

Dunwich-Dutton Public School Council / Home & School Association



Meeting Agenda Date: September 22, 2025 Time: 6:00pm Location: Library



- 1) Welcome Everyone!!
 - a. In Attendance: Becky Brown, Helen Dinning, Michelle Apfelbeck, Brooke Small, Nicole Doey, Sonia Munro-Peebles, Karley McLeod, Brittany Andryc, Courtney Lacey, Katie Congdon, Emily McWilliam, Ashley Keip, Jenny Price, Brianne McLachlan, Melissa Judson, Darrell Larocque, Melanie McLeod, Samantha Clayton, Christa Varey, Erin Broadbent, Jess Silcox, Courtney Chinnery
- 2) Nominations for Chair, Secretary and Treasurer – Elected Council will be made public in Erin’s October news letter.
 - a. Chair: Melanie was nominated and re-elected
 - b. Secretary: Brooke was nominated and re-elected
 - c. Treasurer: Becky was nominated and re-elected
 - d. Voting Members: Jessica S., Sonia M., Helen D., Courtney L., Ashley K., Brianne M., Brittany A., Katie C., Michelle A., Karlye M., Jenamae V., Melissa J., Emily M., Samantha C., - we will ask the rest of the parent council messenger group just in case someone is missing.
- 3) Approval of minutes from *June 2, 2025* meeting – Reviewed previous meeting minutes, Michelle A. motioned to accept the minutes as presented and Helen D. seconded the motion. Carried.

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- 4) Approval of financial report – Ashley K. motioned to approve the financial reports as presented and Helen D. seconded the motion. Carried.
 - a. Funds thus far: \$10,066.18
 - b. Outstanding Funds: Sports Jerseys \$500, Badminton Goggles \$250, Author Visit \$500
 - c. Request for Library Furniture: Some library furniture is falling apart, and Mrs. Little has put forward a request for funds to help cover some of the costs. Motion made by Sonia M. and Ashley K. to put \$5000 towards this furniture to help cover the cost of the furniture and some of the taxes. Carried.
 - d. We also talked about deck boxes back in June. We are now only going to replace the broken one in the JK/SK yard. A request for sandbox toys for Primary yard sandboxes was also put forward – this is a very minor purchase and it was decided the amount will come out of the budget already approved for the secondary deck box that was not purchased.
- 5) Principal Report –
 - a. Student Achievement Plan: Measures and tracks student achievement, engagement and well-being. See link for more details. <https://www.tvdsb.ca/en/students/student-achievement-plan.aspx>

- b. Municipality invited the school to Sons of Scotland Park for Truth and Reconciliation Day. Only some of the grades will attend, but it was very nice for the invite and for the Municipality to adjust their schedule to accommodate the schools.
 - c. Update on Volleyball Net: No volleyball net yet, but the posts are now in, hopefully next week the net will be installed.
 - d. October 1st Meet the Teacher Night: from 5-6pm the school will be open for parents to meet their children's teachers. Optimist Club food truck available 5-7pm, Grade 8's are doing a basket raffle, and the book fair will be open from 5-7pm as well. DDPS Admin is also looking into pizza slices being available as the food truck may not be enough.
 - e. Wallacetown Fair: everyone is getting excited!
 - f. Lots of hiring this year: we are up in students and class numbers. We welcome some new teachers Laura Kok, Anthony Radford (LTO), Andrea McManaman (LTO), Lisa Koivu (LTO), Katharine Keller, Sarah Fletcher, Kristi Couse
- 6) Teacher Report –
- a. We have Nancy Lunn and Jenny Price as our Teacher Reps this year and Nancy will continue to help with Pizza orders.
 - b. Truth and Reconciliation Garden: Canadales donated some mums for this garden as well as some for the JK/SK yard.
 - c. Mrs Lunn's and Mrs. Barber's classes will be creating a Wild Flower Garden in the big yard in October
 - d. lots of sports happening for the students (soccer, cross country, basketball will be starting soon) Student council is up and running
 - e. Terry Fox run tomorrow
 - f. Book Fair starts this week – they are still in need of some volunteers
 - g. Author Visit on Thursday – thanks to Parent Council for sponsoring this event
 - h. Request for Primary Dictionaries – Our Grades 1-3 students (approx. 140 students) have specific dictionaries that they use, however the school is getting low on them. The cost to replenish our stock is \$385, and they have to be ordered through Graphic Services – Brittany A. made a motion to approve the purchase of these dictionaries and Courtney L. seconded the motion. Carried.

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- 7) Approval of financial report – A motion to accept the financial reports as presented was made by Emily M. and seconded by Brittany A. Carried.
- a. Current Funds: \$2765.71
 - i. At the end of last year we bought chalk, sand toys (JK/SK), basket balls, soccer balls, gaga balls, etc. The sand was topped up in the Summer, thank you Congdon Concrete for this!
 - ii. Each year we provide Teachers with a \$100 budget of school supplies that we cover. There are 28 teachers, 5 ECE's/EA's. Karlye M. made a motion to approve \$100 in either gift cards or cash for each of the teachers this year and Sonia seconded the motion. Carried. We will give the teachers a selection of stores for the gift card option (for example Dollarama, Walmart, Amazon, etc.). Gift Cards will be purchased through the gift card program fundraising program.
 - iii. Olivers Labels: \$46.86 available funds – info on this fundraiser will be posted in Erin's next news letter
 - iv. Factory Shoe: \$200.00 in available funds – info on this fundraiser will be posted in Erin's next news letter
 - b. Outstanding Funds: None
 - c. Fundraising Plans: Pizza Days, Hot Dog Days, Subway Days, Titos
 - i. Pizza Days: First one is October 1st and will be every Wednesday. The order for the first 6 weeks of Pizza Days is on School Cash Online now. We are still looking for

more volunteers, there is a time commitment of 10:10-10:50ish on Wednesdays, though we try to have enough volunteers that each volunteer only needs to commit to 1 or 2 Wednesdays a month. Melanie M. to send out a sign up letter for this fundraiser.

- ii. Hot Dog Days: will start November 4th and run the 1st Tuesday of each month – West Lorne Baptist Church is donating a bunch of left over frozen hot dog buns! The first order date will come through Lunchbox soon. Melanie M. to sign out a sign up letter for this fundraiser.
- iii. Subway Days: will be starting late October and will run every other Monday. Melanie M. to sign out a sign up letter for this fundraiser.
- iv. Bus Cancellation/School Closed Days:
 1. Sub Days: if bus cancellation then subs will still be made this day but if the student isn't present at the school then we will keep the sub in the fridge until the next day
 2. Pizza Days: if bus cancellation for the day, lunch will be postponed until the next school day, but if buses are delayed or cancelled for the morning then lunch will proceed as planned.
- v. Possible Other Meal Options – If you have another idea, look into it and bring it to the next meeting, and it would have to go through lunch box.
 1. Possible ideas are Titos, Let it Brie, Pizza Express, etc.
- vi. Equity/Funding and Food for Students: What programs are in place to make sure kids always have food options at DDPS.
 1. Caring Fund: TVDSB has a fund where we can support some families that need help with food for their children. Admin looks after this.
 2. Leftovers from Food Days: We always have extra pizza slices and hot dogs that get left in the office for other students that are in need.
 3. Nutrition Program – in need of volunteers to prep the food on Mondays. The aim is to always have some fruit, dairy, etc. available throughout the week. It will be about a 1 hour commitment and the volunteers can come any time during the school day on Mondays.

8) Update on Items:

- a. Social Media Review: We will need to repost a reminder link for both Facebook and Instagram to the Parent Council Group, as well as in Erin's October newsletter.
- b. Winter Feast December:
 - i. We will confirm how Winter Feast has been budgeted in the past to know how to proceed this year. The date will also be confirmed and publicized soon. We will reach out Tall Tales to confirm that they are good to make the meals again. Melanie M. to sign out a sign up letter for this fundraiser.
- c. McDonalds' Fundraiser: McDonald's still wants to do a one day/evening where teachers come in and – 10% of proceeds during that fundraising timeframe – Helen will look into it.
- d. Michelle's Soup Fundraiser: We are set to run this fundraiser in November 3-19th to get orders before Christmas. Melanie M. to sign out a sign up letter for this fundraiser.
- e. Karate: group class for 5 classes (4 in Dutton and 1 in St. Thomas at her karate school), whatever price we put to the parents will go back to Parent Council. These classes could be during a nutrition break or after school hours. No uniform necessary. Location would have to be looked into, not sure if DDPS would be available. More information to come.

9) New Business:

- a) School Drop Off Inquiry/Update: a lot of Ifs, but some options
 - i) Active & Safe Routes to School: Admins will start the process now with Public Health.
 - ii) Safety Specialist from TVDSB: did watch our dismissal and gave back some good constructive feedback.

- iii) Parent Volunteer Crosswalk or Municipal Hiring Help: We will reach out to the Municipality to inquire if we can help pay for crossing guards to help during school morning drop offs and afternoon pick-ups. We will also reach out to the public/school community to see if there are volunteers that might be able to help out with this.
 - iv) Parent Council to cover the cost of staffing/supervising for drop off and pick up: Erin is going to look into the possibility of Parent Council covering the cost of more school supervision (specifically in the transfer of children between the front and back school yards).
 - v) Permission Forms and Tags: Erin is going to look into possible permission forms where parents sign off on any possible liability issues for a lack of supervision of their children when the children travel between the two school yards at the beginning and end of the school day.
- b) Volunteers to provide child care during future Parent Council Meetings: We are looking for some adult or adolescent volunteers for this.

10) Next Meeting: November 3rd 6:00pm

11) Adjournment: Helen motioned to adjourn and seconded by Michelle. Carried.