



Parent COUNCIL

Buchanan Park Elementary School
30 Laurier Ave. Ham, ON L9C 3R9
Tel: (905) 387-5212 Fax: (905) 387-5268
Principal: Mr. Brian Playfair
Administrator: Mrs. Karen Hall

MEETING MINUTES

Date of Meeting: Thursday September 21, 2023 @ 7:15 PM

Parent Council Members in Attendance:

<input checked="" type="checkbox"/> Ashleigh Leggat, Chair	<input checked="" type="checkbox"/> Katy Carlson, Secretary	<input checked="" type="checkbox"/> Janice Allen, Treasurer	<input checked="" type="checkbox"/> Helen Downey	<input checked="" type="checkbox"/> Caitlyn Goulet
<input checked="" type="checkbox"/> Shannon Kotar	<input checked="" type="checkbox"/> Jody Sawicki	<input checked="" type="checkbox"/> Jade Nicolle	<input checked="" type="checkbox"/> Yumi Ho	<input checked="" type="checkbox"/> Andre Barabach
<input checked="" type="checkbox"/> Janet McKay	<input type="checkbox"/> Jenna Dowhaniuk	<input checked="" type="checkbox"/> Tess Goodwin	<input type="checkbox"/> Surabhi Kaul	<input type="checkbox"/> Amanda Gowers
<input checked="" type="checkbox"/> Mrs. Kelly Coleman, Staff Representative	<input checked="" type="checkbox"/> Mr. B. Playfair, Principal		<input type="checkbox"/> Stephanie Hampson	

1. Approval of Agenda

- Chair called the meeting to order and welcomes everyone present. With approval of the Parent Council (PC), the agenda was approved.

2. Minutes of last meeting

- The minutes of the last meeting held [date], were approved.

3. Parent Council Official Business

- Mr. Playfair called the meeting to order and welcomed everyone present. All members provided a brief introduction and stated interest in being part of the Parent Council (PC) for 2023-2024.
- Mr. Playfair provided all members with a copy of Council Constitution & By-Laws as well as the BP School Council Mission Statement to review.
- Mr. Playfair reviewed role and responsibilities of Executive Officers & Committee Members, and opened the floor to position nominations. By a unanimous vote of present members 12/15, the following executive council members were established:
 1. Ashleigh Leggat, Council Chair
 2. Katy Carlson, Council Secretary
 3. Janice Allen, Council Treasurer
- Committee members agreed that rather than having a fundraising chair, a Person Most Responsible (PMR) will be assigned to each fundraising initiative
- Committee members requested information board to communicate with staff, students and parents. PC will now utilize the message board outside the staff room for all PC related information and material. Mrs. Coleman will update board on behalf of PC.
- Committee members were asked to provide Vulnerable Sector Screening (VSS), or sign Declaration of Offences if provided VSS in previous year

4. Budget Update

- Committee approved paying for the balance of school agendas costs



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5. School Business Discussion

- Parent-Teacher Night & Book Fair – October 17, 2023
 - Volunteers for Book Fair: Helen, Yumi, Tess, Janet / PC Table: Janice, Ashleigh, Jody
 - PC to host a 'meet and greet' table outside of the gymnasium
 - Summary of 2022/23 achievements, 2023/24 goals, list of fundraising objectives for 2023/24 including events (Halloween, tree lighting, Blizzard Bizzare...)
 - Bowl of candy for kids, vote on halloween movie, need to get some printed email addresses for council (**Action:** to confirm what the PC email address is)

6. Fundraising Discussion

- Pizza Day – Tuesdays. (**Action:** confirm if changing delivery to PM break is possible). Change Flyer to send out Sept 29, due back October 6. Pizza Day to cover 10 weeks (Oct 10 – Dec 19). Supplier – Marinos Pizza. PMR – Helen & Ashleigh
- Popcorn Day – Thursdays. (**Action:** Shannon to order from kernels asap) Change flyer to send out Sept 29 as an FYI to parents. Cash only. Popcorn to commence Oct 5. PMR – Shannon & Jody, Backup-Janice
- Halloween Movie Night – Thursday October 26 @6-8 PM (**Action:** Mr. Playfair to purchase subscription)
 - Movie in the gym, costumes, popcorn and snacks for sale, Halloween décor, set up speakers with spooky music
 - **Action:** contact local produce suppliers to inquire about pumpkin donations

7. Next Meeting Shelf

- Holiday events – Halloween, Christmas/winter events

Next Meeting: Monday October 2, 2023 @ 715PM