



SPENCER AVENUE SCHOOL COUNCIL

Meeting Minutes

Date: Monday, May 14th, 2018
Time: 6:30 PM
Location: Spencer Ave. Library

Parent Attendees

Cari Mistry
Ashley Stager

Laurie Taylor
Narius Mistry

Gillian Prieur
Lisa Laidlaw

Charlotte Rivoire

Staff Attendees

Dianna Secord

1. Greetings & Welcome

Cari brought meeting to order at 6:33 pm

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

April 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)

- Review of Monthly account statement (see attachment A)
- We have ~ \$16K in our account for current year.
- Included in the income for April are half of our wrist band and BBQ sales (early orders). May will reflect the balance purchased in May.
- Quest for cakes has invoiced, but with some of the issues encountered with the recent round of orders, which have all been resolved, we have a credit with Quest for Cakes for ~\$200. Discussed the potential to use this credit grad cake in case we discontinue lunch program with them next year.
- Forecasted balance is \$18,728.26. This does not include the deposit made today for the Spring Fair and movie night which was made today in the amount of \$7,080.
- Projected that we will have a \$25K balance at end of year.
- Fundscrip – proposing an additional round for end May/early June and then request the payment from Fundscrip and then re-evaluate for next year. Discussion around amount of effort vs funds raised. If we make a pizza vendor change to Pizza, then continuing Fundscrip even for just the Pizza gift cards would bring a benefit of ~\$1000 next school year.



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4. Allocation of Funds Raised (10 minutes)

- Playground Fund: ~\$20K but to be confirmed in June meeting.
- Ongoing Commitments: Grade 8 grad (\$500), Kindergarten Grad + Butterfly kits (\$100 + \$100), FTP Programming (2 x \$575). All were previously approved in September meeting and now confirming to proceed with the transferring of funds.
ACTION ITEM: Narius to coordinate fund transfers with Lisa.
- Carry-Over: To be finalized in June meeting once year-end balance is confirmed.

5. Updates on Projects (20 minutes)

Spring Event

- Well attended event & well received by the community. Had the most silent auction items ever with 99 with a total value of \$11K. \$5171 was raised with these silent auction items.
- \$100 raised from Beaver Tail sale proceeds.
- \$2005 raised from ticket sales and wristbands.
- \$1401 made in food truck sales resulting in an \$85 profit, after costs covered. We confirmed an additional 47 meals on top of the pre-ordered meals to be available for same day sales and all were sold.
- In total ~\$6300 was raised which is approximately \$2000 more than previous years. Increase in silent auction items and cash online pre-sales accounting for most of the increase in funds raised.
- Struggle to secure sufficient volunteers. Noted that the online volunteer signup sheet was a useful tool.
- Comment around getting a work order in to hang banner/sign at higher point on the school. The current sign got damaged in the elements. A work order could go in September for end of October work.
- Organizing committee recommend to go with the same event next year, perhaps adding some additional free options.
- Recommend picking a date in the September meeting so soliciting for donations & securing food vendors can start earlier. Identified 2 possible Thursday evenings in May (9th or 16th).

ACTION ITEM: Narius to contact food vendors to see if they would be available on either of the proposed dates. Preference for a vendor that will accept cash sales evening of and not require pre-order of food.

Staff Appreciation

- Bonnie is organizing the staff appreciation being held the week of June 4th. Look for email communication to be sent in the next few days for request for volunteers and food donations.



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6. Future Projects (15 minutes)

ProGrant Direction for 2018-2019

- - Discussed using the same approach for Pro Grant next year the same as this year (STEAM event during the Spring Fair). Cari & Gillian to reach out to Mike about writing the grant.**
 - Discussed using the same approach for Pro Grant next year with the same focus on a STEAM event during Spring Fair.
 - Gillian forwarded information to Mike on application process

ACTION ITEM: Cari to locate sign in information for application site and touch base with Mike on the submission

Important Dates for 2018-2019

- May 9 or May 16 for Spring Fair/Family Fun Night
- Nov 24 for Christmas Fair

Playground Grant

- Potential \$50K grant from Jump Start, requires the playground to be accessible. Applications are closed for this school year, but could apply next year – March deadline for application with grant decision communicated in June.
- Optimist and Rotary Club also have available grants. Rotary is \$5K (can be submitted online), Optimist amount is unknown. Noted that this should be reviewed in September to ensure timeline submission of applications.

PIC meet and Greet as potential to use PIC funding (\$500 per year).

- We have \$192 left for PIC money. \$308 was used for the September Joint Council meeting as well as the desserts for meet the teacher night.
- Proposal to have a mix and mingle event/informal session with potentially a draw/prize to attract attendees. The other option presented was to expand the Volunteer Tea to not only the usual volunteer attendees, but to the entire school community with those who may potentially be interested in volunteering. If neither of these options happen, then the remaining funds will be used to buy additional materials for the lending library.



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7. Principal's Report (Jaime, 10 minutes)

- Playground Update
 - The vendor being considered is a landscaper from Salem who is finishing up project in Guelph.
 - Three different companies provided quotes and they ranged from \$47K (chosen vendor) to \$85K.
 - The initial ideas for the play space is to start with using a long narrow section between the tarmac and field/goalposts. Build accessible pieces (i.e. little bridges for imaginative play, outdoor stage, etc....). The proposed design will be available for use all year long and would not need to be closed during the winter months like a traditional play structure.
 - Potentially looking at a fall installation after the addition construction is complete. This would be considered Phase 1 and funded by the money raised by School Council and any Grant money being pursued would be for a second phase.
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- **ACTION ITEM:** Cari to follow up with Dianna to draft an email to be sent to the school community looking for a parent volunteer for Grant writing for the potential grant options for playgrounds.
- School Addition Construction
 - Construction is going very well and is ahead of schedule, at this point.
- A of activity coming up in the school for the last weeks of school. Lots of field trips, scientists in the School, ROM, etc...
- EQAO starting next week. Grade 6 write first on Wednesday, Thursday and Friday. The grade 3 students write the following week on Tuesday, Wednesday and Thursday.
- Quebec trip at scheduled for beginning of June – pasta day and pizza day the week of Quebec trip. Pizza will be rescheduled for everyone, but pasta will not. Dianna will take care of ordering pasta for another day when they are back (15 students in impacting).

8. April Action Items: (10 minutes)

- Confirm date of staff appreciation week - Closed
- Dianna & Cari to discuss pro grant allocation – Closed
- Mike to receive Pro Grant information – Closed

9. New Business (Gillian, 5 minutes) – deferred to June meeting

- Update to bylaws re: financial votes



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Proposed agenda items for February meeting

Finalize allocation of funds & year end carry over.

Next Meetings

Tuesday, June 12th @ 6:30

Adjourn

Cari adjourned meeting at 8:09pm

Minutes recorded by GP.



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Attachment A

SPENCER AVENUE SCHOOL COUNCIL APRIL FINANCIAL STATEMENT

Opening Balance Apr 1, 2018 \$44,696.76

<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 * \$27,446.76
* Includes Cash Float on Hand \$70.00

Income Apr 2018			
Family Fun Night - BBQ		\$396.50	
Family Fun Night – Wrist Bands		\$410.00	
Lunch Booster Juice Term 3		\$90.00	
Lunch Cookies Term 3		\$20.00	
Pasta Term 3		\$69.00	
Pita Pit Term 3		\$111.00	
Pizza Term 3		\$200.00	
Total Income			\$1,296.50

Expenses Apr 2018 - Actualized			
Johnny’s Pizza – Term 3		\$3,440.00	
Quest for Cakes – Term 3		\$1,575.00	
Total Expenses - Actualized			(\$5,015.00)

Available Balance Apr 30, 2018 \$23,728.26

Expenses Apr 2018 - Forecasted			
Lunch - Terra Cotta Cookies	<i>Forecasted Term 3</i>	\$900.00	
Booster Juice	<i>Forecasted Term 3</i>	\$2,000.00	
Pita Pit	<i>Forecasted Term 3</i>	\$1,600.00	
Pizza	<i>Forecasted Term 3</i>	\$3,000.00	
Family Transition Place	<i>Forecasted Term 3</i>	\$500.00	
Total Expenses - Forecasted			(\$8,000.00)

Estimated Available Balance Apr 30, 2018 \$15,728.26



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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			\$100.68
Rebates			
HST Rebate		\$0.87	
HST Rebate		\$13.90	
HST Rebate		\$9.66	
Outstanding Balance PIC			\$192.44

<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
PRO Grant - Allocated		\$1,000.00	
Expenses			
Witty Signs – Family Fun Banner			\$216.96
Rebates			
HST Rebate		\$20.81	
Outstanding Balance PIC			\$803.85