



SPENCER AVENUE SCHOOL COUNCIL

Meeting Minutes

Date: Tuesday, December 12th, 2017
Time: 6:30 PM
Location: Spencer Ave. Library

Parent Attendees

Cari Mistry
Lorrie Wren

Bonnie Gerrits
Charlotte Rivoire

Gillian Prieur
Tricia Barrett

Kristine May
Narius Mistry

Staff Attendees

Dianna Secord

Jaime Wouters

1. Greetings & Welcome

Cari brought meeting to order at 6:35.

2. Approval of November 2017 Minutes (Gillian, 5 minutes)

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

Motion to approve November Council Meeting Minutes by Bonnie Gerrits and seconded by Charlotte Rivoire.

Motion carried.

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

3. Principal's Report (Dianna, 15 minutes)

Thanks and appreciation extended to Council for the Christmas Fair. It was a successful event that was very well received by the community.

Teacher turkey lunch – Dianna will be serving lunch on Dec 18th and is in need of 2 additional volunteers to help cover lunch duty in the classrooms so that all staff are able to participate in the luncheon. Volunteers are needed from 1:05 – 1:50.

The boys 7/8 volleyball team competed in and won the Dufferin title.

4. Teachers Report (Jaime, 5 minutes)

Jaime highlighted the success of Ms. Gray's class and the Litterati program and is encouraging the school community to follow their progress on Twitter @Graylitterati. Up next, they will be working with community businesses (Tim Horton's and Dairy Queen) to collaborate with the kids on this initiative.



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5. Treasurer's Report (Narius, 5 minutes)

- Review of Monthly account statement (Attachment A)
 - Fundscrip was our only income for the month. December's financial will have Fair and lunch orders.
ACTION ITEM: Dianna to have Lisa sent a reminder email for lunch orders closing on Friday.
- New safe
 - Safe has been purchased and has a drop slot in it and has both a code and key entry. Total cost \$279.71, against budget of \$300.

6. Chair's Report (Cari, 5 minutes)

Fundscrip update

- Although we were hopeful for increase orders prior to Christmas, the actual orders received were only ½ of the previous orders. Potential reasons for this decrease: parents may have thought that the previous order was the last one prior to Christmas. Possible that the frequency may be too short at monthly. Participation is 28 families in October and 24 for December order. The majority of families are repeat participators.
- Discussion around having an incentive of some kind to encourage more families to participate in FundScrip. Consensus reached to budget \$25 to be put towards a prize (gift card). General consensus from the group was to allow for participation in the draw/prize regardless of the monetary value of the order they place to ensure inclusion.
- Pizza Pizza gift card has a 10% payback. Discussion around should we be considering using them for our lunch program? Need to verify that this could be processed through Pizza Pizza.
ACTION ITEM: Bonnie to pass along request to lunch committee to investigate feasibility of using Pizza Pizza for lunch program with payment being made via gift cards.

7. Board Update: Policy 317 Fees for Learning Materials and Activities Draft document review. (Bonnie, 10 minutes)

- Updated policy on Board website open for public comment. You can access via the school website and provide feedback online.
- This policy discusses fees that can be charged to parents for school activities.
- Bonnie shared that she had reviewed the policy and highlighted the changes for anybody interested in seeing the specific details. She noted that there are a few modifications that have been made.



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8. Updates on Projects (20 minutes)

Christmas Fair Wrap Up

- Allocation of left over prizes (candy canes) was donated to student council.
- 413 attendance were counted through the door.
- What worked well:
 - Great feedback from vendors, good balance of type of vendors. Shoppers enjoyed the vendors.
 - Bake Sale, (~25 volunteers).
 - Santa in the front hall location was good.
 - Very helpful student helpers.
 - The free crafts worked well, the kids enjoyed.
- What could be improved:
 - Starting the planning earlier – requires a committee for future Christmas Fairs. Need to set a date that does not compete with PMPS. Cari reached out to their chair who said they always do 1st weekend of December. Proposing the last weekend of November, it's after Santa Claus parade and before the rush of the season in December. Consensus agreement to proceed with planning for Saturday, November 24th, 2018.

ACTION ITEM: Book Santa (Cari)

ACTION ITEM: Order 20 tables (Dianna)

- Timing Santa's arrival (arranged for 12:00 – 2:00), but the fair ended at 1:00.
- Limiting game time to the first 2 hours only.
- Consider increasing the table fee for vendors (we charged \$25 + min \$10 raffle prize).
- Professional Santa should be hired. **Charlotte motioned to approve \$200 budget for Santa in the event of a Christmas Fair proceeding in 2018/19. Bonnie seconded the motion. Motion carried.**
- Income was level with last year even with the grand prize draw. Slightly over budget because of the Santa.
- Discussed ideas for potential profit making offerings: poinsettia sales (pre-order + some on hand) for pick up at the fair. Charlotte has contact information for a potential poinsettia vendor that she will provide to Council.

Movie Night Thursday Jan 25

- Confirmed – Laurie Russell normally organizes the movie nights, but this is not yet confirmed for this upcoming event. Bonnie to confirm with her and if Laurie can't organize it, then Bonnie has volunteered to do it.

ACTION ITEM: Dianna to add Movie Night to the calendar.



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Lunch Orders

- Lunch orders open again and will close Dec 18th.
- Need a volunteer on site to prep the pizza lists/count. Narius volunteered and will complete next week.
- Require a new lunch helper coordinator – Michelle Francis has stepped down. Suggestion to use online volunteer website signup.

ACTION ITEM: Cari/Gillian to send out communication for council

Spring Event

- A chair is still needed for this event
- Dianna suggested to have an info/planning night for Spring Fair, invite potential volunteers. Date was set for Thursday, January 11th 6:30 – 7:30 (childcare to be provided)

9. November Action Items: (10 minutes)

- Inflatables for Spring Event (Dianna) – remains open
- Send out email to Spring Fair committee to get a lead (Gillian) - closed
- Ask Jackie for the playground committee list and forward to Dianna (Cari) - closed
- Safe food handling review with lunch volunteers (Cari) – remains open
- Update by-laws with approved amendments (Cari) – remains open – remains open

Proposed agenda items for November meeting

None noted.

Next Meeting

Tuesday, January 9th @ 6:30

Adjourn

Cari adjourned meeting at 7:57pm

Minutes recorded by GP.



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Attachment A

SPENCER AVENUE SCHOOL COUNCIL NOVEMBER FINANCIAL STATEMENT

Opening Balance Nov 1, 2017 \$29,232.90

<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
Playground			
Playground 2017		\$10,139.42	
Playground 2016 Allocation		\$7,110.58	
Total Playground			(\$17,250.00)

Available Opening Balance Nov 1, 2017 \$11,982.90

Income Nov 2017			
FundScrip - Nov		\$8,040.00	
Total Income			\$8,040.00

Expenses Nov 2017 - Actualized			
FundScrip - Nov		\$8,040.00	
Terra Cotta Cookies		\$195.26	
Movie Night - Oct		\$69.87	
Total Expenses - Actualized			(\$8,305.13)

Available Balance Nov 30, 2017 \$11,717.77

Expenses Nov 2017 - Forecasted			
Lunch - Terra Cotta Cookies	<i>Forecasted Invoices</i>	\$150.50	
Lunch - Quest for Cakes	<i>Forecasted Invoices</i>	\$1,342.50	
Lunch - Booster Juice	<i>Forecasted Invoices</i>	\$987.50	
Lunch - Pita Pit	<i>Forecasted Invoices</i>	\$1,500.00	
Coffee Cups- 1 time year spend	<i>Allocated Sept. meeting</i>	\$100.00	
Safe for Council Money	<i>Allocated Sept. meeting</i>	\$280.00	
Coffee/Snacks for J.C.Meeting	<i>Allocated Sept. meeting</i>	\$50.00	
Total Expenses - Forecasted			\$(4,410.50)

Estimated Available Balance Nov 30, 2017 \$7,307.27

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