



# 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:** October 2, 2023 at 715pm

Parent Council Members in Attendance:

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

### 1. Approval of Agenda

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

### 2. Minutes of last meeting

-The minutes of the last meeting, held September 21, 2023, were approved.

### 3. Parent Council Official Business

-Mr. Playfair called the meeting to order and welcomed everyone present.

-There are two new additions; Amanda and Stephanie

Committee members agreed that the constitution should be amended to include a clause for newcomers after the deadline : Ashleigh to update the constitution for the next meeting. Overwhelming acceptance of the new additions.

-Committee board to communicate with staff is being created by Mrs. Coleman.

### 4. Budget Update

-Budget balance update: \$3714.11

-Still need to spend money on basketball nets and court paint

### 5. School Business Discussion

#### A. Parent Teacher Night and Book Fair; October 17th; PC volunteers to host "meet and greet" table (Helen, Yumi, Tess, Janet, Janice, Ashleigh, Jody

-Mr. Playfair confirmed movie subscription. Will need a short list for kids/parents to vote on movie for Halloween Movie Night.

-Cards to be made with an email address for the PC so parents may connect with us. Email address is:

[buchananparksc@hwdsb.on.ca](mailto:buchananparksc@hwdsb.on.ca)

-Summary of achievements list, and bake sale \*\*looking for volunteers to make/buy treats

#### B. Halloween Movie Night; Monday 30th 6-8pm \*Ashley is PMR

-Costumes, food (Costco), juice boxes, candy, movie on big screen in gym (Movie tbd, subscription has been purchased)

-Bake Sale: looking for donations of goodies, peanut-free

-Jenna to follow up regarding pumpkin supplier

#### C. Tree Lighting Party

-a person has been sourced to put up the lights

-more to discuss on this closer to December

-some ideas; source food, hot chocolate, coffee



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- D. School yard equipment update** ; new rim and net, paint basketball court,  
(Mr. Playfair to follow up on email- company called Osbourne)  
-Creative playground- to get lines painted - Jenna to follow up on this, and get the ball rolling  
-Sensory item request; some items we cannot have. Stay tuned for more details. (Mrs. Coleman to follow up)
- E. Bring on the Bees:** tulip bulb for each student  
-Spring bulbs for the garden; tulips for each student. Gardens at front are not being maintained at the moment  
-Interest for teachers to get students to plant bulbs (180 students- Jenna to source .80/bulb)  
-To plant before November  
-Mrs. Coleman to find out from teachers asap and let Jenna know  
-Bring on the Bees” to make a sign saying this
- F. Electronic Sign:** Could we have this turned back on for communication purposes. Could it be on a timer to not be on after 5pm?  
Mr. Playfair to look into this
- G. Math and Literacy initiatives: what is our focus this year?**  
-How can PC best support these goals/initiatives within the school  
-Book Room is severely lacking in supplies (for teachers to take to their classrooms as materials for teaching)  
-Recently materials have been removed, there is a need for books (specifically early readers)  
-Goals this year are primary literacy and junior math  
-ipads would be a great addition but expensive. Ashleigh to look into technology recycle program (weight for weight). 12 ipds were purchased last year. As well as Knowledge Hook subscription
- H. Book Fair** \*as suggested by Jody  
-Mr. Playfair to discuss with reading consultants and determine how this could work, need for gently-used books
- I. Field Trips:** to notify parents/caregivers early on (at Book Fair) about VSS need so they may start the process now. VSS are \$25 and good for 5 years. PC to work with teachers to support field trips however we can. Teachers have identified many barriers for school trips; accommodations for students, behaviors, paperwork, ratios, low volunteer participation ; PC to support with this as much as possible to limit these barriers. \*could we pay for a VSS in extenuating circumstances to support parent involvement ..

## 6. Fundraising Discussion

- A. Pizza: Tuesdays!** starting next week: October 10th. (until Nov 14th); PMR is Ashleigh (but Ashleigh is absent this first week)  
-Money and forms to be counted Friday (Yumi, Tess, Katy). New class lists to be printed. Helen to call Ed Friday afternoon to put the order in for Tuesday. Monday is a holiday.  
-Pizza will be at 1020 (Helen, Tess)\*\* looking for volunteers for additional weeks.  
-Popcorn- need help on Thursdays. Shannon has put order in, sales start this Thursday, October 5.23
- B. Popcorn: Thursdays!** starting this week- October 5th.  
-Kernels order is in. Cash only.  
-PMR: Shannon and Jody. Back up: Janice. Looking for others to help with rotating schedule.
- C. Poinsettia Sale\*** or consider wreaths?  
-PMR: Janice and Helen  
-quote from greenhouse, aim for sales in December



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- D. Blizzard Bazaar, Ms. Kellam organizing , Caitlyn to co-PMR (Helen, Jenna)**  
-vendors to be arranged, and community members to donate items or crafts  
-post about this on Buchanan Park fb group, send letter home for parents  
-raffles and prizes are already organized by Ms. Kellam
- E. Mad Science Assembly: Jenna is PMR\***  
-will email about picking a date in October prior to regular after-school program start up  
-Will consider workshop (more expensive option) once we see how much money we have later in the year  
-Stations are most expensive option with only a few minutes per station; workshops are \$1500/with an 1 session dedicated to work with teacher and curriculum; assembly is \$320 and more inclusive option
- F. MacMillans Fundraising <https://www.macmillans.online/fundraisinginfo>**  
-Ashleigh has all the brochures/paperwork, online ordering is available  
-aim for November/December for sales prior to the holidays

#### **Other reminders:**

- Please look at cost per and total cost when looking at your fundraisers, consider projected amounts to be made. This has to be submitted to Ashleigh and Mr. Playfair.
- Connect with the Whatsapp group for specific details prior to events; 1. Book Fair/Meet and Greet Night is October 17th 4:30-6pm, 2. Halloween Movie Night October 30.2023 6-8pm, 3. Pizza and Popcorn days

#### **Next Meeting Shelf**

1. Tree Lighting Party: pick a date
2. MacMillans Fundraiser
3. Poinsettia/Wreath fundraiser
4. Additional feedback from teachers re: specific classroom needs/how PC can best support their learning initiatives

**Next Meeting: November 7.2023 at 715pm**