



# SPENCER AVENUE SCHOOL COUNCIL

## Meeting Minutes

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

### Parent Attendees

Megan Taylor	Rick Cowan	Miranda O'Connor	Charlotte Rivoire
Lisa Laidlaw	Mallory Cardona	Shelly Sullivan	Lindsay Graham
Laura Russell	Cari Mistry	Narius Mistry	Gillian Prieur
Jen Hunt	Jackie Irwin		

### Staff Attendees

Dianna Secord	Jennifer Wilson
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### 1. Welcome & Introductions

Megan called meeting to order at 6:33.

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

November 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 minutes by Lisa Laidlaw, seconded by Mallory Cardona. Minutes approved.

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

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

- Dianna requested from council funding to provide 3 – 6 school lunches per week for student. Consensus from council with no objections. Approved.
- Holiday fair was a great success. However, there was one unforeseen expense that council will be required to cover for this event and any event going forward. For any event held outside of normal custodian hours (i.e. weekends), there is a \$350 charge that is not covered by the Board. Council will cover this cost for this year's Holiday Fair and will budget for this line item for any future events.
- PPM days – we have a total of 6 left. Three of those are allocated for Student Council, tentatively for Spring Fair & Movie Night, although it was noted one is not needed for Movie Night if only serving Kernels popcorn.
- Traffic and congestion during drop off and pickup is an increasing concern. Dianna has spoken to the Board and somebody will be coming in this Thursday to develop a plan. There will not be more parking or kiss & ride added, so we need to figure out how we can work as a team to change parent behaviour to promote children's safety when arriving and departing from school. This plan will include ideas to help parents in this area such as, identify alternate parking locations near the school, alternate/safer paths for walking, for example, all with the goal to help alleviate congestion. Once the report is complete, it will be presented at a School Council Meeting.
- Reminder that the Christmas Concert is coming up on the 19<sup>th</sup> at 2:00pm



## SPENCER AVENUE SCHOOL COUNCIL

### 4. Eco School Report (Jennifer Wilson, 10 minutes)

- SAES became a gold eco school at the end of last year. This was an important milestone for the kids and school community. We are now looking ahead to working towards a platinum level eco status. In order to obtain this highest level, we must maintain gold status for 3 consecutive years. We are currently working on maintaining gold status, but there are some areas requiring improvement, such as energy conservation and waste reduction.
- The eco team, consisting of teachers, principal and parent volunteer, are fostering eco values as part of school culture and looking for ways to incorporate that within the school community by doing things like promoting eco values during council and school events like assemblies, school council meetings.
- Waste minimization discussion – We should promote having waste free events and meetings, i.e. reusable dishes, avoid single use plastic, decrease or eliminate photocopying meeting documents.
- Encourage awareness of carbon footprint – would like to promote walking to school as much as possible or taking a bus rather than being driven.
- Eco club for students will be starting up in January
- Consider having “waste free lunch” days. There are possible fundraising tie ins if we were to sell kits for literless lunches.

**ACTION ITEM:** Jennifer Wilson to speak with Mallory Cardona re: fundraising opportunities.

### 5. Treasurer’s Report (Narius, 10 minutes)

- December 2018 financial statement was reviewed (see Attachment A)
- Spirit wear income came in November \$2034.00. Note that Bonnie will be sending a communication to parents to coordinate pickup, if your order is a gift.
- Holiday Fair revenue & expenses are noted as well as all Movie Night expenses.
- HST rebate was actualized this month
- Council will do a review in January of funds raised to date and allocate to playground and maker space, accordingly.
- A new funding request was raised by Miranda for future consideration during January review of support for the new music club starting up in the new year that requires funding support for musical instruments.

### 6. November Movie Night (Laura, 3 minutes)

- Attendance was low for movie night, but those in attendance still enjoyed a nice quiet movie night. There were some issues with communications/announcements showing incorrect date information, which may have had an impact on attendance. Movie Night on Meet the Teacher Night was very successful last year, so we will likely attempt it again, but focus on some additional advertising/notifications.
- Another movie night will be scheduled in the January/February timeframe

### 7. Holiday Fair (Mallory, 10 minutes)

- Overall a very successful and well attended event. The day went smoothly with many parent and student volunteers
- Increased vendor fees to \$40 per table this year.
- Funds raised: activities made \$636, raffle table made \$808, bake sale m \$717 and vendor fees \$560



## SPENCER AVENUE SCHOOL COUNCIL

- Expenses paid to date: Santa \$200.00 and miscellaneous \$97.68. There is still approximately \$120.00 worth of outstanding expenses to process.
- As noted in the Principal's report, the unknown custodian fees of \$350 will need to be applied against the event.

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

- The food committee did research on a new pasta provider, Simply Pasta. This is a new company started by a former parent whose focus will be addressing some of the common school lunch program issues. They are able to accommodate our Wednesday schedule. Pricing is \$3.50 per serving (same as current vendor, Quest for Cakes) and offerings are penne in tomato sauce, bowties or mac 'n cheese. They offer reusable containers that are stainless steel lined.
- Since we have only one or two anecdotal scenarios of pasta issues (appears to be an issue with butter noodles only and the noodles clumping together, perhaps because of overfilled containers) and since Quest for Cake have been a very good partner to our lunch program and due to limited time to make a change before the 2<sup>nd</sup> term of lunch orders, the preference of the council is to stay with Quest for Cakes for the next term and have a conversation with them to see if there is a way to address the issue identified. In the meantime, the food committee can continue to pursue the Simply Pasta option by sampling some of their options.

**ACTION ITEM:** Laura Russell will contact Quest for cakes with feedback on pasta program

- Looking at Lunch Lady as a possible replacement to Quesada. Similar to Quest for Cakes, no change will be made for Term 2 lunches.
- Discussed the possibility of issuing a parent survey re: lunches
- Dianna suggested we ask the kids their opinion on Quesada.

**ACTION ITEM:** Dianna to coordinate an informal poll of the students during the next Quesada lunch day.

### 9. Spring Fair Volunteers Required

- Event is confirmed for May 9<sup>th</sup>, 2019
- A chair is required for the committee and will need to be confirmed at the January meeting.
- January is when most business will have new funding for donations, so committee should begin soliciting at that point.
- The following people have volunteered for the committee so far: Lisa Laidlaw, Mallory Cardona and Cari noted that Kristine May volunteered to do out of town solicitation for donations.

**ACTION ITEM:** Gillian to send email to council distribution soliciting volunteers for the Spring Event Committee

**ACTION ITEM:** Dianna to look for fundraising letter used last year, update and sign to have ready for committee in January

**ACTION ITEM:** Dianna to book 20 tables from the Board for the Spring Event.

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

- We are trying childcare at our meetings. This is free to parents and the volunteer providing the childcare service will be given a \$25 gift card as a thank you. Those attending the meeting who wish to utilize the childcare provided are asked to send a message to the council email.
- This is a trial only and if after 3 meetings the service is not being used, then it will be discontinued.



## SPENCER AVENUE SCHOOL COUNCIL

### 11. Parent Involvement Committee (Gillian, 5 minutes)

- Gillian participated in a PIC sub-committee to review the Board Policy for School councils. This was a helpful exercise that dovetails well with the by-law review to be done at the school level
- Noted that there will be no big Spring Event organized by PIC this year due to funding cuts. In lieu, PIC are looking at an alternate event utilizing free speakers available to us at the Board. Planning for this event to begin at the January PIC meeting for an tentative April event.

### 12. Dufferin Joint Council (Megan, 5 minutes)

- SAES are hosting the Dufferin Joint Council meeting on Monday, January 21<sup>st</sup>, 2019.
- Megan confirmed that the agenda will include a speaker from HFFA's farm to school program ([Hffa.ca/farmtoschool](http://Hffa.ca/farmtoschool)) as well as a presentation about the school Maker Space from Mrs. McLarnon. Request for volunteers to bring snacks/bake goods, coffee: Jenna, Cari volunteered to bake. Confirmed that there is no budget required for this meeting.

### 13. School Council By-law Review

This item will be carried forward to next month.

### 14. Other Business

- Lisa noted that Mabel's Labels has provided the school with a small flyer which she will ask primary teachers to distribute to students as a fundraising activity
- Leftover popcorn from Movie Night to be sold off as a one time offering. Laura Russell to coordinate.

### Next Meetings

Tuesday, January 8th @ 6:30

### Adjourn

Megan adjourned meeting at 7:55 pm

Minutes recorded by GP.



# SPENCER AVENUE SCHOOL COUNCIL

## Attachment A

### SPENCER AVENUE SCHOOL COUNCIL DEC 2018 FINANCIAL STATEMENT

**Opening Balance Nov 1, 2018** **\$54,735.00**

<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>(\$42,607.26)</b>

**Available Opening Balance Nov 1, 2018\*** **\$12,127.74**  
\* Includes Cash Float on Hand \$70.00

<b>Income Nov 2018</b>			
Spirit Wear		\$2,034.00	
Holiday Fair - Vendor Fee		\$560.00	
Holiday Fair - Activities		\$636.00	
Holiday Fair - Raffle		\$808.00	
Holiday Fair – Bake Sale		\$717.50	
Halloween Movie Night		\$517.75	
Halloween Movie Night Pizza		\$50.00	
HST Rebate		\$487.16	
<b>Total Income</b>			<b>\$5,810.41</b>

<b>Expenses Nov - Actualized</b>			
Movie Night 1 - Kernels			\$194.93
Movie Night 1 – Expenses incl. Pizza			\$551.50
Movie Night 2 - Pizza			\$90.75
Movie Licensing – 2018/2019			\$211.87
Holiday Fair - Santa			\$200.00
Holiday Fair - Expenses			\$97.68
Cookies			\$390.52
Quesada			\$1,514.73
Booster Juice			\$2,148.00
<b>Total Expenses - Actualized</b>			<b>(\$5,399.98)</b>

**Available Balance Nov 30, 2018** **\$12,538.17**

<b>Income Nov - Forecasted</b>			
Movie Night 2 Deposit			\$187.00
<b>Total Income - Forecasted</b>			<b>\$187.00</b>

<b>Expenses Nov - Forecasted</b>			
Pita Pit Term 1		\$1,600.00	
Cookies Term 1		\$250.00	
Spirit Wear		\$1,525.00	
<b>Total Expenses - Forecasted</b>			<b>(\$3,375.00)</b>

**Estimated Available Balance Nov 30, 2018** **\$9,350.17**



## SPENCER AVENUE SCHOOL COUNCIL

<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>			\$500.00

<u>Christmas Fair Summar</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
<b>Income</b>			
Holiday Fair - Vendor Fees		\$920.00	
Holiday Fair - Activities		\$636.00	
Holiday Fair - Raffle		\$808.00	
Holiday Fair – Bake Sale		\$717.50	
<b>Total Income</b>			\$3,081.50
<b>Expenses</b>			
Santa			\$200.00
Holiday Fair - Expenses			\$97.68
<b>Total Expenses</b>			<b>(\$297.68)</b>
<b>Profit/Loss</b>			<b>\$2,783.82</b>