



Agenda

Date: Tuesday, October 24, 2023 – 6:00pm

Location: Notre Dame Staff Room, 238 Brantwood Park Road, Brantford

Present: Danielle Becks, Michelle McCallum, Amber Jolie, Ela Stypa-Jones, Christine Storoschuk, Mandy Boomsma, Kristina Corrado, Emma Wynia, Veronica Ouelette, Jodi Decle, Erin Quondam, Nicole Callander, Leanne Matthews, Kelly DeSousa, Meghann Perkins, Lee-Anne Stevenson, Travis Taplay, David Cicci, Jennifer Fabe.

1. Welcome & Land Acknowledgement

2. Opening Prayer

3. Principal's Report

- Belonging and Wellness- We are Called to Love- Board theme and Catholic education theme.
- Spirit wear- on school cash online now. Order by November 20th. Will be available before Christmas.
- December 20th Christmas social in lieu of a concert this year. There will be a Christmas concert next year and will likely alternate afterwards.
- December 18th Christmas luncheon.
- Fall fire drills completed- Danielle said the drills went very well!
- Fall lockdown drill will likely happen last week of October/ first week of November. Emails will be sent home the day that they happen.
- Grade 8 trip to camp Celtic is in the works.
- Bus evacuation drills happening tomorrow, October 25th. This will include all children in the school, not only those who routinely take the bus to/from school, to prepare all children for what to do in case of emergency while on the bus (e.g., to/from field trips etc.).
- Student Parliament is in the works! Kids are very excited about this.
- Colour house kick-off happened recently. The kids had a lot of fun ; next colour house will be happening around Remembrance Day.
- The Remembrance Day service information will be coming home soon. It will be a joint service with Branlyn. Nov 10th at noon.
- Halloween info was sent home today via email. The parade will be happening on school property, and parents are allowed to join to watch.

Operational Updates

- **Fundraisers**- Schools are entitled to do two fundraisers a year: One for the parent council, and one for the school. Smaller fundraisers like popcorn days are not counted towards the fundraiser limits. Any additional major fundraisers hosted should donate all proceeds to charity.
- **Student Achievement**
 - EQAO results have been shared with parents for kids in 4 or 7. School-wide EQAO update provided by Danielle. We are a math priority school for grade 3. This means our

grade 3 students receive extra support via tools and additional classroom support. Current grade 4s are getting some extra support with their reading. Ms. Chapple reads with groups of kids for 50 minutes each day.

- Progress reports will be coming home soon. Interviews will be in person this year again and sign-up will be happening online just like last year. Reports Nov 6th interview evening 16th morning 17th.
- No French for primary grades continues this year.
- **Annual Christmas lunch** - we will need at least 12 volunteers to help out between 12-1pm on December 18th. Tracy asked that we ensure we have serving utensils and Tupperware for leftovers.

4. Finance Update- \$9,889 general

- \$2,000 lotto account
- September update to stand as no funds have been spent beyond pizza days.
- **Financial commitments**- Grade 8 Graduation, Camp Celtic (4-5 students will need to be supported), Breakfast Program, Guest Speaker(s), support the enrichment of student's experience and curriculum through providing financial support to teacher and staff wish lists. Rocks and Rings are possible as we are still waiting to hear if it is running again this year.
- **Teacher and Staff Wish Lists**-
 - **Primary**- decks of cards, paint brushes, set or two of vox books, outdoor play equipment, craft supplies, math games shut the books, pop addition and subtraction, proof, upgrade the pen with shade, outdoor chalk board, supplies for mud kitchen, music wall things, shed, manipulatives for the classroom. Sensory items for special ed.
 - **Special Education**- Calming room resources, sensory items, and additional items Danielle has documented.
 - **Junior**- Online license (\$100) to give access to some current events reading materials to help support the curriculum.
 - **Intermediate**- 4-5 students may need assistance this year.
 - **Mrs. Becks**- Upgrade of current, standard, classroom smart screens to interactive projectors. Would like to cover the cost of 2 this year, if possible. Cost is \$2000/projector. There are 16 classrooms in the school.
- Parent council will give \$500 to each of the cohorts (primary, special education, junior, intermediate) to a total amount of \$2000. Danielle will work with each group to ensure everyone's wishes are represented.

5. Council Business

- **Education & Wellness**

- **Workshops & Guest Speakers**- Sara Westbrook is tentatively booked to do presentations for both the students and parents/guardians on February 7th. She will do one presentation for children from JK to Grade 3 "Super Heroes for Respect" (45 minutes), one presentation for children Grades 4-8 "Resilient Minds Matter" (65 minutes), and one presentation for parents/guardians "Nurturing Your Child's Emotional Well-Being" (75 minutes). The total cost for all three presentations will be approximately \$2135 + HST. For the parent portion of the presentations, we may be able to apply for a "Parents Reaching Out" grant but we won't know about that for a while yet.
- Council voted unanimously yes to book Sara Westbrook at that cost, with the hope of potentially getting some of that money back through a grant, if possible.

- Action item: Waiting to find out if “Parents Reaching Out” grant is available this year to assist with the cost.

- **Communication**

- Council member preferences for frequency and method of communicating updates/information were considered and discussed between meetings. Reasonable expectations for updates around events were discussed. Amber requested that group chats be used for social purposes, casual updates/FYI’s, and for communication on the day/evening of events for last minute volunteer coordination etc.; but that any requests or important task/project updates be communicated in a more formal manner, such as an email, to ensure the ability to track and respond to tasks/queries, and avoid any missed action items. Amber also requested that any major decisions be done as a group at council meetings to ensure that everyone is able to voice their opinions and place their votes. There was a general consensus that this would work for the group going forward.
- The board is still working to get the Parent Council email up and running this year.

- **Social Gatherings**

- **Pasta and Games Night-** Thursday, November 9, 2023
 - Mercasa Little Italy Eatery & Catering is catering the dinner this year.
 - All tasks needed to be complete for the event, applicable deadlines, and volunteer times were discussed; and parents/guardians volunteered to complete tasks needed before and on the night of event. Volunteer schedule was created and will be distributed to volunteers.
 - Volunteers: Volunteers will be needed between 5:45pm and 8:30pm on the night of the event. Please see check email for volunteer schedule.
 - Action items: Please see distributed volunteer schedule.
- **Annual School Christmas Lunch-** Monday, December 18, 2023
 - Tracy asked that we ensure we have serving utensils and Tupperware for leftovers.
 - Erin and Nicole confirmed that we have containers that we can use for this.
 - Detailed discussion was deferred until next meeting.
 - Volunteers: Will need at least 12 volunteers on the day of to help with the Christmas Lunch. Lunch is typically served between 12-1pm. Volunteers TBD.
 - Action Items: Amber/ Ela will prepare communication to email out to parents/guardians, and to display at Pasta and Games Night (November 9th) asking for volunteers.
- **Shrove Tuesday- Pancake Lunch-** Tuesday February 13, 2024
 - Volunteers: TBD
 - Action Items: None at this time. Detailed discussion deferred until subsequent meeting.
- **Fun Fair-** Tuesday, June 4, 2024)
 - Subcommittee Volunteers: Kristina Corrado (Subcommittee Chair), Veronica Ouellette, Emma Wynia, Jodi Declé, Nicole Callander, Erin Quondam, Mekcal Williamson, Dakota Grummett, Amber Jolie, Mandy Boomsma. Other volunteers are welcome.
 - Subcommittee Report:
 - Food truck update was provided by Danielle- the City of Brantford will require permits. Information was given to Kristina. Ela and Nicole offered to provide more information and/or help Kristina with obtaining these for the event.

- Budget was discussed and council voted to match the cost of last years event and provide a budget of \$2000.
- The first subcommittee meeting of the year is scheduled for November 2nd from 6:30om-~8:30pm at Kristina's house. Please contact Kristina for address if you would like to attend.

- **Fundraisers**

- The Parent Council has decided to switch things up this year from the regular Basket Raffle. Due to time constraints, discussions about fundraiser ideas and planning will happen next meeting.
- Major Fundraiser- TBD
 - Action items: None at this time.
- Minor Fundraiser- Pizza Wednesdays
 - Update: Going well so far.
 - Action items: Volunteers who signed up to help with specific pizza days will continue to meet in the foyer of the school on their designated days around 12:45 pm.
- Minor Fundraiser- TBD
 - Action items: None at this time.

- **Additional Business**

- **In-person book fair**- Happening December 12-15th
 - Update: Danielle spoke with school librarian; they would like volunteer assistance from the December 13th and 15th to run the book fair.
 - Action items: Volunteer schedule will be made and sent around during next meeting
- **Parent/Guardian Survey**
 - Update: Amber has created a draft survey and designed 2 QR codes (one to link to the Parent Council page on school website, and one for the survey).
 - Action items: Will review with Ela and Danielle to make edits. Will hopefully be able to implement before/on Parent-Teacher interview night. But will need to have access to the Parent Council email by then.
- **Parent volunteer visibility at school events**
 - Update: Some discussion around this. Determined we would utilize lanyards instead of t-shirts for ease of re-use and accommodating any new members/ event volunteers.
 - Action items: Ela has volunteered to purchase the lanyards. Veronica has volunteered to make the lanyards.
- **Non-sports-related clubs**
 - Update: Student Parliament is starting up! The students are very excited. Chess club will also be starting up soon.
- **Outdoor games discussion**
 - Update: Ela asked if the Parent Council is able to pay for a portion of the City's expenses of painting the games on the outdoor surfaces, which cost \$3800 to complete. It was mentioned that this cost should be split 3 ways between Notre Dame, Branlyn and the City of Brantford and that the Notre Dame portion would amount to \$1266.67.
 - Action items: Danielle will look further into this and update at next meeting, if update is available then.

6. Next Meeting Date

Tuesday, November 21, 2023 - 6:00 pm - Notre Dame Staff Room