

**Prince Philip Advisory Council  
Tuesday November 5, 2024**

**Attending:** Jessica Bishop-Custodio, Karen Doyle, Marie Cadden, Marianne Brundage, Bonnie Hermelink, Reagan Miller, Laura Book, Anna Rossi, Stephanie Ambrous, Maria Wall, Jennifer Burke, Jodi Cosby, Samantha Fielding, Sara Gremont, Kim de Laat, Tara Ferguson, Laura Nawrocki (Principal), Maria Verwey (Vice-Principal), Bryan Clancy (Teacher Representative)

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**Apologies:** Melissa Murray, Lisa Gall

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Meeting Commenced 6:05pm

**1. Land Acknowledgement**

**2. Code Of Ethics**

- Refresher of the Code of Ethics that PPAC adheres to in order to foster a positive environment and being productive.
- Any items wanting to be addressed should be done via an agenda item submitted prior to meetings.
- Recognizing the limitations of the roles and responsibilities of PPAC. Matters that are about a single student should be addressed with teacher first. Matters that affect the school community should be brought to PPAC.

**3. Upcoming Events**

- PIC Conference (November 6) - can still attend even if not registered
- Lunch Lady (November 20)
- Pizza Lunch (November 27)

**4. Approval of Agenda**

- Motion approved and no changes

**5. Approval of Minutes from October Meeting**

- Motion approved and no changes

**6. Treasurer's Report (Karen Doyle)**

- Pizza Day profit of \$405.82
- Total Amount is general account: \$34,842.36

## 7. Teacher's Report (Bryan Clancy)

- Nothing new to report

## 8. Subcommittee Reports

### a. Fundraising (Jessica Bishop-Custodio)

- Meeting was held with the Fundraising sub-committee members. Ideas were brainstormed, discussed for upcoming fundraising initiatives.
- Fundraising goal of \$8,000 has been set which PPAC is hoping to raise by end of the year through the various campaigns. This money will go towards community building events, morale boosting, classroom and education enhancements and supports, trip support and capital project funding.
- Any money raised over \$8,000 will be directed accordingly after PPAC discussions and voting.
- Proposed fundraising campaign ideas that will be presented simultaneously as a 'Choose Your Own Adventure', so that parents can choose how they want to fundraise for the school:
  - a. Passive Income - Flipgive & DFS Noel Catalogue (money already would be spending this holiday period, a percentage goes back to the school)
  - b. Cobs Bread (\$25 per card for a loaf of bread every month. 50% goes back to the school)
  - c. No Selling/Opt-Out - Direct Donation to School (tax receipts are given and can choose how to direct the donation)
  - d. School Lunch Top-Up (when ordering hot lunches, an option will be to add some extra money to help subsidize other students that can't always afford hot lunches)
- Fundraising campaign was voted on by PPAC and approved
- Links will be sent in Slack after meeting to review  
**ACTION ITEM:** Everyone review links and familiarize with options

### b. Pizza Lunch - October 23 (Marianne Brundage & Maria Wall)

- Using new pizza distributor this year (Paesanos on Carlton)
- Very smooth pizza lunch distribution to students and able to use an empty room to distribute from
- Students enjoyed the pizza

### c. Lunch Lady (Jessica Bishop-Custodio)

- Some technical issues have been worked through and the link should be working now
- If used last year, need to go into your account and change/update the teacher's name for your child

- ACTION ITEM: Put together troubleshooting points for weekly newsletter
- Is currently being offered on the same day as pita lunch. Will review if more days will be offered as it has options for students with dietary needs.

## **9. Principal's Report (Laura Nawrocki)**

- a. Monthly Calendar - link in the weekly newsletter. Calendar has been updated and will be kept up to date by M Verwey as teachers provide dates for activities. Also is printable format.
- b. Weekly Newsletter - M Verwey testing various formats to send out the weekly newsletter. Still working on this.  
ACTION ITEM: M Verwey to continue to work on newsletter format
- c. Front door pick up/drop off - procedures that are in place are for the safety of students. Current layout of school means front door is not visible from office. May revisit when renovation of school office has been completed.
- d. Remembrance Day Assembly - families will be invited to attend two assemblies being held for Remembrance Day on November 11
- e. Parent/Teacher Interviews - opportunity for parents to meet with teachers to discuss their children
- f. Scholastic Book Fair - Parent volunteers will be needed for help with the upcoming book fair. M Verwey will send out communication for volunteers
- g. Winter Wonderland - Parents invited to school for a winter art show done by all students. Date to be confirmed but most likely last week of school before holidays
- h. Parent Skill - if parents have a skill and would like to donate their time to the school to teach students, please contact L Nawrocki/M Verwey to discuss
- i. Math Focus - This year there is a focus on Math. Professional Development for teachers and new resources for the Junior & Intermediate groups will be focused on.
- j. Thanks - want to give thanks to the staff who give so much of their time for the various clubs/activities in the school. Also thanks to parents who volunteer their time.
- k. Student Council - will reach out to Mr Kelcey to see if there will be a school council this year
- l. Spanish Club - discussions are happening however need a teacher to help with this

## **10. Other Business**

- a. Playground
  - Background to why and how long been trying to raise money for a new playground (since 2014 as current playground is old and unsafe)

- New playgrounds cost approx \$100K
  - Once half the money has been raised, discussions can start to happen and can go out to community for corporate sponsorship/donations
  - Need to look at current general account as money in that account was raised for playground
- ACTION ITEM: PPAC Exec to look into general/playground accounts and reallocate money

b. Tent

- Discussed last year and approved to purchase
- Options are still being explored. \$800 tent with logo & school name or \$250 generic tent but have banner with school name/tent that can be attached.

**11. New Business**

- No new business

**12. Adjournment**

- Meeting adjourned 7:13pm

Next Meeting

Tuesday January 7 at 6pm

**Summary of Action Items**

TOPIC	ACTION ITEM	RESPONSIBLE	DATE DUE
Fundraising Campaign	Review the links for various fundraising ideas	PPAC	November 15
Lunch Lady	Troubleshooting points to add to newsletter	Jess Bishop-Custodio	November 15
Newsletter Format	Continue to test new formats	Maria Verwey	November 30
Playground Account	Reallocate money from general account to playground	PPAC Exec	December 31

