

# MINUTES

## Buchanan Park Elementary Meeting Minutes

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*October 5<sup>th</sup>, 2017 | Meeting called to order by Brian Playfair*

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### In Attendance

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Co-Chair: Alisa Burton

Co-Chair: Alicia Kramer

Secretary: Lisa Honeyford

Treasurer: Christine Garrett

Voting Member: Nellie Cheng

Voting Member: Christine Dempsey

Voting Member: Sarah Scherle

Voting Member: Ashley Venturelli

Voting Member: Kaitlyn Wilson

Voting Member: Michelle Stewart

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### Approval of Minutes

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Kick-off meeting and no prior minutes were approved.

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### Board

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The Board and new principal were introduced. Alisa Burton and Alicia Kramer were nominated as new Co-Chairs, Lisa Honeyford was nominated as the new Secretary, Christine Garrett was nominated as the new Treasurer. Nellie Cheng, Christine Dempsey, Sarah Scherle, Ashley Venturelli, Kaitlyn Wilson, and Michelle Stewart were nominated as voting members. A motion to volunteer for these positions was made and all present voted in favor.

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### Advisory Committee

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There are a number of parent openings on the Advisory Committee. These openings were listed in the most recent newsletter. Three parents indicated an interest in serving on the committee. Erik Andersen will follow up with those parents and do some additional recruiting to fill these openings.

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### Budget

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The budget for the current school year was distributed by Kim Ralls, PTA Treasurer, and reviewed by the board and PTA members at the last meeting. In tonight's meeting, David Jaffe made a motion to approve the budget which was seconded by Rachel Valdez. All present voted in favor of approving the budget as presented.

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## Principal's Report

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Principal Brian Playfair presented his report.

### New Business

- Reading of the school mission statement and "Code of Conduct"
- Review of the School Council Constitution & By-Laws
- Contact preferences were established (council will communicate by email regularly and meet in person six times per school year)
- Previous year's school council activities were reviewed
- EQAO scores were reviewed
- Sister school nominated- Dr. Davey will enter a sister-school partnership with Buchanan Park Elementary

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## Committee Reports

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### Committee reports

- Membership and Officer votes
- Volunteers
- Newsletter
- Upcoming Events

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## Announcements

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[Enter Announcements](#)

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## Next Meeting

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October 26, 2017 | 6:15 pm-7:15 pm, Library

Motion to adjourn was made at approximately 8:30 pm. and was passed unanimously.

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## Action Items

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- Lisa Honeyford to create meeting minute template and distribute
- Co-Chairs to meet to discuss upcoming meeting
- All members to brainstorm ideas for community engagement events