

**Edna Staebler Parent Council Meeting
Monday, October 17, 2022**

In Attendance: Ms Stroud, Ms. Fryer-Davis, Ms. Scott, Bjanka, Marty, Tara, Melissa Lianne, Lori, Teresa, Stephanie, Alaina, Hanane, Jamie

Meeting Minutes

1. Council Positions that need to be filled for the 2022-2023 School Year:

CHAIR - leads the Council

- liaison with school
- schedules meetings, prepared agendas in partnership with school admin
- acts on behalf of parents on school issues

TREASURER - manages Parent Council budgets

- responsible for account spending as per council decisions
- maintains financial records and shares financial reports.

SECRETARY - assists with meeting agendas

- takes and shares meeting minutes
- assists with council communications

Stephanie nominates Hanane for Chair

Stephanie nominates Stephanie M for Treasurer

Jamie volunteers to be Secretary

All in favour. **Motion passed that Hanane will be Chair, Stephanie M will be Treasurer and Jamie will be Secretary on Parent Council for the 2022-2023 school year.**

**** Reminder that everyone who volunteers in the school/on field trips MUST complete a vulnerable sector check BEFORE they are able to volunteer with children ****

2. Strong Start Volunteers

- Two teachers have stepped forward to lead the Strong Start program this year, and two volunteers have signed up for the training (Stephanie is signing up too, so that will make **3 volunteers**). More volunteers are needed so more children can participate in the program.
- Leads are starting to go through the materials and replenishing resources, and teachers will soon begin to do assessments to identify those who could benefit from the strong start program.

3. Fundraising Progress

BOOK FAIR - Teresa

- Teresa has spoken with Scholastic. Only Fall date available is the Week of November 28 - December 2 (materials dropped off Nov 24 and picked up again Dec 8).

Ms Stroud will discuss dates with school staff and confirm that dates works with Teresa tomorrow so she can lock down date with Scholastic.

- Teresa is available that week (can take time off work) to lead the Book Fair... and perhaps Hanane can work with Teresa this year to prepare to lead the event next year?
- Typically, the event format is: Monday set up, Tuesday student previews, Wednesday & Thursday sale days, Friday pack up. We will try to have one shop early and one shop late opportunity for families to shop the Book Fair.

Email on School Day re: Call for Volunteers to help with Book Fair (with reminder that all volunteers must complete a Vulnerable Sector Check before volunteering within the school).

- Council will need to decide if we want 20% of Book Fair sales in cash, or 60% of Book Fair Sales in Product (usually ends up being approx \$2300 in cash or \$6000 in Scholastic Books). Pros and cons to both...

Ms. Stroud/Ms Scott will survey staff & librarian about their preference (cash or product) and Council will vote on the decision at the next Council meeting.

PIZZA DAYS - Melissa, Tara, Lianne

- Andrea will help Melissa, Tara and Lianne set up Pizza Days for this year including: select pizza company (analyze costs and set pizza fees), get supplies (napkins, plates, etc), scheduling deliveries to students, organizing Strong Squad volunteers to help (with Ms Scott), working in partnership with office staff (Carys) to set up Pizza Days on School Day, create ordering form, etc.

- Message from Treasurer: We need to start Pizza Days ASAP to start generating funds for the year!

"Team Pizza" volunteers will work on getting their Vulnerable Sector Checks done so they can volunteer within the school.

MABEL'S LABELS - Ms Stroud

- email with Edna Staebler code was sent to families via School Day.

- school will receive cheque from Mable's Labels with proceeds from sales

FLIP GIVE - Marty

- Marty has set up a Flip Give account for the school, and the program can run year round (so people can buy gift cards for Christmas, Birthdays and other special occasions throughout the school year).

- 2% - 4% of gift card sales will go to the school

Marty wants to talk with Stephanie to link the school account with the Flip Give account so funds can be directly deposited. Transactions are all done through Flip Give, we just have to advertise the program (monthly reminder?)

MOVE-A-THON - Jamie & Stephanie

- Jamie and Stephanie M have begun researching for event and will meet to brainstorm ideas once Stephanie is feeling better.

Lori will meet with Jamie to share what popular items (glow bling) were ordered in the past (everyone will get one glow bracelet, and additional bling will be sold to raise more \$\$).

GRANTS

- Ms Stroud shared that information re: grants hasn't been posted yet.

4. Tech Wish List

- Projectors are in high demand at the school right now (current ones are getting old). They are approximately \$1500 each, and the school is requesting 2.

- Council reviewed budget: \$18500 current total - \$3000 for tech this year - \$4000 for next year's budget = **working budget of approx \$11500 for this year.**

- Expenses to plan for this year: Inclusivity Field Trip Fund, fund for future playground repairs, new home reading books (French & English), vulnerable sector check reimbursements for volunteers, graduation event.

- Chair motioned for Council to agree to spend \$3000 to purchase 2 new projectors. All in favour. **Motion approved to spend \$3000 to purchase 2 new projectors for the school.**


Council will assess fundraising achievements and budgets again in January/February to see if we can assist with more Tech Wish List items (ie document cameras) this year.


5. Other Business


- Council Members inquired about **when the change rooms will open**. Ms. Stroud shared that they are actively looking for storage solutions so the items currently being stored in change rooms can be moved ASAP, and change rooms can re-open. Items were moved into the changerooms because of COVID.

- Teresa shared that there is a "School Council for School Councils" in the Region (WRAPSC) that offers info on speakers, fundraising ideas, best practices etc. Hanane is

interested in more information

- Spirit Wear  Ms Stroud will look into shipping of orders (when ordering on-line it says orders are being shipped to Breslau).

- Parent Council email address.  Ms Stroud will touch base with IT to get that rolling (Sara was the last council member managing it)

- Council Best Practices & Communications.  Teresa will discuss meeting notifications and communications best practices with Jamie, and Jamie will add some additional communication tasks to the Secretary role this year.

- Melissa wanted to share a big THANK YOU to staff who are running sports this year. She shared how amazing it is to see kids happy and participating in sports and that their efforts are bringing kids together and making a world of difference. THANK YOU!