**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**