



SPENCER AVENUE SCHOOL COUNCIL

Meeting Minutes

Date: Tuesday, September 25th, 2018
Time: 6:30 PM
Location: Spencer Ave. Library

Parent Attendees

Lisa Laidlaw	Kim Shouldice	Tricia Barrett	Jannah Bender
Charlotte Rivoire	Hayley Hancott	Mallory Cardona	Mike Steer
Megan Taylor	Lorrie Wren	Narius Mistry	Cari Mistry
Bonnie Gerrits	Miranda O'Connor	Laurie Taylor	Laura Russell
Jennifer Hunt	Gillian Prieur	Lisa Hamamy	

Staff Attendees

Dianna Secord

1. Greetings & Welcome (Dianna)

Cari brought meeting to order at 6:35 pm

Dianna welcomed parents to the new school year. Announced that elections to be held during this meeting and a handout was provided with summary of positions and responsibilities.

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

June 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.

MOTION to accept the June minutes by Cari & seconded by Mike. Motion carried, minutes approved.

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

3. Introduction to council roles & election (Dianna, 15 minutes)

All council executive position are open and all are welcome to run for any position. Nominations and election was held. All position were acclaimed:

Chair – Megan Taylor

Co-Chair (Vice) – Cari Mistry

Secretary – Gillian Prieur

Treasurer – Narius Mistry



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4. Principal's Report (Dianna, 10 minutes)

A very busy start to the school year along with some difficulty with the unfortunate and sudden passing of one of our teachers. Despite the difficult start to the year, things are improving.

There are several vacancies currently within the school. These positions (5) have been posted and hope to have them in place within the next 10 days.

During reorganization, one new class has been added which required one classroom (Gr 6/7/8 gifted class) to be moved temporarily into the Maker Space until the new addition is complete.

Renovation is moving along well and on scheduled for mid to end November completion. Once complete, we will take immediate occupancy over one classroom and one storage room.

Playground is moving along very well. The playground will not be a traditional play structure. The direction is a more natural setting with things like bridges, balance beams, climbing apparatus, etc. It will be more linear and not require a single large section of land to accommodate. Planting of trees for shade will be part of the playground build. Dianna will poll the students if/when a decision on option is required.

A couple of companies have been on site and will be providing estimates and quotes. Once a final selection on vendor is made by the Playground committee, it will be forwarded to the Board for approval. The intent is to start installation in spring. The playground committee consists of admin, staff & parents and is chaired by Dianna.

No grants have been approved yet, but parents have been writing and submitting for approval. Note that Jump Start grant is due March of current school year. Megan indicated that Evergreen Brick Works may be an option for grant funding due it being an eco/green friendly play space.

Dianna feels that we have sufficient funds, with money raised to date to complete the first phase of the playground installation. Additional funds raised will be allocated to future phases.

ACTION: Cari to send an email to parent volunteer who has taken on grant writing to ensure that the Evergreen Brick Works is on the list.

Noted that once playground is in place, a portion of budget needs to be allocated to playground maintenance.

A question was asked regarding the treeline in the construction area where kindergarten play area is located. Dianna indicated that those trees will remain part of that play area post construction.

5. 2018-2019 Long Range Plans

• Fundraising Goal & Spending Plan

Cari facilitated this discussion with the goal of setting intentions for how council plans to spend money raised in 2018-2019 school year. As a reminder, the recap for last year was that the big push was for playground and we set the commitment to be 90% of money raised to be allocated to the playground fund, leaving the remaining 10% to cover expenses and ongoing council activities and commitments. In previous years we had done a 60/40 split (60 to playground and 40 for teacher's requests & ongoing council expense).



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Ongoing/standing commitments in the past have been supporting kindergarten grad, grade 8 grade (\$500) and family transition place social programs (gr 7/8).

Dianna indicated that in addition to the playground, the only other area where she is seeing a need for additional funds this year is for the Maker Space. Some of the supplies, mainly tech (i.e. robots) are aging and will need to be replenished or topped up throughout the year. The Maker Space is an important place for all students and so many students use this space during school time and their breaks. She would like to continue to support the maker space and have great technology available. Dianna feels that \$5K towards the Maker Space would be a great contribution this year.

Discussion around funding allocation had a few suggestions made including an 80/20 or 70/30 split for Playground and other, allowing for some Maker Space funding to be allocated. Another suggestion was made to leave it at 90/10 to allow the council to see through to completion the fundraising for the playground.

It was ultimately decided that council is not yet in a position to make a final decision on funding allocation and to defer to a future meeting. Dianna is expecting quotes back prior to the next council meeting and that will allow a full review of funds required to complete and allow an assessment of how much in additional funding is still required.

ACTION ITEM: Megan to re-visit the discussion on funding allocation in the council meeting after the playground quotes are received.

- **By-law Sub-committee**

A by-law sub-committee was created to do a review of the council by-laws. The role of the committee is to propose any needed amendments to the by-laws and present to council for approval. Gillian volunteered to Chair the committee and Cari, Megan, Laurie and Mallory volunteered to sit on the committee.

ACTION: Gillian to setup review of the by-laws with the committee.

- **Council Channel of Communication**

The council has their own email account that is used for the communication of all council related news/activities to the school council. Draft minutes are sent via this email after each meeting to the council distribution and invited comment/correction from any council member who was in attendance at the meeting. Once the minutes are approved, they get posted to the school website. The consensus around the table was there are no changes needed with channel of communication.

ACTION: Gillian to create new council distribution list for 2018/2019 which will be a carry forward of the 2017/2018 list plus any new members from tonight's meeting. An opportunity will be given to anyone on the 2017/2018 distribution to remove themselves.

Dianna reminded all council to please continue to direct parents to the school website as it will always have the most current information for parents.



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Megan proposed the possibility of a Facebook Page, which offers opportunity for sponsorship not available to the current FB group we have. No decision was reached in this proposal.

6. Treasurer's Report (Narius, 10 minutes)

There was an e-vote passed in September to allocate \$200 budget for Meet the Teacher Night snacks/refreshments.

June financial reports & Fundraising summary statement were shared with council (see Attachments A & B). The closing balance for June was \$25,832 and in the June meeting, council approved all but \$500 to be allocated to the playground fund.

ACTION: Narius to request for Lisa to transfer of \$25,332.26 to the playground fund.

7. Lunch Committee Update (Jen, 5 minutes)

Term 1 orders are in and set up for next week. In addition to our usual pizza, pasta, cookie & Booster Juice offerings, Quesada has been added as a new option this year.

The committee is requesting their own email just for their use to be able to more efficiently deal with any parent inquiries. Dianna to look into having an email provided. In the interim, any lunch related queries to the council mailbox are to be forwarded to Jen.

Laura Russell is requesting for volunteers and a sign-up sheet was circulated at the meeting.

8. Future Projects

- **Christmas Fair**

Christmas Fair committee was established with Mallory volunteering to Chair the committee. Cari has volunteered to assist Mallory and transition the committee to her. Volunteers interested in helping with the Christmas Fair should notify Mallory directly. Nov 24th is the proposed date for this year's Fair.

MOTION to approve \$500 in funding to cover Christmas Fair expenses by Cari. Seconded by Mallory. No objections. Motion carried.

- **Movie Night**

Laura has volunteered to organize a movie night. She is requesting Oct 26th and will work with Dianna to finalize the date. Anyone interested in volunteering contact Laura

MOTION to request approval for \$200 to cover movie night expenses made by Charlotte and seconded by Lisa. No objection. Motion carried.

- **Spring Fair**

Date of May 9th proposed to council for this year's Spring Fair. Date approved by council. Organizing committee to be established at next meeting.

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



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- **PIC (Parent Involvement Committee Updates)**

Lorrie, parent member of PIC provided updates from the PIC meeting held the day prior in the Guelph Board Office. Both Lorrie & Gillian are voting members of PIC representing Dufferin County.

A communication piece to be added to the board app with the intent of replacing many 3rd party apps currently being used by teachers. The intent is to have this complete by mid-winter and ready for full roll out by next September.

Secondary School review is currently online at the PIC website (<https://www.ugdsb.ca/pic/>) for those with secondary students.

Nov 17th PIC is having their first parent night open to the entire community @ Westside SS. This is a free event for parents. Expect to see a flyer for distribution to be emailed to the school shortly.

There are always one or two policies up for review that are open for comment from parents/guardians in the UGDBS. The currently policy under review is "Safe Schools" and can be found on the PIC website <https://www.ugdsb.ca/pic/>

- **Fundraising Committee**

Cari suggested we establish a fundraising committee. Mallory volunteered to Chair the committee. Anyone interested in participating in this committee should contact Mallory directly.

Lisa noted that she has signed the school up for Mabel's Labels. The information is posted on the school website.

Proposed agenda items for next meeting

- Finalize direction for the allocation of funds raised in the 2018/2019 school year.
- Confirm volunteers that have stepped forward for the new committees established (Christmas Fair & Fundraising)
- Establish new committee for Spring Fair

Next Meetings

Tuesday, November 6th @ 6:30

Adjourn

Cari adjourned meeting at 8:35pm

Minutes recorded by GP.



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Attachment A

SPENCER AVENUE SCHOOL COUNCIL JUN 2018 FINANCIAL STATEMENT

Opening Balance Jun 1, 2018 \$41,982.91

<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 Jun 1, 2018* \$24,732.91
* Includes Cash Float on Hand \$70.00

Income Jun 2018			
FundScrip		\$1,485.12	
Family Fun Night – Ticket Sales		\$10.00	
Stuffie Fundraiser (Le Sisters)		\$15.40	
Total Income			\$1,510.52

Expenses Jun 2018 - Actualized			
Staff Appreciation Lunch			\$400.00
Staff Appreciation Expenses			\$34.01
Family Fun Night – Thank You Notes			\$103.35
Pasta Day 2 Extra Lunches			\$7.00
Stale Dated Cheque 579		\$60.59	
Stale Dated Cheque 578		\$72.60	
Total Expenses - Actualized			(\$411.17)

Available Balance June 30, 2018 \$25,832.26

Income June 2018 - Forecasted			
Total Income - Forecasted			

Expenses Jun 2018 - Forecasted			
Total Expenses - Forecasted			

Estimated Available Balance Jun 31, 2018 \$25,832.26



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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
<i>Family Fun Night - Approx</i>			\$780.00
Rebates			
HST Rebate		\$20.81	
Outstanding Balance PIC			\$803.85



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Attachment B

SPENCER AVENUE SCHOOL FUNDRAISING SUMMARY STATEMENT - 2017/2018

Account	Income	Expense	Total
Lunches			
Booster Juice	\$6,723.00	\$5,87.75	\$850.25
Cookies	\$2,940.00	\$1,499.27	\$1,40.73
Pasta	\$6,519.00	\$5,321.75	\$1,197.25
Pita Pit	\$5,612.50	\$4,936.50	\$676.00
Pizza	\$18,400.00	\$9,744.00	\$8,656.00
Misc	\$491.00	\$87.75	\$403.25
Total Lunches	\$40,685.50	\$27,482.02	\$13,223.48

Fundraising			
FundScrip	\$1,485.12		\$1,485.12
Mabel's Labels	\$88.45		\$88.45
Movie Nights (3)	\$1,605.20	\$819.85	\$785.35
Total Fundraising	\$3,178.77	\$819.85	\$2,358.92

Christmas Fair			
Tickets	\$978.95		\$978.95
Vendors	\$450.00		\$450.00
Bake Sale	\$512.30		\$512.30
Bake Sale Staff	\$68.76		\$68.76
Approved Expenses		\$267.30	-\$267.30
Total Christmas Fair	\$2,010.01	\$267.30	\$1,742.71

Family Fun Night			
Auction	\$5,171.00		\$5,171.00
BBQ/Food Sales	\$1401.00	\$1,317.58	\$83.42
Beaver Tails	\$100.00		\$100.00
Tickets	\$1,077.25		\$1,077.25
Wrist Bands	\$1,250.00		\$1,250.00
Zoo Tek		\$559.35	-\$559.35
Approved Expenses		\$254.64	-\$254.64
Total Family Fun Night	\$8,999.25	\$2,131.57	\$6,867.68

	\$54,873.50	\$30,680.74	\$24,192.79
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