

WES Parent Participation Organization
2022-2023 Meeting #1
October 5, 2022 @ 19:00

AGENDA

	ITEM	Section	ACTION
	1. Welcome/Introduction of members		
	2. Adoption of Agenda		Adopt
	3. PPO	s.96	Inform
	3.1 Role of PPO	s.96.2	Inform
	3.2 Mandate of PPO to be determined by GB		
	4. Elections		
	4.1 Election of Chair		
	4.2 Election of Secretary Lysa was nominated by Chelsea. Seconded by: Lysa is nominated as Secretary for PPO for the 2022-23 school year.		
	4.3 Election of Treasurer A quick explanation was provided to further understand the role of the treasurer within the PPO. Rachel was nominated by Andy. Rachel accepts the nomination. Nominations closed. Rachel is nominated as treasurer for the 2022-23 school year.		
	5. Operations		
	5.1. Internal Rules of Procedure A detailed explanation was provided regarding the PPO Internal Rule of Procedures. The file itself is a working document and changes may be made according to the needs of the group. It is located inside the selected Google Classroom created specifically for PPO members. Any adjustments need to be made? The chair must be elected by the parents present at the meeting? It is something that can be adapted and used by proxy. A member will need to be present. Adoption motioned by Rachel and seconded by Chantal Vote: All in Favor		Approve
	5.2. Following School Board Financial Procedures		Inform

	<p>Regarding the financial procedure, a document is also made available to parents (fundraising information package). Once completed, it should be first be presented to the principal for approval a month prior to the fundraising event. Once it is approved, the principal will bring the fundraising project to the Governing Board for consideration. Administration can be contacted should anybody require additional help with this procedure for fundraisers that is mandated by the school board.</p> <p>The principal proceeded to explain the rules and procedures regarding the petty cash and the money's available for PPO. As an organization, PPO may not pay for bills with money that is being collected by fundraisers. Instead, the money can be requested in advance or used to pay off afterwards using the petty cash (\$300 maximum). If the fees are higher, the school board will issue the reimbursement. There are codes and accounts based on the different expenses, and it is crucial that the proper reimbursements are issued. Any invoices should be kept in the office until they are submitted to the Governing Board. Any money collected should be counted with the office and a member of the PPO and be stored in the school safe.</p> <p>When PPO is engaging in big activities and multiple contracts are involved, PPO cannot sign contracts. They need to be signed by the Governing Board chair (as it is the only legal entity that represents the school).</p>		
	<p>6. Dates and Times of Meeting A discussion ensued regarding the ideal time of our meetings. While some preferred an earlier time, others had prior engagements. It was decided that the next meeting would be held at 6:30 on November 1st.</p>		Consensus
	7. Reports		
	<p>7.1 Principal The principal would report on the decisions that were made on the GB level as well as school activities. This would allow the PPO to get more involved in school life.</p>		
	<p>7.2 Treasurer The governing board will be placing the money to where it needs to go. Last year it was decided that 25 000\$ would</p>		

	<p>be used for a playground grant, so it will be transferred at the first GB meeting.</p> <p>The only money used was regarding the PPO fridge and small things.</p>		
	<p>8. New Business</p> <p>9. PPO Fridge: The discussion involved who would be responsible for the PPO fridge refill. It was ultimately decided that Andy would take over along with Rachel (they will tag-team). Deb said that she would also help out.</p>		
	<p>10. Question Period (members of public only)We are having a premature meeting but it was important. The PPO has no mandate yet. Fundraising discussions will be held in the future when specific mandates will be assigned by GB. At our next meeting, we will have a much greater idea of what ideas we can bring forward knowing our mandates.</p> <p>11. Where are we storing our PPO stuff this year? There's a lot of moldy items that went to the garbage when we experienced the flood. There was a big loss. The first room near the locker/shower area downstairs could be used to store PPO things.</p> <p>12. The church bazaar in Sutton has mentioned that they could donate a lot of books to help with the loss we experienced. At this moment, we will be waiting as we are anticipating the arrival of new furniture for the library. We are still sifting through books at the moment. We need to see what will fit in our library (while keeping it exciting and enticing). We will hopefully be able to revisit this at the November 1st meeting.</p> <p>13. What are we doing for Halloween, since it's before the next meeting. We currently have no money in our account. The staff has been talking about an activity they will be doing on Friday. There is a sub committee working together to create an activity during the House block. There will be a variety of things given and it will be about the experience. The PPO could be involved in creating the activities. It would be a wonderful day to organize. On the day itself, there will be the parade and the haunted house. PPO will not be handing out candy like in the past. The teachers will need the</p>		

	<p>support. We have a grant to be used to create the event/activities. At the end they could have a treat bag including the pop-its that were bought by Miss Deb.</p> <p>14. Do we have a place to put the Christmas store things? The first room near the locker/shower area downstairs could be used to store things. We can probably clear out a good space for PPO.</p>		
	<p>15. Adjournment: Motion : Andy Seconded by: Kristyn Vote: All in Favor 8:01 - Adjournment</p>		