

Bison Run School – Parent Advisory Council

First General Annual Meeting: Monday, September 18th, 2023 (7-8pm)

In attendance: Admin - Caterina Romeo-Mzakar (Principal), Kendra Gowler (Vice-Principal); Bison Run Parents: Christine Kun, Macara McGregor, Kristin Holdahl-Shawn, Ibikunle Adeakin, Adetutu Adeye, Chidi Ochiagha, Ifeoma Chidi-Ochiagha, Justin Castalanos, Heather Utko, Abdul Mujeeb Mohammad, Abdulfattah Bello, Olayinka Obidare, Lilia Rojas, Allie Blazek, Stephanie Wheatley, Melissa Travis, Teassa MacMartin; Guests: Karensa Manuchuk (Bonny Castle PAC representative), Ruthanne Dyck (Principal South Pointe School)

Informal meeting: previously held August 30, 2023 from 2:30-3:30pm hosted by Caterina and Kendra for general introductions and to gain feedback from parents on how to proceed forward with building the BR (Bison Run) PAC.

- It was decided that the first formal meeting would be held September 18th from 7-8pm.
- Caterina offered to reach out to other schools/PACs to invite support persons to attend and provide guidance/advice.
- Approval of minutes: N/A, no minutes produced

Meeting agenda:

I. Presentation by Karensa:

- a. Constitution must be developed by the BR PAC – the BC (Bonny Castle) constitution was provided as a reference
- b. Suggested executive positions (as based on the BC constitution):
 - i. Chair: makes the agenda
 - ii. Vice-chair: trained to replace the Chair at the end of the term, acts as assistant to the chair
 - iii. Past-chair: previous chair, provides advice and guidance to the council, “corporate memory”
 1. N/A: no past-chair will exist for BR PAC during this term
 - iv. Secretary/records: records minutes and distributes post-meeting, provides other information/updates to the council
 - v. Treasurer: manages funds
 1. Multiple signing authorities should be established
- c. Suggested informal positions:
 - i. Social media coordinator:
 - ii. Fundraising chair:
- d. Suggested term is three years
 - i. It is also suggested that parents with younger children are appointed to vice-chair to ensure they will be present for their chair term
- e. Main considerations:
 - i. PAC is meant to provide a connection between the school and the community and bring forward any concerns
 - ii. PAC is meant to provides experiences to the students

1. Obtaining funds allows PAC to provide additions “perks” for students, e.g. playground structure, field trips, “hot lunch” days
- f. Suggestions for next meeting goals:
 - i. Discuss other positions
 1. Who will lead fundraising? What type of things would we like to fundraiser for?
 - ii. Writing the constitution
 - iii. The possibility of a weekly admin report
 1. Keeps meeting concise
 2. Able to reserve time for discussion and parent concerns
 - iv. Non-appointed roles suggested by Abdul:
 1. Vice-secretary & vice-treasurer when people are available
 - a. ADDRESSED BELOW
 - v. Email contact specifically for PAC
 1. NOTE: There will be a mailbox in the office for PAC for admin communication
 - vi. Other positions recommended by Kristin
 1. Social media coordinator (established below)
 - a. ADDRESSED BELOW
 - b. Decide on platforms
 - c. Reminders on meetings
 - d. Momentum for fundraiser, i.e. the playground
 2. Parent communicator
 - a. ADDRESSED BELOW
 - b. Very moldable position
 - c. Could have representatives for each class = “parent liaison”

II. Volunteers/nominations for executive & informal positions:

- a. Executive council:
 - i. Vice: Kristin – second by Macara
 1. ACTION: Write and distribute agenda one week prior to next meeting
 - ii. Vice-chair: Macara – second by Kristine
 - iii. Past-chair: N/A
 - iv. Secretary: Teassa – second by Chidi
 1. ACTION: Distribute minutes to those present
 2. ACTION: Create an email account for BR PAC
 3. ACTION: Reach out to other parents who have previously shown support
 - v. Treasurer: Abdul – second by Allie
 1. ACTION: select a bank to open an account for BR PAC
- b. Informal positions:
 - i. Parent communicator: Christine – second by Macara
 - ii. Social media coordinator: Melissa – second by Stephanie
 1. ACTION: selection of social media platforms and opening accounts
 - iii. Vice-secretary: Adetulu – second Abdul
 - iv. Vice-treasurer: Abdul – second by Ibikunle

III. Suggestions and question period with Ruthanne

- a. Bairdmore was a resource for South Pointe
 - i. May still have a website that can be referenced
- b. Robert's Rules for meetings – decision on the level of formality going forward
- c. Grants – those with grant writing experience may be helpful here
- d. Melissa inquired on proportion of grassroots to grant fundraising
 - i. Is private funding an option?
 - 1. Cooperate partnership is a possibility – provided no strings attached!
 - 2. Acknowledgement on social media or elsewhere is reasonable
- e. Estimated cost of play structure: \$200,000 (minimum)
 - i. Suggestion: Playgrounds R Us
- f. Ibikunle inquired about regulations for playground
 - i. Caterina: Need to consider age groups
- g. Stephanie inquired about where the structure would be located
 - i. Ideal site lines need to be considered
 - ii. Caterina: the division will also provide guidelines
- h. Vice-chair and Chair meet a week prior to establish the agenda
- i. Provide an option to parents to give a donations rather than participate in fundraisers
- j. Abdul (Treasurer) inquired about a budget
 - i. Possibility of a loan from the school/division?
 - ii. Deadlines may be in place for certain grants
- k. Kristin inquired about what bank would be optimal
 - i. Abdul (Treasurer) would be opening the account – possibly with nearby TD

IV. Notes from admin (Caterina):

- a. Meetings on Anti-Racism already underway and will continue
- b. Strong Beginnings scheduled for this week
 - i. Better prepared educators, deeper knowledge of who is being taught, what specific needs do students have
- c. Check website for updates: Tri-conferences in October!
- d. Permission click now established for student fees
- e. Current population of students = 420, capacity for 1000

Next meeting: October 16th, 7pm

Meeting concluded: 8:09pm