previous meetings. Because Lisa & Kimberley did not receive the email, everyone will review the By-Laws and let Alexis know if they feel any revisions should be made.</p> <p>Brittany went on to explain that she & Crystal would like the Parent Council to be something that members look forward to and get excited about, which</p> | | |

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| | <p>is why they brought snacks tonight. (Note: snacks were enjoyed by many!) Crystal expressed her thanks to the Council thus far stating that she is very excited about this year and what is to come.</p> <p>Alexis questioned about record keeping & whether the board can audit the parent council. Considering that we were not given records from past councils until tonight's meeting, Alexis wondered what our obligations in terms of record keeping are. Tracey indicated that when the board audits a parent council, it is mostly in terms of not having a lot of money sitting in the bank account. Funds raised each year should be used primarily within that year. The office does keep financial reports to support this.</p> <p>Action: All members to review By-Laws and let Alexis know of any revisions that should be made.</p> |
| <p>Treasurer Update Jenna Squires</p> | <p>Jenna provided a brief report regarding the bank account. The current Opening Balance is \$14,997.94 Track Repair -\$3,440.40 Insurance Payment -\$167.40 Closing Balance is \$11,390.14</p> <p>Some money has come in from the meat fundraiser & hot dog day, but that information will be shared once we have final numbers.</p> <p>Tamara & Jenna have worked together to divide the bank account into four different sub-accounts to operate from. Currently all of our funds are sitting in the fundraising sub-category. Going forward all fundraising money will come into & go back out of that sub-account. The other sub-accounts are:</p> <ul style="list-style-type: none"> - Hot lunches (everything related to hot dog day will come in and out of this sub-account) - Miscellaneous (this will be used for things such as insurance, teacher wish lists, scientist in the classroom, etc.) - Playground <p>In the past it has been discussed that we need to have an adequate amount of money set aside in that playground account for equipment & yard maintenance. We need to decide tonight how much we want to put into that reserve. Research done & comments made regarding this reserve are as follows:</p> <ul style="list-style-type: none"> - Lynn Phillip asked whether we know how much we should have in this account. Tracey K. has contacted the Finance Department at the Board and they have suggested that \$5,000.00 would be appropriate. - Lisa noted that she thought in previous years it was always stated that 10% of the cost of the playground needed to be kept in reserve. Tracey K. confirmed that, but has indicated that after much research she cannot find the cost of the playground so we are unaware what 10% would be. - Jenna indicated that ultimately when it comes time to replace playground equipment we are going to have to get aggressive with fundraising and gear the funds toward the playground. <p><i>Jenna motioned to move \$5,000.00 from the Fundraising sub-account to the Playground sub-account</i> <i>Seconded by Janelle</i> <i>Objections - None noted</i> <i>Motion Carried</i></p> |

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| | <p>Jenna further mentioned that she & Tamara have discussed putting an amount into the Miscellaneous sub-account so that it is not sitting at \$0. Tamara would like to see the sub-accounts all sitting at positive balances. Jenna said at this point we have no idea what we are spending out of that category until she is able to review the records that were provided tonight from the past Chair, Stacey Jennings. In order to spend money out of this account if it does not have a balance, we would need to motion to move money at that time. If we keep a balance, it is less cumbersome. This led to a discussion regarding the Teacher Wish Lists. Lisa noted that in previous years the Parent Council provided \$100 per teacher out of this category. Janelle noted that with the increasing costs this may need to be increased to \$150.00 per teacher. Please see the Teacher Update section of notes for detailed information regarding this.</p> |
| <p>Hot Dog Day Crystal MacDonald</p> | <p>Crystal wanted to clarify a few items for hot dog day:</p> <ul style="list-style-type: none"> - She had to purchase patterned napkins for beef hot dogs so that the teachers can tell which hot dogs are beef - She also had to purchase some additional squeeze bottles because they have gone missing. <p>Crystal questioned whether we can pick the next term dates for hot dog days. We had a lengthy discussion regarding the budgeting effects of longer versus shorter purchasing terms and how that works for families, versus the workload for Tamara. General comments are as follows:</p> <ul style="list-style-type: none"> - Tamara would prefer longer terms as it is a lot of work to open and close the terms every couple weeks. - Lisa questioned whether information for hot dog day had been sent home. It went live on School Cash Online at the end of October and it was announced in the Minto Memo. - Lynn questioned whether you can pick & choose what weeks you are purchasing or whether you have to purchase the whole term. Hot dogs will run like pizza & milk where you purchase the whole term. - Alexis reiterated that the whole purpose of us breaking it down into shorter terms was to ensure that we were being inclusive of families who may find it easier to budget those smaller amounts and ensuring that their children are able to participate in these special days as well. While the cost of a hot dog is only \$1.75, if we make the purchasing term 16 weeks and someone has 6 kids, that adds up fast. - After a discussion regarding the Friday's that would be missed due to PA days, holidays, March Break, etc. Janelle pointed out that perhaps next year it could be explored that pizza day could be Tuesday and hot dog day Thursday because generally holidays & PA Days fall on Mondays or Fridays. - Tracey K. noted that after the last meeting with the comments of how much milk needed to be purchased at a time, she & Tamara looked into how other schools run their milk program and they found that most schools are only offering milk on the days that they offer hot lunches, so this is another option that they will explore. Jessilyn noted that she did not purchase milk because it was too much having it every day. <p>Crystal is still looking for approximately 4 volunteers for Hot dog day if anyone is able to help her. She feels that she will need assistance from 12-2PM for this. Brittany pointed out that this volunteer call out should go in the Minto Memo again. The current Hot Dog day term is December 2nd to February 3rd. Sam questioned whether students can help with Hot Dog day.</p> |

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| | <p>Tracey K. indicated that they'd like to encourage students to be in class as much as possible. Crystal did clarify that in previous years they have had Grade 6 students help deliver the hot dogs to classes & return the serving pans.</p> <p>Action Item: Tracy P. to put a volunteer call out for Hot Dog day in the Minto Memo.</p> <p>Action Item: Jenna to work with Tracey K. & Tamara to decide on the next two terms of Hot Dog days.</p> |
| <p>Fundraising Jenna Squires & Crystal MacDonald</p> | <p>Jenna is requesting everyone start to think about future fundraising ideas for spring. If you have any ideas please send them to Jenna's email so that the fundraising sub-committee can review them when the fall fundraiser is over. Jenna also mentioned to all Voting Members that if they are interested in being on the Fundraising sub-committee please let her know.</p> <p>Crystal provided an update about the meat fundraiser pick up day (December 14th at the Harriston Arena from 3-6PM). Crystal indicated that they will need to bring tape, trolleys, wagons, highlighters, the cheques to pay the suppliers upon delivery, and in previous years they have written each type of meat on a piece of paper and taped around the room to make sorting easy. Jenna questioned how many volunteers there had been in the past and Crystal estimates that last time they had approximately 15. Jenna has booked this day off work and intends to be at the arena most of the day. We will need to put a volunteer call out in the Minto Memo regarding this as well.</p> <p>Stephanie noted that she sent information to Jenna regarding Clifford Country Store which is willing to do a variety of fundraisers. She is running a fresh market box right now for \$20.00 and a few of us are trying these boxes out to see how they are.</p> <p>Action Item: Tracy P. to put a volunteer call out in the Minto Memo for meat fundraiser pick up.</p> |
| <p>School Update Tracy Phillips</p> | <p>Tracy P. provided the following school update:</p> <ul style="list-style-type: none"> - No update to the logo yet. This has been paused with the labour negotiations happening right now. Tracey K. indicated that this will be brought up to staff & then students for their feedback as we need to ensure that their voices are heard. - Photo & photo retake day have taken place. This year Pegasus was used and the feedback from parents so far has been very good! - MCPS had about 20 students attend the Guelph Storm game to sing the national anthem in October. The recording of this was used on the morning announcements for a week. - A crew of Grade 7 & 8 students have been trained to be bus helpers recently. - We have had a few bus delays due to driver shortages so it's very important for parents to sign up for the notifications from the bus company as Tracey K. & Tracy P. are not always sitting at their desks to receive the email notifications from the bus company. - Intermediate students will have their first introduction to high school on Monday when the high school attends MCPS to give them an overview. - Grade 7's had their Grade 7 vaccinations at the school last week. - Report cards will be available online on November 16th. |
| <p>Teacher Update</p> | <p>Teacher Wish Lists - Naomi presented the wish lists that she received prior</p> |

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| Naomi McCulloch | <p>to the deadline. They are as follows:</p> <ol style="list-style-type: none"> 1. Peggy Newman & Sharon Williams would each love to have a class set of hand-held magnifying glasses for use in science lessons such as soil study and outdoor learning. They would also be valuable to use with the butterfly garden recess club. The cost for 40 magnifying glasses from Staples is \$217.37 including taxes. 2. Amanda Clark has put a request in for supplies for Art Club. She currently has 30 Junior students (with 5 on a wait list), and 7 Intermediate students. Her supply wish list includes: black glue, paper lanterns, self-hardening clay, artist carving blanks. The total for this is \$229.45 less a possible delivery charge. Tracey Kuchma did point out that Amanda Clark also approached Tracey K. for some funding assistance for Art Club which has been supplied. 3. Amanda Clark also submitted a request for the yearbook committee. This year the yearbook is being created entirely by students. She has 32 students from grades 5-8 working on it. They will be seeking local business & other support as well. For example a business card size ad could cost \$100.00. In 2018, the yearbook was 92 pages plus cover and the cost was \$2,188.62 for 176 yearbooks sold. Stephanie indicated that she would be happy to assist Amanda in seeking business support, as well as Parent Council support, if she would be able to help with the letter to properly solicit business support in terms of ad sizes, etc. It was decided that we would revisit the yearbook funding in the spring once we see what Stephanie can help Amanda do. It was also briefly discussed where the yearbook typically gets printed. It has changed year to year but Innovative Print has been used, Print One, various local businesses, the board office, etc. It was also questioned whether the yearbook is for the whole school, which it is. Anyone is able to order a yearbook. Lynn questioned whether the Grade 5-8 students will be fundraising for yearbooks. Naomi clarified that there are Grade 5-8 students whom are working on the yearbook and will be seeking support from local businesses. Samantha Greer also volunteered to be of assistance with the yearbook. 4. Josie McLaughlin & Josh Ellis have requested bus funding assistance for their two classes (a Grade 5/6 class and Grade 6 class) to visit the Science Centre in Toronto. With the rising cost of fuel and high bussing costs, the bussing costs alone for this trip are \$1,130.00. Brittany asked whether this includes bussing for the other Grade 5 classes. This trip is only for Josie & Josh's classes. Lisa indicated that her child is in Josh Ellis' class and they have already received the blue trip form & ability to pay on School Cash Online. Lynn questioned what the student contribution was to which Lisa responded that originally the cost was noted as \$50.00 but has since decreased to \$30.00. Lisa said her understanding was that Josh's hope was that he would not have to ask for additional funds from families. Josh has solicited local business support and received some generous donations. Lynn questioned whether there is assistance through the school for students who cannot afford to attend. Tracey indicated that she is not allowed to approve a school trip if she does not feel that she can help with equity funding. It was questioned how many students would be going and there are 50 students in these two classes. Lynn questioned that since it is only two classes who have requested money, are there other classes |
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missing out on this opportunity? Tracey K. indicated that this trip fits into the Grade 6 science curriculum, so the Grade 5's from Josie's class are getting a "bonus" trip because they are in a split class.

Tracey K. cautioned the Parent Council that we could be setting a precedence if we provide bus funding for two classes. Holly said that it can be clarified that rather than requesting consumables for their classrooms, these two teachers used the Wish List opportunity to request bussing assistance to provide this class trip, so if other teachers want to request bussing support, they can submit as part of their Wish List when asked.

Tracey K. further pointed out that if the School Cash Online request has already gone out, money cannot be returned to parents so the Parent Council funding should not be necessary. It was also agreed that a \$30.00 cost for a trip to Toronto seemed quite reasonable.

5. Naomi McCulloch has requested a refresh of games for the learning commons such as Jenga, Scrabble, Candy Land, Snakes & Ladders, Checkers, UNO, Guess Who?, Sorry, Bananagrams, Go Fish, Spot It!, as well as another set of Tinker Toy Building materials. These materials are used by ALL students in the learning commons. The requested amount is \$200.00.

Janelle questioned whether the school can accept donations of the sought after games. Naomi said donations can be accepted, yes.

Lynn Phillip clarified whether the deadline for teachers to submit Wish Lists has passed or whether we should be expecting more to come in. Naomi said that the deadline was this past Friday.

The total requested amount was \$646.82, plus a request for a contribution to the yearbooks and trip bussing without an amount specified.

General comments and concerns regarding providing funding followed:

- Tracey K. indicated that in her years at other schools the Parent Councils have chosen a main focus to be providing bussing for school trips, or focusing on providing funding for Scientist in the Classroom
- Jenna suggested that we could provide \$200.00 toward each request per teacher in order to be fair.
- Lisa expressed concern that if we are going to support the Art Club then we should support the Chess Club and all other clubs. Crystal reminded Lisa that in previous years we have paid for hockey tables, etc. for "extra curricular" clubs. Naomi added that the Parent Council has indeed supported the Chess Club by providing tournament grade Chess boards.
- Tracey K. indicated that the Parent Council's focus should be on supporting these "extra-curricular" items more so than classroom items as they can often be worked into the budget.
- Alexis pointed out that the requests appear to be quite conservative this year.
- Tracey K. indicated that the year she came to MCPS they gave \$100.00 per classroom because they had so much money in the bank account that needed to be spent. Naomi & Tracey K. agreed that specific Wish Lists go over much better than \$100.00 per classroom.
- Lynn indicated that last year there was a request for mittens, scarves, hats, etc. and there was budget that was approved to be

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| | <p>used for that. Naomi clarified that this was a community request, not a teacher request, but the Parent Council did approve money for this. Naomi indicated that the school will be partaking in the community Christmas Hamper program this year and there will also be a mitten (or other winter item) tree for donations as well.</p> <ul style="list-style-type: none"> - Janelle suggested that we provide \$200.00 to Naomi's learning commons request considering it supports all students, plus individual requests of \$100.00 each to Peggy Newman, Sharon Williams & Amanda Clark (for the Art Club). We will table the yearbook request for spring review. - Jenna questioned whether teachers have already been told that they can do Scientist in the Classroom this year. Tracey K. said that it is a given every year that they know they can do it. It is a cost of \$445 in person per classroom or \$235 virtual per classroom. We have never paid for the whole amount. We will need to ascertain how much we have contributed in the past. <p><i>Jenna motioned to move \$1000.00 to the Miscellaneous account to cover Wish Lists and other small transactions that may come up.</i> <i>Seconded by Janelle</i> <i>Objections - None noted</i> <i>Motion Carried</i></p> <p>Naomi provided the following other updates about other things happening around the school:</p> <ul style="list-style-type: none"> - The Cross Country Team participated in the meet at the end of October. They did very well. There are rumblings that there could be more pennants coming for the gym, but nothing confirmed yet. - The draws have been done for the Guelph Storm game ticket giveaways for the month of November. Naomi has had the pleasure of calling families to tell them which has been very exciting! - The Junior-Intermediate Volleyball Team has started - The Art Club & Yearbook Club are very active! - The black, orange & fall colour spirit day was well participated in on October 31st. - On Friday the Primary classes will have a Remembrance Day service starting at 9:45 a.m. in the gym. The Junior & Intermediate students will walk to the Cenotaph to participate in the service there. <p>Action Item: Alexis to review past meeting minutes to see what was contributed in the past for Scientist in the classroom.</p> <p>Action Item: Stephanie to connect with Amanda Clark regarding assisting with soliciting business support for the yearbook.</p> <p>Action Item: Alexis to add Amanda Clark's yearbook Wish List request to spring meeting agenda.</p> |
| <p>Bullying Sam Greer</p> | <p>Tracey K, indicated that the board has updated all school websites to have a spot where parents or guardians can report bullying or identity based harm if it is happening. Brittany asked whether reports made through this portal get sent back to the school which they do.</p> <p>Crystal questioned what the protocol is for bullying in elementary school and whether suspensions happen. Tracey K. indicated that progressive discipline is followed; K-3 does not get suspensions, 4-8 could be suspended, but it is a progression not a first step. Crystal shared a personal</p> |

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| | <p>experience of her son who is now in high school and is seeking to understand the difference in discipline.</p> <p>Tracy P. said that in elementary school they really focus on building self regulation skills and she assumes in high school they assume they feel that students should know these skills and not need progressive discipline.</p> <p>Sam indicated that she has seen schools in the US & Catholic schools here are using an app to report bullying. She indicated that this new reporting system seems to be similar to that so this could be a moot point. Sam said that she has some issues with the wording of the bullying policy after experiencing a sticky situation, but she is going to address this with the board.</p> |
| <p>Head Lice Sam Greer</p> | <p>Brittany mentioned that we did discuss head lice in our last meeting, but Sam mentioned that she has some questions regarding the reporting process. Sam questioned whether the school knows how many cases we currently have in the school. Tracey K. indicated that it is not documented as Public Health has ruled it as a nuisance and that kids should not be excluded because of it. Tracey K. indicated that sometimes parents do report it to the office, and other times teachers will notice it and report it to the office, and this is when the pink letter is sent home.</p> <p>Stephanie pointed out that it is frustrating as it is costly to treat the head lice. Tracey K. said that she gives out many head lice treatment kits to families that may not be able to afford the treatment kits.</p> <p>Sam said that it would be nice to have a reporting button on the website so that parents can anonymously report it and families would get an alert. This would save the teacher having to be responsible for noticing it in the students hair and having to send letters home. There were concerns voiced that this would cause an embarrassment factor to families.</p> <p>Sam indicated that in her recent research she found that 37% of students in Ontario schools get head lice and she feels that families should be polled to see whether they would anonymously report the head lice cases if there was somewhere to do it.</p> <p>Holly asked whether families know that they can come to the school to get the lice kits if they cannot afford it. Stephanie also said that families that do not have health benefits can also get it covered under the Ontario children's drug plan but you would need a prescription for the kit.</p> <p>Tracey K. indicated that there is quite a process to get an app allowed for use. Crystal asked whether we can talk to the superintendent to see whether we can do lice checks and be able to help more families. Crystal is concerned many families may not even realize their kids have it. Tracey did talk to the superintendent after our last meeting but no progress was made. Holly said that when contacting the superintendent personally about lice it should be personal and not on behalf of the Parent Council. Sam indicated that she would contact the Superintendent as well.</p> |

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| | <p>We had a lengthy discussion about the need to destigmatize lice because for so long it has been treated like only dirty people get it, which is inaccurate. This also led to a discussion regarding other illnesses that are circulating such as Hand, Foot & Mouth disease. Stephanie indicated that it would be nice to know the protocol for sending your kids back to school after having these things. Tracey K. indicated that all a parent has to do is call into the school and she has a Public Health binder with everything from pink eye to worms in it with the protocol for school.</p> <p>Alexis indicated that her children recently had HFM which she reported to the teacher. The teacher let the class know that there was a case in their classroom in a very anonymous way. Tracey K. indicated that had the teacher come to her, she would have told her not to send the email. Both Alexis & Stephanie indicated that from a parent's perspective those emails are very appreciated as it allows us to make informed decisions to stay away from specific people in our lives who could be very affected by these illnesses or nuisances such as pregnant family members and friends, etc. when you know you are in that contagious window. Both Stephanie & Alexis further indicated that these messages further help de-stigmatize these very transmissible illnesses & nuisances. Alexis stated that yes she felt bad knowing that her child could have spread HFM to classmates, but it is an illness that you're contagious for up to 48 hours before any symptoms so it's not easily preventable, but once we know it's present if families are alerted, it allows them to keep a closer eye for further prevention methods.</p> |
| Next Meeting(s) | <p>Next Meeting: January 24, 2023 @ 6:00PM Location: MCPS Library & Virtual</p> <p>Action: Alexis to put Spring Fling on the agenda for this meeting</p> |
| Adjournment | <p>Meeting adjourned at 8:13PM</p> <p><i>Motioned by Stephanie</i> <i>Seconded by Janelle</i> <i>Motion Carried</i></p> |