



Nottawa Elementary School

**School Parent Council
2021-22 - Meeting Minutes #1
Date: September 27, 2021, 06:30PM
Nottawa Elementary School – Virtual Meeting**

Present: Melissa Mortimer, Laura Schywiola, Fiona Proctor, Jim Georgas, Catrina Walsh, Candice Thornton, Beth Smith, Jennifer Mitchell, Jennifer McDermid, Chris Laing, Jennifer Kennedy, Kristen Huys, Eryn Hollis, Catherine Hindson-Cox, Samantha Jackson, Lindsay Scott-Lund, Kiersten Trafford, Ali Reidand and Jessica Kutcy

Regrets : -

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:	.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 – Shannon J.• Seconded – Jennifer K.• Carried	Information	-
2.0	Elections	.1 Following discussions and nominations, the following roles were confirmed for the 2021/2022 Nottawa Parent Council: <ul style="list-style-type: none">• Chair-Laura Schywiola	Information	-



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	<ul style="list-style-type: none"> - Chair - - Secretary - - Treasurer - - Fundraising - - Wellness - 	<ul style="list-style-type: none"> • Co-Secretaries-Fiona Proctor and Jim Georgas • Treasurer-Jennifer Kennedy • Nutrition and Wellness Coordinator-Candice Thornton • Fundraising Co-Coordinators-Catherine Hindson-Cox and Laura Schywiola • Staff Representatives – Jessica Kutcy • Administrative Representative – Melissa Mortimer <p>.2 Voting Members for the 2021/2022 school year will include:</p> <ul style="list-style-type: none"> • Laura Schywiola • Fiona Proctor • Jim Georgas • Catrina Walsh • Candice Thornton • Beth Smith • Jennifer Mitchell • Jennifer McDermid • Chris Laing • Jennifer Kennedy • Kristen Huys • Eryn Hollis • Catherine Hindson-Cox • Samantha Jackson • Lindsay Scott-Lund • Kiersten Trafford • Ali Reid 	<p>Information</p>	<p>-</p>
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		<p>.3 Melissa M. provided an overview of the current nomination and election process to the group. Through discussion, it was suggested that the process could be reviewed by Council to determine whether the process could be improved to allow for on-line nominations/voting, preparation of bios for nominees, etc. (sample form: https://forms.gle/LzGsVR1MvK5oyC8e6). All to consider and determine whether the process should be revisited for the 2022/2023 school year which would require revisions to the current by-laws in 2021/2022.</p> <p>.4 It was agreed that as part of the by-law review, Council could also investigate whether additional roles to Council should be considered to better support the school/students e.g., Equality, Diversity and Inclusion (ED&I), etc. All to consider and provide feedback at upcoming Council meetings, as required.</p>	<p>A : All</p> <p>A : All</p>	<p>2021/2022</p> <p>2021/2022</p>
2.0	Principal's Report – Melissa Mortimer	<p>.1 Melissa M. provided the following update:</p> <ul style="list-style-type: none"> • Melissa M. has met with Laura S. and reviewed an initial fundraising plan for the fall; • Outdoor learning expansion project is advancing and could include: <ul style="list-style-type: none"> ▪ New outdoor classroom areas; ▪ Grandfather/indigenous teaching area; ▪ Primary kinetic zone; ▪ Gaga pit; 	Information	-



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		<ul style="list-style-type: none"> • Melissa M. advised that a budget has not been finalized as of yet. Looking to create a three-year plan with input from staff, council and students. Details will be shared regarding project maps, timelines etc. as we are able to get quotes. • Melissa M. advised that Mrs. Kutcy, Mrs. Hammond and Mrs. Shaw were all leading certification efforts associated with OPHEA, Ontario Physical Activity Safety Standards in Education (https://safety.ophea.net/); <p>.2 Potential Council dates:</p> <ul style="list-style-type: none"> • September 27, 2021 • November 1, 2021 • February 7, 2022 • April 4, 2022 • May 2, 2022 • June 6, 2022 • All meetings will be virtual unless there is notification from the board that in person meetings can once again occur. Until then our meetings will be hosted virtually. 	A : Melissa M. Information	2021/2022 -
3.0	Fundraising Report -	<p>.1 Laura and Catherine to review opportunities for fundraising list. Currently, the following are planned over the next month:</p> <ul style="list-style-type: none"> • Terry Fox fundraiser scheduled, October 1st • Kennedy orchards fundraiser scheduled, October 6th; 	Information	-



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		<ul style="list-style-type: none"> • Fundraising plan has been submitted • Purchasing STEM equipment with monies raised. <p>.2 Melissa M. M to review whether pick-up could occur off-site or have a parking lot pick-up;</p> <p>.3 It was confirmed that no volunteers are allowed in school;</p> <p>.4 Group to continue looking for contactless fundraising ideas to be shared with Laura S.</p>	A : Melissa M.	Next Meeting
			All	Next Meeting
4.0	Wellness Committee Report	.1 No updates currently. Any updates to be provided at future meeting.	Information	
5.0	Financial Report -	.1 No updates currently. Any updates to be provided at future meeting.	Information	-
6.0	Student Leadership Report -	.1 Melissa M. advised that Catherine Garvin will be running student leadership club. Potential partnership with wellness committee to be further reviewed.	Information	-
7.0	Other	<p>.1 Through discussions with the group it was confirmed that Nottawa Elementary School does not currently have an official social media site.</p> <p>.2 The group agreed that families should be consulted to gauge their interest, as well as platform to be used i.e., Facebook, Instagram, etc.</p> <p>.3 Kristen Huys volunteered to support Melissa M. with any efforts in preparing a survey, etc. results to be shared with Council</p>	Information	-
			A : Melissa M./ Kristen H.	Next Meeting



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NIGHTHAWKS

8.0	Closing Comments & Adjournment	.1 Laura S. thanked everyone for participating and closed the meeting.	Information	-
9.0	Next Meeting	November 1, 2021, 06:30 PM virtual meeting (details to follow)	Information	-