

Rolling Meadows Public School - School Council Meeting Minutes

Meeting Details

- Name of Meeting: Rolling Meadows School Council Meeting
- Date: November 4, 2024
- Time: 6:30pm - 8:15pm
- Format: Google Meet
- Agenda: [Link to the agenda](#)

Attendance

- **Rolling Meadows Staff**
 - Principal - Kristine Lukawecky
- **2024/2025 Council Members**
 - Co-Chair - Alexandra Newton
 - Co-Chair - Sarah Lawson
 - Co-Secretary - Krista Findlay
 - Co-Secretary - Lyndsay Sellars
 - Treasurer - Tyler Findlay
 - Member-at-Large - Terri Colagiovanni
- **Other Community Members Present**
 - Stefanie St. Pierre
 - Samantha Kaatz
 - Paul Dunslow

Timestamp	Topic	Details	Decision/Action Item
6:35	Introductory Message	• Land Acknowledgement	

6:38	Admin	Council Email Address • School council has an inbound only email address • This email address can be shared at school events or if a caregiver has a question • To respond, cc that email and respond using personal address Rolling Meadows Facebook Group Communications • The Facebook page isn't affiliated with the school and the faculty isn't on the page • Preference to keep school comm through school newsletter and website • Don't use as a platform for addressing concerns • We may capture people in the Facebook that wouldn't read the official Rolling Meadows Comms • We could post more in an unofficial capacity, sharing updates more as parents / as individuals vs in a formal council capacity (ex. not signed off as council chair) Financial Training • November 26 PIC School Representative Training • December 5 Dress Code Policy and Code of Conduct Feedback • School board is asking school councils to provide feedback • Complete Google Form for feedback ASAP • Co-chairs will be compiling feedback to share with school board by Nov 15 • Student leadership team also met and provided feedback	• Lyndsay to lead comms in the group in an informal manner • Complete Google Form for feedback ASAP
6:50	Fundraising 2023/2024 Recap	<u>Kernels</u> • Order Details: No Minimum Order Requirement • Administration ○ Posting on School Cash Online ○ Exporting and sending order summary to Kernels ○ Kernels Processing Time: 5–6 days ○ Pick-up bags from Kernels at Burlington Center	

		○ Sort individual bags by classroom ● Pricing and Profit ○ Cost per Bag: ○ Regular flavours: \$1.35 + tax ○ Caramel: \$1.45 + tax ○ Suggested Resale Price: \$2.50–\$3.00 per bag ○ Profit Margin: \$1.05 – \$1.65 per bag at the suggested resale price ● Pros ○ Been done in the past, people really liked it, some have asked ● Con ○ Admin side - takes more work ○ Smaller return given amount of work <u>Dance-a-thon</u> ● Event Timing ○ Schedule for February. ● Dance-a-thon Schedule ○ 9:00 am – 10:25 am: Grades 1-3 ○ 10:30 am – 11:05 am: Kindergarten ○ 11:10 am – 12:45 pm: Grades 4-6 ○ 1:40 pm – 3:00 pm: Grades 7-8 ● Form a Sub-Committee ○ Establish a dedicated team to manage event planning and execution. ● DJ Booking ○ Total cost \$1050 ○ Secure a DJ with a \$100 deposit ○ Funds raised covering the remaining balance. ○ DJ we use tweaks the playlist based on ages, nothing but positive experiences and great feedback ● Prize Purchase ○ Obtain \$300–\$400 worth of Council-approved prizes for the event. ● Fundraising Through Sales on SCO (School Cash Online) ○ Sell items such as snack bags, dance-a-thon accessories for \$1 (e.g., glow sticks, silly glasses), and prize tickets (\$5	
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		donation per ticket) ahead of the event.	
6:55	2024/2025 Ideas	- Fundraising plan needs to get submitted to the superintendent by Kristine which is being sent now. After this, anything additional needs to be submitted separately. <u>Dance-a-thon</u> - Use \$100 of council funds to secure DJ for event - Reach out if you want to be on sub-committee - Everyone will get a glow stick for inclusivity <u>Fundscrip Gift Card Fundraising</u> - See details here - Gift card fundraising - when you order gift card, there's a portion of the amount that goes to the school - Looks like it will need to be set up within school cash and then gift cards all ordered and distributed at once - To start Dec 2nd <u>Poinsettias Terra Greenhouse</u> - Parents had been asking about - See details here - Cost \$8, suggested retail b/w \$11/12 - All orders in by December 6th and then they drop off at the school - Could set up in auditorium for pick up 12-6PM and have school council member there with list to distribute - Would need to make a flyer with photos + pictures (ideally in-situ), can go up on school cash quickly - Probably want up for 2 weeks	- Voted to proceed with Dance-a-thon - Kristine to advise on any conflict dates in Feb - Council to pick date - Alexandra to book DJ - When Alexandra confirms date, she'll ask who wants to join sub-committee - Voted to proceed with gift card fundraiser - Kristine to check with HDSB to assure meets criteria - Krista to look into signing up and communicate directly with Kristine - Voted to proceed with Poinsettias Terra Greenhouse - Lyndsey to contact about deliver Dec 5 for distribution Dec 6 and order delivery deadline - Lyndsey to lead putting together flyer

		• Offer 6" - \$12, 8" - \$30, all colours, and planters \$75 • Live Nov 11-25, orders due Nov 25, submitted to Terra Nov 28th • Targeted delivery Dec 5th for distribution Dec 6th <u>Kernels</u> • See above details <u>Terra Cotta Cookies</u> • Register your school on their website • Get your unique webpage link that will capture your orders • Share it on your own website, social media, or email list. • All sale commissions purchased through your unique link will be allocated <u>Cobs</u> • Sign up with them and when someone buys if they reference Rolling Meadows the school gets a credit back • Also give school 50 vouchers for student recognition treat cards and bread for a year voucher valued at \$250 • Needs to be 1 location <u>Purdy's Chocolates</u> • Earn up to 25% fundraising profit • Items starting at \$6 • Online ordering system plus delivery <u>Messaging</u> • In memo include list of upcoming fundraising	• Kelly to post on School Cash • Hold on Kernels • Hold on Cookies • Voted to proceed with Cobs • Terri to sign us up • We'll start to message ASAP in RM memo but not at same time as poinsettias • Hold on Purdy's • Alexandra to email Kelly with heads up of details • *Note come back to other activities for Spring at a later date
8PM	BBQ	<u>Catering</u> • Pre-booked Troy's Diner Milton • Offer more food options, proper POS, good to work with, snow cones (just charges for product and council members run themselves) • Give amount back to school based on sales • Give free meals to teachers + council members working	• Council can look into additional options to discuss in next meeting

		• Note she doesn't do contract and not good over email • To review more next meeting	
8:05PM	Next Steps	Next Meeting • Dec 2nd, 6:30-8PM • Meeting focus will be on BBQ + Dance-a-thon, and overall updates will be kept to a minimum • In this meeting will vote on October + November meeting minutes	