



# SPENCER AVENUE SCHOOL COUNCIL

## Meeting Minutes

**Date:** Tuesday, January 16<sup>th</sup>, 2018  
**Time:** 6:30 PM  
**Location:** Spencer Ave. Library

### Parent Attendees

Cari Mistry	Bonnie Gerrits	Gillian Prieur	Kristine May
Lorrie Wren	Charlotte Rivoire	Tricia Barrett	Narius Mistry
Lisa Laidlaw	Laura Russell	Mike Steer	

### Staff Attendees

Dianna Secord	Jaime Wouters
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## 1. Greetings & Welcome

Cari brought meeting to order at 6:35

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

December meeting minutes were distributed via email prior to the meeting. Correction made in Section 2 from October to November minutes.

Minutes accepted.

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

## 3. Principal's & Teacher's Report (Dianna & Jaime, 15 minutes)

- Dianna and Jaime shared an update on developing school values and creating a mission statement for the school. The approach taken was not to go with a more typical approach, but instead wanted an outside the box type thinking and approach.
  - Vision statement: We believe in our abilities to embrace learning, to succeed, and to positively impact the world.
  - Mission statement: At Spencer Avenue Elementary School we are committed to fostering an environment that supports all students to become empowered global citizens.
  - Values: Freedom, Honour, Beauty, Wonder, Connecting, Belonging
  - A kick-off assembly will be held later on January 30<sup>th</sup> @ 10:00am to talk to introduce students to the mission & vision statements and values. Towards the end of each month there will be an assembly with a selection of classes presenting on one of the values. Parents are invited and welcome to all assemblies.
- Jan 26<sup>th</sup> PA day
- Reports cards will be issued mid-February



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

- Review of Monthly account statement (see Attachment A)
  - December was an active month with all Christmas Fair numbers being reports. Christmas Fair.
  - Forecasted expenses for T2 lunches are included
  - Coffee cup future expense has been spent and being reimbursed through PIC money allocation.
- Request for FundScrip Funds
  - We have \$1327.06 owing to us. We can request cheques twice within a given year. No immediate need to have cheque issued yet, therefore we will wait for end of school year to request cheque.

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

- FundScrip orders forms + prize
  - Plan to send home FundScrip orders by mid-week of Jan 22<sup>nd</sup> with a closing date of Feb 4<sup>th</sup>.
  - Will proceed with a \$25 gift card prize. Anyone who places a FundScrip order (any value) will be eligible for the random draw. The \$25 prize to be paid for by council.

### 6. Updates on Projects (20 minutes)

- Spring Event
  - Chair required. January 11<sup>th</sup> info meeting for interested volunteers/chair did not happen and is being rescheduled for Thursday, January 25<sup>th</sup> from 6:30 – 7:30pm
  - Spring Fair ideas were discussed:
    - Possibility to have a joint event with the primary spring concert. The thought is this would increase attendance at the Fair because of the high attendance of the primary concert. It was also noted that there would need to be sufficient activity at the Fair itself to draw in the non primary families who would not be attending the concert.
    - Discussion on demonstrations and vendors – if we don't include these this year (gym would not be available) then there is potential revenue loss although it was felt that the increased traffic to the silent auction could compensate.



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- Scaling back the event would mitigate weather related risks, by removing outdoor component and would also help address issues with the securing volunteers as not as many would be needed.
- Maker Space could potentially be used for the silent auction, if deciding not to use vendors.
- Use of online tool for silent auction to extend the time period of bidding availability beyond the 2 hours of the event.

**ACTION ITEM** Narius to investigate potential online auction tools.

○ Lunch Program - NEED A CHAIR

- Lunch committee requires a chair.
- Cari/Bonnie have begun drafted a procedure/"how to" document that can be handed off to new Lunch Program Chair.
- There is still a team of people volunteering and helping with the lunch program so there is no impact to the lunches being provided, but a Chair is needed.
- Discussion around finding efficiency in the processing of the lunch orders. Narius volunteered to format extracted order data in a usable format going forward that would eliminate the need for manual order processing. This will require assistance from the office administration to help with extracting the files needed from the online ordering system.

**ACTION ITEM** Narius to meet with Dianna later this week to investigate possible solutions.

○ Movie Night- NEW DATE NEEDED

- January 25<sup>th</sup> movie night has been postponed. Laura proposed either Feb 9<sup>th</sup> or Feb 23<sup>rd</sup> as possible replacement dates. She will poll the council for volunteers and date preference.
- Ferdinand will be available to us for either of those dates.
- Suggestion made to open up a space during movie night for a more social type space for those who don't want to watch the movie. This recommendation as well as the possibility of a 2<sup>nd</sup> film for the older students shown in the Maker Space will be considered based on volunteer availability.

**ACTION ITEM:** Laura will send the draft email re: movie night to the council mailbox and Gillian will forward to the full council distribution list.



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### 7. New Business

- Flip Give fundraising opportunity
  - Laura presented a potential fundraising opportunity: Flip Give is a revenue/dividend opportunity that provides a % of online shopping spend returned to the school (i.e. e-bates).
  - Question was raised on whether using this program would override the ability to use other rebate programs that a user may already be subscribed to.

**ACTION ITEM:** Laura to gather additional information re: login/credentials and how this program would work with other similar programs and return findings to council.

### 8. December Action Items: (10 minutes)

- Inflatables for Spring Event (Dianna) - CLOSED
  - School board policy confirmed that inflatables are not an option.
- Advertise for a new lunch coordinator/chair (Cari) – OPEN
- Send out email to Spring Fair committee to get a lead (Gillian) - CLOSED
- Safe food handling review with lunch volunteers (Cari) - OPEN
- Update by-laws with approved amendments (Cari) - OPEN
- Lunch Committee to explore change to Pizza Pizza – OPEN and deferred to spring for next year's pizza program.

### **Proposed agenda items for February meeting**

None noted.

### **Next Meetings**

Tuesday, February 13th @ 6:30

Tuesday, March 20<sup>th</sup> @ 6:30

### **Adjourn**

Cari adjourned meeting at 7:58pm

Minutes recorded by GP.



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Attachment A

**SPENCER AVENUE SCHOOL COUNCIL DECEMBER FINANCIAL STATEMENT**

Opening Balance Dec 1, 2017 \$28,967.77

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

Available Opening Balance Dec 1, 2017 \$11, 717.77

<b>Income Dec 2017</b>			
Christmas Fair Tickets		\$978.95	
Christmas Fair Vendors		\$450.00	
Christmas Fair Bake Sale		\$512.30	
Pasta Day – Term 2		\$2,131.50	
Pizza Day - Term 2		\$5,152.00	
Booster Juice – Term 2		\$1,896.00	
Fruit Cup Only – Term 2		\$120.00	
Cookies – Term 2		\$1,360.00	
Pita Pitt – Term 2		\$1,793.25	
SCOL Not available Order		\$37.50	
<b>Total Income</b>			<b>\$14,431.50</b>

<b>Expenses Dec 2017 - Actualized</b>			
Council School Safe			\$279.71
Christmas Fair Expenses			\$267.30
Family Transition Place			\$575.00
Quest for Cakes – Term 1			\$1,342.50
Booster Juice – Term 1			\$1,012.50
<b>Total Expenses - Actualized</b>			<b>(\$3,477.01)</b>

Available Balance Dec 31, 2017 \$22,672.26

<b>Expenses Dec 2017 - Forecasted</b>			
Lunch - Terra Cotta Cookies	<i>Forecasted Term 2</i>		\$800.00
Lunch - Quest for Cakes	<i>Forecasted Term 2</i>		\$1,342.50
Lunch - Booster Juice	<i>Forecasted Term 2</i>		\$1,400.50
Lunch - Pita Pit	<i>Forecasted Term 2</i>		\$1,500.00
Lunch – Pizza	<i>Forecasted Term 2</i>		\$3,000.00
Coffee Cups- 1 time year spend	<i>Allocated Sept. meeting</i>		\$100.00



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**Total Expenses - Forecasted** **\$(8,143.00)**

**Estimated Available Balance Dec 31, 2017** **\$14,529.26**

<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
<b>PIC MONEY - Allocated</b>		\$500.00	
<b>Expenses</b>			
Meet the teacher			\$86.39
Joint Council Meeting			\$144.92
<b>Rebates</b>			
HST rebate		\$0.87	
HST Rebate		\$13.90	
<b>Outstanding Balance PIC</b>			<b>\$283.46</b>

<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
<b>PRO Grant - Allocated</b>		\$1,000.00	
<b>Expenses</b>			
<b>Rebates</b>			
<b>Outstanding Balance PIC</b>			<b>\$1,000.00</b>