

**Meadowbrook Public School Advisory Council (MPSAC)  
Meeting Minutes**

**Meeting Date:** Nov. 6, 2023

**Time:** 7:00 - 8:00 p.m.

**Location:** Meadowbrook Library and virtual (via Google Meet)

**Minutes recorded by:** Devon Searle

**In attendance:** Linnet Richmond (Principal), Alex Silva, Tiffany Laidlaw-Heo, Michelle Bogoros, Sarah Bunker, Phoenix Pun, Lindsey Adlam, Devon Searle, Olena Rybko (Virtual)

**Regrets:** Victoria Baker, Trish Phillips.

	<b>Agenda Item</b>	<b>Decision/ Tabled?</b>	<b>Notes/Follow Up/ Action/Deadline/ Responsibility</b>
	<b>1. Call to Order, Welcome and Land Acknowledgement</b> (Chairs, Admin)  - Call for passing of minutes from Oct. 2nd meeting	Meeting called to order at 7:05 p.m. by Linnet Richmond.  Motion by Tiffany for approval of minutes from Oct. 2nd meeting, seconded by Phoenix, quorum obtained, approved as written.	- Minutes were approved as written, no changes indicated. Minutes will be uploaded to website.

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	<p><b>Admin Report (Linnet)</b></p> <p><b>1. Clubs and extracurricular</b></p> <p>- There are a lot of clubs up and running at Meadowbrook.</p> <p>- A new club is the <b>Youth Space</b> for Grades 7 and 8, lead by Ms. Shepherd. Youth Space focuses on mental health and well-being, and on removing the stigma around “it’s okay to not be okay,” asking for help.</p> <p>- <b>Student Leadership Club</b> for Grades 7 and 8 has started meeting, lead by Ms. Berman, Ms. Shepherd and Ms. Bettinelli. They will be in charge of fundraisers, helping with Grade 8 grad, and things like spirit days, getting Grade 7’s involved with leadership, they have formed different committees.</p> <p>- <b>GSA (Gender Sexuality Alliance) Club</b> for Grades 6, 7 and 8 is lead by Ms. Mayer, Mr. Fleming and Mr. Bernier. They are focused on acceptance, inclusion, and positivity.</p> <p>These clubs together are looking at how can the school support kids who maybe are having a rough day, creating a “Zen Den” which would be a safe space in the school where any child could go if they need to, it will supervised so that an adult will know where they are if they need it. Right now they are looking at where this will be, what will be in the space.</p> <p>- <b>Robotics, Lego and Chess Club</b> for Grades 5 to 8, lead by Mr. Pichora.</p>		

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	<p><b>Treasurer Report</b> (Olena - assisted by Alex and Sarah due to technical difficulties)</p> <ul style="list-style-type: none"> <li>- Opening balance was \$8,001.84.</li> <li>- Current balance is \$18,503.82, however that is not reflective of cheques for hot lunch that still need to be paid out as the revenue is generated up front and then paid out to pizza, so the orders for Nov. and Dec. have not yet been paid out of that balance, and Kid's Kitchen numbers are not in yet, they send a cheque to the school at the end of every month.</li> <li>- Olena shared budget estimate.</li> <li>- \$500 allotted in budget for a special project around diversity and posters, based on a proposal by a former member of Council. It was suggested that there are some wonderful companies like Unlearn making inspiring posters, but first we need to find out what the money was intended to be used for. Darren Douglas (murals) was also suggested, but as a long-term goal to perhaps fundraise for in the future once other fundraising goals have been met.</li> <li>- \$38.21 in budget for gardening, left over from last year, for purchasing trees or shrubs for planter boxes for the school that were used for grad so that they could have a year-round function.</li> <li>- Grad shows an opening</li> </ul>		<ul style="list-style-type: none"> <li>- Devon will contact the former member of Council and find out details regarding what the money was to be used for and report back to Council at the next meeting.</li> </ul>

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	<p><b>Hot Lunch Update</b> (Michelle)</p> <ul style="list-style-type: none"> <li>- Pizza numbers are up. Pizza sales are going really well.</li> <li>- 48 orders on Kid's Kitchen in first week, seems to be going well, still in the early stages. Timing was a bit of an issue in the first week, hopefully moving forward it will work out better.</li> <li>- Volunteers are needed, especially if we want to explore other hot lunch options besides Kid's Kitchen, who hands out the food themselves. Right now Grade 8's are helping, but need more parent volunteers.</li> <li>- Devon proposed looking into monthly special hot lunch days like a hot dog day or a sub day which might be more feasible to manage volunteer-wise, as well as cost-effective for parents, special occasional days, but more volunteers would be needed to pick up and/or distribute the food. It was suggested that we look into costs and feasibility around this idea, whether businesses would allow us to do a "once a month" option as opposed to weekly hot lunch.</li> </ul>		<ul style="list-style-type: none"> <li>- Put a call in Meadowbrook Community Matters Newsletter looking for parent volunteers with hot lunch.</li> <li>- Look into feasibility of once-a-month special lunch days such as hot dog days or sub days, volunteers, drivers, whether businesses would allow just a once a month order.</li> </ul>

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	<p><b>Forum</b> (Sarah and Linnet)</p> <ul style="list-style-type: none"> <li>- Victoria attended a seminar on new technology for translating in multiple languages, will elaborate on new tech, Linnet provided details that new apps can greatly enhance ability to communicate, IEPs and notes can be translated easily into many languages, Council may be able to make use of this kind of technology to connect to more families. Ms. Mayer within the school provides multi-language learner support.</li> <li>- Sarah spoke about walking to school program, testing school zone safety, how to encourage walking to school. The idea of a “walking school bus” was discussed, the idea of picking up kids along the way, with older students designated as leaders. Interests in how to involve families who live further away from the school were raised, it was agreed that everyone would think about ideas that could be generated in this regard. Also raised were the ongoing safety concerns with all the cars driving to the school, and buses in front of the school.</li> <li>- Council Edsby account, can be used to connect with other schools in the area and share ideas and activities.</li> </ul>		<ul style="list-style-type: none"> <li>- Anyone interested in joining the walk to school initiative subcommittee should speak to Sarah.</li> </ul>

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	<p><b>Fundraising Plan</b> (Sarah and Michelle)</p> <ul style="list-style-type: none"> <li>- Sarah discussed demographics of school population and the idea of really using fundraisers to bring the school community closer together through fun, community-oriented activities.</li> <li>- Ideas for upcoming fundraisers were proposed:</li> <li>- <b>Bake Sale</b> - The feasibility of a bake sale in December was discussed, Devon and Michelle volunteered to head the bake sale committee and organize a bake sale for as soon as possible. Ingredient lists will be submitted to make it easier for those with dietary restrictions. Devon will put out a call for parent volunteers for the bake sale. The idea of a recipe book or calendar tied in to the bake sale was brought up, Alex volunteered to look into the feasibility of creating a calendar with recipes from the bake sale.</li> <li>- <b>Spirit Wear</b> - Olena is in charge of spirit wear, Ms. Malcolm has already reached out to spirit wear provider from last year.</li> <li>- <b>Plant Sale</b> - Sarah proposed a plant sale fundraiser for the spring, selling seedlings for planting.</li> <li>- <b>Little Caesar's Kits</b> - suggested as a fundraiser timed to coincide with Family Day in February, coordinate with a family fun night fundraiser around the same time, and then</li> </ul>		<ul style="list-style-type: none"> <li>- Devon, Michelle and Alex volunteered to be the bake sale committee, will coordinate with Admin. to make it happen. Devon will put out a call for parent volunteers, and Alex will look into the feasibility of creating a calendar.</li> <li>- Sarah will further look into the details of putting on movie night fundraisers, and discuss potential scheduling with Linnet.</li> </ul>

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	<b>Other Business</b>  - Clothing donations of winter coats, hats, mittens and snowpants will again be collected at Meadowbrook this year to be available for families in need.		

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	<p><b>Bylaw</b> (Michelle)</p> <ul style="list-style-type: none"> <li>- All present indicated they had read the bylaws.</li> <li>- Changes proposed are as follows:</li> <li>- In the section <b>Role of Executive Officers</b>, under the description of Chair/Co-chair: <ul style="list-style-type: none"> <li>- “<i>supervise the operation of council</i>” with the addition of “<i>in conjunction with school Administration.</i>” was suggested.</li> <li>- “<i>make or delegate the making of public statements on behalf of the school council</i>” the addition of “<i>in consultation with Administration</i>” was suggested.</li> <li>- “<i>ensure that school council members behave ethically</i>” the addition of “<i>with Administration support as required</i>” was suggested.</li> <li>- “<i>communicate school council initiatives and considerations to the school community</i>” the addition of “<i>in partnership with Administration</i>” was suggested.</li> </ul> </li> <li>- The wording change to “<i>communicate regularly with the school principal and consult with them with regard to all proposed school council activities and/or initiatives that will involve or impact the school community, staff or students.</i>” was suggested.</li> <li>- Under the section of <b>Treasurer:</b></li> </ul>		



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	<b>Decision Item</b> (Devon)  - In order to get the meeting minutes on to the school website in a more timely fashion, Devon proposed that going forward, once meeting minutes have been approved by Admin. and the Chairs, the minutes will be emailed to the full council along with approval by e-vote, to be approved by a set date.	Tabled by Devon, unanimously approved, quorum obtained.	- Once the Meeting Minutes have been approved by Admin and the Chairs, Devon will send to the full council and ask that everyone reply to vote to either approve the minutes or provide changes in a timely fashion.
	<b>Meeting Adjournment</b>	- Motion to adjourn was called for by Lindsey at 8:35 p.m., seconded by Tiffany.	

Next meeting will be **Dec. 4th at 7:00 p.m.**, in the Meadowbrook School Library or virtually (via Google Meet.)