

AGENDA with MINUTES

Ballantrae P.S. School Council Hybrid Meeting

June 6, 2023 — 7:00pm

Council Executives: Indu Bains and Anne Dupuis, Co-Chairs | Maria Philp, Secretary | Joy Billington and Maggie Kobold, Co-Secretaries | Robyn Hadder, Treasurer | Indu Bains and Maria Philp, Social Media Officers

Voting Members: Kristy | Marny | Claudia | Michaela | Jessica | Robyn | Maggie | Anne | Amanda | Joy | Maria | Indu

Attendees: Amanda | Robyn | Claudia | Maggie | Indu | Maria | Anne | Marny | Nadia | Kristy | Cindy

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

Regrets: Joy, Michaela, Jessica

Item	Owner	Action
<p>Welcome!</p> <ul style="list-style-type: none"> Hybrid meeting Approval of minutes from April 13, 2023 <ul style="list-style-type: none"> Maggie and Anne Open Discussion <ul style="list-style-type: none"> No items were added to the agenda 	<p>Indu Craig</p>	
<p>Principal's Report</p> <ul style="list-style-type: none"> School & Board Status <ul style="list-style-type: none"> Bill Cober has been appointed by the Board of Trustees as the next Director of Education for the YRDSB. Bill will start in the role on August 1st, 2023. Craig will continue to be the principal at BPS next year. Diana Andreevski has filled Sue B.'s role in the office. The staffing plan for next year is currently being reviewed. Grade 8 Graduation Update <ul style="list-style-type: none"> The theme is <i>Hollywood</i>. Anne, Cindy C., and Cindy Z. are currently the only parents on the grad committee. The committee met last week and ordered some decorations. Some of last year's decorations were located, but not much of those decorations fit the theme. <ul style="list-style-type: none"> Where are the gold stars, lights, and gold tulle? Double check with Cindy. Should check the conference room. There should be 6 large cardboard boxes labelled GRAD, 3-4 blue plastic bins too (Cindy took pics of what she found). \$500 from council. Parents will be paying \$50/student. Hard to gauge how many decorations will be needed (SDSS cafeteria is a big space to decorate). A high school student tech crew will be setting up for the day. Can other parents help with setting up the décor (only 3 parents on the 	<p>Craig Anne</p>	<p>Grad committee and Craig to keep looking for grad. decorations.</p> <p>Anne will post to the Facebook page to recruit additional help.</p>

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<p>committee)? A post could be put on our Facebook page and the SDSS Facebook page (students could get volunteer hours).</p> <ul style="list-style-type: none"> ○ Craig will be an extra pair of hands that night. ○ Event is taking place on Thurs., June 22nd. ○ SDSS will allow the grad committee to enter the school at approximately 5:15-5:30pm to get set up. Can they get in earlier? Craig to find out. ○ Sue M. is putting together a slideshow. She could give it to the SDSS students on a USB, however, she is using the Apple platform which might cause compatibility problems. Mr. Alan might be able to help. <ul style="list-style-type: none"> ● Tent/Banner Update <ul style="list-style-type: none"> ○ Craig presented the newly created BPS banner – it looks amazing!!! ○ Thank you to Jessica and Craig for making it happen. ● Planning for 2023-2024 <ul style="list-style-type: none"> ○ Should we provide pizza/drinks for Curriculum Night again next year? <ul style="list-style-type: none"> ▪ Yes!! ▪ Have less coffee/hot chocolate next time. ▪ Could have families order whole pizzas to pick up and eat that night/take home. SCO would need to be up and running early. ▪ Early October (date still to be set; will need to be after class reorganization takes place). ○ Begin the Pizza Lunch Program the 2nd week of September as per usual. ○ Begin Kid’s Kitchen right at the start of September. ○ We could purchase a movie licence next school year so we could host 2-3 movie nights throughout the year. <ul style="list-style-type: none"> ▪ Movie licence will cost approximately \$700. ○ The first council meeting for next year will be: <ul style="list-style-type: none"> ▪ Thursday, Sept. 28, 2023 		<p>Craig to find out if the committee can set up at SDSS earlier.</p> <p>Mr. Alan will be asked to help with slideshow tech issues.</p>
<p>Fundraising Plan Status</p> <ul style="list-style-type: none"> ● SIP Update <ul style="list-style-type: none"> ○ Items that were not purchased this school year: <ul style="list-style-type: none"> ▪ Musical instruments ▪ Self-regulation equipment ▪ Indoor/outdoor play equipment ○ Costs still to go through: <ul style="list-style-type: none"> ▪ Banner ▪ Uniforms ▪ Lego robotics ▪ Grad cost ▪ BBQ cost (Sol, M&M, Prof. Jamz, condiments/chips/drinks/plates) <ul style="list-style-type: none"> • Approximately \$3,000 • 65 orders placed on SCO already 	Craig	<p>BBQ committee and Robyn to arrive at final BBQ cost.</p>
<p>Financials</p> <ul style="list-style-type: none"> ● Review of current financials <ul style="list-style-type: none"> ○ A final financial report must be drawn up before the last day of school. ○ There is a board template that can be used. Craig will find it for Robyn. 	Robyn	<p>Robyn and Indu will write the final</p>

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<ul style="list-style-type: none"> ○ As soon as all expenses have gone through, the report can be written. ○ The report is a summary of how much money was raised during this school year, how we raised it, and what we spent it on. ● Possible September 2023 opening balance: <ul style="list-style-type: none"> ○ Still need all expenses to be put through, but September's opening balance will be approximately \$5,000. ● Final allocation of funds (Article 11 of Constitution) <ul style="list-style-type: none"> ○ Fund carry-over vote (Article 11) <ul style="list-style-type: none"> ▪ Motion: Should we carry over our balance to next school year? ▪ VOTE: YES ○ Any large purchases need to be made in September now (ie. Outdoor play equipment). 		summary report of this year's finances.
<p>Teacher Report</p> <ul style="list-style-type: none"> ● Extracurriculars Update <ul style="list-style-type: none"> ○ Area Track and Field has been postponed. It was a provincial decision made in the interest of student safety. ○ As per the school board, tomorrow's recesses will be indoor because of poor air quality. ○ Ultimate Frisbee has 2 tournaments coming up. ○ On Friday (9:40-10:10am), SDSS will be giving tours for grade 8 students. Parents need to provide transportation. ● You're the Chef Program <ul style="list-style-type: none"> ○ The program requires a teacher volunteer to oversee the program (must be a board staff member present when the program is running). ○ October would be a great time to run it. ○ The program would run after school, once a week for 5 weeks. ○ If we want to run this program, we must register for it early. ● Primary Play Day <ul style="list-style-type: none"> ○ Will there be a play day for primary students? Teachers are still discussing. 	Sue M.	<p>Waiting for new track and field date to be announced.</p> <p>Teachers to discuss holding a primary play day.</p>
<p>Council Business</p> <ul style="list-style-type: none"> ● Election Sub-Committee (Article 8 Constitution) <ul style="list-style-type: none"> ○ Election forms will be distributed in September with start-up forms. ● Board Procedure #262.0 – Constitution Review <ul style="list-style-type: none"> ○ Mission Statement – Robyn to add/reword ○ Maintain documentation for fundraisers <ul style="list-style-type: none"> ▪ Please document what you did, your contacts, etc. ○ Chairs will maintain the school associated e-mail account but can use other accounts to communicate with the community. ○ A school staff member will be made an administrator of our Facebook group. ○ Remember that community a member and a student representative can join council. 	Indu Maria	Indu/Robyn will reword indicated passages as noted.

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<ul style="list-style-type: none"> ○ We must give families 14 days' notice of the first council meeting in September. ○ Reword the language that it is the council Chair who arranges the council executive voting (Article 6.03, 4). ○ Chair(s) can serve for a maximum of 4 years. ○ If a council member misses 3 meetings, then they may no longer be a voting member. We must stress this at the first council meeting. ○ Any parent/guardian is welcome to attend any council meeting at any time. But to maintain a voting quorum, members who decide to serve as voting members must commit to attending most of the meetings for the year. ○ The Secretary will maintain an attendance record for the year. ○ Article 7.2 – if funds haven't been spent, council can vote to carry balance forward to next school year. ○ Article 11 – Council will make every effort to spend funds in the year in which the money was raised. ○ Subcommittees can be project/event based. People can jump in to help where needed depending on availability. ○ Article 12 – Reword that meeting agenda drafts will be sent to the principal at least 2 days prior to meetings and the final agenda draft will then be sent to council members prior to the meetings. ○ At the first meeting of the year, remind council that members can suggest agenda items be added before meetings. <ul style="list-style-type: none"> ● Voting <ul style="list-style-type: none"> ○ Indu and Maria will summarize the items that were voted on via e-mail this school year (date, item, result) ○ Remind members that when voting by e-mail, they can <i>respond to sender only</i> (not all) to submit their votes. ○ In-person voting: <ul style="list-style-type: none"> ▪ Council can choose whether we want to use 'show of hands' or confidential paper slips to vote on matters on a case-by-case basis. ● End-of-School Year Council Survey <ul style="list-style-type: none"> ○ To collect feedback from families, a Google Form survey (3-5 questions) will be distributed. Some possible questions: <ul style="list-style-type: none"> ▪ What would you like to see Council arrange next year? ▪ What did you like from this year? ▪ What would you NOT like to see again? ▪ What types of PRO Grant event topics would you like to see? ○ Send in newsletter (June 12th) and by itself via e-mail. ● Social Media Update <ul style="list-style-type: none"> ○ Parents/guardians of graduating/leaving students will be removed from the Facebook page. <ul style="list-style-type: none"> ▪ Craig will get a list for Indu and Maria. ○ A notice about the Facebook group will be included in newsletters for those who have not yet joined. 		<p>Indu and Maria will summarize e-mail voting items for this school year.</p> <p>Indu and Craig will create/distribute the survey.</p> <p>Indu and Maria will update the Facebook group member list.</p>

<p>'FUN-Raising' Planning/Action</p> <ul style="list-style-type: none"> • Upcoming BBQ Committee <ul style="list-style-type: none"> ○ June Community BBQ Final Plans ○ Jessica is the point person for Lions Club and Prof. Jamz. ○ We are waiting to hear from the Lions Club whether they will be providing wrappers in which to serve the hamburgers/hotdogs. ○ Food will be served 5-7pm; after that volunteers can have fun and enjoy the event with their families. ○ Food tickets will go home with students the day before (June 14th). ○ Lions Club will set up close to the crush doors (electrical outlet is required). ○ Power cords can also be run out of the caretakers' office window. ○ Firetruck will be arriving at 5:30pm. ○ There will be no parking allowed in the school parking lot. Families will need to park at the community centre for safety and to allow the firetruck an exit route in the event of an emergency. ○ Dinosaur D is coming too! • Pizza Lunch Program <ul style="list-style-type: none"> ○ This year's last pizza lunch is on Friday, June 23rd. ○ The administrator role still needs to be filled (Cindy, Ashley, ?). ○ If the role is not filled, this program will not run next year! ○ Maria has posted in the Facebook group, but no one has come forward. Maria will post again, this time stressing the urgency and that this is our biggest fundraiser. Without this program, the school will be missing out on \$8,000-\$10,000 next year. ○ The role does not have to be taken on by just one person – a team can choose to take it on. ○ Whoever takes on the role should be present during a pizza lunch this year so that they have a full picture of the program. ○ The program should be up and running the 2nd week of September. • Welcome Cavalry <ul style="list-style-type: none"> ○ Ways we can meet the community and welcome new to the school: <ul style="list-style-type: none"> • Curriculum Night – pizza on the tarmac/gym • Family Sports Night • Other ideas? Suggestions are welcome! • Event Calendar for the School Year <ul style="list-style-type: none"> ○ Next year, 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). 	<p>Jessica Kristy Indu Maria</p>	<p>Maria will post again to the Facebook group about the administrator role.</p>
<p>Meeting Adjourned</p> <p><i>First Meeting of 2023-2024 School Year: Thursday, September 28th, 2023</i></p> <ul style="list-style-type: none"> • Thank you to all council members for a very successful year!!! • Meeting adjourned at 9:15pm. 	<p>Indu</p>	