



BEDFORD PARK

BEDFORD PARK PUBLIC SCHOOL PARENT COUNCIL

~ MINUTES ~

Wednesday October 2nd, 2019

6:30pm Bedford Park School Library

Attendees

<u>Beth Lauer (Co-Chair-Outgoing)</u> <u>Janice Barnett (Co-Chair-Outgoing)</u> <u>Janet Stone (Co-Chair-Incoming)</u> <u>Anita O'Connor (Co-Chair-Incoming)</u> <u>Sue Sclater (Treasurer)</u> <u>Janet Fong (Secretary)</u> <u>Dima Nijmeh-Mantia (Principal)</u> <u>Melissa Berger (Vice-Principal)</u>	<u>Members at Large:</u> <u>Silja Yates</u> <u>Samara Enchin</u> <u>Salma Muhammad-Gold</u>	<u>Rhonda Rossi</u> <u>Cheryl Bozynski</u> <u>Joanna Crawford</u> <u>Minh-Hien Le</u> <u>Andrew Gregory</u> <u>Jennifer Duxbury</u> <u>Cindy McKay</u> <u>Mathew Lee</u> <u>Judy Lin</u>
---	--	--

Regrets

<u>Emma Kozak (Co-Treasurer-Outgoing)</u>		
---	--	--

1. Call to order at 6:31pm.
2. School Welcome and Update
 - Dima Nijmeh welcomed everyone.
 - Informed Parent Council that trustee, Rachel Chernos Lin sent a binder of useful information; this will be made available in the office.
3. Parent Council Welcome
 - Beth Lauer welcomed everyone and asked if anyone is interested in assuming any of the council positions, in addition to those who have been nominated.
 - There were no additional nominations.
 - Motion was made to accept new Parent Council 2019/2020 including:
 - Co-Chairs – Janet Stone and Anita O'Connor
 - Treasurer – Janet Fong
 - Co-Treasurer – Sue Sclater
 - Outgoing Co-Chairs – Beth Lauer and Janice Barnett
 - Members at Large – Silja Yates, Salma, Muhammad-Gold and Samara Enchin
 - The motion was carried unanimously.
 - Secretary TBD



BEDFORD PARK

- Motion was made to approve the May 2019 meeting minutes by Sue Sclater, seconded by Anita O'Connor.

4. Parent Council Update

- Janet Stone presented the proposed structure for 2019/2020. The structure is designed to facilitate the various events that Parent Council plan to execute for the current school year. It is also designed to make it more accessible for parents to volunteer their time (short/fixed time commitment vs. throughout the school year).
- Focus is to build community.
- There are four committees:
 - Community Outreach Committee
 - Social Committee
 - Fundraising Committee
 - Communications Committee
- Within each of these committees, there are multiple deliverables.
- Looking for various leads to head the various committees as well as coordinators to help execute the various deliverables.
- Samara Enchin is the lead for Community Outreach Committee. Samara shared her ideas for this committee:
 - Enhance Bedford Park's Community Outreach programs to include both students and families.
 - Planning for at least two programs to include 1) local neighbourhood and 2) within the city.
 - One idea for the local Outreach Program is the nursing home on Teddington Park Avenue. On a monthly basis, have students make cards during lunchtime and deliver it to the residents to coincide with their birthdays.
 - One idea for the within the city Outreach Program is "Kits for a Cause". This can be done by individual class, or by grades or the school as a group.
 - Two other deliverables are: School Art Project and Teacher Appreciation Lunch (June).
 - Jennifer Duxbury suggested there might be an opportunity to improve some curb appeal in conjunction with the new park being built across the school.
- Anita O'Connor presented the ideas collected for the Social Committee:
 - Objective of this committee is to build community and meeting parents, focus is not fund raising.
 - Looking for a lead.



BEDFORD PARK

- Target is to have three events: Welcome Back BBQ (already taken place) and 2 parent social events (e.g. Drums & Flats, Uptown Pub, Cricket Club, Quiz in the Gym, bowling night).
- Open to more ideas or events (e.g. outing with kids like public skating, Jays game, but will need additional coordinators).
- Cheryl Bozynski suggested Roller Skating, Morning Walk and Morning Coffee.

- Fundraising Committee - This committee's main deliverables are: Donation Letters, Community Night and Pizza Lunch.
 - Looking for a lead and two coordinators to head Community Night.
 - Community Night is our biggest fund raising event and without it, there will be no money to fund next year's enrichment program.
 - Community Night is planned for May 1st 2020 and the sooner we can start planning, the easier it is.
 - Pizza Lunch is being lead by Linda Kim and Amanda Wang.
 - Donation Letters were sent home on Curriculum Night and have so far raised \$4,450 (half way compared to last year's raised amount).

- Communications Committee – Liaise with the web team, class parents and student council (student council is expected to be voted in in October).
 - Looking for a lead to streamline communication.
 - Want to increase engagement with class parents. Suggesting class parents to attend the Parent Council meetings, or have a class representative to attend, or a representative for a grade.
 - The web team is made up of 5 or 6 individuals who manages the website, Twitter, Instagram and Facebook. Instagram is used more for last minute reminders and school handouts are posted onto the website in addition to the events from the Blues.

- For additional information regarding the opening positions and various committees, email: bedfordparkpc@gmail.com or refer to the attachments to the minutes.

Other Ideas/Suggestions:

- Seeking for topics of interest for discussions at Parent Council meetings (e.g. Assistive Technology, Dealing with Bullying, etc).
- Question was raised as to whether the start time for Parent Council meetings can be pushed back so to accommodate younger parents with younger children. Looking for the possibility of virtual meeting (e.g. Google Hangouts) or a number to call in.



BEDFORD PARK

- Question was raised whether Parent Council supports “After 4pm” programs. These programs are subject to liability insurance and Parent Council’s insurance policy does not cover this risk. Also in the past, the logistics during handover impedes this program as well as these programs are not available for the kindergarten age children.

5. 2019/20 Budget Review and Request for Approval

- Sue Sclater presented the budget and explained the original budget was presented back in May and tweaks have been made to this current version to account for feedbacks from May to now.
- Motion was made to accept the budget by Sue Sclater, seconded by Beth Lauer.
- Motion was made to add signing authority for Janet Stone, Anita O’Connor and Janet Fong by Sue Sclater, seconded by Beth Lauer.
- Motion was made to remove signing authority for Emma Kozak and Beth Lauer, seconded by Janet Stone.

Meeting adjourned 7:41pm.



BEDFORD PARK

OPEN ROLES ON PARENT COUNCIL:

Secretary

Are you organized and great at taking notes? Become the secretary for Parent Council. Attend all meetings, document the meeting minutes and issue minutes after the meetings.

Fundraising Lead

Interested in fundraising and organizing events? Responsible for liaising with all fundraising co-ordinators to run successful events and support the teams during planning and event execution. Report to council on progress and support as required.

Social Lead

Like to organize events? Responsible for liaising with all social coordinators to run successful social events and drive and support the teams during planning and execution. Report to council on progress and support the team.

Communications Lead

Are you tech savvy and an effective communicator? Responsible for liaising with all the communications teams (web, Blues, Student Council, and Class Parents) and ensure all Parent Council requirements are met.

Committee Roles

Social Committee - Create fun events for Bedford Families!

Parent Social Coordinators (2 positions): Plan our Bedford parent evenings, determine a theme, venue and entertainment and communicate the details of the event to the parent body. Coordinate ticket sales (if required) and report to Parent Council on progress and event completion.

Welcome BBQ Coordinator 2020: Set date for event with school Admin, plan and execute the BBQ with Social Committee including tickets, permits, communications and seeking volunteers. Manage the event on the day.

Community Outreach Committee - Help Bedford Help Those in Need!

School Wide Art Project Coordinators (2 positions): Develop plans and execute art projects to involve Bedford's student body. Work with teachers and admin and manage the project to ensure it is completed successfully. Report progress to Parent Council.

Local Outreach Coordinator: Determine local outreach possibilities within Bedford's immediate community and liaise with chosen outreach partner. Work with Bedford's Student Council to develop and implement the outreach project.

Toronto Outreach Coordinator: Identify an outreach partner within the city and liaise with chosen outreach partner during the program. Work with school Administration to implement and schedule the outreach project.

Teacher Appreciation Lunch Coordinators (3 positions): Plan and execute the annual appreciation lunch which includes coordinating invitations, communications, organizing donations, catering and managing set-up/clean-up on the day.

Fundraising Committee - Raise funds to build great student experiences!

Community Night Coordinators (2 positions): Plan, manage, and execute the Bedford Park Community Night. Our Biggest and most fun fundraiser! Build a Community Night team and coordinate with the different sub-committees required to run the event including food, activities, tickets, volunteers, and logistics. Liaise with Parent Council, Administration and Class Parents.