



SPENCER AVENUE SCHOOL COUNCIL

Meeting Minutes

Date: Tuesday, April 17th, 2018
Time: 6:30 PM
Location: Spencer Ave. Library

Parent Attendees

Bonnie Gerrits
Tricia Barrett
Mike Steer

Kristine May
Charlotte Rivoire
Laura Russell

Gillian Prieur
Narius Mistry

Lisa Laidlaw
Lisa Hamamy

Staff Attendees

Dianna Secord

1. Greetings & Welcome

Bonnie brought meeting to order at 6:33 pm

2. Approval of February 2018 Minutes (Gillian, 5 minutes)

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

Construction update – New addition

- The scope of the project is a one floor addition that will add 5 classrooms, a meeting room and a storage area to accommodate anticipated growth due primarily to the addition of the FI program starting in the 2019/20 school year. There is also approval for a 2nd floor to the addition, but that will not be part of this immediate build. The addition will be going around the gym. The project is set to begin April 27th and is expected to be complete by the end of October 2018.
- The project is moving along more quickly than anticipated. Started on April 27th, fencing will be built and temporary emergency exits to replace blocked entrances will be established. Once the temporary entrances are in place, there will be a fire drill to ensure all kids are aware of their new/temporary exit point.
- During construction, students will still be able to access bike racks. There will be a biking path between grass area and construction fence to supervised area. The kindergarten area will be marked off with construction fence. Parents will be able to drop off by the library door.
- Email will be issued on CASL to all parents asking for support on the safety aspect during construction.
- The kindergarten play area will be moved to newly fenced off area.
- Spring fair implications: Construction will stop on noon that day and the construction company will do a sweep and clean of the parking lot. We will not be able to use construction area.



SPENCER AVENUE SCHOOL COUNCIL

Playground Update

Playground committee members (Dianna, Laura & Jen) visited William Winegard School in Guelph to view their playground & discuss pricing. William Winegard is the same age school as Spencer Ave and they have established a natural play area that has multiple smaller wood/natural structures that are spread out as opposed to one larger plastic traditional play structure. The costs are significantly lower than a traditional play structure (approximately \$40K vs \$100K+). The school also had a lot of trees that were incorporated into their play area and Dianna has proposed that addition of trees be considered as part of the playground addition. William Winegard communicated that the natural play structures are well used and have helped to foster group play across all grades in their school.

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

- Review financials
 - Feb statement – Appendix A
 - Not a lot of activity to report for February with very few transaction. Narius noted that the movie night money is still in the safe and has not yet been deposited. Closing balance of \$13,453
 - Mar statement – Appendix B
 - Closing balance expected to be \$15,346
 - Spring Fair and Fundscrip are the two main incomes expected for the balance of the year and with those forecasts factored in, we expect to end the year around with a balance of approximately \$20K of which \$18K will be allocated to the playground fund bringing that balance to \$35K
- Recap e-vote that passed – 7 approved, 3 abstained

The Spring Fair organizing committee are requesting a budget for this year's event. The total budget requirement is \$1800, but a previous approval at the February meeting of \$600 leaves this approval to be for only the remaining \$1200.

The breakdown of the budget is as follows:

- *\$100 for signage/advertising (an additional \$100 for this expense to be covered by Pro-Grant)*
- *\$100 for silent auction supplies*
- *\$40 for 300 wrist bands*
- *\$560 for ZOOTEK - They will have a 3 person crew who will present animals from around the world to educate our students in a fun, hands-on and informative way.*
- *\$1000 for up-front costs for Fire it Up BBQ food truck - The intention is to pre-sale food via Cash Online and for those sales to cover most or all of the up-front costs required to be paid out.*



SPENCER AVENUE SCHOOL COUNCIL

5. Updates on Projects (20 minutes)

Spring Event: progress report

- Discussion on Fire it Up truck – Commitment is for a minimum of \$1000. At \$6.50 per meal, we would need to sell 183 meals to break even. Cash online orders are up. They will not have extra food on hand, so if we want to have any day of food available, we will need to adjust our confirmation to the vendor accordingly. If we sell less than 183 meals ahead of time, then the balance of those meals can be made available day of. If we sell close to or over 183 meals ahead of time, a decision will need to be made by the committee on how many additional meals to confirm to have available for day of sales.
- Zootek – They will be sending a crew of 3 people who will have ~ 10 animals each to present to groups of ~ 30 people. This will be one of the wristband/ticketed events.
- Road closure will be in place from B-line to Sandringham. There will be a firetruck, police cruiser & prisoner van and an ambulance on site.
- Food vendors will be: Beaver Tails & Fire It Up
- A volunteer is donating time and sugar to make cotton candy (with wristband/ticket)
- Other planned activities that will be part of the wristband/ticketed events are: Super Hero story time, cupcake decorating, lacrosse, active diversions events on the field, Far Shot, Zumba, face painting
- The Maker Space will be set up with the STEAM challenge (Pro-Grant funding)
- Silent Auction – looking for donations still and they will be accepted up until April 30th
- Signage – Large sign has been hung on the exterior of the school. The committee are looking at the potential of re-using signs from last year as well as distributed a coloured flyer to neighbourhood mailboxes.
- RBC – Unable to secure volunteers during the Spring Fair as they were already booked for the month of May, but RBC have offered to help out with any other spring initiative that the school may have, i.e. Earth Day cleanup or any other school planned activity. Along with the 3 volunteers, RBC donate \$1000 to the school.

\$200 food allowance for this year's ProGrant

- Trying to get a portion of if any of the \$200 from pro grant for food truck costs.
ACTION Cari: Meet with Dianna later this week to determine how these funds can be used.

Lunch Program

- New chair for the lunch committee is Jen Hunt (starting next school year).



SPENCER AVENUE SCHOOL COUNCIL

- Meeting scheduled for May 29th @ 7:00pm for the lunch committee to complete and hand off and discuss plans for next year. The lunch committee is welcoming new members and anyone interested is welcome at the May 29th meeting.
- The potential of a new pizza vendor was raised earlier in the year and this is one of the items that the new committee will need to review, if a change is still desired.

6. February Action Items (10 minutes)

- Gillian to send final approved minutes to Lisa for school website - CLOSED
- Movie Night - Laura to select final date for school year - CLOSED
- Laurie to update Solicitation Letter for Spring Fair donations and send to Dianna - CLOSED
- Cari to finalize Lunch Coordinator Roles & Responsibilities document with input from current lunch committee. Document to be kept in server for future reference. Confirm new Chair for 2018/19 school year. - CLOSED

7. New Business

Staff Appreciation

- In previous years, a parent who owns a restaurant caters for \$10 per staff member (~34 staff). It has been a week long event with pancake breakfast, different bake goods treats supplied by parents throughout the week and ending with the staff luncheon.
- Bonnie has volunteered to coordinate the staff appreciation. Lisa Hamamy volunteered to be on the committee. Additional volunteers are welcome.
- Proposed date week of June 4th.

ACTION Bonnie: Confirm with Dianna if the week of June 4th is suitable & then confirm with the parent volunteer who provides the lunch if that week is acceptable to them.

- There is a values assembly scheduled on June 6th and there was discussion around trying to find a way to incorporating that assembly with the staff appreciation. This will be taken under consideration by the organizing committee.

MOTION: Charlotte motioned to have a \$500 budget approved for staff appreciation week. Narius seconded. Consensus reached. Motion approved.

2018/19 ProGrant

- Request for volunteer to write up and submit application for 2018/19 Pro Grant. Mike volunteered

ACTION: Gillian to send information from Board to Mike re: the submission process.

Alternate Dividends programs (Laura or Laurie)



SPENCER AVENUE SCHOOL COUNCIL

- This was an agenda item outstanding from an earlier meeting. Laura did confirm that the program that was presented turned out to be in conflict with other similar programs that people may already have. If any other similar opportunities come up, they will be presented to council at that time.

Proposed agenda items for February meeting

May meeting - Pro Grant ideas

June meeting – identify the need for Spring event date to be set in September

Next Meetings

Tuesday, May 8th @ 6:30

Tuesday, June 12th @ 6:30

Adjourn

Bonnie adjourned meeting at 7:45 pm

Minutes recorded by GP.



SPENCER AVENUE SCHOOL COUNCIL

Attachment A

SPENCER AVENUE SCHOOL COUNCIL FEB FINANCIAL STATEMENT

Opening Balance Feb 1, 2018 \$35,534.12

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

Available Opening Balance Feb 1, 2017 * \$18,284.12
* Includes Cash Float on Hand \$70.00

Income Feb 2018			
Void Cheque – Track and Field		\$52.76	
Feb Movie Night Pizza		\$158.00	
Total Income			\$210.76

Expenses Feb 2018 - Actualized			
Lunch Refund		\$44.00	
Pita Pit Term 2		\$2,902.00	
Terra Cotta Cookie		\$195.26	
Total Expenses - Actualized			(\$3,141.26)

Available Balance Feb 28, 2018 \$15,353.62

Expenses Feb 2018 - Forecasted			
Lunch - Terra Cotta Cookies	<i>Forecasted Term 2</i>	\$400.00	
Booster Juice	<i>Forecasted Term 2</i>	\$1,400.50	
Movie Night Expenses	<i>Forecasted Feb 9</i>	\$100.00	
Total Expenses - Forecasted			(\$1900.50)

Estimated Available Balance Feb 28, 2018 \$13,453.12



SPENCER AVENUE SCHOOL COUNCIL

<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



SPENCER AVENUE SCHOOL COUNCIL

Attachment B

SPENCER AVENUE SCHOOL COUNCIL FEB FINANCIAL STATEMENT

Opening Balance Mar 1, 2018 \$32,603.62

<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 Mar 1, 2017 * \$15,353.62
* Includes Cash Float on Hand \$70.00

Income Mar 2018			
FundScrip		\$4,925.00	
March Movie Night Pizza		\$172.00	
Lunch Booster Juice Term 3		\$2,337.00	
Lunch Cookies Term 3		\$1,480.00	
Pasta Term 3		\$1,774.50	
Pita Pit Term 3		\$1,760.00	
Pizza Term 3		\$6,500.00	
Lunches paid by SAES		\$224.00	
Total Income			\$19,172.50

Expenses Mar 2018 - Actualized			
FundScrip			\$4,925.00
March Movie Night Pizza			\$148.00
March Movie Night Kernels			\$55.94
Feb Movie Expenses			\$98.25
Mar Movie Expenses			\$41.91
Booster Juice Term 2			\$1,615.00
Terra Cotta Cookie Company			\$195.26
Total Expenses - Actualized			(\$7,079.36)

Available Balance Mar 28, 2018 \$27,446.76

Expenses Mar 2018 - Forecasted			
Lunch - Terra Cotta Cookies	<i>Forecasted Term 3</i>		\$900.00
Booster Juice	<i>Forecasted Term 3</i>		\$2,000.50
Pasta	<i>Forecasted Term 3</i>		\$1,600.00
Pita Pit	<i>Forecasted Term 3</i>		\$1,600.00
Pizza	<i>Forecasted Term 3</i>		\$6,000.00
Total Expenses - Forecasted			(\$12,100.50)

Estimated Available Balance Mar 31, 2018 \$15,346.26



SPENCER AVENUE SCHOOL COUNCIL

<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