



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: November 7, 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 checked="" type="checkbox"/> Jody Sawicki	<input checked="" type="checkbox"/> Jade Nicolle	<input checked="" type="checkbox"/> Yumi Ho	<input type="checkbox"/> Andre Barabach
<input checked="" type="checkbox"/> Janet McKay	<input type="checkbox"/> Jenna Dowhaniuk	<input 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 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 October 7, 2023, were approved.

3. Parent Council Official Business

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

4. Budget Update

-Budget balance update: (printed budget report available for review) \$2500 remainder 2023/an additional \$2500 in fund for trips (trips booked for JK, SK, Grade 1, 2- PC agreed to leave this here for Field Trips)

-\$531 made off Movie Night (Halloween)- not subtracting money spent by Ashleigh on popcorn and drinks/Movie subscription cost about \$480

-Agenda cost \$407- PC has already agreed to cover this cost

5. School Business Discussion

A. Equipment for School Yard; total quote is \$14, 254

-Basketball nets would be goal; \$5600 +1400 = \$7000 **will put a hold for now as this exceeds the budget. Mr. Playfair would like to see nets as a priority. Will revisit in Spring.

B. Tree Lighting Party *November 30th at 5pm-6pm (lights on at 530pm) *set up Ashleigh, Jody, Cait, Amanda, Yumi

-a person has been sourced to put up the lights- Ryan and Ashleigh will coordinate, next Thursday is light assess day

-Beverages: , hot chocolate, coffee (+cups) -will aim for 2x as much as last year *Helen on this

-Baked Goods: will source some community donations; Grandads, Sweet Paradise, Shop a Pinch *Katy on this, will let PC know soon so we can bake items as needed

-Shannon to order special Holiday popcorn

-Lights; Cait and Mr. Playfair-candy cane lights for path

-Food drive for N2N**

-N2N tap for donations- Janet to follow up

-proceeds to support "Help Feed Your Neighbours" - gift cards to support these families- jar to be placed at table for families to make cash donations

-Mr. Playfair to have these conversations with families in a sensitive way

C. Blizzard Bee-zar (daytime with kids) *December 14th date; Donations to be received by December 7th

-December 14th daytime in gym



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- Raffle prizes are taken care of: Ms. Kellam has sourced; kids will get entered in to raffle just for showing up
- Post on Buchanan Park fb page to encourage community to donate craft or vendor items
- Gently used items donated for sale (low cost) ?
- Craft night (co-op) to make these items; (adults only) *Helen to coordinate
- Members of PC to share what they will be making as crafts in Whatsapp group
- Location tbd- maybe not the gym as quite large. Possibly empty classroom decorated with lights.

D. Garden Plan:

- overall, it went well.. All the tulips were planted, kids enjoyed
- Some feedback shared: More teacher involvement ; miscommunication between who was organizing
- Complete a formal invitation in the future so teachers are clear on their expectations

E. Field Trips:

- list from Book Fair of willing parent volunteers- Ashleigh to follow up with parents and encourage VSS be completed ASAP to support upcoming trips.
- Trips have been booked for March - Sugar Bush

F. Bee Fundraiser (Helens idea)- Spring 2024

- Educational with Bee Keepers (Humble Bee)
- Sell honey
- Plant a pollinator garden on the front property
- *will continue to brainstorm and put this idea together in upcoming meetings

6. Fundraising Discussion

- A. **Pizza: Tuesdays!** Continue through to the new year; new order form to go out this week. EXACT CHANGE!
- B. **Popcorn: Thursdays!**
 - Kernels order is in. Cash only.
 - 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. **Frosty Ferns; in place of Poinsettia Sale (to sell for \$5 at Tree Lighting)**
 - PMR: Janice and Helen
 - quote from greenhouse, aim for sales in December ; could sell at Tree Lighting and another day in December
- D. **Mad Science Assembly: Jenna is PMR***
 - No further information provided on this; email from Mr. Playfair states assembly could be **November 27th**
 - We need to vote on moving forward with this or go with an alternative plan**
 - **Other ideas include reptile, or animal rescue
- E. **MacMillans Fundraising** <https://www.macmillans.online/fundraisinginfo>
 - Ashleigh to check email as there may be questions in there from parents
 - Notice to go out this week to remind of Due date for money, date for pick up, NO online orders,
 - December 15th; volunteers for the day of- *will keep outside but give the date and time for pick up
 - Volunteers for counting money and orders; Cait, Asleigh, Helen, Amanda, Jody aim for **10am November 13th**
 - When the orders arrive, consider bringing cooler bags to help keep things cool until parents can pick up

Other reminders:

1. Crafts in Whatsapp group so we have a list of crafts/no duplicates



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2. Mr. Playfair needs to submit an Annual Fundraising Plan to the Board- what will our goals be for the year.

Next Meeting Shelf

1. Review of December activities/how they went
2. Looking ahead to Spring activities/fundraisers: Bee Fundraiser/ Pollinator Garden

Next Meeting: January 16th at 7:15pm

November/December Calendar to keep us organized:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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<u>13</u> McMillians Money due in. *10am to count and organize into Excel spreadsheet **Also, pizza counting after school?	<u>14</u> Pizza day!	<u>15</u>	<u>16</u> Popcorn Day! -Ashleigh to test lights for Tree Lighting	<u>17</u>	<u>18</u>	<u>19</u>
<u>20</u>	<u>21</u> Pizza day!	<u>22</u>	<u>23</u> Popcorn Day!	<u>24</u> Deadline for Baked goods/donations for Tree Lighting	<u>25</u>	<u>26</u>
<u>27</u> Mad Science Assembly??	<u>28</u> Pizza Day!	<u>29</u>	<u>30</u> Popcorn Day! *TREE LIGHTING PARTY 5-6pm Volunteers to arrive at 3pm to help set up	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u> Pizza Day!	<u>6</u>	<u>7</u> Popcorn Day! Deadline for vendor and craft donations for Blizzard Bee-zar	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u> Pizza Day!	<u>13</u>	<u>14</u> Popcorn Day! *Blizzard Beezar (Daytime) Set up morning or night before- TBD	<u>15</u> McMillians Order Arrives! *Volunteers to be at school for pick up- Katy and Helen can do later shift	<u>16</u>	<u>17</u>

<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u> Last Day of School for Holidays!		
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