

**Penbrooke Meadows School Council**

**Minutes for Thursday, January 22, 2025**

**5:00 pm online**

1. Welcome and introductions  
In attendance: Felicia, Krystal, Zohra, Molly, Balaji, Sue, Kim, Verity
2. Minutes from previous meetings are posted on the school website (Get Involved section)
3. Overview of the role of school council
4. Election for Executive Positions- Are there any people willing to take on formal roles? Roles can be shared.
  - a. Chairperson- hosts/runs the meetings, completes yearly paperwork for the board of trustees, sets the agenda in cooperation with the school principal.
  - b. Vice Chairperson- assists the chairperson as needed, takes on hosting/running the meeting in the event the chairperson is unable to attend a meeting.
  - c. Secretary- takes minutes at the meeting, assists the chairperson with preparing the agenda for the meeting.
  - d. Key Communicator- attends school council connection meetings with other representatives of school councils and communicates the information at the following council meeting.

Krystal Kight volunteered to serve as Chairperson and was elected by acclamation.

Felicia Fix volunteered to serve as Secretary and was elected by acclamation.

5. Principal's report- Enrollment is currently 214. Students have been enjoying the unusually warm January weather but a reminder to send your students dressed for outside recess even on the colder days.  
Report cards are coming up at the end of February, and parents must access them online through your MyCBE account. Parent-Student-Teacher conferences are coming up as well and will be the evening of February 26 and the morning of February 27.  
We have some field trips coming up this spring, and we would welcome more parents, grandparents, aunts or uncles to get their police clearance and consider volunteering with us. Once you receive your clearance, you are able to volunteer for up to 5 years without renewing. It doesn't mean you must volunteer, but you are able to choose to. If you have questions or would like to start the process, please contact Mrs. Tudda in the office for the paperwork.
6. Healthy Hunger Lunch: Discussion was held about holding Healthy Hunger lunches and snacks. With some new food safety rules in place, there may need to be some changes to avoid disappointment at the last minute. Sue and Kim will look into options before the first hot lunch. Parents supported having the fund lunches and snacks again and Interest in having fun lunches this year. They will be booked and available soon.
7. Next meetings: Start time to go back to 5:30pm.  
Dates chosen: February 19, March 19, April 23, May 21, June 18