



Parent COUNCIL

Buchanan Park Elementary School
 30 Laurier Ave. Ham, ON L9C 3R9
 Tel: (905) 387-5212 Fax: (905) 387-5268
 Principal: Ms. Mc Laughlin
 Administrator: Mrs. Shapardanis

MEETING MINUTES

Date of Meeting: February 22.2024 at 6pm

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 type="checkbox"/> Jade Nicolle | <input checked="" type="checkbox"/> Yumi Ho | <input type="checkbox"/> Andre Barabach |
| <input checked="" type="checkbox"/> Janet McKay | <input checked="" type="checkbox"/> Jenna Dowhaniuk (virtual) | <input type="checkbox"/> Tess Goodwin | <input type="checkbox"/> Surabhi Kaul | |
| <input type="checkbox"/> Mrs. Kelly Coleman, Staff Representative | <input checked="" type="checkbox"/> Mrs. McLaughlin, Principal | <input type="checkbox"/> Amanda Gowers | <input 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 January 16, 2024, were approved.

3. Parent Council Official Business

-Mrs. McLaughlin called the meeting to order and welcomed everyone present.

-Update on PRO GRANT application- the deadline was not realistic for 2024 but Janet has some great ideas for next year. Janet to follow up on the deadline/application for next year.

-Parent Volunteer Update for parent volunteers. Spreadsheet has been created with parent names and VSS (Vulnerable Sector Screen). Jenna to bring in a paper copy of parent names collected beginning of 2023/2024 school year - to be forwarded to Bonnie to manage. Then, Annually parents/caregivers will sign an Offence Declaration. Tammy is conducting interviews at this time.

-Parent Support Night- Health and Wellness, Nutrition topic or consider sending a survey home or through School Messenger. A way to provide support/community resources available to parents/caregivers. Consider having a keynote speaker. Ashleigh is PMR, Jenna to support with speaker suggestions.

-Client/Parent Survey: Client Survey sent out to parents to have some feedback on school activities, interests, ways to show up as a school community. Members in agreement that it would be nice to gain some feedback from parents/families as to what could make this school better/more appealing

Budget Update

Budget balance update: \$9252.61 total in bank account , likely some extra to be counted (toques, Candy Gram, Pizza)

Other financial updates/initiatives:

1. School Cash Online- 85 students are signed up so far- 46% adoption rate.
 - Bonnie and Tammy will offer some drop- in sessions to support families in the engagement of School Cash, and Parent Portal. The goal would be to transition through until June.
 - Template to take to Bonnie to set up School Cash Online for upcoming events or fundraising- page 2 of our attached forms. . Ashleigh to share templates in Whatsapp group as well.
 - Pizza for 6 weeks vs Popcorn weekly.. But we all agree, we would neve refuse cash if a student brought it in.
 - Bonnie would prefer to do all the shopping for us to limit the transactions and receipts.
 - NEW** P Card. It is used like a credit card. Complete the request form to sign it out and use it for any PC event purchases. Order Request Form- for issuing cheques. Ask Bonnie in the office if any questions or need any support with these new processes.
2. Yard Equipment: was previously deferred until Spring/next Fall; But members are in agreement with a plan to update the painting on the tarmac (hopscotch, snakes and ladders). Jenna had received quotes from Creative Playgrounds (yellow paint



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only), and a few others. We would also like a quote for Artificial turf for the Kinder pen. Jenna to share with us all via email.. Grants to consider for Playground Equipment as well. Will continue with some quotes/research and discuss next meeting.

3. Checkers: continue to support this committee with t-shirts and supplies as requested.
4. Sensory Room: different titles vs Calming Room. Mr. Playfair to leave this up to Mrs. McLaughlin- deferred for now
5. Ipads: more needed but we need a technology inventory. Ms. McLaughlin to follow up on what is needed. Other funding option as proposed by Jenna- Best Buy (due in October)- \$15, 000. Available to Elementary School. Opens in August. Noted and will follow up with application in August.
6. Field trips: aligns with our goals to support teachers. Field trips have been planned, PC support has been offered in the form of \$5/student and coverage of bus as needed.

4. School Business Discussion

A. Principal's Report: By Ms. McLaughlin

1. School Cash Online: up and running, feedback from parents has been positive, trips, pizza and popcorn, Drop In sessions are available starting next week-parents can drop into the office from 10:00-2:30 pm at your convenience and we will get people signed up for the HWDSB parent portal at the same time if they are not already
2. Change in some office procedures-late slips, sign in/out binder, computer generated cheques, P card will be used for popcorn and pizza and any other purchasing (Bonnie can purchase for Council members or Council members can sign out P card). Bonnie prefers to purchase all items on your behalf if possible.
3. Lexia Reading Intervention Program Licenses-for a variety of Primary and Junior students-
4. Feb 12th-Lunch and learn session with our Reading Specialist Christine Muschalla
5. Report Cards went home Feb 16th
6. Feb 20th Math Up Inservice Tammy McLaughlin, Astra Ireland (5/6) and Brenda Neil (2/3)
7. Feb 21st Junior Trip to Mohawk College (an update shared by Ms. Hammell)

"The trip to Mohawk College to watch I'll Abilities exceeded our expectations! It was absolutely amazing! The performance included inspirational messages in many different languages, and they spoke directly about the importance of mental health and wellness and was able to give concrete and age appropriate guidance of the importance of mental health awareness, and ideas of how to maintain your mental health. While performing, they touched on topics of inclusion, and bullying. They also introduced us to breakdancing, connected breakdancing to other dance forms (e.g., tap, ballet) and they performed amazing dance routines (the screams were large when they were spinning on their heads!). The performance also included some interactive dance moments where all of the students in the audience got to participate. I have enjoyed positive feedback from all of the students and teachers who went, and all of the parents who volunteered. Thanks to parent council who subsidized the cost of the trip. " Ms. Hammell
8. Feb 26th Dana Kingdon K-12 program consultant will be provided modelled word study lessons in our junior classrooms
9. FDK Pen Area-quotes to have it paved and leveled
10. School Sign-work order in to have it turned on and off automatically each day/night. Would go on at 8am and off at 6pm. Will be a great place to share updates, school events.
11. Dogs on property sign-work order in to get three signs.
12. Mural for front foyer-initial brainstorming-Mohawk students (2)-Welcome to Buchanan Park, tree with hands of each student, welcome in various languages represented at BP around the graphic.



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- B. (HAT) Healthy Action Team- February is Kindness month (Mrs. Ireland)- could we consider giving some donations for this? Members in agreement that we could donate toques (if they come in on time).

"Dear Families. The Healthy Action Team has a special message to share about Pink Shirt Day. Pink Shirt Day this year is on Wednesday, February 28th. Pink Shirt Day is an annual Canadian event to show support against bullying. Your child is encouraged to wear something pink on Wednesday. It could be: a shirt, a headband, socks, shoes, a sticker. We support anti-bullying at Buchanan Park!" - From the Healthy Action Committee (Alex Duimstra and Astra Ireland)

- C. Knit Club is looking for donations so students can make hats for cancer patients- start with donations from Buy Nothing Group and Buchanan Park Facebook Group. Ashleigh to reach out to Michaels in Ancaster for donations of yarn. Jody to post on BP FB Group requesting committee donations to be dropped off at school. Start with this route and then consider PC purchased yarn.
- D. School Safety (Janet)- Delmar and Laurier stop sign. By-law has been contacted. Ms. McLaughlin to follow up with Transportation- could be an accessibility issue, but to consider having school bus stop in a different spot.
- E. Track and Field Day at Buchanan Park- during daytime hours in May or June..

-Shotput, Short jump, Long Jump, Relay race, some sprints; ribbons

Mrs. Mc Laughlin to check into teacher interest and Katy/Jenna to PMR this during school hours in June.. to discuss further in subsequent meetings

- F. Checkers Club-

"The checkers tournament is fast approaching. We are leaving on March 6th with three teams representing grade four, grade five and grade six students from Buchanan Park. Our students have been practicing weekly since September. We practice with our lunches, in the gym. Checkers is a fun game, but it is also about healthy competition, team work, and exchanging positive vocabulary. We might have an opportunity to take one more team (we currently have students who practice once a week, and we don't have enough spaces). If we are allowed one more team, we would need one more parent volunteer:)" -Ms. Hammell

-Janice ordered T-shirts (25 shirts)- would need 8 more T-shirts -**Janice on this- to pay via Invoice and cheque

-Need one more parent volunteer for March 6th for the competition *930-1430 is the length of the day

-Shannon and Helen to volunteer.

-PC to support with endeavours and committees like this as much as possible

6. Fundraising Discussion

- A. **Pizza: Tuesdays!** Making about \$10/pizza. Continues to be a success/good interest.
Available on SchoolCash.. on 6 week cycle currently, could we change this so families could buy on a monthly basis. Consider this.
- B. **Popcorn: Thursdays!**
-Kernels supplies. Cash and SchoolCash Online at this time. List gets printed of SchoolCash amounts for ease.
-PMR: Shannon and Jody. Back up: Janice. Looking for others to help with the rotating schedule.
-Whatsapp seems to be the best source for coordinating volunteers
- C. **Swag fundraiser (School logo clothing)- PC to get profit *PMR's: Jenna, Ashleigh**
-look into options for jerseys (school swag: hats, t-shirts, sweaters)) JML uniforms / Last Day t-shirt printing
-send out to parents to make a purchase
-Could have some options available for the Family Movie Night for sizing and interest
-Logo has been sent to us all via email
- D. **Spring Fling Movie Night * new date: First Day of Spring: March 21st (Thursday) 530pm/6pm- finished by 830pm**



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- Popcorn for free, byo drinks, some concession or baked items
- Community engagement event, no goal for fundraising.

E. End of School Party !! Big success last year- looking at ? June 19th so we can secure vendors

- tattoo artist, photo booth (\$550), face painters, Magician (Show much did this cost)- Jenna to look into Face Painters
- Food; snacks, ice cream- to keep it simple. Consider a BBQ if that would be simpler
- Jenna has reached out to vendors.
- Donations for hot dogs, hamburgers, buns, condiments (roughly how many people attended last year?)
- Community post (BP FB Group) for BBQ's

F. Bee Fundraiser (Helens is PMR)- Spring 2024, no determined date yet

- Educational with Bee Keepers (Humble Bee)
- Sell honey
- Tulips are planted- awaiting their spring bloom!
- *will continue to brainstorm and put this idea together in upcoming meetings...

G. Move-a-thon : *Jenna to PMR, June 6th as tentative date*

- very minimal cost- (a screen, speaker system, raffle tickets) , every dollar counts towards a raffle ticket
- *Dance for your Yard !! ? as an idea for fundraising
- raffle tickets (prizes donated by families, community, PC), as well as one big prize (Katy to PMR this prize)
- baskets get donated (themed class baskets)
- no real cost. Gym/could be outside in June- activity for 1-2 hours, buy snacks and dance/move
- Call it a Move-a-thon for religious reasons

H. Mothers Day flowers / cart .. Janice is PMR - May 9th (Mothers Day weekend)

One day flower cart sales, cash and Onlinecash, Money due end of April 29th; Delivery on the 9th May for Mothers Day
Profit is \$4/plant!!

I. Chocolate or Donuts Fundraiser... Ashleigh to PMR this- look at Krispy Creme - aim for March/April..

Other Discussion points

1. **Advocating for extracurriculars and staff engagement - Ms/ McLaughlin to continue to encourage staff to attend events and support PC has been offering**
2. **No staff representative on PC at this time**
3. **Updates from our Jan/February Events: Candy Grams- would be nice to have a few extra bags in case of additional kids. Feedback from some parents was that it didn't seem well-timed for Valentine's Day. Should be on Valentines Day so families don't have to do both Valentines and Candy Grams.**

Next Meeting Shelf

1. **Family Movie Night- bake sale vs. concession, which movie?**
2. **Looking ahead to Spring activities/fundraisers: Bee Fundraiser/ Pollinator Garden. Plan more for Year End Party (solidify vendors and food), gear up planning for Move-a-Thon.**

[Next Meeting: Tuesday, March 19th at 6pm](#)