

**Prince Philip Advisory Council
Tuesday October 1, 2024**

Attending: Deb Pearce, Melissa Murray, Jessica Bishop-Custodio, Karen Doyle, Marie Cadden, Marianne Brundage, Bonnie Hermelink, Reagan Miller, Laura Book, Heather Burt, Anna Rossi, Kathy Epp, Stephanie Ambrous, Maria Wall, Jennifer Burke, Jodi Cosby, Andria Pittman, Lisa Gall, Meg Dolynsky, Laura Nawrocki (Principal), Maria Verwey (Vice-Principal), Danielle Smith (Teacher Representative), Bryan Clancy (Teacher Representative)

Apologies: Paula Naismith, Kim de Laat, Brittany Elliott

Meeting Commenced 6:03pm

1. Land Acknowledgement

2. Approval of Agenda

- Motion approved and no changes

3. Elections (Laura Nawrocki & Maria Verwey)

- Overview of roles and responsibilities of the Parent Council (i.e. up to 15 voting members, non voting members, Executive, school representatives)
- Nomination & approval of 10 voting members: Jessica Bishop-Custodio, Melissa Murray, Karen Doyle, Deb Pearce, Marie Cadden, Jodi Cosby, Maria Wall, Meg Dolynsky, Marianne Brundage, Reagan Miller
- Nomination of Executive:
 - Co-Chairs: Jessica Bishop-Custodio & Melissa Murray
 - Treasurer: Karen Doyle
 - Secretary: Marie Cadden

4. Subcommittee Sign-ups (Jessica Bishop & Melissa Murray)

- Discussion and sign-up sheets for the sub-committees: Fundraising, Events, Pizza Lunch,
- Communication for sub-committees are done through sub-committee meetings as well Slack

5. Treasurer's Report (Karen Doyle)

- a. Playground Fund Opening Balance: \$16,433.49
- b. School Council Fund Opening Balance: \$33,493.39
- c. Fundraising (eg Spooky Movie Nights, Cobbs Bread, Pizza Lunches, Year-End Picnic) from last school year (2023/2024) raised \$8,178.90
- d. Goals will be set this year on how much we would like to fundraise and work out best approach to do so

6. Principal's Report (Laura Nawrocki)

- a. Classroom movements - the number of students has reduced this year. Therefore we lost a Kindergarten teacher (Mr Smelko) and an Intermediate teacher (Mrs Rutledge). There were movements in the Intermediate classrooms but now everyone is settled. Classes are very full.
- b. Office Renovation - as reported last school year, the office was meant to move to the library area over the Summer, however this did not happen. Uncertain when the new office will be completed.
- c. Custodial Staff - a big thank you to the custodial staff who ensured that the school was spotless and everything set-up for the start of the school year
- d. Extra Curricular Activities - lots of activities have already started (eg Junior & Intermediate Soccer, Cross Country, Lego Robotics, Garden Club, Library Helpers). Very grateful to the teachers that are putting in extra time to assist with running these activities for the students.
- e. Meet The Teacher Night - Successful night with lots of families attending.
- f. Motto - Will continue with the motto: Work Hard, Dream Big, Do What's Right. Looking into costs for students to be able to purchase T-shirts.
- g. Breakfast Club - Exploring the possibility of running a breakfast club as there is a need within the school community. Discussion on best way to communicate to families.
ACTION ITEM: Send email to Laura Nawrocki with any ideas on communication

7. Other Business

- a. *Lunch Lady (Jessica Bishop-Custodio)*
 - i. Trial of Lunch Lady was run at the end of last school year. Feedback was positive. Offers many options and \$1 per meal goes back to the school. No school help is needed in running this.
 - ii. Discussion if Lunch Lady could be offered weekly (ie every Friday). Suggested it run on the same day as other hot lunches as another option.
 - iii. Hesitation offering 2 lunches as it is an extra cost. Suggested option of being able to donate a lunch on SCO.
ACTION ITEM: Laura Nawrocki to speak with Michelle
- b. *PIC Conference (Deb Pearce)*

- i. Parent Involvement Conference (PIC) to be held on November 6 at Eden High School. Great conference with lots of information for parents. Choose breakout groups and good food.
- ii. Sign up to attend. Go to DSNB website and there is a link to the conference on there

8. Brainstorming Break-outs

- a. Smaller group breakouts to discuss what is important to us as parents and what we would like to see in the school
 - i. Suggested ideas from groups included;
 - Prince Philip tent - update wanted following discussions at end of last year
 - Online Calendar - this has been updated with Community/Spirit days and Parent Council Meetings
 - Newsletter format - the current method is difficult for some people to open

ACTION ITEM: Maria Verwey will investigate and send out some tests to see if can make better

 - Popcorn/Hot Dog Days - run by the students to raise money for the community and to foster volunteerism in students
 - Toy/Book trade event
 - Access inside building when waiting for child
 - Parent help in the school

ACTION ITEM: Follow up items from discussions to be placed on agenda for next meeting

9. New Business

- a. *PPAC Meeting Dates for 2024/2025*
 - Tuesday November 5 at 6pm
 - Tuesday January 7 at 6pm
 - Tuesday February 4 at 6pm
 - Tuesday April 1 at 6pm
 - Tuesday May 6 at 6pm
 - Tuesday June 3 at 6pm (planning meeting)

Childcare will be available every meeting.

- b. *Fundraising sub-committee* - First meeting will be held in the next couple of weeks. Come to meeting with fundraising ideas for the year.

ACTION ITEM: Everyone to think of and research fundraising ideas ahead of first meeting.

Laura Nawrocki to look at some dates to see if we can hold meeting at the school

10. Adjournment

- Meeting adjourned 7:32pm

Next Meeting

Tuesday November 5 at 6pm

Summary of Action Items

TOPIC	ACTION ITEM	RESPONSIBLE	DATE DUE
Breakfast Club	Send email to Laura Nawrocki with any ideas on communication to school community	Everyone	November 1
Lunch Lady	Laura Nawrocki to speak to Michelle on running Lunch Lady weekly	Laura Nawrocki	October 18
Newsletter	Investigate formatting of newsletter and send out tests	Maria Verwey	November 1
Breakout Group Ideas	Follow up items placed on next meeting agenda	PPAC Executive	November 5
Fundraising Sub-committee	Think of and research ideas ahead of first meeting	Everyone	October 15
	Laura Nawrocki to look at dates and let PPAC Exec know	Laura Nawrocki	October 8