



**Wakefield Elementary School
Parent Participation Organization (PPO)**

November 15, 2016

6:30pm

Present:

- Anik O’Dwyer-Brunetti - Coordinator
- Lana Noel – Vice Coordinator
- Michelle Labranche - Alternate Vice Coordinator
- Erin Harper – Secretary
- Maria Garasa - Parent
- Lisa Semenoff – Parent

Absent:

Not Applicable

Item	Discussion	Action
Proceedings		
Approval of minutes	Approval of minutes from last meeting (18 October).	<i>Approved</i>
Items		
Chili Cook Off (18 November)	<p>Planning arrangements discussed for Chili Cook Off.</p> <p>Plastic containers of leftovers will be offered for sale.</p> <p>Some food donations confirmed (Pipolinka, General Store). No response to date from Giant Tiger, IGA - Anik to purchase vegetables if they are not donated (using money from 100\$ approved funds).</p> <p>Grade 6 bake sale confirmed.</p>	<p>Coordinator <i>Completed Nov. 16/17</i></p> <p>Coordinator <i>Completed Nov. 18/17</i></p>
Presentation from Guatemalan Daycare Project	<p>Confirmed 50% of funds raised from Holiday Sale (December 15) will be donated to the Project.</p> <p>Discussed the possibility of donating 100% of funds raised from the Holiday Sale Event next year.</p> <p>The Guatemalan Daycare Project will have a table selling gifts at the Holiday Sale Event.</p>	To be discussed further.

	Discussed the idea of having the Project give a presentation to classes or during a school assembly. They are out of country January-April.	PPO to discuss with Principal.
Holiday Sale (15 December)	Donation of proceeds approved: <ul style="list-style-type: none"> - 50% to Guatemala Daycare Project - 50% to Wakefield Emergency Fund (can distribute to food pantry and Wakefield for Refugees as needed) Box of donated items from Jamboree to sell - confirmed. Will start promoting Holiday Sale after the Chili Cook Off	N/A
Debrief of last Governing Board meeting (Lisa Semenof)	Discussed Tell It From Me survey and the school's positive follow up plans. Mme. Sylvie Pouliotte was awarded the Western Quebec Award for Teaching Excellence - Anik to post on Facebook. Pizza sales have raised \$5000 (Sept-Dec 1016); consensus to keep as a fundraiser instead of lowering the price. Daycare rates will experience a small increase - Ministry will announce new pricing sometime before January 2017. Governing Board will develop "job descriptions" for various positions - the first will be the PPO Representative to the Governing Board. Apparel Sale discussed - supplier not yet chosen at time of meeting.	PPO will follow up with Principal to see if PPO can help with informing parents. <i>Completed 16 Nov/17</i> PPO members to comment.
Apparel Sale	Waiting for Governing Board to choose supplier so forms can be sent out to parents. Option to have personalized (name of student) embroidery on toques.	PPO awaiting confirmation from GB Chair for supplier. PPO to ask for quote from supplier. <i>Completed Nov. 25/17</i>
Debrief of meeting with Principal (Anik O'Dwyer-Brunetti)	Gym clothing - teachers encourage children to change for gym; PPO to notify parents via PPO FB Group and FB Wakefield School Page. Running club - will be open to accepting new members once current members reach goals; a boys running club could be organized, but would need teachers to run it. Julie presented Anik with information on the funds raised last year (2015/16) and purchases. PPO wishes to share this info with parents in the spirit of inclusiveness to inform parents of what is accomplished with their donations. Initiatives for active kids - the teachers are very aware of the needs	Coordinator Coordinator to email info to PPO members and post FB group and page.

	<p>of their students, and are providing them with tools / activities to help them.</p> <p>Still need to finalize date for Staff Appreciation Day.</p>	<p>Coordinator to share info on FB group and page.</p> <p>Coordinator to speak to Principal</p>
Other: Playground	<p>Discussed concerns that have been raised by parents to PPO members, personal experiences, safety and well being at recess times. PPO to continue to monitor the issue and share concerns. Parents raising issues with PPO will be encouraged to speak with Principal about their concerns.</p>	N/A