

**2020-11-10 Athlone School Parent Council Meeting Minutes
Teams Meeting**

Call to order at 1900

In Attendance – 14 parents, therefore quorum of 5% of student population established

- Principal - Ryan Miller ryan.miller@sjasd.ca
- President - Brian Mustard brian@leapceo.com
- Vice President - David Wade djwspider@gmail.com
- Treasurer - Sharon McIntyre smcintyre790@gmail.com
- Secretary - Sarah Johnson sarah@elliotj.com
- Elliot Johnson elliot@elliotj.com
- Bailey Watson baileywatson1989@gmail.com
- Erin Robbins erin.robbins@shaw.ca
- President - Brian Mustard brian@leapceo.com
- Matt Mayer matt.mayer@alumni.ubc.ca
- Janna Thomson jcnovak79@gmail.com
- Jennifer Magnan jennmagnan@gmail.com
- John Sousa john.sousa@shaw.ca
- Seth Steele
- Ajay Shetty

Executive Representatives

- Executive-President
 - Chairperson for Athlone School Parent Council (ASPC) monthly meetings and prepares the ASPC agenda for each meeting and a brief newsletter following each meeting and sends to the Athlone School secretary via email
 - Knows the constitution, bylaws and meeting rules and ensures other members are familiar with these as it pertains to their positions
 - Serves as spokesperson for the ASPC at extracurricular functions for school and school district events
 - Attends the transition meeting which takes place in September.
 - Normally reviews all of the correspondence forwarded to the ASPC via the school mail slot
- Executive-Vice-President
 - Backup for the ASPC President
 - Has reviewed the constitution, bylaws and meeting rules
 - If the President is unable to attend the ASPC or school functions where the President is required, the Vice President normally fills in
 - Responsible for chairing the monthly ASPC meetings in the President's absence
 - Attends the transition meeting which takes place in September.
- Executive-Secretary
 - Responsible for recording the minutes for each ASPC meeting, typing them up and making them available to ASPC members prior to the next meeting, ensure copies are

given to the Athlone School secretary to post on the website and sent to the School Board. Also ensure that copies are filed in the ASPC minute book with relevant handouts/reports from that meeting.

- Help with other correspondence as requested by the ASPC.
- Attend the transition meeting which takes place in September.
- Some typing and secretarial skills are desirable as is access to a computer.
- Executive-Treasurer
 - Responsible for maintaining the books during the school year and presenting an updated financial statement at each ASPC monthly meeting
 - Responsible for preparing the books for the annual audit and to follow up on any recommendations
 - Attend the transition meeting which takes place in September.
 - Some general bookkeeping knowledge and access to a computer is desirable.

Executive Elections

- President
 - Brian Mustard will remain on as President
- Vice President
 - David Wade stepped forward as Vice President
- Secretary
 - Sarah Johnson stepped forward as Secretary
- Treasurer
 - Sharon McIntyre stepped forward as Treasurer
 - One more year in the school

Parent Council General Discussion/New Business

Banking

- Signatures required for the bank
 - Need to move forward with that
- Currently cannot spend any money
- Sharon recommended that 3 signatories be added to the account
 - President
 - Treasurer
 - Vice President
 - 2 out of 3 signatures required for any cheques to be signed
- Requires a trip to the bank to add signatures to account
- Brian and Felix make a trip to the bank to remove Felix
- Sharon will call bank and see what needs to be done to establish new signatories
- In the past a letter has been sent to the bank (signed by principal)
- Copy of minutes required for the bank

ACTION: Sarah - provide copy of meeting minutes for the bank

Fundraising General Discussion

- In the past Christmas concert is the biggest fundraiser
- This year the biggest responsibility of PC is advocating for the students.
- Event planning and fundraising may be too much for some families right now
- If there is no Christmas concert what is the alternative?
 - GoFundMe?
 - Ask for a cash donation
 - Would that be sufficient?
- What are the fundraising goals?
 - Fundraising needs to have a clear objective
 - Principal indicated that an objective could be to “provide teachers with funding for their classrooms”
- There is about \$2800 in the bank right now
 - Brian reminded us that every parent has already put up \$45 for each child
 - Principal replied that money is spent at the end of the school year to supply classrooms with supplies. The money in September replenishes that account. About 20% of families have been unable to pay their school fees for September. It is tough for a lot of families
 - Also tough for local businesses to approach them for funding or donations.
- Real question is how do we creatively fundraise?
- Begin with Mr. Miller surveying teachers to see what funding is required for
- Lunch program - hot lunches?
 - Has to be suspended for now
 - There is a greater budget for lunch supervision
 - One person required per classroom
 - Short several supervisors every day
 - Responsibility falls to teachers
- The plant fundraiser in the spring was a success and it will be a good option to pursue again this spring
- Flip Give will be investigated as a possible fundraiser option
- Wine raffle was suggested
 - Alcohol is a poor choice for a school raffle
 - Other prizes will be investigated.

Winter Concert

- With winter concert on hold, is there a plan for an alternative experience?
 - Halloween - virtual parade
 - Christmas will be similar - each classroom will have their own performance that will be shown to the whole school
- Virtual auction suggested
 - Concerns over time constraints
 - Perhaps scaling down the prizes is more attainable
 - Big ticket items have been well received in the past

Fundraising Requirements/Suggestions

- Music - percussion packages made for every student
 - Music budget depleted
- Hole discovered in a playground slide
 - Slide had been taped off
 - Division has removed it
 - Will attempt to repair
 - Replacement is \$8000
 - Must follow protocol for equipment
 - Really terrible because playing outside is the only play the kids are getting right now
 - Seth volunteered time to repair the segment of the slide
 - Will know by the next meeting where the slide repair is at
- Will talk to the teachers for suggestions
- Teacher appreciation is important
- Seating options for outside have been brought up in the past, but this year no one can assemble, so that is not really on the table
- Ask the gym teacher what winter outdoor pursuits we can help accommodate
- Principal indicated that there is a \$52000 budget per year for building operations. Of that, about \$20000 is discretionary. Already, \$9000 has been spent on cleanser and PPE
- What about technology?
 - All tech purchases must be approved by senior administrators
 - Tech in classrooms is more than adequate
 - In other schools, Mr Miller has set up a sound/recording area for music for the students. That is something that we can pursue in the future

Grants

- Brian indicated we need to clearly outline our objectives. Start applying for grant money.
- Principal indicated that the school had applied for and received a grant in August. Received \$3500 for that. The grant is to help supplement nutrition for children who come to school hungry. Also, Scott Gillingham has a grant where he matches funds. Community schools grant. In a previous school, that grant went towards replacing a slide (playground equipment) the process is a lot of paperwork
- Erin indicated the Gillingham grant might not be available because we have used it in the past. There are other grants that may be available
- Erin will provide a list of grant options

ACTION: Erin – provide a list of grant options

Next Meeting Date and Time

- Dec 1 at 1900

Meeting adjourned at 2000