



ST . EDITH STEIN SCHOOL PARENT COUNCIL MEETING MINUTES

DRAFT MINUTES OF MEETING – Dec. 4, 2018

Attendees Present: V. D’Silva, A. Sol-Cruz, N. Lobo, A. Docker, K. Roach, A. Labbe, A. Korsun, J. Carvajal, T. Stebbings, V. Colettas, S. D’Mello, C. Zipatria, M. Habashy, M. Heffernan, M. Araman

Nominated but Absent: J. Golab, D. Tarcisius-Mitra, J. Dimello, B. Pahuja, B. Stanger

	Agenda Item	Action Taken
1.	Welcome	Meeting called to order at 6:30pm by A. Sol-Cruz
2.	Opening Prayer	N. Lobo started our meeting with an Opening Prayer, Followed by the “Acknowledgement of First Nations Sacred Territory”
3.	Other/New Items	
4.	Approval of Agenda	Motion to approve by A. Sol-Cruz Motion seconded by S. D’Mello Motion carried
	Acceptance of Oct. 16, 2018 Minutes	Motion to approve by A. Docker Motion seconded by S. D’Mello Motion Carried
5.	Council Updates/On-going Business	<p>Bazaar 2018</p> <p>Points of reference for future:</p> <p>Registering vendors</p> <ul style="list-style-type: none"> - Max 65 vendors - Have 1 person manage the application process and include product details in the application - Charge food truck more? (equivalent of 2 tables) - Should we have hot food in the gym – food regulation on making and serving hot food - Premium cost for the back wall, etc. \$50, regular tables \$40 - Do not accept the painting vendor from this year due to incident - Monitor announcement, make less announcements about the food truck - Consider % of food truck sales to be given to the school - Consider printed brochures with vendor information and floor plan - Start going out to vendors around May. Pay full \$50 with application (no deposits) - Send out an invitation to previous contacts with bazaar details - Launch e-mail, social media etc. on April 2 - 2019 bazaar on weekend after Nov 11, - Nov 16, 2019 <p>Checking vendors</p> <ul style="list-style-type: none"> - Need float (or accept all registration fees up front) - Should have 2 people at the check in desk on Fri and Sat - Student were very helpful - Tables should not be reserved without a deposit - Vendors should park at the back of the school <p>Marketing</p> <ul style="list-style-type: none"> - Worked very well, exhausted all avenues - 10 A frame signs worked well, next year distribute it better and assign locations - Send flyer to the City earlier for proper approval at all locations - Include vendor highlights on social media

		<p>Entertainment</p> <p>Santa</p> <ul style="list-style-type: none"> - In-house Santa, this year worked out really well. Should we purchase a costume for future? - Confirm that Santa has a police clearance - Should be repeated next year <p>Magician</p> <ul style="list-style-type: none"> - Half of the proceeds were given to the school - Should repeat next year. Have posters up and cards better displayed - Assign designated space <p>Freckles</p> <ul style="list-style-type: none"> - Best entertainment - Should control the sound volume (microphone) - Should advertise as a family event <p>Face painting and Henna</p> <ul style="list-style-type: none"> - Was really good and turned out really well - Should offer only 6 standard pictures with less involved designs - \$2 per hand <p>Bake sale</p> <ul style="list-style-type: none"> - Ran out of many things... supplies, plates, napkins, milk, coffee, juice - Need more preparation - Consider including gluten free options - Label all the items - Include Teracotta cookies - Jazmin and Belinda have volunteered for 2019 - Start selling coffee from 7:30 am for the vendors - \$2,000 goal for 2019 <p>Raffles</p> <ul style="list-style-type: none"> - Was a success - 25 raffle prizes - Alex sold tickets from 8-3 with Marialle and did a wonderful job - In future we should number the jars - Include pictures of the raffles on social media on the day of the bazaar <p>Student Volunteers</p> <ul style="list-style-type: none"> - Enjoyed and felt appreciated - Council should provide a meal - 13 students + additional - In 2019 we should assign tasks, Allison will take this on - Have volunteers in the front of the school brining the crowd in <p>Add a thank you note to all at the Christmas concert and include a save the date message for 2019. Include images from this year</p> <p>Concert – Raffle is doing really well (20 seats) Bake sale – need 4 volunteers for set up and 4 volunteers for clean up Can use council funds to add bake sale items</p>
6.	Chairs Update	Pro-Grant: no news, pending ministry review
7.	Treasurers Update	Notes included in Meeting Agenda
8.	Parish Rep Update	1 st Communion on April 27 th Need volunteer families to bring gifts at the School family mass on Dec 20.
9.	OAPCE	No update

10.	Principal's report- Mr. Araman	<ul style="list-style-type: none"> - Family advent mass at 7pm on Dec 20th - Kindergarten Registration – 2019-2020 should be done online - Consider ideas on what the council funds should be spent on. Need to allocate - Provincial Council on Education information provided - Pizza/sub orders: 13 weeks + 2 items. Order 4 times a year (book or not, cannot select specific weeks) incl cheese only pizza option. Include all 9 weeks in 1 option online - 1st terms reports will be going out. PA day on Jan 21 - Consider having Agenda's only for Kindergarten to Grd 4 - Google classroom: concerns that all homework is online, not balanced well
11.	Teachers Update	
13.	Next Meeting	February 19, 2019 at 6:30
14.	Adjourn Meeting	Motion to adjourn – A. Docker Motion seconded – N. Lobo
15.	Closing Prayer	N. Lobo said the closing prayer and all prayed the Hail Mary