

Ponsonby Pubic School Council – Meeting Minutes

Date of Meeting	January 16, 2024	Time Started	6:35 pm
Location	Ponsonby Public School library		
Attendees			
Rebeccah McDowall, Megan Primeau, Darcy Studer, Christina de Jonge, Krista Chappell-Merchant, Mary-El Lane, Sandra Baguley, Lindsay Wideman, April Blakey, Dayna Goad, Sarah Sinkovits			
Regrets: Kristin Kathiravelu, Christine Anderson, Roslyn Conti, Mindy Golightly			
Topic	Discussion		
Meeting Action Items	<ul style="list-style-type: none">• Complete fundraising forms for any current/recent or outstanding fundraisers to have a record and file in the binder. They can all go together on one sheet, and have all been pre-approved by council (Rebeccah).• Find out what the process is to approve a company to do grading work on the Ponsonby yard (board approvals, etc.) (Sarah)• Promo sheets: movie night on March 1 and Candle fundraiser (when we secure the date) (Megan)• Figure out dates for candle fundraiser, tentative dates for pickup at the school, coordinate orders that come in (Dayna and Christina)• Form subcommittee for the 60th Anniversary of Ponsonby and Year End BBQ – invite people to join this planning committee (Megan)• Get up to speed with Kelley about the process for hot lunches to proceed- Kelley had looked into this in detail and should be able to share communications (Sarah)• Upload minutes on the School Council Page on the school website, update calendar with newly scheduled events (Sarah)• Look into other approved movies that the school library already has access to (Sandra/Sarah)• Fundscript: Request the money we are owed (Lindsay)• Ponsonby Merch: deposit the cheque to our account (Krista)• Request Mabels labels fundraising money (Rebeccah/Lindsay?)• Deposit money from bottle drive (done)• Encourage teachers to spend their instructional supplies money (Sandra)• Issues with long-term fundraisers and advice from schools that have undertaken an effort like that (Sarah)• Proportion of the raised for winter market from baskets (Lindsay)• Safe Food Handling Certification (Christina)		
Welcome (Megan & Rebeccah)	<ul style="list-style-type: none">• Fundraising forms for events to date. Sarah is unsure if we need this but we should have some sort of paper trail when it comes to where the money us going. We do also post meeting minutes on our webpage.• Hot lunch update - Christina has looked up the food safe handling course but the exams have been taken off Conestoga;s website. Next exam isn't until end of March. We still aren't 100% sure of volunteers for this but will continue to look into the course and can plan to go ahead with hot lunches in September 2024.		

	<p>Possibly look into Lunch Lady as an alternative to Gino's pizza but this is \$\$</p> <ul style="list-style-type: none"> • Bottle drive update - Made \$301.95. • Second movie night - Booked for March 1st. We have chosen the Lego Movie 2. Sarah and Sandra said there is a list of movies that classrooms are allowed to use so they will look into that for future movie nights to see if we can use any of those titles as well.
Principal Report (Sarah Sinkovits)	<ul style="list-style-type: none"> • Introduction • Grade 6 Celebration is set for June 26.
Treasurer's Report (Darcy)	<p>1. Monthly Update</p> <ul style="list-style-type: none"> • Accounts are more organized- they are named with their categories of spending. All money goes into the General account before allocation. • We have about \$2000 more than expected from fundraising YE24 from the winter market. • Fundschrift brought in about \$720 for the school, we sold about \$18,000 worth of gift cards. • Decisions for Spending Fundraising Funds • \$500 is going to the Forest of Reading • Looking into long term fundraising (playground, regrading the yard, new school sign). Megan has asked Sarah if there are other schools that we could potentially speak with and ask them if they have faced any issues with doing a long term fundraiser. • Kindergarten Flooding/Mud Issue: Dayna said her husband works for a construction company and he could potentially regrade the kindergarten yard. Board would not fix the issue with the wet yard because we have a large enough space that we technically do not need that area. So it would be up to us but they still need someone board certified. Sarah will look into if its possible for a company to get certified and come and regrade the yard. • Science in the classroom is back in person this year. \$250 per class. Christina did nature week last year which was a success but a lot of work. We opted to do Science in the Classroom every other year for now and Christina can do alternating years. This year she has opted to just come in if she has the time to do a class activity here and there. Will cost us \$1750, we have allotted \$1000 for science week but we did make more on the winter market which will go towards this as well. <p><i>Megan motioned to have science in the classroom this year and use \$1750 for it, Rebecca seconded it, and everyone else approved.</i></p> <ul style="list-style-type: none"> • Sandra is going to let all the teachers know that the deadline to submit their receipts is <u>March 31st 2024</u>. • Year end BBQ should be a bigger and better event. It's Ponsonby's 60th Anniversary this year. We can look into a band, food trucks, etc. Will need to keep in mind space for these things as well as space for parking. We would ideally like this to be open for everyone, past and present, of Ponsonby. Dana has a list of food trucks that her work has used in the past and will look into prices for that. • There is no school wide trip this year, this year is a Staycation, so we will have fun activities to do that week. Trip will be planned for every other year.

	<ul style="list-style-type: none"> Allocating funds to school improvement – it may be included in standard By-Laws that a proportion of the fundraising each year go to that pot, which will grow over the years.
Council Bylaws (Megan & Rebecca)	<ul style="list-style-type: none"> Review - Megan looked over other schools bylaws and came up with our own based on which ones were mandatory and then adjusted some others to fit our needs. Facebook needed to have its own set of rules outlined as well so that they are followed and are fair for everyone (ie, we cannot give one parent 2 warnings and another parent 5 warnings) Darcy mentioned that the "About this group" section for the Facebook page should start off by explaining what the group is meant for, instead of starting off with what it is not meant for. <p><i>Rebecca motioned for the bylaws to be in place, Christina seconded it, and everyone approved.</i></p>
Winter Market Roundup (Lindsay)	<p>Event Overview</p> <ul style="list-style-type: none"> Made about \$5000 Lindsay will figure out how much we made on the baskets versus everything else
Candle Fundraiser (Lindsay)	<p>Review to-dos and assign lead</p> <ul style="list-style-type: none"> Violet & Ash will give us an order form. We have to submit the quantity of each type of candle to the company and they will ship them all to the school. We will have to separate the orders ourselves when they arrive at the school (Christina & Dayna). We also need to let parents know that they are glass candles so we can offer a pick up date and time if they don't want their child to carry them home. They may be able to pick up at the Movie Night on March 1st (Christina will ask V&A) Date to run – February-ish (could also do before Mother's Day as long as Violet & Ash has the time then) Promo poster to be done by Megan <p><i>Megan motioned for the Violet & Ash candle fundraiser to go ahead for February, Krista seconded it, everyone approved.</i></p>
PRO Funding (Rebecca/Lindsay)	<p>Review</p> <ul style="list-style-type: none"> We have applied for this grant which will give us up to \$2000 to use for community events. Make & take nights in the spring, in preparation for the winter market in the 24/25 school year. Form subcommittee to plan the winter market again Rebecca will email about joining the subcommittee
Adjournment	8:20pm
Proposed Next Meeting and Agenda Items	<p>Tuesday, March 19, 2024 – in the Ponsonby Library or online</p> <p>Carryover items to include: School end of year BBQ- planning, tables, etc. 60th Anniversary of Ponsonby Sub-committee Playground – inspections, status</p>

	Kindergarten yard in prep for spring mud (approvals, etc.)
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