

Parent Council Meeting Minutes

Date: October 15, 2025 **Time:** 7:30 PM – 9:00 PM **Location:** Microsoft Teams

Principal: Michelle LaMarche

Teacher rep: Ms. Gunn

Co-Chairs: Tara Doolan and Danielle Cameron

Treasurer: Courtney Starr

Secretary: Charlotte Cox

Voting Members Present: Tyron Breytenbach, Jessica Keating, Jenna Niven, Laura Wilson, Mary-Margaret Love, Katelyn Veldman, Marsya Maharani

1. Review of Previous Minutes

- Minutes from the prior meeting were reviewed and approved.
- Voting member list and executive roles clarified.
- Rotating teacher representatives confirmed.

2. Council administration

- Review of meeting protocol
- Suggestion of adding community questions or comments as a standing item to the agenda. These would be provided to Michelle ahead of time so that she has time to prepare

3. Principal's Report – Michelle

- **Safe, Caring Schools Committee:** Volunteers needed. Interested parents should email Michelle with their name and their child's name. Michelle provided a link to a form for interested parents to fill out. [Caring and Safe Schools Committee](#)
- **School Budget:**
 - Approx. \$40,800 available
 - Currently working with Tammy Waller and the budget committee; updates to be shared at the next meeting.

- New system-wide budget template being implemented. Michelle will meet with Tara and Danielle first before bringing to the rest of council.
- Review of actual expenditures will include cost of supply teachers/LTO's to cover teachers who are on leave or at school functions.
- Additional \$319 from TDSB available for council use.
- **Playground Update:** No updates anticipated until draft plans are available. Michelle will hopefully have an update in December.
- **IRC Posters:** Two new posters—one at the play structure and one at the entrance—will guide children to seek help from adults or peers.
- **Kindergarten Yard:** Two stop signs to be added to discourage fence climbing.
- **Parking Lot:** To be closed nightly from 6 PM–6 AM starting November 1 for snow plowing .
- **Charlotte's Garden:** Rocks will be brought inside November 1. Grade 3 students will be asked if they would like to assist. Seeking a parent volunteer to burn letters into wood signage.
- **Student Involvement:** Student rep participation on family council expected to begin in November.

3. Treasury Report

- **Revenue:**
 - Curriculum Night: \$1,279.52 + Merchandise Sales: \$405
- **Expenses & Allocation:**
 - Starting balance: \$51,660. \$15,000 earmarked for playground, \$5,000 float for council. Estimated available funds for teacher wish list: \$20,000–\$25,000 after accounting for buses, music license, etc.
 - Streaming license for movies increased to \$650 + tax (vs. \$570 total last year)
 - Chromebooks requested due to TDSB 1:1 device program cancellation. Michelle allocated \$4,000 to tech in the current budget. New grade 5/6 class requires a projector and teacher Chromebook

- 24 Chromebooks currently available for Grade 6; additional devices needed for Grades 3–5. Computers will stay with the school and will not follow the student.
- Soundboard mixer proposed for events (pricing TBD).
- Forest of Reading program discussed (cost TBD).
- Raz Kids removed from teacher wishlist due to TDSB restrictions (American site); alternatives being explored.
- **Purchasing Process:**
 - Tammy will order items from TDSB vendors.
 - Family council will purchase from Amazon when needed.
- **Council Decision:**
 - Final approval of wish list scheduled for November 12 meeting.
 - Council will balance school requests with family council priorities.
 - Internal tracking document for wish list feedback to be created.

5. Fundraising Initiatives

Confirmed Events:

- Pizza Lunches (ongoing)
- Curriculum Night (completed)
- Halloween Dance-a-Thon (non-fundraising; led by Laura)
- Parent Social (led by Laura)
- Funfair (tentatively May 30; Katelyn volunteered as co-lead, still in need of a second co-lead, Tyron to take care of food again).

Pending Leads:

- Second paid lunch vendor (e.g., Subway, Pita Pit). Research on pricing and logistics completed by Mary-Margaret but still need a lead for this if we want to carry it forward.
- Movie Nights (need a lead, past lead Katie not available this year)

- Greeting Card/Cookbook/Poinsettia Fundraiser (Danielle offered to lead cards if needed, Charlotte indicated interest in leading/co-leading)

8. Action Items & Next Steps

- ☐ Caring in Safe Schools Committee - Council to send the link to a form for interested parents to fill out. [Caring and Safe Schools Committee](#)
- ☐ Add community questions as a standing item to the agenda. Provide these to Michelle ahead of time so that she has time to prepare
- ☐ Seeking a parent volunteer to burn letters into wood signage as part of Charlotte's Garden.
- ☐ Michelle to circle back with Ms Kennedy and Ms Lock to confirm if recorders are still needed.
- ☐ Finalize sponsorship framework and recognition tiers.
- ☐ Confirm budget allocations and finalize wish list by November 12.
- ☐ Finalize fundraising events and set up leads for each
 - Christmas cards/poinsettias/cook book
 - Extra lunches
 - Parent Social (expand to include paid tickets, silent auction etc.?)
 - Type Books
- ☐ Michelle to review teacher wish list for school budget alignment.
- ☐ Council to create internal tracking document for wish list feedback.