



# SPENCER AVENUE SCHOOL COUNCIL

## Meeting Minutes

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

### Parent Attendees

Bonnie Gerrits	Cari Mistry	Hayley Hancott	Kim Shouldice
Laura Russell	Laurie Taylor	Lisa Laidlaw	Lorrie Wren
Mallory Cardona	Megan Taylor	Mike Steer	Miranda O'Connor
Narius Mistry	Shelly Sullivan	Trica Barrett	Jackie Irwin

### Staff Attendees

Dianna Secord                      Sandra McLarnon

## 1. Welcome & Introductions

## 2. Approval of September 2018 Minutes (5 minutes)

September meeting minutes were distributed via email prior to the meeting and copies were made available at the meeting for review. No corrections or edits identified.

### Minutes approved.

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

## 3. Principal's Report (Dianna, 10 minutes)

- Construction of the addition is complete and one class has moved in.
- Kindergarten pick-up to change soon. Students will now be exiting through the north side.
- Playground update:
  - Design includes a bridge, logs for climbing, potentially a performance stage, spread out in a linear style not one structure.
  - Approval package has been sent to the board & contact has been made with at least one vendor.
  - Discussions of what we want in playground as well as some additions to the kindergarten area are not an issue and quite possible with our current raised funds.
  - Plans will allow for adding on without the first phase looking incomplete or unfinished
- Newly Hired Staff:
  - Ms. Bascom LTO grade 4
  - Mr. Howard LTO until January for newly-hired permanent Resource Teacher on mat leave
  - Ms. Vaughn now permanent contract in kindergarten
  - Ms. Carruthers LTO 4/5
  - Mr. Shoesmith LTO gr1



## SPENCER AVENUE SCHOOL COUNCIL

- Mrs. McLarnon provided an update that she is teaching the physics strand of the science curriculum to all grades 1-8. In addition, each classroom teacher brings their class one period per week to the Maker Space. It is a well-used hub of learning. She also provided an overview of all the resources and areas of the Maker Space.

#### 4. Treasurer's Report (Narius, 10 minutes)

- See Attachment A for November financial report.
- The first two months activities include term one lunch day sales, movie night and the beginning of Spirit Wear Sales and vendor fee payments.
- Lunch invoices have been mostly paid for term one lunch days as has the school council insurance and our contribution towards the FTP intermediate programming.
- The forecasted bank balance after additional outstanding payments and deposited is estimated at \$8,452.74

#### 5. Halloween Movie Night (Laura, 3 minutes)

- Movie night was a great success and it was the first time this event was held on a Friday.
- Some issues with pizza supplier for Fridays; must use Dominoes, Johnny's N/A
- An issue with movie licensing occurred as we unknowingly showed a movie outside of our licensing; approval is needed for payment of 50% of the required licensing subscription to be shared with the school and enjoyed for the next twelve months. **Funds approved: \$187.50 + HST**

#### 6. Lunch Committee Report (Jen, 10 minutes)

- Some issues with our new vendor (Quesada) have been addressed and fixed; partial refunds have been issued to those who were impacted.
- Discussion was had re lunch vendors and how they are selected and how the balance of food options are determined, etc... Members of the lunch committee shared that food vendors are reviewed periodically, sales data is taken into consideration when determining future lunch days and that parent feedback has been formally collected via parent surveys.
- Discussion was had regarding concern over the size and sugar content of the drinks offered as add-ons by Quesada and the lack of non-starch food options.
- A suggestion was made to explore a new pasta vendor as anecdotal feedback suggests reduced satisfaction and declining sales with our current provider. Discussion was held about a new possible pasta vendor who could address taste issues while also reducing packaging waste. The importance of parent taste testing or student "try-it" days was mentioned.

**ACTION ITEM:** Laurie Taylor to remove drink options for Term Two Quesada orders and to make all available toppings listed for selection on Cash Online.

**ACTION ITEM:** Jen Hunt to contact new potential pasta vendor and to explore opportunities for parent and/or student sampling.

#### 7. PRO Grant Update (Megan, 5 minutes)

- Megan relayed that province of Ontario has withdrawn the customary \$1000.00 PRO grant funding to all schools. PIC funding of \$500 remains in place.



## SPENCER AVENUE SCHOOL COUNCIL

### 8. Fundraising (Mallory, 10 minutes)

- Holiday Fair
  - This year's event will feature a visit from Santa between 9:30-11:00AM. Parents will be encouraged to take photos of their own child with Santa using personal phones or cameras.
  - Vendor sales have gone well with 25 tables sold at \$40 each.
  - Discussion was had regarding the bake sale and that there would be allergen-friendly offerings and hygienic use of tongs and gloves. Dianna requested that no guarantees be offered regarding allergen-free snacks.
  - More bakers are needed; 12 of 20 spots are filled.
  - The fair will also feature cookie decorating, craft activities, carnival games, "Jolly Jars" and a vendor raffle.
  - There is still a significant need for volunteers (both adult and teenaged) to staff the fair. Parents are asked to contact Jackie Irwin or Mallory to volunteer. Sign-Up Genius is being utilized and will be shared in a second school-wide email regarding volunteers. Council members were requested to consider signing up and help spreading the word to others.
- Fundraising
  - Mallory would like the council to reconsider the possibility of hosting a fundraiser in which tangible items are sold. Points raised included the need to time fundraisers carefully, being mindful of other events happening within the same period of time, the need to balance out the volume of 'asks' being made of parents at different times of the year, selecting a quality product and clearly communicating the reason for fundraising to parents.
  - QSP cookie dough fundraiser was suggested as worthy of consideration and noted that the intermediate students experienced high profits with this fundraiser last year. This initiative offers a 40% return on sales with a minimum of 60 units and 30% return on sales for fewer than 60 units.
  - No objections were raised with regard to council operating a cookie dough fundraiser in conjunction with the Holiday Fair.

**ACTION ITEM:** Mallory to initiate email communication and distribution of paper flyers to students.

### 9. 2018/2019 Allocation of Funds (Cari, 5 minutes)

- Discussion held to determine what percentage of our council's 2018-2019 fundraising should go towards playground development and what percentage should go towards funding school 'wish list' items, which includes enhancements to the Maker Space as well as specific grade or division requests.
- Dianna expressed the request to have the \$42,000 currently saved increased to a minimum of \$50,000 by Spring, when the playground installation is expected to take place. This amount would provide ample funds for the anticipated first phase of our outdoor equipment and also cover some of the basic needs within the kindergarten yard.
- It was noted that once the outdoor playground equipment is in place, council is required to have on hand funds equivalent to 10% of the purchase cost for 'playground maintenance'.
- Cari shared with council that in 2017-2018 council committed 90% of its net revenue towards playground savings and 10% to operational costs and ongoing commitments. In 2015-2016 and 2016-2017 council allocated 40% of net revenue to outdoor equipment, 50% to school wish list and 10% to operational costs and ongoing commitments.



## SPENCER AVENUE SCHOOL COUNCIL

- Dianna advised that reducing playground savings to 50% may be too low to stay on track for the eventual second phase of development.
- Members were asked to consider what proportion they would approved for this year and unanimously agreed to a fund allocation of 60% playground and 40% wish list.
- The following will be used to determine those amounts: After our ongoing obligations, commitments and operating expenses are paid or allocated (FTP, council insurance, staff appreciation, kindergarten graduation and grade eight graduation), \$5,000.00 will be earmarked for “playground maintenance” and then remaining NET Revenue will be allocated 60% to the playground fund and 40% to school wish list.

### 10. Gift Card Campaign (Cari, 5 minutes)

- Cari shared that while parents have inquired about the Fundscrip campaign for this Christmas season, it may be unwise to proceed with a paper campaign as the profits from Fundscrip waned significantly last year and the timing would compete with the approved cookie dough fundraiser.

**ACTION ITEM:** Cari to communicate to parents via email and social media that supporters may order gift cards directly from [www.fundscrip.com](http://www.fundscrip.com).

**ACTION ITEM:** Lisa also noted that Mabel’s Labels has provided the school with a small flyer which she will ask primary teachers to distribute to students.

### 11. ECO School Report (Megan, 5 minutes)

- Megan expressed her interest in seeing Spencer avenue maintain and exceed its ‘Gold Level’ Eco Schools Status. She will be meeting with staff members to discuss initiatives and plans currently underway at the school with the goal to help facilitate discussion back to council on how we can align our events and activities towards the school’s eco goals.

### 12. Childcare for Council Meetings (Megan, 2 minutes)

- Megan pointed out that providing childcare for parents during council meetings may remove a barrier to parent participation and that PIC funds can be used for this purpose.
- Cari shared with council that as per the UGDSB’s memorandum on childcare, our intermediate students are eligible to be employed for this purpose, providing they meet the training and minimum age requirements and that required ratios are adhered to.
- Megan suggested that perhaps members of student council might attend school council meetings to both share their monthly updates and participate as child-minders.

**ACTION ITEM:** Dianna to explore whether there are interested intermediate students and the availability of classroom space to allow for childcare at council meetings.

### 13. PIC Update (Lorrie, 5 minutes)

- \$500 PIC funds are available to council
- Lorrie shared the Social Media Fitness event coming up
- Digital Saturday coming up at Montgomery PS on Nov 17 from 9:00 – 11:30



## SPENCER AVENUE SCHOOL COUNCIL

### 14. Dufferin Joint Council Report (Megan, 5 minutes)

- Megan and Cari attended the meeting last night, where the outgoing and incoming school trustees were in attendance as well as a representative from UGDSB Math Instructional Leadership team.
- Parents enjoyed participating in 'number talks' and learning about the mathematical strategies being used in classrooms to facilitate deeper numeracy.
- Council members were provided with a handout as well as the website for further math information for parents. <http://www.edu.gov.on.ca/eng/literacynumeracy/parentGuideNumEn.pdf>

### 15. School Council By-law Review

- This item will be carried forward to next month.

### Proposed agenda items for next meeting

#### Next Meetings

Tuesday, December 4th @ 6:30

#### Adjourn

Megan adjourned meeting at 8:40pm

Minutes recorded by CM.



SPENCER AVENUE SCHOOL COUNCIL

Attachment A

SPENCER AVENUE SCHOOL COUNCIL NOV 2018 FINANCIAL STATEMENT

Opening Balance Sep 1, 2018 \$43,082.26

<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
<b>Playground</b>			
Playground 2018		\$25,332.26	
Playground 2017		\$10,139.42	
Playground 2016		\$7,110.58	
<b>Total Playground</b>			<b>(\$42,582.26)</b>

Available Opening Balance Sep 1, 2018\* \$500.00  
\* Includes Cash Float on Hand \$70.00

<b>Income Sep/Oct 2018</b>			
Pizza Day		\$6,354.00	
Booster Juice		\$2,864.00	
Cookies		\$1,818.00	
Pasta Day 1		\$1,887.00	
Pasta Day 2		\$1,650.00	
Pita Pit		\$1,970.25	
Quesada		\$2,358.20	
Sprit Wear		\$110.00	
Holiday Fair - Vendor Fees		\$360.00	
Movie Night - Pizza		\$250.00	
<b>Total Income</b>			<b>\$19,621.45</b>

<b>Expenses Sep/Oct - Actualized</b>			
Family Transition Place		\$1,150.00	
Insurance		\$151.20	
Quesada – Taco Refunds		\$315.00	
Pizza Day		\$3,341.25	
Cookies		\$262.51	
Pasta Day – Quest for Cakes		\$2,748.75	
<b>Total Expenses - Actualized</b>			<b>(\$7,968.71)</b>

Available Balance Oct 31, 2018 \$12,152.74

<b>Income Sep/Oct - Forecasted</b>			
Movie Night Deposit (keeping as float for Holiday Fair)		\$500.00	
<b>Total Income - Forecasted</b>			<b>\$500.00</b>

<b>Expenses Sep/Oct - Forecasted</b>			
Pita Pit Term 1		\$1,600.00	
Quesada Term 1		\$1,800.00	



## SPENCER AVENUE SCHOOL COUNCIL

Cookies Term 1	\$500.00	
Movie Night Expenses	\$300.00	
<b>Total Expenses - Forecasted</b>		<b>(\$4,200.00)</b>

**Estimated Available Balance Oct 31, 2018** **\$8,452.74**

<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
<b>PIC MONEY - Allocated</b>		\$500.00	
<b>Expenses</b>			
<b>Rebates</b>			
<b>Outstanding Balance PIC</b>			<b>\$500.00</b>