

# École Sir William Osler

## Parent Council Meeting Minutes

**Date / Time :** October 17, 2023, 6pm

**Meeting Location:** Virtual Meeting – Google Meet

**Meeting Chair:** Caitlin Buchel

**Minutes Taken By:** Rebecca Simpson-Litke

(11 participants)

### Chair Greeting (Caitlin)

- Welcome to this year's classroom reps and everyone
- Adoption of minutes from September 2023 – moved by Amy, seconded by Ashley, approved

### Treasurer Report (Amy)

- Lunch program account is \$63,971.82, PAC account is \$16,861.96
- Payroll is about \$2500 per month (\$25,000 per year), compost is \$1120 per year, milk on average is \$2500 per year, so total expenses per year are about \$28,620
- Revenue from lunch program and milk fees this year is \$39,140, so we will run about a \$10,000 surplus
- Can we use up some of the lunch program funds by investing in good quality outdoor equipment, especially given we will not have a play structure over the winter? (see below) – we can leave the purchase to the school lunch program to figure out what would be used best and/or survey the kids? – games or other activities for indoor recesses on cold days? – could we also use some funds to give lunch or coffee to our lunch program staff/volunteers – free fun lunch? – upgrade our Terracycle subscription for recycling other types of waste (~\$240)? – adjust the fee that we collect from parents in future (although we will need funds for equipment in future expansion)?
  - Action: We will gather more ideas (feel free to share via email) and then come back to PAC for a motion to approve next meeting.

### Principal's Report (Mme Ostermann)

- **Drills** – two fire drills done, 1 evacuation done, 1 lockdown done
- **Terry Fox Run** – set goal of \$3500, actually raised over \$3900 this year!
- **Halloween** – classroom celebrations in rooms in the afternoon, grades 1-6 should bring costumes with them, N/K should come dressed – parade and dance party may happen outside or in the gym
- **Illness** – whooping cough, flus, coughs, colds are ongoing – please keep kids home if sick
- **Global Sustainability & Development Goals** – working especially on #6 – clean water and using water responsibly in the school
- **Winter Bazaar** – in December, will need parent volunteers, will put out request for items end of November

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- **Assemblies** – in September, reviewed PBIS expectations and T&R Orange Shirt Day – in October, room 3 (grade 6) presented on sage picking and smudging and are now presenting to classrooms – more info coming
- **Construction** – not going to be doing pounding (drilling holes instead), laying gravel, more trailers coming in, working on the daycare area first – play structure will come down end of October/beg of November, and we will unfortunately not have a play structure over the winter – we are in need of new winter play equipment (more heavy-duty sleds), curling can be done again, other recess equipment can be purchased (to use up some of our accumulating lunch program funds)

### Teacher Representative (Mme Farrage)

- Thanks for joining us!

### Peak of the Market Fundraiser (Caitlin)

- Thanks to Lauren for organizing and Denessa for pickup organization
- Total amount purchased was \$3420, total profit is \$1710

### Greenspace Committee Update (Caitlin)

- Thanks to Dave Campbell for fixing our SWO sign (again!)
- No other greenspace updates – waiting on construction plans and grant applications

## NEW BUSINESS

### Construction (Mme Ostermann)

- Started biweekly construction meetings every second Tuesday – info will be sent to parent community as it's received
- Letters on fence will come down to protect them, to be reinstalled elsewhere at a later time

### Fundraisers

- Plan to look at profit margins for fundraisers we've done in the past
  - *No winter concert this year- Spring concert- tentative date is June 6- revised minutes*
  - Motion (to give Avery enough time to apply for the liquor/lotteries license): Should the winter concert proceed, we will do the wine raffle. Moved by Rebecca, seconded by Amy, approved.
- Glenlea spring fundraiser is set up
- We are only making a small amount from Oliver's Labels
- Could do a new Feb/March fundraiser – for all the ideas we've received, we assessed the profit vs. amount of work:
  - Pizza North – any of time of year, 30% return, by delivery

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- Calibri – book a session to run, depends on what item you sell, up to 40% profit, by delivery
- Purdies Chocolates – must sell a lot to make a high % return
- World's Finest Chocolates – 60% profit, peanut/nut-free options, but is there any risk?
- Motion: Assuming there is no problem with financial risk, we will try World's Finest fundraiser this year (date TBD). Moved by Rebecca, seconded by Amy, approved.

**Meet the Teacher** – discussion moved to later in the year

**Discussion Forum** – discussion moved to next meeting

**Meeting Adjourned** (Caitlin) 7:09 pm

- Moved by Amy, Seconded by Avery
- Next meeting is November 21