

**Michaelle Jean P.S.**  
**School Council Meeting Minutes**  
**Thursday, November 10th, 2016-7:00 pm**

The second meeting of the MJPS Parent Council for the 2016--2017 school year was held at 7:00 p.m. on Thursday, November 10<sup>th</sup>, 2016 with the Principal Nadia Russiello, the co-chairs Marisa Mahabir-Byers and Silvia Moreno-Ip and the following people in attendance: Andrea Pape, Vivian Cho, Ali Pourjafar, Merav Sharon, Tracey Cunningham Sally Wang, Beatriz Bernard (Teacher rep), Li Gao, Randi Magder, Lixia Yang.

**Absent with Regrets:** Tara Sable, Dawn Bender-Levine, Fiona Li, Priscilla Joshi, Jean Rudman

- 1. 7:00 pm Welcome (Nadia Russiello and Marisa and Silvia):** Marisa welcomed everyone. There are three handouts...minutes, agenda and budget to look over
- 2. 7:10 pm Approval of September Meeting minutes:** Tracey motions and Merav second. Minutes were approved.
- 3. 7:15 pm Appreciations and Recognitions:**  
**Andrea:** Thanks Sally for taking on Treasurer roll.  
**Tracey:** Thanks to Vivian and Silvia for taking over Town of Richmond Hill lunch programs. Thank you to Lixia for taking over pizza with Narmatha and Rebecca for running the pizza. Thank you to caretakers, admin and teachers for supporting pizza and thank you to parent volunteers for distributing.  
**Nadia:** Thank you to Li Gao and Jean Rudman for running volunteer orientation and to Lixia for taking over donation drive. Thank you to Roula the admin assistance. Thank you to Beatriz for coming out to meetings. **Silvia:** Thanks to Tracey for all her hard work with the Town of Richmond Hill...with all the hiccups. **Ali...**thanks to everyone for all you do. **Marisa:** Thanks to those who helped run the table for Open House night...Merav, Ali and Silvia to let people know what council does...volunteer list is at 129.
- 4. 7:20 pm Principal Report and School Improvement Planning (Nadia/Jean):**
  1. Safety Week: end of September
    - \* Bus Evacuation, Lockdown, Hold & Secure and Fire Drills – all went well...third one today..went really well.
  2. Health & Safety Visit – November 9, 2016
    - \* The building and grounds are in good shape...keeping up with repairs. Continuing talks with repairs of sidewalks.
  3. Caretaking Team – Chad Sedore has accepted a position at Stephen Lewis SS
    - \* His last day was today (November 10th)

\* David Lush from Beverley Acres will be our new Lead beginning November 21<sup>st</sup>.

4. Weekend Permits – we now have permits in the gym on the weekends (Sat/Sun from 9-12)...soccer group.

5. Volunteer Orientation – Monday, October 17th

\* good attendance

\* Powerpoint is now available on school website

5. Parent-Teacher Interviews – booking online this year using SchoolInterviews.ca. Issue: If we have kids at BAPS, there may be a conflict.

6. French bookfair starting November 21st

There was a slide show on the School Improvement Plan. Please see attached.

#### **5. 7:40 pm Teacher Report (Beatriz):**

October was a busy month and November is shaping up to be the same. Here are some of the highlights:

\*The Terry Fox walk which was held on September 29th raised \$850. It was great to see all the students 'being Terry'. Thanks to teachers who really promote Terry.

\*We started the month of October with our Lice checks with The Lice Squad. Thank you to the council for covering the cost and helping us to prevent the spread of those little critters.

\*Our lunchtime programs have begun. These are from the Town of Richmond Hill as well as Karate Kids from Northern Karate and Bricks 4 kids.

\*Thank you to Tracey, Rebecca and Narmatha and their crew of tireless volunteers for once again starting up the Pizza Program. It is off and running, with happy tummies enjoying pizza, as well as parents who have a day off from making lunches!!

\*We enjoyed the performance by Roland Bibeau, a French Canadian singer. Fun was had by all...including teachers.

\*Thank you to school council for subsidizing Scientists in the School for our grade 2s. They enjoyed being little scientists and learning Simple Machines.

The grade 2/3s will be having their program November 14th and 15th. Their program is called Toys and Technology: Fun with Physics and it's especially designed for a 2/3 combined class. The students will learn about forces and movement (grade 3) and simple machines (grade 2).

\*Halloween is always a big day at MJPS. Little ones with visions of candies ALL DAY!! Our Halloween parade was a great fun and a prelude to the evening.

\*Our Milk program has also just begun. We are thankful to our secretary Rana for organizing it.

\*This Friday MJPS will be having a Remembrance day celebration, where we will observe a moment of silence and honour those who helped make Canada great and safe.

\*This month's Character Matters assembly will be celebrating Courage. It will be held on November 24th.

#### 6. 7:50 pm

##### **Treasurer's Report (Sally Wang):**

- **Starting Balance:** Last week, we had our budget meeting. Discussed our revenue and where it is coming from. Expenses were itemized as well. This year we have a large balance from last year. At the end of this year, we are looking at an estimated balance of \$751.
- **Fundraising Update:** We have received less \$ in donation drive by about a half. Pizza and sub were 30 Fridays last year. This year, we have way less. Netting \$12 000 only compared to \$30 000. Need to see how we can boost our revenue this year. Cash online not as straightforward for donation button, especially if people didn't follow the instructions. We will leave the donation drive button open all year around. We need to get the word out there. Lixia: Can we send email to parents with a reminder? We cannot solicit for purchase. We need to advocate as ambassadors. In the Monthly Newsletter, it can be put in as a reminder...it's a charitable donation.  
-We took the \$ that we had on reserve for water bottle filling station and put it in another line on the budget.  
-In Feb/March, we will revisit the budget to see if we need to recalibrate based on what has happened. Ali: How is this \$ handled? It is controlled through the board...they hold the funds, we record the entries and this is maintained by school admin assistant. Funds are held at the board. \$ deposited in to account and then a cheque is written.  
**Budget Vote: Yes...budget is passed.**

#### 7. 8.:20 pm

##### **Other Business:**

- **Pizza (Tracey):** Sally asked if there was a possibility to increase pizza or start pita. We can set it up...but we need people in the school to run this. Fridays work well. Half of Fridays are already spoken for. We could bring in extra pizza days. Challenge...we need parents. We don't have grade 8s to distribute pizza. We have enough volunteers but not one per class. Pita on opposite days from pizza. We can also add different varieties of pizza. Can students help out? ...a bit difficult. Beatriz: In the past, she organized frozen yogurt and that generated a lot of \$ on Frozen yogurt (different sizes). Different flavours and you don't need any parents. Come pre-packaged by class. Will check Healthy Schools (Sand Diego Treats and Eats). Beatriz will be sending info to Tracey. Lixia: we have been good with volunteers and hopefully it will continue. Can we ask these volunteers based on availability for new dates. Critical message...we need you to volunteer to help with the revenue. Can run yogurt on same day as pizza.

- **Pizza:** things seems to be going well. Over 70 volunteers but not everyone replied to emails. 20 did reply for all the dates. All of them are covered for 1 volunteer for 2 classes. Parent requests about changing orders from 1 to 2 slices. Will have to do it in January. Had to say no to a lot of the changes due to School cash online protocol. There are 2 ordering times. We will order in January for the spring. Had to turn away requests due to school cash online. Can't do changes mid-term. Running smoothly. Routine, drill down. We can do pita and fro yogurt then as well.
- **QSP:** Send a hard copy for a passive QSP program. We need someone to draft this letter. Ali will do it. Please pass on a template to Ali if we have one.
- **Lunch Time Programs (Tracey):** Vivian: Met with Janette with Town. Hiccups with program. Flyer distribution time...delay, subsequently different classes had them distributed at different times. Parents received flyer day after registration. Printing issues with Town. Talked about moving forward and what we are going to do. Moving the timeline up ...more time between distribution and registration. Winter: Wait list for winter session. Use everyone who is on the wait list. Permits were also a problem. The process for applying for permits with the board has changed and they brought the permits too late to file. Problem with start-up (printing and distribution of flyers) and problem with the permits. Now, we are going to start later for more time to deal with hiccups. Permits: the Board has everything online. Permits wouldn't work because it was only for evenings and weekends. Has to do everything manually. Will not bump into issue. New staff had difficulties doing it on their own. Issues are solved. Wait list: Get on the wait list even now. In December, everyone on wait list will be called to see if interested in the program. That is how she will fill the Winter program. Parents e-mail Janette.godfrey@richmondhill.ca to get on the waitlist. Programs are tentatively scheduled for February 6<sup>th</sup>. Announcements every day for lunchtime programs.
- **Carnaval Committee:** We do not have a lead person to run Carnaval. Marisa explained what the weeklong event is. Does not have to be a solo lead person...can be a committee. One person to oversee it. One team member for each event. Committee needs to be set up sooner rather than later to make sure we can book rink, Bonhomme costume etc. Money is budgeted for it. February 6<sup>th</sup>-10<sup>th</sup>. Teachers will also be on the committee. We have some volunteers but we need a lead person. Does person need to be here all 5 days? Not necessarily...but we need a point person here every day. Li will send an email to the volunteer list...we won't have a Carnaval if we don't get a lead.
- **Ali P. (Communications):** Ali is waiting for direction on how to put things together. He needs blurbs for school Newsletter ASAP. All chairs of committees must be sent to him before the month's end. He will collate, send it to Nadia for revisions.

-Ali will email the following people for blurbs of their committees:

- a) Silvia and Marisa (chair)
- b) Tracey Pizza,
- c) Carnaval person TBD,

- d) Vivian and Tracey (lunch program)
- e) Donation drive people (Lixia)(every month)
- **Chair Updates (Marisa and Silvia):** reminder we have a holiday concert coming up. Wondering if possible if co-chairs can say a few words at concert before MCs start.

**8. 9:00 pm Meeting was adjourned at: 9:10 pm**

**Next meeting: Thursday, December 1, 2016. At 6:30. Are we doing dinner? Potluck? Or Order in?**  
**Vote taken-we are ordering in! We are ordering from Joe's!**

**Action Items for November 10<sup>th</sup>, 2016**

	<b>Date Opened</b>	<b>Person(s) Responsible</b>	<b>Action</b>	<b>Completed Yes/No</b>
1.	November 10 <sup>th</sup> , 2016	Lixia	Call out by email to volunteers if they are available for more dates for pizza/pita/yogurt	
2.	November 10 <sup>th</sup> , 2016	Marisa and Silvia	Will send info about dinner for December Council meeting	
3.	November 10 <sup>th</sup> , 2016	Li	Reach out to volunteers for interest in Carnaval committee	

**Action Items for September 21, 2016**

	<b>Date Opened</b>	<b>Person(s) Responsible</b>	<b>Action</b>	<b>Completed Yes/No</b>
1.	September 21, 2016	Jean Rudman	Set date for volunteer orientation	Yes
2.	September 21	Merav, Silvia, Marisa	Set up table for Open House	Yes

3.	September 21	Merav	Volunteers for storage	Yes...ordered shelving units. Merav will help.
----	--------------	-------	------------------------	--