

AGENDA with MINUTES

Ballantrae P.S. Council Hybrid Meeting

September 28, 2023 — 7:00pm

Council Executives: Indu Bains and Kristy Karkanias, Co-Chairs | Maria Philp and Lesley Carino, Secretaries | Robyn Hadder, Treasurer | Indu Bains and Maria Philp, Social Media Officers

Voting Members: Lesley | Anne | Eila | Jessica | Robyn | Kristy | Maggie | Melissa | Nadia | Maria | Marny | Amanda

Attendees: Yasser | Indu | Jonathan | Lesley | Huiqing | Cindy | Anne | Eila | Jessica | Robyn | Kristy | Maggie | Melissa | Michaela | Nadia | Maria | Sanaz | Marny | Amanda

Staff Attendees: Craig Barton, Principal | Sue McKnight, Teacher

Item	Owner	Action
<p>Welcome!</p> <ul style="list-style-type: none"> • Hybrid meeting • Approval of minutes from June, 2023 <ul style="list-style-type: none"> ○ Marny, Jessica, Kristy • Review requirements for Executive and Voting roles <ul style="list-style-type: none"> ○ Indu reviewed the roles and responsibilities of each executive position (Chair(s), Secretary, Treasurer, Social Media Officer). ○ We can have up to 12 voting members (if voting members miss 3 meetings, their voting rights may be removed). • Nominations and elections were held and results were as follows: <ul style="list-style-type: none"> ○ Co-Chairs: Indu and Kristy ○ Secretaries: Maria and Lesley ○ Treasurer: Robyn (via text) ○ Voting Members: Lesley, Anne, Eila, Jessica, Robyn, Kristy, Maggie, Melissa, Nadia, Maria, Marny, Amanda • Open Discussion <ul style="list-style-type: none"> ○ No items were added to the agenda. 	Indu	
<p>Principal's Report</p> <ul style="list-style-type: none"> • School & Board Status <ul style="list-style-type: none"> ○ No updates • Council Survey <ul style="list-style-type: none"> ○ 3 completed surveys have been handed in. Craig will send the survey out to families again. • Teacher Update <ul style="list-style-type: none"> ○ Farnaz Delgosha is the new French teacher. ○ We were allowed to hire an extra .2 teacher this year. Eugene Wong has been hired to teach music to the junior/intermediate students on Day 5s. • Lunch Assistants <ul style="list-style-type: none"> ○ 4-5 people are assisting on Tuesdays, Wednesdays, and Thursdays. ○ Coverage on Mondays is sufficient. ○ 1 more assistant is needed on Fridays. 	Craig	Craig will send out the council survey again.

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<ul style="list-style-type: none"> ○ Assistants can volunteer their time (instead of taking the paid position), but they will need to have criminal background checks done. ● Start-Up Forms <ul style="list-style-type: none"> ○ 20% of forms have been returned. ○ Families must log into their student's Google account to access and fill out the forms. ○ The forms will be sent out to families again via e-mail. ○ Curriculum Night <ul style="list-style-type: none"> ○ Thursday, Oct. 12 ○ Teachers will give 2 identical presentations (families only need to attend 1 presentation): <ul style="list-style-type: none"> ▪ 18:30-18:55 - Presentation #1 ▪ 19:05-19:30 - Presentation #2 ○ It's an opportunity to meet your student's teacher, but there will not be enough time for parents to meet 1:1 with the teachers. ○ Movie Licence <ul style="list-style-type: none"> ○ A movie licence for this school year has not yet been purchased. ○ Will cost approximately \$600; we have the funds. ○ Craig will purchase the licence this week. 		<p>Start-up forms will be sent out to families again via e-mail.</p> <p>Craig will purchase the movie licence this week.</p>
<p>Fundraising Plan Status</p> <ul style="list-style-type: none"> ● Current School Needs <ul style="list-style-type: none"> ○ Teacher Petty Cash: \$1,600 (\$100/class) <ul style="list-style-type: none"> ▪ Amazon and Dollar Store are no longer board-approved vendors. ○ Self-Regulation Equipment: \$200 (fidgets, etc.) ○ Indoor Recess Equipment: \$1,000 ○ Outdoor Recess Equipment: \$200 (balls, skipping ropes, etc.) <ul style="list-style-type: none"> ▪ Motion: Should \$3,000 of council funds go towards the purchase of teacher petty cash, self-regulation equipment, and indoor/outdoor recess equipment? ▪ VOTE: YES ○ Technology must be purchased from board-approved vendors because they provide service. Some of the school's Chromebooks are approaching the end of their service agreement. ○ The school would like to purchase 30-40 new Chromebooks before the current ones reach their end of service date. ○ This would be our largest expense for this school year. ○ In past years, the board has offered a cost-sharing program when purchasing technology for the school (if we spend money on technology, the board will contribute a certain percentage to help cover the cost). ○ We should find out in November if the cost-sharing program will be offered again this year. ▪ Parent Question: Why doesn't the school send out a letter asking for donations of play equipment? 	Craig	<p>Craig will find out if the board's cost-sharing program will be offered again this year.</p>

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<ul style="list-style-type: none"> ▪ Answer: It has been done in the past, but few items were donated and the items that were donated were not in great shape (ie. missing pieces, etc.). 		
<p>Financials</p> <ul style="list-style-type: none"> • Review of current financials <ul style="list-style-type: none"> ○ Banking - Council items are now only 2 lines. <ul style="list-style-type: none"> ▪ 1 line for General ▪ 1 line for Pizza ▪ Currently have just over \$1,000 in General and \$15,391 in Pizza. ○ Approximately \$5,000 in pizza program expenses still need to go through. ○ Robyn will reach out to Diana to establish a procedure for processing transactions. 	Robyn	Robyn and Diana to establish processing procedures.
<p>Teacher Report</p> <ul style="list-style-type: none"> • Terry Fox Run/Walk <ul style="list-style-type: none"> ○ Oct. 4 (Rain Date: Oct. 5) ○ An assembly will be held before lunch and walk/run will take place after lunch. ○ The Leadership team is working on announcements and posters. ○ The collection of donations begins tomorrow and will run until the day after the run. ○ The goal is to raise \$1,200. ○ T-shirts have already been ordered and should arrive before Oct. 4. • You're the Chef Program <ul style="list-style-type: none"> ○ The program is not being offered this year. • Extracurriculars Updates <ul style="list-style-type: none"> ○ Intermediate boys/girls volleyball has started. ○ Cross country has begun and the first meet is after Thanksgiving. Those who advance will compete again at the end of October. ○ Student Library Helpers ○ Lunch Monitors (grades 5-8) ○ Play Program – grade 4/5 students can be “play leaders” for the JK-Gr. 2 students one day per week. ○ Grade 7 boys have created a flag football club. They formed 6 teams and they drew up a schedule. The grade 7 students run games every day outside and it is going very well! ○ Roots of Empathy <ul style="list-style-type: none"> ▪ A program where a parent and their new baby visit the kindergarten classes. ▪ They participate in a series of activities to teach students empathy. ▪ The parent and baby would visit the school once a week over the course of the school year. ▪ Looking for a willing parent to begin ASAP! 	Sue M.	A willing parent/baby is required to run the Roots of Empathy program.

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<p>Council Business</p> <ul style="list-style-type: none"> • New Council Constitution <ul style="list-style-type: none"> ○ Edits were made at the end of last school year and the final document was voted on. The document was passed. • Best Buy Canada Tech Grant <ul style="list-style-type: none"> ○ The Program is open to all Canadian public elementary and secondary schools. ○ Best Buy will review and select public schools to participate in this program, which includes but is not limited to the provision of a cash donation of up to \$15,000 by Best Buy Canada to each of the selected schools based on the budget provided by each school in their application. <ul style="list-style-type: none"> ▪ Motion: Should BPS Council apply for this grant? ▪ VOTE: YES ○ Indu will work on the application. • PEAC (Parent Education & Advisory Committee) <ul style="list-style-type: none"> ○ All Parents/guardians are invited to join this committee. ○ This committee advises the school board and meets 5 times a year. ○ If you'd like to join, contact Indu for more information. • School Council Forum <ul style="list-style-type: none"> ○ Will be held on Oct. 23, 5:30-8:00pm at Dr. Denison Secondary School. ○ Cindy is attending for SDSS; others are welcome. • Council Sub-Committees <ul style="list-style-type: none"> ○ Last year, we tried to set up the following sub-committees: <ul style="list-style-type: none"> ▪ Fundraising ▪ Communication & Parent Engagement ▪ Character Education ▪ Healthy Living & Safe Schools ○ Over the course of the year, we found that formal sub-committees were not essential; council members jumped in to volunteer where/when they could (informal sub-committees). <ul style="list-style-type: none"> ▪ Motion: Should we continue to work in this informal arrangement? ▪ VOTE: YES • Fill-a-Purse-for-a-Sister Campaign <ul style="list-style-type: none"> ○ We ran this campaign last year and it was very successful. ○ Women (and their children) who escape from unsafe domestic situations sometimes leave in the middle of the night with nothing (no time to plan or pack). ○ School community would donate purses (new or gently used) filled with toiletries, hygiene products, etc. (suitable for women and children). ○ Teachers can use this campaign as a learning opportunity (explain to students why there is a need for this type of campaign). 	<p>Indu</p>	<p>Indu will work on the Best Buy Grant application.</p> <p>Craig will add a donation blurb in the newsletter (Oct. 10-20 collection dates).</p>

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<ul style="list-style-type: none"> ○ We would collect donations at the school and then a council member would deliver the donations to the campaign leader. ○ We could begin after Thanksgiving. ○ Flyer could go into the newsletter/Facebook/e-mail. <ul style="list-style-type: none"> ▪ Motion: Should we run this campaign again this year? ▪ VOTE: YES ● Social Media Update <ul style="list-style-type: none"> ○ There is some confusion in the school community about which Facebook group they should join in order to receive school information. ○ The <i>BPS Community Discussion</i> group is NOT the <u>official</u> BPS Council page. ○ The <i>BPS Community Discussion</i> page could be renamed so that the word “school” is removed (ie. renamed to be <i>Ballantrae Discussion Group</i>). ○ We could also rename OUR group. ○ A blurb could be added to the newsletter to invite families to the official BPS Council page again. ● BPS Council E-Mail <ul style="list-style-type: none"> ○ Generally, the school council e-mail account is not used. ○ Indu’s e-mail can be used instead. ○ However, the council e-mail account will be active once a password is issued by the board and the account will then be monitored. 		<p>Indu will discuss the name change with the administrator of the <i>BPS Community Discussion</i> Facebook group.</p> <p>Craig will add a newsletter blurb to invite families to join the official council Facebook group.</p>
<p>‘FUN-Raising’ Planning/Action</p> <ul style="list-style-type: none"> ● Pizza Lunch Program <ul style="list-style-type: none"> ○ Kristy has taken over the Administrator Role from Maria. ○ The Fall Session is in full swing. ○ We will continue to offer \$3 leftover slices for the Fall Session. ○ We can revisit the sale of leftover slices for the Winter and Spring sessions. ○ If we decide to stop selling leftover slices, families will need to be given a lot of notice. ○ Craig will let families know that financial aid is available to families if they reach out to the school. ○ Can pepperoni pizza be offered? Whatever we offer needs to comply with the Healthy Schools Guidelines. Foods that we offer must contain ‘x’ amount of sodium, sugar, fat, etc. Kristy will find out if Nonno’s can offer a pizza that complies with the guidelines (will depend on the type of pepperoni that they use...could mean offering a combination of wholewheat crust and fewer pepperoni slices, for example). ○ Is there an interest in lactose-free/gluten-free options? ○ Kristy to check with Nonno’s to see if they can offer these options. If they can, then we could send out a Google form to families to gauge interest. ● Curriculum Night <ul style="list-style-type: none"> ○ We will offer pizza/drinks on the tarmac/gym again this year. 	Indu	<p>Kristy to find out if Nonno’s can offer lactose-free / gluten-free options.</p> <p>Kristy will also find out if Nonno’s pepperoni pizza can comply with Healthy Schools Guidelines.</p> <p>Craig will let families know that financial aid is available.</p> <p>The team will organize the pizza/drinks (SCO,</p>

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<ul style="list-style-type: none"> ○ We will offer pre-ordering this year (families could order entire pizzas) and also offer slices on a first come, first served basis (not pre-ordered, accept cash only). ○ Team will be Jessica, Kristy, Amanda, Maggie, Michaela, and Marny. ○ Maria will connect the team members via e-mail. ● Planning for the School Year <ul style="list-style-type: none"> ○ We will set up a calendar of council events for the year so that families can plan (and hopefully more families will be able to attend). ○ We will space out events and assign groups to organize them. ○ What do we want to introduce and what do we want to bring back? <ul style="list-style-type: none"> ▪ Mabel’s Labels – Let’s keep it going (little effort on our part) ▪ Fresh from the Farm ▪ Dance-a-Thon – in the new year ▪ Big Box of Cards ▪ Little Caesar’s – collect orders after March Break ▪ Poinsettias – earlier this year? ▪ Kernel’s Popcorn ▪ Fundscript ▪ Family Move Night – not a fundraiser ▪ Family Game Night – not a fundraiser ▪ Read-a-Thon ▪ Jump-a-Thon ▪ BBQ ○ We want to find a balance so that families do not feel that they are constantly being asked for money. ○ We can hold 5 after-school events this year. Possibilities: <ul style="list-style-type: none"> ▪ 2-3 Family Movie Nights (1 for primary, 1 for junior, 1 for older students...make sure it’s clear which age group each movie night is for and that it is not a drop-off event) ▪ BBQ ▪ We can discuss further at the next meeting. ○ Indu will send out a list of fundraisers and then council can discuss which ones we want to run this year and then draw up action items from there. 		<p>flyers, setup, cleanup, etc.). Maria will connect the team members.</p> <p>Indu will send out an e-mail with the fundraiser list.</p> <p>Craig will add a Mabel’s Labels blurb in the school newsletter.</p>
<p>Meeting Adjourned</p> <ul style="list-style-type: none"> ● Meeting adjourned at 9:06pm <p><u>Upcoming Meeting Dates:</u> Oct. 19, Nov. 9, Jan. 11, Feb. 22, April 18, May 16, June 6</p>	Indu	