



SPENCER AVENUE SCHOOL COUNCIL

Meeting Minutes

Date: Tuesday, February 13th, 2018
Time: 6:30 PM
Location: Spencer Ave. Library

Parent Attendees

Cari Mistry

Kristine May

Gillian Prieur

Lisa Laidlaw

Tricia Barrett

Charlotte Rivoire

Narius Mistry

Laurie Taylor

Staff Attendees

Dianna Secord

1. Greetings & Welcome

Cari brought meeting to order at 6:37pm

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

January meeting minutes were distributed via email prior to the meeting. No corrections or edits identified.

Minutes accepted.

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

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

See attachment A for January Financial report.

Summary of January activity: not many entries for money in, but many for money paid for Term 2 lunches (Pizza & Pasta). Cookies & Booster juice payments will be processed in February.

Narius noted that there is an income entry showing as adjustment of \$13.11. This is to address a discrepancy between the opening bank balance and our ledger noticed at beginning of year handoff in September.

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

FundScrip orders (delayed)

- Order did not get sent out as planned in January, but will be going out later this month.

Santa Suit

- A Santa suit has been donated to council for future Christmas events.

Policy Review: Policy 210 – Environmental Education and Management

- This policy is currently up for review and posting on the UGDSB website for parent guardian review and input. This policy discussing issues pertaining to environmental sustainability issues.



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5. Updates on Projects (20 minutes)

February Movie Night

- January movie night was a success with no technical issues and raised \$272. Laura is willing to organize another one in future. Discussion around possible dates and council are recommending March 23rd or April 6th.

ACTION ITEM: Laura to provide communication to be distributed to council to select final date based on volunteer availability.

Spring Event – NEED A CHAIR

- Meeting was held to provide information to volunteers on what is required as a chair to this planning committee. Many volunteers stepped forward, but no volunteer for Chair.
- Discussion around possibly communicating to the larger school community to request a Chair, but it was ultimately determined that anyone who would want to step forward to volunteer for this event has had opportunity to do so already. In addition, the Chair would ultimately be a person who has helped in organizing this event in the past. Lisa stepped forward and volunteered to Chair the planning committee.
- A vision for the event that was discussed during the volunteer meeting was shared with council:
 - Received buy-in from staff to combine the event with the primary spring concert. Dianna did indicate that should the planning committee at any time feel they no longer need or want to be combined with the concert that this would not be an issue at all to change.
 - The layout of the event was discusses as the concert in gym, silent action in library and food vendors on tarmac.
 - Some free activities being considered:
 - In the maker space, students/staff will lead a STEAM challenge with money from our Pro Grant funding.
 - Touring of Emergency service vehicles
 - Sports field activities
 - Crafts/games in classrooms
 - Discussion around using a wrist band approach to increase ticket sales and the possible events/activities that were mentioned that could be included (all pending further research and availability) with the wrist band were:
 - Hockey/lacrosse stations
 - Bike obstacle course
 - Face Painting
 - Petting Zoo
 - Princess Story Time
 - Planting in outdoor garden
 - Cookie decorating
 -
- Laurie is waiting on final letter needed to solicit for donations. A date is needed for the letter, but since the event date has not yet been finalized (pending confirmation from a couple of key vendors), the decision was made to put May 10th on the letter.

ACTION ITEM: Laurie to update letter and send to Dianna for signature.



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- Lisa has started to contact food vendors (Beaver Tails & Maple Lodge are top priority). She has not heard back from Maple Lodge and we are waiting on that date to ultimately confirm our event date. Narius has offered to help with some daytime phone calling to these vendors.

Laurie motioned to approve \$600 budget for Spring Fair. Motion seconded by Charlotte. Consensus reached, motion carried.

Lunch Program

- Laurie is in the process of setting term 3 dates and coordinating volunteers.
- Term 3 orders will go out the first week back after March break and will be due April 6th.
- Cari reviewed draft of the lunch coordinator roles & responsibilities and has also shared with anyone who has been involved with the lunch program previously for their input. Once finalized it will be kept with the School Council binder.

ACTION ITEM: Cari to finalize the lunch coordinator roles & responsibilities document.

- The next step, after the roles & responsibilities is final, will be to define a step by step process documentation for lunch volunteers that will be kept in the serverly for reference.

ACTION ITEM: Cari to work with input from previous/current lunch committee members to document procedures. The goal is to have this complete by the end of the school year.

- A volunteer stepped forward at the Spring Event volunteer meeting to take on the food day coordination role. Kris has offered to assist whoever the new lunch coordinator will be, but cannot take on the role completely herself due to conflict with work schedule.

ACTION ITEM: Cari to confirm with this individual if they are confirmed to take on the role. If not, then the final version of the lunch coordinator roles & responsibilities will be distributed to the school community to recruit another volunteer.

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

- Dianna shared that the first assembly was held to introduce the values, mission, and vision statements. She noted that there is already evidence that the students are starting to align the values with their work in the classroom and they are looking forward to the next assembly. There is a posting on the school website inviting parents to the next assembly.
- Zumba is currently taking place
- Report cards go home on Thursday, February 14th.
- High Ropes will be returning to the school again this year with additional components to be added. This is an optional activity for K – 8 that will be scheduled near the end of the school year.
- Playground update: A date is being scheduled for an onsite visit with the consultant needed to begin the planning process.



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7. Other business

- Lisa has requested that council consider subsidizing some school bus costs for field trips to keep the cost to parents down. As this year's funds are already allocated to the playground, it was determined that this is an item to be considered by next year's council.

- Dianna was asked to confirm any known plans for the upcoming school addition. She did confirm that it will be taking place. The timing is not confirmed, but could be happening as soon as May of this year. The addition is being built to accommodate future growth both from new developments in the area as well as the move of the French Immersion program (grades 4 – 8) to the school beginning in 2019/20 school year.

- There was discussion around safety specific to car traffic around drop-off and pickup and whether there is any consideration with the new addition to allow for a kiss and ride. Dianna indicated that this is not included with the plans and was not included in the school design since it is designated a walking school. There was some concern raised that this problem could become even more of an issue once the FI program begins and larger numbers of students are being bussed, which leads to the potential of higher car flow especially on no bus days. Dianna indicated that there is no current review specific to a kiss and ride and the concerns around safety for kids in the parking and surrounding area is being constantly monitored and if necessary, changes will be made to ensure safety going forward. She confirmed that currently there are no cars allowed in and out of the parking lot while the buses are there for the safety of kids walking to and from the school through the parking lot.

1. January Action Items: (10 minutes)

- Advertise for a new lunch coordinator (Cari) - CLOSED
- 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 (Year-end) - OPEN

Proposed agenda items for February meeting

None noted.

Next Meetings

Tuesday, March 20th @ 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 Jan 1, 2018 \$39,922.26

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

Available Opening Balance Jan 1, 2017 \$22,602.26
Cash Float on Hand \$70.00

Income Jan 2018			
Xmas Fair Bake Sale – Staff		\$68.76	
Student Lunches paid by SAES		\$200.50	
Late Lunches		\$177.50	
Interest		\$13.11	
Total Income			\$459.87

Expenses Jan 2018 - Actualized			
Staff Lunch Refund		\$43.75	
Quest for Cakes Term 2		\$1,665.00	
Terra Cotta Cookie		\$195.26	
Pizza Term 2		\$2,944.00	
Total Expenses - Actualized			(\$4,848.01)

Available Balance Jan 31, 2018 \$18,284.12

Expenses Jan 2018 - Forecasted			
Lunch - Terra Cotta Cookies	<i>Forecasted Term 2</i>	\$605.00	
Booster Juice	<i>Forecasted Term 2</i>	\$1,400.50	
Lunch - Pita Pit	<i>Forecasted Term 2</i>	\$2,902.00	
Movie Night Expenses	<i>Forecasted Feb 9</i>	\$100.00	
Total Expenses - Forecasted			\$(5,007.50)

Estimated Available Balance Jan 31, 2018 \$13,276.62



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<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
PIC MONEY - Allocated		\$500.00	
Expenses			
Meet the teacher			\$86.39
Joint Council Meeting			\$144.92
Coffee Cups	<i>Forecasted</i>		\$100.00
Rebates			
HST rebate		\$0.87	
HST Rebate		\$13.90	
Outstanding Balance PIC			\$383.46

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