

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

Meeting Date: Sept. 23, 2024

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

Location: Meadowbrook Public School .

Minutes recorded by: Devon Searle

In attendance: Linnet Richmond (Principal), Ms. Sandra Ivory (teacher rep), Sarah, Michelle, Lindsey, Devon, Victoria, Kim, Athyrai, Tiffini, Jen S., Jen K..

Regrets: n/a

	Agenda Item	Decision/ Tabled?	Notes/Follow Up/ Action/Deadline/ Responsibility
	1. Call to Order, Welcome, Introductions, and Land Acknowledgement (Linnet Richmond, Principal) -Welcome by Linnet, and Land Acknowledgement read by Sarah. -Brief Introductions, each person introduced themselves.	Meeting called to order at 7:04 p.m. by Sarah Bunker.	
	School Council Policy Overview & PEAC video (Linnet) -Discussion of School Council Code of Ethics. -Played PEAC video re: policy changes, community consultation themes, and all present watched video. -Self-Assessment Activity - School Council Policy Reflection - All present were unanimous that they felt more comfortable going over and discussing answers as a group, so all answers reflect the group's consensus after discussion of the facets involved.		

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	<p>1. How effective is your School Council in promoting family and community engagement? - Moderately effective.</p> <p>2. How frequently does your School Council share and review school data to inform its activities and responses regarding the needs of the school community? -Rarely.</p> <p>3. How confident are you in your School Council’s ability to support student learning achievement and well-being needs? -Very confident.</p> <p>4. How frequently does your School Council review school data to inform and understand the school student demographics to support diverse representation and participation? -Often.</p> <p>5. How effective is your School Council in engaging in outreach strategies that ensure your School Council is representative of your community? -Slightly effective.</p> <p>6. Have you observed any barriers that prevent equitable access and participation to the School Council for all community members? -Yes.</p> <p>7. If yes, please specify what these barriers are. -Language.</p> <p>8. Do you believe the school and Council are taking steps to address these barriers? - Agree.</p>		

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	<p>9. How confident are you that your School Council understands and communicates its roles and responsibilities as outlined in the School Councils policy and procedure and relevant guidelines? -Moderately confident.</p> <p>10. How confident are you in your School Council's ability to utilize the lived experiences of its members to foster an understanding of community needs and to work towards achieving shared objectives? -Very confident.</p> <p>11. How confident are you in your School Council's ability to work with the school principal to reconcile the impact, influence, and value that its activities have on student success and school improvement? -Completely confident.</p> <p>12. Do your school council by-laws need revising based on the changes to policy and procedure? -Unsure. (Will be going over next meeting.)</p> <p>-A lively discussion ensued from the self-reflection activity, especially around the communication piece of the self-assessment.</p> <p>-It was mentioned that the Facebook group is not actually run by Meadowbrook, but by a parent, though Tiffini mentioned she would look into whether it would be feasible to pass on the admin. duties of the Facebook group in such a way that there would always be a Meadowbrook Council parent overseeing it.</p> <p>-It was mentioned that Council can have a Twitter account, Linnet will look into whether there is one that is currently</p>		

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	<p>active, and Council will look into whether this would assist Council in communicating and engaging more effectively with parents.</p> <p>-Importance of Council reaching out more to community was stressed, getting parent and community voices amplified.</p> <p>-Ms. Ivory mentioned that she and Ms. Aldrich will be looking to bring community organizations such as the Public Library and other relevant resources to school events going forward, in order to better get a sense of what the needs and wants of the community are.</p> <p>-It was proposed that the Community Newsletter should have a weekly section where Council could highlight upcoming events and news to better reach out with communication to the community.</p> <p>-Discussion of language as a potential barrier to welcoming new members to Council was addressed as part of the self-reflection, with the possibility of volunteer parent translators at meetings or translation apps to assist in reaching out at school events were possible ideas suggested. More data on languages spoken at Meadowbrook would be needed, to make this work best for everyone.</p> <p>-School Council Constitution and By-laws will be sent out electronically for everyone to read over prior to the next meeting, when we will discuss them in more depth.</p>		
	<p>School Council Elections (Linnet)</p> <p>- Election Protocols and Procedures presented by Linnet.</p>		<p>POSITIONS:</p> <p>Co-Chairs: Sarah B. Michelle B.</p> <p>Secretary: Devon S.</p>

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	<p>-Nominations were received, Devon as Secretary (acclaimed), Sarah and Michelle as Co-chairs (acclaimed). Victoria as Treasurer (acclaimed).</p> <p>-The difference between voting and non-voting members of Council was explained, and Tiffini, Lindsey, Jen K., Jen S., Kim, and Athyrai expressed that they would like to be voting members.</p> <p>-This makes the number for Quorum to be obtained six.</p> <p>Meeting times and dates were discussed, it was agreed that meetings will stay on the first Monday of every month for now, and that 7 p.m. is still a good time for most people.</p>		Treasurer: Victoria P.
	<p>Treasurer Report (Victoria)</p> <p>- Opening balance: \$6,538.51. Carry forward from last year.</p> <p>-It was suggested that a fundraising summary could go out at the start and end of the school year, to bring to mind for the school community how important fundraising like hot lunch is in achieving fundraising goals, and letting people know what the money goes towards.</p>		
	<p>Hot Lunch Update (Michelle)</p> <p>-It was mentioned that hot lunch can feel exclusionary for some kids, as not everyone can participate, and it can be a barrier.</p> <p>-Pizza raised over \$20,000 last year for the school, most important fundraiser.</p> <p>-Shifting classrooms will affect hot lunch, Michelle will coordinate to get the updated information for the students</p>		It would be easier to take late pizza orders rather than sell slices on the day of, Michelle will coordinate with Ms. Malcolm to address whether late orders could be accepted.

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<p>who will be moving classrooms so that their hot lunch will get to them.</p> <p>-If more volunteers for hot lunch are forthcoming or if there is a great amount of interest, Council may revisit the idea of selling slices of pizza the day of, but at the moment there will be no sales on pizza day itself.</p>		
<p>Admin Report (Linnet)</p> <p>1. Money for each class to use for a field trip or other special event offset last year that Council gave to each class was \$200. There are fewer classes this year, 120 children less. So \$200 to each class this year = \$3,400. Sarah put forth a motion to Council to ask if we want to give that \$200 to each class again this year. It was put to a vote, and quorum achieved.</p> <p>2. There is a new second Chill Zone in the school, which is in the process of being outfitted. The one in the Primary area is still available to our younger students but this would be for our Junior/Intermediate students who may need it. It will not be as big as the Zen Zone in the library, but will offer another place for students to go and calm down/self-regulate or take space when needed. There will also be a smaller space in the portable breakout room which will also function as a “chill zone” for the portable. The teachers provided a wish list of items they would like to have for the chill zones, including bean bag chairs x2, fidget boxes, x3, and calming timers/lava lamps x3. The bean bag chairs are \$200 each, so x2 is \$400, the fidget boxes are \$35 each for a total of \$105, and the calming timers are \$10 each, for a total of \$30, which adds up to \$535. Sarah put forth a motion for Council to give \$600 to the Chill Zones, with the</p>		<p>1. Sarah put forth a motion for Council to give \$200 to each class to use for field trips or other special events, for a total of \$3,400. Tiffini seconded the motion, quorum achieved.</p> <p>2. Sarah put forth a motion for Council to give \$600 for the Chill Zone wish list, bean bag chairs x2, boxes of various fidgets x3, and calming timers x3, plus the extra to be spent as the teachers add more items to their wish list. Devon seconded the motion, and quorum was achieved.</p>

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	<p>extra money to be spent at a later date when the teachers add more items to their wish list for the Chill Zone spaces. Devon seconded the motion, and it was put to a vote, quorum was achieved.</p> <p>3. There has been a shift in enrollment this year, so due to class size compliance requirements from the Ministry of Education, there will be some minor shifts in the classes, fewer than 20 students will have to move classes. An SK-Grade 1 classes will be created, and will have a DECE in the classroom. The other shift is a Grade 4-5 split which is change from the current grade 5. Out of 17 classes, there is now an SK-Grade 1 split, a Grade 1-2, a Grade 2-3, a Grade 3-4, a Grade 4-5, and a Grade 5-6, and a Grade 7-8. Not atypical for a smaller school to have that number of split classes. The enrollment will shift again with the new Queensville school scheduled to be opening next year. Affected students will get a phone call from the office and letters will be sent out to parents impacted.</p>		
	<p>Other Business</p> <p>-Meet the Families Night. It was discussed that it would be good to have a representative from Council present to greet families and raise awareness about Council, and fundraising, and the hot lunch program.</p> <p>-Devon asked about the status of the basketball nets that were bought with the bake sale money Council fundraised last year, the order was incomplete when it arrived, missing some hardware. The company has been contacted, and the new nets will go up as soon as possible.</p> <p>-Fundraising plan to be discussed for next meeting.</p>		<p>1. Michelle will create posters for Meet the Families Night, and Devon and Sarah volunteered to staff a table at the front entrance to the school to raise awareness about Council and fundraising activities, and to answer any questions that parents might have.</p> <p>2. Constitution, Bylaws and minutes from this meeting will be sent by email.</p>

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	-Tiffini mentioned a program that teaches children to sew, which might be a good event for the school, could potentially be something to apply for the PRO Grant to pay for. Youth Speak was also mentioned as a possibility for a PRO Grant application, which is an organization that has young motivational speakers who come and speak to students. Could potentially team up with another school to try to book this event. Council will discuss further at a future date.		
	Meeting Adjournment	- Motion to adjourn was called for by Sarah at 8:34 p.m., seconded by Michelle.	

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