

## Ponsonby Pubic School Council – Meeting Minutes

Date of Meeting	November 15, 2022	Time Started	6:30 pm
Location	Ponsonby Public School library		
Attendees			
Rebecca McDowall, Sandra Baguley, Megan Primeau, Lindsay Wideman, Christina de Jonge, Kelley Jones, Krista Chappell-Merchant, Mary-el Lane, Rebecca Morton, Sarah Williams, Laura Burns, Katarina, Kristin Kathiravelu			
Regrets: April Blakey, Darcy Studer, Adam Haramule, Christine Anderson			
Topic	Discussion		
Meeting Action Items	<p><b>Market related:</b></p> <ul style="list-style-type: none"><li>- Posting market page to local facebook groups to encourage attendance.</li><li>- Call the Grand radio station to see if they will do a callout, or even attend the event on Saturday (Mary-el). Croc pots for use at the market are needed (Mary-el and Krista can provide).</li><li>- Cider- needs to be picked up.</li><li>- Kelley will ask Kyle to get extension cord(s) for Saturday, and take the tree down from storage, as well as check on the sound system for Saturday's market.</li><li>- Volunteers needed for tear down/cleanup after 12 pm.</li><li>- Ms. Winters class- will some grade 6s be available to help setup tables and the tree on Friday?</li><li>- Need a pickup person for poinsettias on Friday afternoon in Kitchener. Kelly can be at the school to coordinate after hours if needed. Need to decide if anyone can pickup or we pay \$50 for delivery.</li><li>- Fundscript options to be printed to show on Market day.</li></ul> <p><b>Panther Feast related:</b></p> <ul style="list-style-type: none"><li>- Need volunteer to pick up turkeys the morning of Nov 30<sup>th</sup>.</li><li>- Volunteer forms to be put together and sent out- Krista will modify and send to Kelley for approval.</li><li>- Communication to be sent with students in coming weeks about the lunch (Krista &amp; Megan)</li><li>- Schoolcash online will be setup to collect \$5 per student and optional donations to the school.</li><li>- Music needs to be organized.</li><li>- Dietary restrictions should be explored- how many students have these restrictions (gluten/dairy)- teachers can survey classes.</li><li>- Sandra will find the Ponsonby song and circulate for kids to learn.</li></ul> <p><b>Fundscript related:</b></p> <ul style="list-style-type: none"><li>- Volunteer needed to lead this fundraiser- balancing payments with card requests, allocate cards to envelopes and distribute.</li><li>- Communication to be sent out ASAP as starts Nov 21.</li></ul>		

	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>- Magic Pebble Book Fair in Elora starts Nov 21 (flyer will go out)</li> <li>- Tutoring options will be available for students, and adults are encouraged to contact the office or more information/resources.</li> <li>- Kitchen risk management meeting taking place in early December to assess suitability for hot lunches in Term 2.</li> <li>- Communication for bottle drive sent out week of Dec 19</li> <li>- Kelley will ask contact at JB school and inquire about gaggaball.</li> </ul> <p><b>Agenda items for next time:</b></p> <ul style="list-style-type: none"> <li>- Discuss Ponsonby merch second fundraiser for the spring</li> <li>- Treasurer's report</li> <li>- Spring cleanup of school yard</li> <li>- Setting dates for remaining council meetings</li> <li>- Gaggaball and/or schlockey installation</li> <li>- Classroom money allotment (\$100 per teacher or class)</li> <li>- School trip in the spring</li> <li>- Greeting Card fundraiser</li> <li>- Bottle drive</li> <li>- Discuss movie nights- propose dates, and select titles</li> </ul>
Approval of Minutes (Megan and Rebecah)	Meeting minutes from October approved. Rebecca (1 <sup>st</sup> ), Lindsay (2 <sup>nd</sup> ) and all in favor.
Principal Report (Kelley Jones)	<p>(1) Technology Update</p> <ul style="list-style-type: none"> <li>- 2021/22 Technology refresh went to staff technology</li> <li>- 2020/2021 Technology refresh: 20 chromebooks</li> <li>- 2019/2020 Technology refresh: 20 chromebooks</li> <li>- 2018/2019 Technology refresh: council-prchased chromebooks</li> <li>- 2017/2018 Tech refresh: television mounting system (\$20K approximately spent, pooled council and school funds)</li> <li>- Classroom chromebooks expired in June</li> <li>- Tablets: some used for literacy activities, others out of date.</li> <li>- Chromebook carts (20 chromebooks per cart) are still valid.</li> <li>- School is low on chromebook chargers.</li> <li>- Megan question: if we go remote, do we have supply to fill needs? Kelley: we should be ok except for kindergarten. Can get supply through the board if needed as we share with the high school.</li> </ul> <p>(2) Labour Negotiations</p> <ul style="list-style-type: none"> <li>- All updates are on the UGDSB website, nothing to report.</li> </ul> <p>(3) Ponsonby Three</p> <ul style="list-style-type: none"> <li>- Communication via UG Connect, Email, Phone and on Ponsonby website every Friday. Feedback has been positive.</li> </ul> <p>(4) School Observations</p> <ul style="list-style-type: none"> <li>- Diagnostics have wrapped up for math &amp; language. Moving forward with reports from Ms. Guy, the early reading program teacher. Tutoring options will go out to parents, and adults encouraged to contact the school for more options/resources.</li> </ul> <p>(5) Other</p>

	<ul style="list-style-type: none"> <li>- Lindsay question: What is the best way to send promotional files and other things to Kelley? Kelley: PDFs aren't accepted by website, while JPEG and PNG files are ideal.</li> <li>- Kitchen: risk management meeting arranged for early December. Still researching external possibilities for hot lunches (Mary-el). Hot lunches remain a possibility for Term 2 but not for Term 1.</li> </ul>
Treasurer's Report (Rebeccah)	<p>(Relayed by Rebeccah)</p> <p>(1) Classroom Budgets (\$100)</p> <ul style="list-style-type: none"> <li>- Motion proposed by Rebeccah to provide a minimum of \$100 per teacher OR classroom, possibility of amendment at later date. 2<sup>nd</sup> by Lindsay. Motion approved.</li> <li>- Discussion of whether each classroom receives \$100 or each teacher, and whether money will be allotted to planning (\$50), and French (\$50), with special education funds covered by the school.</li> </ul>
Winter Market (Lindsay)	<p>(1) Poinsettias</p> <ul style="list-style-type: none"> <li>- Can be picked up in Kitchener on Friday November 18, or delivered for a \$50 fee. It has changed locations and this was unexpected.</li> </ul> <p>(2) Market needs</p> <ul style="list-style-type: none"> <li>- 2 croc pots (Mary-el &amp; Krista)</li> <li>- 5 jugs of cider needed (Mary-el is coordinating this and leftovers may go to the Panther Feast).</li> </ul> <p>(3) Volunteers</p> <ul style="list-style-type: none"> <li>- Friday: After 2 pm- Lindsay, Christina, Kelley</li> <li>- Asking Ms. Winters class to see if they can setup tables and the tree in the gym.</li> <li>- Kelley will ask Kyle for extension cords and to get the tree down from the gym, as well as look up sound system with winter music.</li> <li>- First volunteer shifts: Krista, Lindsay and Rebeccah; Second volunteer shift: Christina, Lindsay; Cleanup:</li> </ul> <p>(4) Other</p> <ul style="list-style-type: none"> <li>- Storage of baked goods- can use fridges in hall as well as cupboards in staff room and fridge in there.</li> <li>- Print fundscript items for Market Day</li> <li>- Class baskets will get finalized Thursday/Friday of this week.</li> <li>- Leftover items can go in display case for sale with tags.</li> </ul>
Ponsonby Merch (Krista)	<ul style="list-style-type: none"> <li>• Merch delivery may be delayed until end of November/ beginning of December.</li> <li>• Total orders: 55; 140 pieces sold.</li> <li>• One extra t-shirt was ordered per class to be raffled or awarded at Kelley's discretion</li> <li>• Discuss another merch fundraiser in the spring (wardrobe change of season).</li> </ul>
Panther Feast	Wednesday, November 30 at 11:45 am

(Krista)	<p>Available to all students, regardless of payment received.</p> <p>(1) Food</p> <ul style="list-style-type: none"> <li>- Elora Gorge is supplying: potatoes and stuffing</li> <li>- Mary-el is getting buns (and gluten free buns)</li> <li>- College heights: dessert, vegetables, meat and gravy</li> </ul> <p>(2) Cost &amp; Communication</p> <ul style="list-style-type: none"> <li>- \$5 per student, and parents can choose to donate through School Cash Online to support students that have not paid</li> <li>- Verbatim unclear about asking for donations.</li> <li>- Details about Panther Feast will be sent out soon- 45<sup>th</sup> annual "community gathering"</li> </ul> <p>(3) Volunteers</p> <ul style="list-style-type: none"> <li>- 1 person for pickup of turkey</li> <li>- 15 people to assist with prep the day-of.</li> <li>- 5 people for cleanup</li> <li>- Volunteer form will be sent out- modified by Krista and approved by Kelley</li> </ul> <p>(4) Dietary Restrictions</p> <ul style="list-style-type: none"> <li>- Gluten free options: buns, vegetables, turkey, cucumber/carrots</li> </ul> <p>(5) Other:</p> <ul style="list-style-type: none"> <li>- Music needs to be organized for the event- can download spotify playlist and go offline to play or WIFI will give trouble.</li> <li>- Sandra to find old Ponsonby school song and circulate for kids to learn.</li> </ul>
Fundsript (Lindsay)	<ul style="list-style-type: none"> <li>• Starting November 21 and going until early December. Cards are to be at the school for families to take by December 16.</li> <li>• School council volunteer needed for data entry (Balancing school cash online payments with order forms) and distribution of cards to envelopes and at the school.</li> <li>• Megan can make up promotional materials</li> </ul>
Movie Nights (Megan)	<ul style="list-style-type: none"> <li>• To avoid the mess associated with wet boots and slush in winter, movie night proposed late February/early spring</li> <li>• No titles selected at this time.</li> <li>• Will be added to next meeting's agenda.</li> </ul>
Greeting Card Fundraiser (Lindsay)	<ul style="list-style-type: none"> <li>• All occasion/seasonal/birthday options in a box of 30</li> <li>• Rebecca Morton may be interested in heading this fundraiser</li> <li>• Timeline: Mid-February (12<sup>th</sup> to 25<sup>th</sup> proposed).</li> </ul>
School Council Calendar (Megan)	<p>Fundraising ideas:</p> <p>(1) Bottle Drive (proposed by Mary-el)</p> <ul style="list-style-type: none"> <li>- Timeline: early January with school parking lot dropoff on Saturday the 14<sup>th</sup></li> <li>- Communication: needs to be sent out before holidays so families can save their empties.</li> <li>- Allocation of funds raised: technology (using this term in general to give flexibility with these funds)</li> </ul>

	<ul style="list-style-type: none"> <li>- Motion (proposed by Megan) for bottle drive in early January with communication sent in December and funds directed towards technology (devices, learning materials). 2<sup>nd</sup>: Rebecca, and all approved.</li> </ul> <p>Spending Ideas:</p> <ul style="list-style-type: none"> <li>(1) Kindergarten outdoor toys – spring/fall needed including outdoor kitchen</li> <li>(2) Schlocky game – plywood and blunt end hockey sticks</li> <li>(3) Gaggaball- may be permanent installment – John Black installed one</li> <li>(4) Outdoor equipment</li> <li>(5) Shed for storage of items (schlocky, etc.)</li> <li>(6) Landscaping for mulching trees (mulch already at school) – proposed yard cleanup day in the spring with volunteers to spread mulch, etc.</li> <li>(7) Sports residency</li> </ul>
Adjournment	8:30pm.
Proposed Next Meeting	January 17, 2023 at 6:30 pm in the Ponsonby Public School Library