



Nottawa Elementary School

School Parent Council
2021-22 - Meeting Minutes #3
Date: Feb 7th, 6:00PM
Nottawa Elementary School – Virtual Meeting

Present: Melissa Mortimer, Laura Schywiola, Fiona Proctor, Jim Georgas, Catrina Walsh, Beth Smith, Kristen Huys, Catherine Hindson-Cox, Shannon Jackson, Linsey Scott-Lund, Kiersten Trafford, Ali Reidand and Jessica Kutcy

Regrets : Eryn Hollis, Candice Thornton, Jennifer Mitchell, Jennifer McDermid, Chris Laing, Jennifer Kennedy

Meeting Chair: Laura Schywiola

	Agenda Topic	Discussion, Findings, Conclusion	Action Needed	Timeline
	Call to order Welcoming remarks	Laura S. called the meeting to order and initiated discussions.	Information	-
1.0	Review & Approve Minutes: November 1st, 2021	.1 Recent meeting minutes were circulated prior to the meeting for review and comment and resolution to pass the minutes as presented was requested: <ul style="list-style-type: none">● Motion to pass – Catherine Hindson-Cox● Seconded – Kierston Trafford● Carried	Information	-
2.0	Principal’s Report – Melissa Mortimer	As a School community we are enjoying FitGo which is a school wide fitness bingo game played in competition between classes. Community, safety and respect is forefront.		-



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		<p>PRO Grant- is a \$500 annual grant application from the Provincial Government. We have applied for a Bird Watching Inquiry Project. The funds would be used to purchase bird identification books, binoculars, bird feeders, bird food and bird houses. Parents can sign out the binoculars and books and bring their family to the school yard to observe and identify local birds.</p> <p>The Parent Engagement Grant- is an annual \$500 grant. As a staff we recommend to council that this application be joined with our PRO GRANT funds to enhance this project to its fullest potential.</p> <p>Playground: Annual repair report came in at \$16 000. We do not have the funds in our school generated account to support these repairs. A new line has been added to our account to ensure funding will be added annually to cover future repair costs. In the meantime, working with facility services we removed some structures rather than repair to save costs. The one main structure will be remedied at a cost not yet finalized. The Outdoor learning project has \$3700 dollars donated to date. Our phase one installation of a Gaga pit has been approved and will happen this spring. Phase two installation of armour stones and naturalized garden has also been approved.</p>		
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		<p>COVID screening has been updated and the school staff will work in conjunction with families to ensure the safety of everyone at school.</p> <p>Fundraising: Scrap metal fundraiser is on hold as it does not fit within health and safety guidelines for the fundraising APM. Through conversation with Environmental Services, our school has been awarded \$1000 to put towards phase two of our outdoor learning expansion which features a naturalized place space and garden. In addition, they have agreed to support planting additional trees on our property TBD after garden installation has been completed.</p> <p>In our School Generated Fund account: we have raised \$249 through the hot lunch program through the end of December. We have \$1800 in Grade 8 trip funds that we can discuss allocating to support a year end item for our grade 8 students in lieu of putting the funds towards a trip as there are no trips happening at this time. We have \$1347 left in our general school needs account which can be used for non-required instructional items for our school. We have \$991 in our presentations in schools account. We will investigate through the board if these funds can be shifted to support another priority as there are no presentations in schools at this time. We have \$3700 donations in our Outdoor Learning Program which will cover Phase one of our project and part of phase two which</p>	<p>A: As there are excess funds in the Grade 8 ‘trip’ allowance, a vote will determine what the money will be used for and how much at a future council meeting.</p>	<p>Next Meeting OR when we learn whether graduation will be virtual or in person</p>
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		will be combined with the \$1000 from environmental services funds to complete these initial phases.		
3.0	Fundraising Report - Catherine Hindson-Cox & Laura Schywiola - Information, updates, actions	<p>Catherine has been watching for fundraising opportunities by writing grants. Looking to do a fundraising experience auctions using the 32 Auctions platform before March Break. We can launch the auction with 4-5 experiences to begin February 28th and end March 4th. This will leave one week to pick up prior to March break. Payment will be processed through School Cash Online. No alcohol or childcare allowed.</p> <p>During the meeting the following services were volunteered:</p> <ul style="list-style-type: none"> ● Melissa M. is willing to donate the use of her chair for the day. ● Laura S. is willing to provide baking. ● Catrina W. is willing to provide a spa service. ● Kristen is willing to provide beginner ASL class. ● Fiona is willing to provide knitting or crochet class. <p>If an item is really popular, we can always ask if the person would donate a second one if the second place bid will pay for it. If the experience auction goes well, it could be run again in April.</p> <p>The money from this fundraiser and Elmira poultry is going to</p>	<p>A : Melissa M. to add a line in SchoolCash online so that parents can donate to the technology fund if they so choose when ordering other items for school.</p> <p>A: Council members will solicit auction items. Catherine will write up some examples we can use to solicit these items. Catherine will write up what you might expect to see.</p> <p>A: Laura S. to follow up with end of year local outdoor opportunities may be</p>	<p>Before next meeting</p> <p>Before Feb 28th</p> <p>Next Meeting</p>



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		<p>be used for Technology Chromebooks and Document Cameras. Entire repair budget for chromebooks has been used for this year.</p> <p>Suggestion to have one time donation buttons on schoolcash online with the different items so that parents could donate when they're paying for hot lunches or other items.</p> <p>Scrap metal fundraiser is not allowed according to policy but is being reviewed which means that this is on pause. In lieu of scrap metal money the board has provided \$1000 for the outdoor learning. Jessica Kukac (outdoor resource for the Board) can be told when the school yard is ready and Melissa M. will ask for some trees to be planted on the property.</p> <p>Laura will reach out to Blue and Scenic Caves at the end of March to see if they are willing to host Nottawa at the end of the year.</p>	available for the school community.	
4.0	Financial Report - Jennifer K. via Melissa M.	Please see the Principal's Report for a financial update.	Information	-
5.0	Wellness Committee Report - Candice Thornton via Laura S.	<p>What we've done</p> <p>Newsletter articles to date authored by Nottawa school parents:</p>	A: Laura S./ Candice T.	Before next meeting



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		<ul style="list-style-type: none"> · November 2021 – Apple donuts recipe by Candice Thornton · December 2021 – Backpacks and Back Pain by Mel McPherson, PT · January 2022 – The Power of Play by Gwen Jamieson, RSW · February 2022 – Importance of Vitamin D by Beth Smith, CNP · March 2022 – Nutrition based article - TBC <p>What's next</p> <p>March is Nutrition Month – planning a nutrition-oriented article for newsletter. Possibly about family meal planning, reducing food waste, etc.</p> <p>Are we using social media? If so, could incorporate posts for the following (and/or use to shape newsletter articles):</p> <ul style="list-style-type: none"> · March – Nutrition Month <ul style="list-style-type: none"> ○ Engagement ideas – Nottawa families, share your favourite recipes or photos of you preparing healthy snacks and meals at home! · March 19 – World Sleep Day · April 2 – World Autism Awareness Day · April 7 – World Health Day 		
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		<ul style="list-style-type: none"> ○ Engagement ideas - Nottawa families, share your favourite ways to stay healthy! · May – Speech and Hearing Month (do schools offer any assistance or programs for SLP or hearing tests, etc we could provide info about)?? · May – Vision Health Month (do schools offer any assistance or programs for vision tests, etc we could provide info about)?? · May 7 – National Child and Youth Mental Health Day 		
7.0	Other	.1 It was agreed that Council Meetings shall move from 6:30pm starts to 6pm starts.	A: Laura S. / Melissa M.	Next Meeting
8.0	Closing Comments & Adjournment	.1 Laura S. thanked everyone for participating and closed the meeting.	Information	-
9.0	Next Meeting	April 4th, 2021, 6:00 PM online	Information	-