



SPENCER AVENUE SCHOOL COUNCIL

Meeting Minutes

Date: Tuesday, October 10th, 2017
Time: 6:30 PM
Location: Spencer Ave. Library

Parent Attendees

Bonnie Gerrits	Gillian Prieur	Jackie Irwin	Jannah Bender
Jennifer Hunt	Kristine May	Laurie Taylor	Michelle Francis
Tricia Barrett			

Staff Attendees

Dianna Secord

1. Greetings & Welcome

Bonnie called meeting to order at 6:35pm

2. Approval of September 2017 Minutes

September meeting minutes were distributed via email prior to the meeting. No further corrections/edits noted.

Motion to approve September Council Meeting Minutes by Jackie Irwin and seconded by Laurie Taylor

Motion carried.

ACTION ITEM: Gillian to send final approved minutes to Lisa for posting on school website.

3. Principal's Report

Playground

Dianna provided update that schools have been invited to attend presentation by Evergreen at the Board office in Guelph on November 6th at 6:00pm. The purpose of the meeting is to discuss greening initiatives, including playgrounds. The workshop will talk about process and procedures and Evergreen will be there to walk through various scenarios for any type of greening project.

Dianna has initiated a Playground Committee consisting of herself and two teachers (Mrs. Wilson and Mrs. Wouters). She would also like to include a few interested parents as well. Requirement to be available for several meetings at the Board office in Guelph.

Next steps: Board meeting on Nov 6th, presentation by Evergreen, Site Visit, Survey.

ACTION ITEM: Jackie (Chair of Playground Sub-Committee) will reach out to parents who signed up as volunteers for the committee to see if any are interested in joining Dianna's Playground Committee.



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Meet the Teacher Night

Meet the Teacher Night was a huge success with great turnout and a nice time was had by all. Many thanks to Council for providing the treats and coffee and providing an inviting gathering area for families.

EQAO

EQAO results have been published and our results are quite good in comparison to the province.

Grade 3 at level 3 or 4: 71% in reading, 80% in writing and 73% in math

Grade 6 at level 3 or 4: 86% in reading, 90% in writing and 57% in math

4. Treasurer's Report

Distributed September Financial report (Attachment A).

- Opening balance \$19,677, which includes playground allocation
- Forecasted September closing balance \$6,212
- PIC funds of \$500, \$200 spent to date on MTT

Bonnie noted that \$250 budget was approved for Movie Night via e-vote prior to the meeting.

5. Chair's Report

Bonnie provided the following updates:

- Insurance has been paid for the year (\$151.20)
- Future council meeting dates have been confirmed and added to the School calendar for the 2nd Tuesday of each month.
- All past meeting minutes have been updated and filed in the Council binder in the office as well as posted on the school website.
- Annual report was updated with "other initiatives" financial information, as requested at last meeting. The report has been issued to the Board and to the school community (via website posting).

6. By Law Amendments

Current by-laws and a summary of proposed by-law changes were provided to Council via email prior to the meeting (Attachment B).

Proposed changes are addressing the following areas:

- Requirements for amending by-laws
- Terms of council executive positions
- Access to school council safe and related handling of funds



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All proposed changes were presented and discussed and there were no changes or edits noted.

Motion to accept proposed by-law amendments, as documented in Attachment B “Proposed By-Law Amendments, October 2017” by Jackie Irwin and seconded by Jen Hunt.

Consensus reached.

Motion carried.

ACTION ITEM: Cari to update by-laws with approved amendments.

7. Updates on Projects

MTT Treats

- Received positive feedback from those in attendance
- Total spend was \$200
- The quantity of the treats provided was accurate & can be used as benchmark in future, if repeated
- Having the gathering inside (as opposed to an outdoor event in previous years) made for stress free planning as weather was not a factor.

Movie Night

- Confirmed for Oct 26th
- \$250 budget was approved by e-vote prior to meeting

Christmas Fair

- Need to select date for Christmas Fair to begin planning. Proposed dates from Cari (Christmas Fair Sub-Committee Chair) are Nov 25, Dec 2 or Dec 16. Discussion around dates: Dec 16 is too late/too close to Christmas. Preference from the group was for Dec 2nd. Consensus was reached and December 2nd confirmed as date for this year’s Christmas Fair.

ACTION ITEM: Dianna to add December 2nd Christmas Fair to school calendar.

ACTION ITEM: Dianna to submit permit for use of gym 8:00am – 3:00pm and the Friday night prior for setup

ACTION ITEM: Dianna to place order with the board for 40 tables

Pro Grant

Bonnie provided update that our 2017/18 Pro-Grant submission has been approved by the Board. This Grant provides Council with \$1000 for this year’s initiative with focus on math/maker space.

Recommendation is to tie this into our Spring Event and proposed that a combined sub-committee for the Pro-Grant execution and Spring Event be formed. This committee to be formed at a future TBD date.



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8. September Action Items:

All open action items from previous meetings were reviewed and status updated as follows:

- Renew & update email distribution list (Gillian) - *closed*
- Include numbers for 'other initiatives' in 2016-2017 report (Cari) - *closed*
- Distribute year-end report to UGDSB and parent community (Cari) - *closed*
- Transfer Maker's Space & playground monies (Narius) - *closed*
- Inquire into board policies for safes (Dianna) - *closed*
- Amend Council By-laws to reflect safe policies, three-year term (ALL) –*Proposed amendments approved, new action created to complete the updating of the documentation*
- Open Fundscrip order by end of September (Cari) - *closed*
- Register intent to build playground with UGDSB (Dianna) - *closed*

9. New Business Arising / Future Topics:

Playground Fundraising & Communication

Discussion around how council can communicate our focus of fundraising for playground by using the newsletter to communicate how much money has been raised to date. Dianna also suggested a council corner on the website.

Dianna indicated that The Learning Foundation can be used for direct asks for donations that can be done online with a tax receipt provided. Council liked this idea and discussed that the timing could be around the Christmas Fair.

ACTION ITEM Dianna to see if there is a blurb available that can be used for communicating the Learning Foundation to the school community.

Discussion around having a plaque for donations to identify significant donors. Further discussion is needed on how this would be executed.

Grade 8 representative for School Council

Diana updated that there may be possible candidates for a grade 8 rep for School Council and will confirm when finalized.

Student Lunch Volunteers

The student lunch volunteers are working out very well. Every food day has a class that has volunteered to Help with lunch distribution. Going forward, there will likely be the need for only one parent volunteer to be on site to coordinate the students, but for now will continue with two to ensure no issues.

ACTION ITEM Bonnie to send list to Dianna of student volunteers who have signed up by food day.

Proposed agenda items for November meeting

- Form Spring Fair committee and select a date.



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- Continue discussion around how to advertise & communicate playground fundraising progress including how to leverage The Learning Foundation for donations.
- Debrief on Movie Night & set date for next one
- Debrief on Fundscip orders (October)
- Todd Taylor – Spencer Ave Speed limit

Next Meeting

November 14, 2017 at 6:30pm

Adjourn

Bonnie adjourned meeting at 7:45 pm

Minutes recorded by GP.



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Attachment A

SPENCER AVENUE SCHOOL COUNCIL SEPTEMBER FINANCIAL STATEMENT

Opening Balance Sep 2017 \$19,677.77

Account	Notes	Credits	Debits
Playground			
Playground 2017			\$10,139.42
Playground 2016 Allocation			\$7,110.58
Total Playground			(\$17,250.00)
Income			
Dividends, Reimbursements & Tax Rebates		\$791.71	
FundScrip		\$771.00	
Lunch Orders		\$14,350.25	
Total Income			\$15,912.96
Expenses			
Actualized			
Council Insurance			\$151.20
Maker Space 2016 Allocation			\$1,500.00
Lunch - Johnny's Pizza			\$3,360.00
Lunch - Terra Cotta Cookies			\$165.83
Allocated or Forecasted			
Lunch - Terra Cotta Cookies	Forecasted Invoices	\$331.66	
Lunch - Quest for Cakes	Forecasted Invoices	\$2,000.00	
Lunch - Booster Juice	Forecasted Invoices	\$1,600.00	
Lunch - Pita Pit	Forecasted Invoices	\$2,500.00	
Cups for Coffee - 1 time year spend	Allocated Sept. meeting	\$100.00	
Miscellaneous council spend	Allocated Sept. meeting	\$20.00	
Ink Cartridge	Allocated Sept. meeting	\$50.00	
Safe for Council Money	Allocated Sept. meeting	\$300.00	
Coffee/Snacks for Joint Council Meeting Oct.	Allocated Sept. meeting	\$50.00	
Total Forecasted Expenses			\$(12,128.69)

Forecasted Closing Sept 2017 \$6,212.04

Account	Notes	Credits	Debits
PIC MONEY		\$500.00	
Forecasted Expenses			
Meet the teacher			\$200.00
Outstanding Balance PIC			\$300.00



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Attachment B

Proposed By-Law Amendments, October 2017

Proposed Areas of changes:

- A. Requirements for amending by-laws**
- B. Terms of council executive positions**
- C. Access to school council safe and related handling of funds (e.g. who has access to the code, how frequently the code is changed, who may change the code etc)**

A. Amending of bylaws, page 4

- a. Amend the first clause to say that *“These by-laws will be made available to...”* to allow for multiple methods of sharing.
- b. Consider omitting entirely the fourth clause requiring proposed amendments being submitted 14 days prior to the first meeting of the year.

B. “Executive Positions”, page 7

- a. Add a fourth clause *“Executive members shall hold the same position for no more than three consecutive school years at a time. Every effort shall be made to recruit new members at the end of that three year term. However, an exception can be made if there are no other nominees in a given year. Should no nominee be found at the first school council meeting of the year, it is acceptable to allow a position to remain open until the second council meeting of the year, during which time the existing executive members along with the principal shall make efforts to recruit suitable replacements.”*

C. “Handling of Funds”, page 11 (Suggested replacement)

Handling of Funds

1. When School Council monies are being counted a minimum of two persons should be present, ideally one of them being an executive member. If an executive member is not available a designate may be appointed.
2. All monies collected by School Council are to remain on school premises and be locked securely in the School Council’s safe.
3. School Council shall own and operate their own physical safe, kept in a secure location within the school as deemed fit by the principal and any relevant school board authorities or guidelines.



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- i. All executive school council members and the school principal shall have the security code to access this safe.
 - ii. The code to the safe will be changed after any change to the executive membership.
 - iii. The code to the safe may only be changed in the presence of the school principal and promptly thereafter shared with any executive members not present at the time of its changing.
 - iv. When accessing the safe, one executive member as well as any one other council member or the principal must be present.
4. All monies collected by the School Council for a given event or initiative must be handled separately from monies for other events or initiatives. Lump-sum deposits pertaining to more than one item are not to be made as this can lead to inaccurate accounting and reporting.
 5. Council members who are responsible for an event that involves money are obligated to keep accurate paper records of all expenses and involves using forms provided to them by School Council. (This point #5 is suggested to go on page 10, under "Reimbursement of Funds")

Bank Deposits

1. Preparing and completing bank deposits are the responsibility of the School Council treasurer. In extenuating circumstances where the treasurer is unable to be present, a designate may be appointed.
2. When preparing funds for deposit to the bank (cash and/or cheques) the treasurer will have a second signatory present both to verify funds and to sign deposit slips and statements. This second signatory may be any other member of school council or a school administrative staff.
3. The treasurer will complete the bank deposit and return bank books and statements to the school secretary afterwards.