



SPENCER AVENUE SCHOOL COUNCIL

Meeting Minutes

Date: Monday, September 11th, 2017
Time: 6:30 PM
Location: Spencer Ave. Library

Parent Attendees

Cari Mistry	Lorrie Wren	Melissa Irvine	Bonnie Gerritts
Tricia Barrett	Michelle Francis	Narius Mistry	Jackie Irwin
Charlotte Rivoire	Veronica Smith	Loni Wells	Laurie Taylor
Gillian Prieur	Lisa Laidlaw		

Staff Attendees

Dianna Secord

1. Greetings & Welcome

Cari brought meeting to order at 6:35pm

2. The Role of School Council

3. Approval of June 2016 Minutes

Bonnie motioned and Lorrie seconded. Motion carried.

Discussion on distribution of minutes. Previously, draft minutes have only been distributed to those in attendance of the meeting. Going forward, draft minutes to be sent to council distribution, regardless of meeting attendance. Goal is to have draft minutes issued within a week of the meeting. Once the minutes are approved at the following month's meeting, the council secretary will supply to the school secretary for posting to school website.

ACTION ITEM: Gillian to create distribution list for 2017/18 council based on emails provided at the meeting as well as reaching out to all on the existing/past email distribution list and asking who wishes to continue on the distribution list.

4. Annual Report for 2016/2017

Cari presented the council year-end report for 2016/17 highlighting all council activities from the past year. Overall feedback was positive.

ACTION ITEM: Cari to update the 'Other Initiatives' paragraph with a breakdown of funds raised for each initiative.

ACTION ITEM: Cari to request distribution of the year-end report to the school community once finalized and approved.



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5. Treasurer's Report

Lorrie Wren (Treasurer 2016/17) presented the report (Attachment A).

Discussion around Playground fund and wish list allocation. In 2016/17, the plan was 40% playground, 50% to wish list and 10% to operational expenses. Based on the available balance of \$12,567.19, it was agreed that 2017/18 council would adhere to recommendations from 2016/17 council as follows:

- \$1500.00 to Maker Space (part of wish list)
- \$10,139.42 to the playground fund (making the multi-year allotment a total of \$17,250.00).

Discussion around the purchase of a safe for school council to allow for council to more easily & safely secure funds after evening events. Consensus was reached that a safe should be purchased with a maximum budget of \$300.

Still to be determined: where will the safe go, can it be bolted to the wall or floor.

ACTION ITEM: Dianna to review board policy on safes and advise of any constraints/requirements that will need to be considered in purchasing the safe.

ACTION ITEM: By-laws to be updated to include policy concerning the safe, i.e. how/when it will be used and who will have the combination, how often the combination needs to be changed, etc....

6. Council Elections

Dianna provided a brief overview of the executive council roles and administered the election. Self-nomination process occurred. All positions were acclaimed.

- Chair – Cari Mistry
- Co-Chair – Bonnie Gerritts
- Treasurer – Narius Mistry
- Secretary – Gillian Prieur

Cari noted that this will be her 3rd year as Chair, and that she will step down from the Chair role for the 2018/19 school year.

For future reference, Lorrie noted that should an executive role not be filled at the first meeting of the school year, it is acceptable to defer that nomination/election to the second meeting of the year.

ACTION ITEM: Update Council by-laws to place a recommended 3 year maximum to any executive role.



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7. Principal's Report

MTT will occur on September 21st from 5:30 – 7:00. Council will be providing treats and coffee/tea. Cari confirmed that this will not be a fundraising event (like the BBQ was in previous years) and that PIC funds can be used to cover the costs of supplies for the evening.

Announcement of on a new UGDSB app that will keep parents/guardians informed of what's going on in the school that is currently being launched. Message will be sent to parents/guardians via email on how/where to access the app.

8. Establishing a Yearly Goal

Brought forward from June 2017 was that the playground should be made a fundraising priority and that wish list items would be removed from the yearly allocation of funds.

Jackie motioned that a yearly goal should be set for fundraising allocation of 80% playground/20% other contributions (including operational expenses). If a balance remains from the 20% at year end, those funds to also be moved to playground. Consensus reached, motion carried.

2016/17 Council had already agreed that the support of Family Transition programming, Staff Appreciation, Kindergarten Grad, and Grade 8 Grad would continue for the 2017/18 school year. 2017/18 council agreed (via consensus) that the support of these programs should continue.

9. Discussion of Current Projects

Discussion on what annual events will still occur this year given the focus on playground. Overall view of council was that our annual community building events will remain as this is a key role of a parent council, provided that we have the volunteer support to continue to run these events. Some other smaller fundraising activities (non-event) that happened throughout the year last year (i.e. Team Canada hats) will no longer occur.

A pro-grant application was submitted in May 2017 (approval pending) to run an event in conjunction with Family Fun Night. Discussion having the auction span over multiple days. This could gather excitement for the auction, and potentially increase bids. Online auction option was also briefly discussed. These details to be finalized by the event organization sub-committee.

a. Sub-committee sign ups

Sub Committee sign-up sheets were made available and all interested were encouraged to sign up at the end of the meeting.

b. Lunch orders



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Pasta Day update: Pricing from Quest for Cakes has changed as they will now be delivering individual servings to the school. This increase of cost will be offset by the savings in volunteer hours that will no longer be required to pick up, serve and sort by class.

Sub Day has been removed from the schedule, and an extra pizza day has been added.

Term 1 lunch option will also include Booster Juice, Pita Pit (slight increase in price) and Terra Cotta Cookies (with pizza day).

Cash online will open shortly with deadline for orders being Sept 22.

First lunch day will occur on Sept 28 (Pizza/Cookie day).

c. Fundscrip

Cari reported that the first Fundscrip order in June 2017 generated a profit of \$451. These funds are still with Fundscrip and will be received by the school during the course of the 2017-2018 school year. Council was provided Information on the 3 methods for administering Fundscrip orders:

Method 1 – paper orders, council manually enters, payments received via cash online. Gift cards delivered to the school and sent home with the students.

Method 2 – parents place orders online by a set deadline, payment taken at time of order (directly to FundScip) and gift cards delivered to the school and sent home with students.

Method 3 – online order, always open, payment directly to FundScip, delivery to home.

** In methods 2 and 3, Parent payments made to FundScip via credit card result in a 3% reduction in the school's proceeds. Since some cards (gas and groceries) only have 3% fundraising, credit card payments are discouraged.

Method 2 is the preferred and the goal by end of year, but we need to start with method 1 as this is what people are used to.

ACTION ITEM: Cari to have an order out to students/parents/guardians by the end of September

d. Playground

Some discussion occurred around the type of playground to be built, but there are still unknowns around where it can be built before discussion on what we will build can occur.

ACTION ITEM: Dianna to register our intent to build playground with the Board as first step in the playground build process.

e. Requests for Approval of Funds

- \$100 for purchase of cups for coffee. Motioned by Cari, approved by consensus.
- \$50 for purchase of personal ink cartridge for council items. Motioned by Cari, approved by consensus.



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- \$20 for miscellaneous office supplies for council use. Motioned by Cari, approved by consensus.
- \$300 for safe – Approved in section 5 (above).
- \$50 for coffee/snack for October Dufferin Joint Council Meeting; Motioned by Bonnie, approved by consensus.
- \$200 (to be funded from PIC funds) for Meet the Teacher coffee and treats. Approved by consensus
- Monthly meeting; coffee and treats – deferred to next meeting.

Next Meeting

TBD

Adjourn

Cari adjourned meeting at 8:10pm



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Attachment A

Spencer Avenue Elementary Council

End of Year Budget Report -FINAL

Monday, September 11, 2017

INCOME	2015/2016	2016/2017	2016/2017	Notes
	Actual	Projected	Actual	
Net Fundraising	\$17,437.86		\$22,598.12	(not incl PIC & PRO)
BBQ/MTT	\$ -		350.98	
Farm Fresh	\$188.00		-	
Pumpkin Sale	\$718.20		\$294.00	
Boston Pizza Night	\$ -		-	
Christmas Fair	\$1,817.47		\$1,649.25	
Council Lunch Days	\$6,630.23		\$11,958.25	
Lunchbox Orders	\$513.50		\$24.00	
Smoothie Days	\$198.00		\$774.00	
Movie Night	\$121.20		\$361.20	
Freezie/Ice Cream Days	\$ -		-	
Kernels Popcorn	\$492.42		\$83.29	
Family Fun Night	\$5,438.37		\$4,844.54	
Spirit Wear	\$87.06		\$102.81	
Boston Pizza Table Sales %	\$281.74		-	
Anti-bullying t-shirts			\$294.48	
Hats and toques			\$296.00	
Trank and field BBQ			\$1,426.13	
Fundsceipt			\$0.00	
Mabels Labels			69.19	
Grants/Rebates/Donations				* Profits to arrive in 2017/2018
PIC Grant	\$377.70		\$278.60	
PRO Grant	\$1,000.00		\$977.72	
Donations				
HST Rebate	\$881.67			



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CASH FLOAT	70		70
TOTAL FUNDS IN	\$18,815.56		\$23,854.44

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EXPENSES

Recurring Costs/Operational	2015/2016		2016/2017
Insurance	\$189.00		\$151.20
Staff Appreciation	\$509.85		\$477.21
Kindergarten Grad	\$103.64		\$100.00
Grade 8 Grad	\$500.00		\$500.00
Locking Cash Box	\$33.85		-
Community Use Fees	\$79.10		-
Kindergarten Welcome Pkg	\$46.36		-
TOTAL RECURRING COSTS	\$1,461.80		\$1,228.41
PIC Usage			
Welcome Coffee & Tea	\$144.31		
meeting supplies, coffee, cookies, etc	\$80.26		
parent resource library	\$153.13		
magnets			
shelving			\$278.60
TOTAL PIC COSTS	\$377.70		\$278.60
School Contributions- WISH LIST			
FTP Program	\$1,000.00		\$1,000.00
MakerSpace	\$1,500.00		
Chrome Books	\$4,378.80		
Tech Totes	\$500.00		
Gym Equipment	\$500.00		
Playground Toys			\$91.84
Bench/Plants/Coffee Maker			\$635.00
Snack Program			
Road to reading			\$9.61
Kindy-butterfly kits,toys,books			\$700.00
			\$7,200.00



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Prim-books,lego,dash robot		\$1,750.00	Wish list from feb meeting
Jr-4 chroms books,scientists in school		\$1,750.00	
Int-cmptr parts,2 chrome books, music		\$1,450.00	
MakerSpace		\$1,250.00	
French books		\$300.00	
School info magnets		\$110.72	
First Day Coffee		\$22.48	
WISH LIST CONTRIBUTION TOTAL	\$7,878.80	\$9,069.65	
PRO Grant Usage			
Ann Douglas Fees 15/16	\$890.00		
Coffee & Tea 15/16	\$11.96		
Presentation Supplies 15/16	\$37.55		
Resource Book 2016/17 PRO Grant	\$47.17		
Jump 2 Math 16/17		846.37	
Pasta dinner and supplies 16/17		202.13	
Promtional 16/17		31.35	
transfer tax rebate out 16/17		-102.13	
TOTAL PRO GRANT USAGE	\$986.68	\$977.72	
TOTAL FUNDS OUT	\$10,704.98	\$11,554.38	b

BREAKDOWN OF NET FUNDS ALLOCATION		Percent Total \$	Actual Spent \$
Playground Fund			
40% of \$22,598.12		\$9,039.25	\$10,139.42
Wish List Contribution			
50% of \$22,598.12		\$11,299.06	\$10,569.65
Recurring/Operational Costs			
10% of \$22598.12		\$2,259.81	\$1,288.41

Opening Bank Balance for September 2017

\$19,677.77



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Playground Allocation

2015/2016 \$7,110.58

Available Balance **\$12,567.19**

Passed allocations:

Safe \$300.00

Makerspace \$1,500.00

Playground \$10,139.42

\$11,939.42 \$627.77

Ending Balance **\$627.77**