

**Paisley Road School Council Meeting Minutes -  
Sept 19, 2023 in Paisley Road Public School Library**

Date: Sept 19, 2023

Meeting Called by: Logan Kennedy                      Note Taker: Annica Napier

Attendees: Kirk Runciman, Greg Routenburg, Laura Vanderveldt, Stacy Roberts-Munn, Logan Kennedy, Michelle McCann, Annica Napier, Joanna Ko, Sekhar Patchikura, Gareth Smith, Kara-Lynn Bowers, Stacy Ashmeade, Aaron Senitt, Zahra Karbakhsh, Lisa VanHuysse, Heather Mayo.

**Agenda Topics**

Topic 1: Welcome and Greetings

- Logan welcomed everyone. All in attendance introduced themselves.
- Logan spoke to the desire for more involvement from families in council activities and supporting the school community. Council is a place for connection between admin, teachers, families; a place to plan activities; fundraise for needs within the school.
- Discussion around childcare during council meetings. This happened in the past but hasn't happened since after covid.

Topic 2: Review and Acceptance of June's Minutes

- Stacy made a motion to approve. Seconded by Joanna. All in favour.

Topic 3: Principal's Report

1. The UGDSB's annual reorganization of schools throughout the system resulted in Paisley Road PS not having to move any students. This was communicated to parents via email. Following this announcement, the Board contacted the school, informing us that we will be receiving a new English Kindergarten class. With both of our English Kindergarten classes having 32 students, a new class of 15 will be created. This will drop both large classes to 24 and 25 students respectfully. We hope to have this job filled by early next week, at the latest.
2. Monday, September 18 th was a PD for the UGDSB. On this day, Kindergarten to Grade 3 teachers received professional learning on early reading instruction, universal design for learning, and screening, ensuring educators are prepared to support their students in a manner consistent with the recommendations in the Ontario Human Rights Commission's Right to Read report. Additionally, staff focused on the implementation of the new Language curriculum in grades 1 – 8 and on embedding high yield strategies in

reading across the various subject areas. During the PM session of the PD Day, staff focused on student well-being, school safety and violence prevention.

3. Paisley Road Public School's Open House is scheduled for Thursday, September 28<sup>th</sup>, from 6:00 p.m. to 7:00 p.m. During the Open House, families are encouraged to visit their child's classroom, meet their teacher, and see the work they have doing. Parents are reminded that this is not a time for a parent/teacher interview. If parents are interested in meeting their child's teacher more formally, they are to encouraged to arrange an interview time.
  4. Mr. Woolfrey, our Librarian this year, will host the Scholastic Book Fair during the last week of September, including during the Open House.
  5. Paisley Road welcomed several new staff members to the school. New staff members joining the Paisley Road staff include Ms. Stirling (FI Grade 1/2), Mr. Bradey (Primary Planning Time), Ms. Gibbons (EA), Ms. Rader (Grade 2/3), Ms. White (Grade 5/6), Ms. Grant (ESL), Ms. Barnes (EA) and Mrs. McCann (VP / Resource). Welcome to Paisley Road School!
  6. A reminder to the Paisley Road Public School community that Thursday, September 29<sup>th</sup> is Orange Shirt Day. Orange Shirt Day is an Indigenous-led grassroots commemorative day intended to raise awareness of the individual, family and community inter-generational impacts of residential schools, and to promote the concept of "Every Child Matters".
- Extra Question: A concern came in around the rotting apples and the bees surrounding them in the JK yard. A work order has been put in to deal with that.

#### Topic 4: Teacher Report

- Mabel's Labels fundraiser is up and running
  - If you're wanting to order labels **\*and\*** support the school, look no further! Below is a link for Mabel's Labels fundraising page. A portion of the proceeds from orders go toward Paisley Road Public School if you order under their fundraiser: [https://mabelslabels.ca/en\\_CA/fundraising/support/](https://mabelslabels.ca/en_CA/fundraising/support/)

#### Topic 5: Treasurer's Report

- We were able to raise just under \$25 000 last year. A very successful year! It was put toward: school trips, jerseys, library books, decodable reading books, resources, staff appreciation, etc. It touches nearly every part of the school.
- It is very important to explain to families what the fundraising actually raises money for. There is a lot left up to the School Council to cover to support the school. We will put

together a “Did You Know” flyer to explain what money was raised and what it was used for.

- Areas of focus:
  - 1. Anticipating we are going to need to repair our playground soon. A Safety Inspection was done and a report was received in June. There are no urgent concerns. We are waiting on a quote for the repairs.
  - 2. Experiences: field trips or events that come into the school for enrichment.
    - Chef À L'École: providing opportunities for french students to participate. Wanting to find a comparable option for English students.
    - Scientists in School
  - 3. Kindie Programming: allocating money here as well, especially as a new Kindergarten class is going to be opened in the next week.
  - 4. Allocated more money for library books, especially as many books are being pulled and needing to be replaced.
    - Check in with Mr. Woolfrey about specific library needs.
  - 5. Bumping up funds for Art Programming (e.g. Drumming events), Graduation Gifts.
  - 6. Nutrition Programs
    - Two Programs:
      - “Food & Friends” - extra food and snacks for kids who come to school and need something extra. It is grant based, and the School needs to show that they also work to fundraise to support it. (last year it was the Clothing Swap fundraiser)
      - “Food for Kids” - local agency run by Liz Sandals. Every Friday they deliver 4-5 bins of food for families, in plastic bags, for kids to take home for the weekend.
    - Laura suggests we earmark money (\$500 for each) for both of those programs.
  - 7. Funds carried over from last year
    - Carried over money for Classroom Fund. Given to each teacher (\$150) to help buy supplies for the classroom. They just need to submit receipts to Ms. Erskine.
    - \$5000 toward Experiences carried over (amount based on number of kids enrolled in the school - 395 kids)
    - \$4000 Library Books
    - \$1500 Forest of Reading
    - \$1000 for Family Fun Night
    - \$2500 for tech, STEM, maker boxes in the library.

- \$3000 for School Yard beautification (e.g. gardens, outdoor classroom, etc.)
- \$500 for Emergency Fund
- \$2000 to start a fund to replace school sign out front. We got it replaced so re-allocated the remaining funds.
- Staff appreciation breakfast, Indigenous and Equity programming (\$1500 earmarked), etc.

Breakdown from Treasurer:

**Parent Council Financial Report  
Paisley Road Public School  
September 2023**

Fundraising Event	Current Year			
	Raises Funds for:	Revenue	Expenses	Net Proceeds
Planet Bean/ Maple Syrup				\$0.00
Pizza Sales				\$0.00
Holiday Craft Sale				\$0.00
Dance A Thon				\$0.00
Family Fun Night				\$0.00
Winter Clothing Drive				\$0.00
Labels Labels				\$0.00
Movie Night				\$0.00
<b>Total Fundraising Proceeds</b>		\$0.00	\$0.00	\$0.00

Funding Category	Previous School Year (2022-23)			Current School Year			
	Budget	Spent	Added Funds	Blance	Reallocation	2023/24 Goals	New Balance
Playground Maintenance	\$ 3,842.70	\$ 3,842.70		\$ -			\$ -
Experiences	\$ 5,046.20	\$ 3,205.76		\$ 1,840.44	\$ 3,680.00	\$ 1,840.00	\$ 5,520.00
Chef A L'Ecole	\$ 3,000.00	\$ 1,930.04		\$ 1,069.96	\$ 1,966.00		\$ 1,966.00
Equity, Diversity and Inclusion Prog.	\$ 1,180.00	\$ 300.00		\$ 880.00	\$ 1,500.00		\$ 1,500.00
Kindie Programming	\$ 393.74	\$ 393.74		\$ -		\$ 1,000.00	\$ 1,000.00
Library Books	\$ 2,000.00			\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
Forest of Reading	\$ 1,500.00			\$ 1,500.00	\$ 1,500.00		\$ 1,500.00
De-codable Reading Books	\$ 2,000.00		\$ 1,000.00	\$ 3,000.00	\$ -		\$ -
Arts Programming	\$ 2,965.31			\$ 2,965.31	\$ 3,000.00	\$ 400.00	\$ 3,400.00
Contingency for Family Fun Night	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00		\$ 1,000.00
Technology/ STEM/ Maker boxes	\$ 2,882.28			\$ 2,882.28	\$ 2,500.00		\$ 2,500.00
Classroom Fund	\$ 2,500.00	\$ 1,727.19		\$ 772.81	\$ 2,700.00		\$ 2,700.00
School Yard Beautification	\$ 89.80		\$ 3,000.00	\$ 3,089.80	\$ 3,089.00		\$ 3,089.00
New Playground							\$ -
Kindie Yard	\$ 1,002.67	\$ 634.47		\$ 368.20	\$ 368.20		\$ 368.20
Music Program	\$ 1,448.90	\$ 1,448.90	\$ 500.00	\$ 500.00	\$ 500.00		\$ 500.00
Emergency Fund	\$ 1,000.00			\$ 1,000.00	\$ 500.00		\$ 500.00
Graduation Gift	\$ 500.00	\$ 991.20	\$ 500.00	\$ 8.80	\$ 500.00	\$ 500.00	\$ 1,000.00
Staff Appreciation Breakfast	\$ 15.86	\$ 424.84	\$ 500.00	\$ 91.02	\$ 500.00		\$ 500.00
School Sign Replacement/ Maint	\$ 2,000.00			\$ 2,000.00	\$ 890.00		\$ 890.00
School Wide Arts Project	\$ 493.29			\$ 493.29	\$ -		\$ -
Outdoor Resources/ Kindie Bags	\$ 8.78			\$ 8.78	\$ 250.00		\$ 250.00
School Nutrition Program	\$ 2,000.00	\$ 2,000.00		\$ -	\$ 500.00	\$ 500.00	\$ 1,000.00
Food for Kids						\$ 500.00	\$ 500.00
Other (bank fees, babysitting, etc)	\$ 446.62	\$ 365.38		\$ 81.24	\$ 81.24	\$ 260.00	\$ 341.24
Agenda	\$ -			\$ -			\$ -
Yearbook	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -			\$ -
English Programming	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -		\$ 2,000.00	\$ 2,000.00
<b>Total Projects estimated to be Funded</b>	<b>\$ 37,316.15</b>	<b>\$ 19,764.22</b>	<b>\$ 8,000.00</b>	<b>\$ 25,551.93</b>	<b>\$27,024.44</b>	<b>\$9,000.00</b>	<b>\$ 36,024.44</b>

## Topic 6: 2022/2023 Council Recap

- Our first big activity was a **Winter Clothing Drive**. Objective: families donate outerwear for all ages, target the whole school community, making proper winter wear accessible. It was a 'pay what you can' model. The best days it was accessed were the evening and day of Parent-Teacher interviews. Plan for this year is to collect items from Thanksgiving to November, and then run it in the hallway for Parent Teacher interview. Last year we raised \$700 (which went toward the nutrition program). Extra items are left in the school in case a need arises.
- **Holiday Craft Sale**. Teachers, students, and families are notified in November and are invited to make crafts to donate. Then all donations are set up in the gym and the students come and shop for their friends and family. Council donates a subsidy to students if needed. It's an amazing sense of community.
- **Holiday Fundraiser: Planet Bean**. Order forms went home with students and submitted back to the school.
- **Dance-a-Thon**. We held it the Friday before March break. Students are sent home with a pledge sheet and gather donations from friends and family. Throughout the day the classes take turns dancing in the gym. Raised \$7000. Highest donation student gets to have lunch with Mr. Runciman
- **Native Seed Fundraiser**. Around Mother's day, forms are sent home and submitted by students with orders.
- **Family Fun Night + Bake Sale**. Community event, pay what you can for food. Ticketed games. Activities: reading room, sensational snakes, grotto climbing wall, kick ball, drumming circle, etc.
- **Pizza Day**. All through the year, one of our biggest fundraisers.

## Topic 7: 2023/2024 Council Plans

- Events:
  - Curriculum Nights: you could come in and hear about what your child is learning. There was some funding for them - Pro Grant funding? But it seemed to be more teacher-led, rather than council.
- Fundraisers:
  - Same as last year, but need commitment from volunteers to lead them!
  - Family Movie Night? Take advantage of our one-year license to stream better movies. Greg needs an IT contact from the school to ensure better streaming.
  - Other ideas for Holiday Fundraiser? Moving it into the spring? Maple syrup (suggested by Jane Kraft, who could take the lead).

- PIZZA
  - Stacy is working on contacts, as last year's contact has not been responding.
  - Hoping to get it going as soon as possible.
  - Pizza days are on Thursdays. Prefer that families order for the whole cycle through School Cash online, but there is also the option to pre-order and pay as you go.
- Winter Clothing Drive: evening of November 23rd and daytime Friday
  - Led by Laura
- Holiday Craft Sale: Tuesday Dec. 19th
  - Led by Brittney Cumming and Heather Mayo
- Dance-A-Thon Friday March 8th
  - Led by Alex Grosse
- Revisit Seeds in the Spring
- Staff Appreciation
  - Logan Kennedy and Katie Franks
- Family Fun Night Thursday June 20th
  - Spearheaded by Greg Routenburg
  - Add in Vendor Craft Sale? Similar to silent auction from last year.
    - Joanna to take this on!
- Next meeting we will discuss the possibility of Family Movie Night.
  
- Bulletin Board:
  - Mr. Runciman is working on it.
- Other
  - ***Vulnerable Sector Checks Required for School Volunteers***

*A Vulnerable Sector Check is a type of police check restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. A vulnerable sector check is valid for five (5) years and must be accessed within six (6) months of the date it is provided to the school. You can apply for a Vulnerable Sector Check with the Guelph Police Service by clicking [here](#). **The school will reimburse the cost of the Vulnerable Sector Check**, after a receipt is submitted along with the check. The UGDSB's Volunteer Agreement form, noting the responsibilities associated with being a volunteer at the school must also be signed prior to volunteering. Volunteers are a tremendous support for the school. Thank you for considering being a volunteer at Paisley Road Public School!*

Topic 8: Other

- Facebook group: "Paisley Road Families Social Group". Not run by the School/Admin team, moderated by Parent volunteers. A place for
- Meetings will be on the third of Tuesday of the month going forward.

Next Meeting **TUESDAY** October 17th 6:30pm-7:30pm in-person in school library.

Link to join remotely: <https://meet.google.com/pbh-sbhf-zpv?hs=122&authuser=0>