

## Ponsonby Public School Council – Meeting Minutes

|  |  |                     |         |
|--|--|---------------------|---------|
| <b>Date of Meeting</b>   | January 17, 2023   | <b>Time Started</b> | 6:40 pm |
| <b>Location</b>  | Ponsonby Public School library   |                     |         |
| <b>Attendees</b>   |  |                     |         |
| Rebecca McDowall, Megan Primeau, Lindsay Wideman, Darcy Studer, Christina de Jonge, Krista Chappell-Merchant, Mary-El Lane, Sarah Williams, Kelley Jones |  |                     |         |
| <b>Regrets:</b> April Blakey, Sandra Baguley, Adam Haramule, Christine Anderson, Rebecca Morton<br>Laura Burns, Katarina, Kristin Kathiravelu            |  |                     |         |
| <b>Topic</b>   | <b>Discussion</b>  |                     |         |
| Meeting Action Items   | <ul style="list-style-type: none"> <li>- Booking tables for June BBQ</li> <li>- Kelley/Mardi: Ordering for June BBQ – hot dog sleeves and other items.</li> <li>- Volunteer background checks – making sure all information is sent out to council members, and available to other potential volunteers.</li> <li>- Food Safety Training certification for Mary-El and other food handlers. <a href="https://wdgpublichealth.ca/clinics-classes/food-safety-training-certification">https://wdgpublichealth.ca/clinics-classes/food-safety-training-certification</a></li> <li>- One (or a few) volunteers needed to assist with hot lunch organization and prep on-site.</li> <li>- Kelley: will contact the contractor that worked with JB to get their gaggaball structure</li> <li>- Darcy: email Kelley and Mardi about insurance.</li> <li>- Rebecca/Darcy: contacting the board about the \$500 outstanding.</li> <li>- Confirm spending <i>deadline</i> for teacher budgets.</li> <li>- Wooden hockey sticks are needed for schlockey</li> <li>- Rebecca: Space Jam: A New Legacy– need physical copy (buy &amp; submit receipt)</li> <li>- Kelley: will find a DVD player and do a dry run to ensure audio is working ahead of Feb 24 movie night.</li> <li>- Krista: coordinate with Ms. Winters and the grade 6s to sell popcorn, candy bags and juiceboxes at movie night</li> <li>- Lindsay: running the popcorn machine on movie night, and organizing the draw for the door prize</li> <li>- Megan: putting together movie night poster</li> <li>- Greeting card fundraiser details to families to be sent out Mid-February</li> <li>- Megan: Putting together promotional material for the greeting card sale</li> <li>- Megan: Promotional poster for June Ponsonby BBQ</li> <li>- JK/New Ponsonby Families: have orientation early June and invite to BBQ. Advertise to the new parents about Mabel’s labels</li> <li>- Purchasing script for Ponsonby play (motion already approved)</li> </ul> |                     |         |

|   |  |
|---|--|
|   | <p><b>Agenda items for next meeting:</b></p> <ul style="list-style-type: none"> <li>- Discuss Ponsonby merch second fundraiser for the spring- if it is needed</li> <li>- Hot lunches – allocation of funds, update on certification, etc.</li> <li>- Scientists in the classroom – update</li> <li>- Affirming date for next movie night (April 14 discussed), and finalize movie choice.</li> <li>- Discuss and vote whether the Fundschrift profits will be used to fund year-end school field trip.</li> <li>- Revised school council calendar (Megan)</li> <li>- Budget: where the gaggaball money will come from</li> </ul>  |
| <p>Approval of Minutes<br/>(Megan and Rebeccah)</p> | <p>Meeting minutes from November approved with one small amendment. Lindsay (1<sup>st</sup>), Megan (2<sup>nd</sup>) and all in favor.</p>   |
| <p>Principal Report<br/>(Kelley Jones)</p>          | <ul style="list-style-type: none"> <li>(1) Foundational Student Achievement <ul style="list-style-type: none"> <li>- Science of Reading</li> <li>- Report cards available Feb 16<sup>th</sup>- IT is working on getting things to run more smoothly with the retrieval of the online report cards.</li> </ul> </li> <li>(2) Inspiring Life-Long Love of Learning <ul style="list-style-type: none"> <li>- Cozy up &amp; read day – whole school event January 26<sup>th</sup></li> <li>- Family Literacy Day- Jan 27<sup>th</sup> – encouraging families to celebrate by reading together</li> </ul> </li> <li>(3) Champion Health &amp; Well Being <ul style="list-style-type: none"> <li>- Ongoing clubs at Ponsonby, including a drama club that is set to perform a play the first week of May.</li> <li>- Grades 5/6 learning Ukelele</li> <li>- Sports activities at the school- volleyball, track and field (June 13<sup>th</sup> at Elora Public), soccer.</li> </ul> </li> <li>(4) Ensure Equity of Access &amp; Outcomes <ul style="list-style-type: none"> <li>- Kindergarten registration until Jan 27<sup>th</sup> 2023</li> <li>- Excellent feedback about the Winter Concert, its inclusive variety, and celebration of peoples’ differences.</li> </ul> </li> <li>(5) Lead through Sustainability <ul style="list-style-type: none"> <li>- Spring cleanup of mulch piles will likely be a student initiative, with students already voluntarily moving mulch.</li> </ul> </li> <li>(6) School Projects <ul style="list-style-type: none"> <li>- <b>SCHOOL FIELD TRIP:</b> Whole school fieldtrip to Camp Brébeuf in Rockwood on Thursday, June 29, 2023 (last day of school). Cost per student is approximately \$35 including busses.</li> <li>- <b>SCHOOL PLAY:</b> planned for Tues and Wednesday evening of Education week (first week of May). Council has offered to give \$200 towards this, as part of instructional supplies and learning materials, which will go towards the script and costumes, etc.</li> </ul> </li> </ul> |

|                                       |   |
|---------------------------------------|---|
|                                       | <ul style="list-style-type: none"> <li>○ Motion that school council will donate \$200 for script/costuming – 1<sup>st</sup> (Megan), 2<sup>nd</sup> (Christina), all in favor, motion approved.</li> <li>- <b>HOT LUNCHES/ FOOD PREP:</b> restrictions to hot lunches were associated with COVID, and those restrictions are lifted. However, not recommended by Risk Management. Mary-El will lead and take food handling certification course through WDGPH. One volunteer will be needed to assist with hot lunches on-site. <ul style="list-style-type: none"> <li>○ Pizza orders will go out the week of January 23<sup>rd</sup> and in mid to late February again. This may include a hot lunch option if all is organized</li> </ul> </li> </ul>   |
| <p>Treasurer's Report<br/>(Darcy)</p> | <p>(1) Budget Review</p> <ul style="list-style-type: none"> <li>- Budget shows a lot of money allocated to the library &amp; instructional supplies (largely from Winter Market). This limits the money for other categories.</li> <li>- Bottle drive can be added to budget (under tech/literacy), earning \$317.60, and Fundschrift earned approx. \$530.</li> <li>- Awaiting receipts from council members and Rachel Ricker.</li> <li>- We are still due to receive \$500 from the Board.</li> <li>- Consider allocating market funds raised to another category next year.</li> <li>- 'Anything' column is unallocated funds. Some may be used to increase teacher budgets, for which \$800 was earmarked last year.</li> </ul> <p>(2) Classroom Budgets</p> <ul style="list-style-type: none"> <li>- Need to give teachers a firm deadline for spending.</li> <li>- Darcy: we have enough funds that council can grant specific requests or wishlist items, favoring those that would benefit the whole school rather than one classroom. E.g. coding robots, lego, volleyball poles. Other wishlist items include: learning carpet, light table. School budget has been used to buy some wishlist items this year.</li> <li>- Darcy suggested that due to the large amount of funds for instructional supplies, council may choose to purchase some extra instructional supplies that may have traditionally been bought by school funds, with the idea that some school funds can in turn pay for part of the class trip (which would normally come from council). It would be the same amounts of money spent.</li> <li>- Motion (proposed by Darcy): <b>every full-time educator gets \$100</b>, and <b>part time educators</b> (Amy, Beth, Jey) get <b>\$50</b>. Other staff members would not qualify. Rebecca (1<sup>st</sup>), Lindsay (2<sup>nd</sup>). Motion approved.</li> </ul> <p>(3) Other Spending Options</p> <ul style="list-style-type: none"> <li>- <b>Gaggaball-</b> Motion put forward to commit approximately \$2000 of council funds to installation of gaggaball (half of the</li> </ul> |

|   |   |
|---|---|
|   | <p>estimated cost, with the other half paid for by the school).<br/>Darcy (1<sup>st</sup>), Rebeccah (2<sup>nd</sup>), Motion approved.</p> <ul style="list-style-type: none"> <li>- <b>Schlockey</b> – Lindsay will donate a schlockey board to the school as a trial run. Will need wooden hockey sticks.</li> <li>- <b>Scientists in the Classroom</b> - over the next month or so, Christina can work with Kelley and some teachers to discuss and organize some fun and educational age-appropriate science activities. Instructional supplies can be paid for by council.</li> </ul>  |
| <b>Carry- over Business</b>                       |   |
| <p>Movie Nights<br/>(Megan)</p>                   | <p>Selection of Movie, Date and Time</p> <ul style="list-style-type: none"> <li>- Space Jam 2</li> <li>- 6:30 pm on February 24<sup>th</sup>, 2023</li> </ul> <p>Other Details</p> <ul style="list-style-type: none"> <li>- As long as we choose a movie on the list, it is at no extra licencing cost. Can review choices at Common Sense Media.</li> <li>- Will require physical copy of the media (Rebeccah)</li> <li>- Kelley will find a DVD player to use in the gym and do a dry run with the audio.</li> <li>- Movie can be raffled as a door prize the night of the movie.</li> <li>- Motion proposed to buy the movie and raffle it at the end. Darcy (1<sup>st</sup>), Megan (2<sup>nd</sup>), Motion approved.</li> <li>- Lindsay will run the popcorn maker and organize the raffle of the DVD</li> <li>- Megan will put together the poster advertisement.</li> </ul> |
| <p>Bottle Drive<br/>(Mary-El)</p>                 | <ul style="list-style-type: none"> <li>• Raised \$317.60 for <b>Tech and Literacy</b> (which has some flexibility).</li> <li>• Most bottles collected in Ariss and Elora locations.</li> <li>• Next year we propose to have two bottle drives. Early January and late May.</li> <li>• More advertising about the bottle drive before the December holidays is necessary to get the word out next year.</li> </ul>   |
| <p>Ponsonby<br/>Merchandise Sale<br/>(Krista)</p> | <ul style="list-style-type: none"> <li>• Krista will get a cheque for the earnings</li> <li>• No planned sale for the spring at this point</li> </ul>   |
| <p>Fundscript<br/>(Lindsay)</p>                   | <ul style="list-style-type: none"> <li>• Allocated to <b>community &amp; school events</b>, potentially funding (at least in part) the year end school field trip (carry-over discussion for next scheduled council meeting).</li> <li>• Plan to start fundraiser next year before Thanksgiving 2023</li> </ul>   |
| <b>NEW BUSINESS</b>                               |   |
| <p>Greeting Card<br/>Fundraiser<br/>(Lindsay)</p> | <ul style="list-style-type: none"> <li>• Should run for min. 2 weeks, up to 3 weeks.</li> <li>• Launching Feb 21<sup>st</sup> (Tuesday) – March 9<sup>th</sup>.</li> <li>• Fundraiser is allocated to <b>school events</b>, and there are selling incentives (gift cards, pizza party, etc. for amount sold)</li> <li>• Cards will get picked up from the school. We see all of the profits and will be invoiced by the company for the base cost of the boxes sold.</li> <li>• Promotional poster to be done by Megan</li> </ul>   |

|  |   |
|--|---|
| <p>School Council<br/>Calendar<br/>(Megan)</p> | <p>(1) Council meetings</p> <ul style="list-style-type: none"> <li>- Bi-monthly, on the 3<sup>rd</sup> Tuesday of the month. Exception is November, when a meeting will take place the Tuesday before the winter market to finalize volunteers</li> <li>- Elections may only take place once per school year. Nominations can be made at the end of year meeting.</li> </ul> <p>(2) Community Events</p> <ul style="list-style-type: none"> <li>- <b>Movie nights</b> – 3 per year discussed <ul style="list-style-type: none"> <li>o February 24, April 14 (tentative date set) and October 2023</li> </ul> </li> <li>- <b>Grade 6 Trip</b> – amended to taking place in May</li> <li>- <b>All Classes Trip</b> – Thursday, June 29 (last day of school)</li> <li>- <b>End of year BBQ</b> – Wednesday, June 14 (tentative) <ul style="list-style-type: none"> <li>o Motion put forth for council to fund this bbq. Darcy (1<sup>st</sup>), Megan (2<sup>nd</sup>), all in favor and motion approved.</li> <li>o Whole school and new students welcome</li> <li>o Should JK orientation be scheduled before this so we can invite in person?</li> <li>o May be able to make some food with food safety certification, aside from hamburger patties which must be pre-cooked.</li> </ul> </li> <li>- <b>Welcome Back Pizza Picnic</b> – 3<sup>rd</sup> week of September</li> <li>- <b>Panther Feast</b> <ul style="list-style-type: none"> <li>o Chairs and tables to be ordered in September, with the chairs still at the school for the winter concert.</li> </ul> </li> <li>- <b>Winter Concert</b> <ul style="list-style-type: none"> <li>o Using chairs still on-site from Panther Feast</li> <li>o Week of Dec 4 or week of Dec 11, 2023</li> </ul> </li> </ul> <p>(3) Fundraising</p> <ul style="list-style-type: none"> <li>- <b>Bottle Drives</b> <ul style="list-style-type: none"> <li>o Bottle drive after December break AND after May long weekend</li> </ul> </li> <li>- <b>Fundschrift</b> – take place in October</li> <li>- <b>Winter Market</b> – November 18, 2023 <ul style="list-style-type: none"> <li>o Look into raffles and how they work (Mary El)</li> </ul> </li> </ul> <p>(4) Other</p> <ul style="list-style-type: none"> <li>- Details and promotional materials for fundraising initiatives and community events will be sent out two weeks (minimum) prior to the proposed start date.</li> </ul> |
| <p>Adjournment</p>                             | <p>8:50pm.</p>  |
| <p>Proposed Next Meeting</p>                   | <p>March 21, 2023 at 6:30 pm in the Ponsonby Public School Library. All in favour.</p>  |