**Willow Road Public School Parent Council Meeting**

**Minutes – November 12, 2019**

**Welcome & introductions:** @ 6:45: Steve Viveiros (Principal), Kristin Alie (Vice-Principal), Donna Haskett (Chair), Hong Nguyen (Co-Chair), James Gollinger (Treasurer), Perpetual Akua.

Kim Richer (Secretary), Lorie Delane, Susie Stauffer, and Melanie Newberry sent their regrets

* **Acceptance of Agenda:**   
  Motion - Donna, Second – James
* **Acceptance of Minutes:**   
  Motion - Donna, Second – James
* **Treasure’s Report:** No change since last meeting. There is currently a balance of $1517.27 in our account.
* **Discussions:**
  + **Principal’s Report:**
    - Rememberance Day ceremony took place on the 11th
    - Progress Reports go home this week
    - Parent Teacher Interviews can be booked online this year, helps with scheduling multiple siblings
    - Bullying Awareness month:
      * Anti-bullying weeks is Nov 18 → Nov 22
      * focus is on positivity and kindness
      * MacMillan fundraiser done:$1500 raised to cover transport for minor trips
    - New rocks installed in outdoor learning space
      * money from playground maintenance fund used, $768.97 remaining
      * Steve is working with Paul at the Rotary Club to install the Whitaker Plaque
  + **Brainstorming: Parent/Teacher Engagement:**
    - reach out to Willow Squad/student council
    - maximizing communications: mass e-mails, texts, messenger app
      * phone calls tend to get tricky because parents believe that it’s urgent/emergency, not ideal
      * e-mails are better, can report on how many people actually open/read them
      * Shelldale feedback: some parents don’t have access to e-mail
        + School can setup a ‘Communication Kiosk’ for parents to access e-mail and other online tools and surveys
        + run a workshop to show parents how to access the Kiosk in the school
    - create a Parent Council brochure
    - create teacher sign-up sheet for staff room, with the year’s meeting schedule
      * allow teachers to sign up for one meeting each to better distribute the commitment
      * reach out to non-teaching staff: ECEs, office staff, other “non-teaching” support workers
      * try to funnel teachers to Parent Council when asking for trips, equipment etc.
    - make little note/TY to parents for teachers to hand out during parent/teacher interviews, inviting them to council meetings
    - pre-meeting events, presenters etc
    - reach out to Kindergarten teachers and parents
  + **Parent Council’s role in fundraising:**
    - depends on teacher needs
    - running MacMillan or other fundraiser at this time next year
      * running concurrent fundraisers and let parents choose which work best for them
    - spirit wear: many companies offer website setup and handle ordering
      * can continue year round
      * Steve and Donna will get tenders
      * Could have multiple price points for varying qualities/choices of apparel
      * link on the school website
  + **Snack Program:**
    - donations setup on School Cash Online
    - already raised over $200 in donations this way!
    - Program is doing very well; intermediate kids are helping, volunteers from businesses also helping
  + **Event Roadmap:**
    - Family Fun Night: Wednesday, February 19, 2020: 4:30-6:30pm (includes basket raffles)
    - Diversity Day: Tuesday, June 9, 2020: 5-7pm
    - End of Year Picnic: June 19, 2020
* **Action Items:**
  + Get tenders/contact info for spirit wear vendors:  
     Donna/Hong/James
  + Make thank you notes/council invitations for parent/teacher interviews:  
     Donna/James
  + Create sign up sheet for teachers:  
     Hong/ Donna

**Next meeting date/Meeting Close: 6:45pm, Tuesday December 10, 2019 Learning commons @ Willow Road PS**