



SPENCER AVENUE SCHOOL COUNCIL

Meeting Minutes

Date: Tuesday, March 19th, 2019
Time: 6:30 PM
Location: Spencer Ave. Library

Parent Attendees

Megan Taylor	Cari Mistry	Narius Mistry	Jackie Irwin
Lisa Laidlaw	Miranda O'Connor	Tricia Barrett	Hayley Hancott
Charlotte Rivoire	Gillian Prieur	Jennifer Hunt	Laura Russell
Bonnie Gerrits			

Staff Attendees

Dianna Secord

1. Welcome & Introductions

Megan called meeting to order at 6:35pm.

2. Approval of January 2019 minutes (5 minutes)

January meeting minutes were distributed via email prior to the meeting. Corrections identified: change year from 2018 in 2019 on page 1 header. Minutes with changes approved.

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

3. Principal's Report/Division Report (Dianna Secord, 10 minutes)

- Playground – 2 companies have come to assess for pricing, waiting on paperwork/quotes. Both are local, flexible and able to begin construction in the summer. One did Brisbane playground and the other has done the playgrounds that the committee toured. One change made – originally wanted evergreen running parallel to the tarmac, but that will not work based on where the water runoff is, so instead it will go in a T shape, down the middle of the playground or off to the north end of the playground. Change the orientation of the soccer goal posts, perpendicular to where they are now and adding a second set. Looking to include some substantial/more mature trees to be included in the quote since there are really none currently on site. By next meeting, there should be 2 quotes to discuss.
- Committee for walking to school/parking congestion problem. A map has been laid out by representative from the board with identified good walking areas/parking areas. Once the committee meets, they will come to school council to present before it is presented to the general school population.

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

- March 2019 financial statement was reviewed (see Attachment A)
 - Jan/Feb transactions are combined in this report. Term 2 lunch income all came in. Expenses were slightly higher than income.



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- The transfer to make space of \$3600 was completed.
- Have ~ \$12K balance
- Revision to January 2019 financial statement was reviewed (see Attachment B)
 - Last report showed up to Dec 21st (last day of school) and when we returned, our meeting was early in the return from school. There were transactions made during that break, so the report has been revised to reflect this activity. Overall increase in funds resulting in a higher estimated balance.

5. Upcoming Events (30 minutes)

Spring Fair committee update and meeting minutes – Lisa Laidlaw (15 minutes)

- Planning is on track. Next meeting is scheduled for April 1st @ 7:00
- Food trucks are booked – Beaver Tails, Fire it Up (cash online), Lemonade
- Communication strategy in place to advise families of the need to pre-order food.
- People are canvassing for silent auctions.
- Zootek is booked.
- Mallory is coordinating the volunteers for the event.
- Pro Grant money will be used for another Maker Space family activity. Cari to speak with Sandra on how to support the activity.
- Classroom basket donations – requests to be sent to parents via the teachers.
- School Cash Online has the ability to provide a link for an outside party to make a payment (was used for vendor payments at Christmas Fair). Committee to check with logistics of how to do it with Mallory.

Motion To approve \$375 budget for 50 additional pre-order meals to have on hand. Motioned by Charlotte, seconded by Jackie. No objections. Motion passed.

6. Council Discussion

Lunch Committee Updates – Jenn (5 minutes)

- Lunch program is running smoothly. Term 3 orders are out and due this Sunday.
- Replacement date for pasta – will choose a May date that is a Booster Juice with no Quesada. Laura to coordinate with Quest for Cakes.

Cookie Dough – Mallory (5 minutes)

- \$1700 raised

Eco School update – Megan (5 minutes)

- Current focus on Earth Hour – March 30th. Committee is raising awareness with the students.
- Vesey Bulbs fundraiser – the students are running a Vesey Bulb fundraiser to help raise money for a school garden. All order forms and payments to be returned no later than March 29th. No late orders will be accepted.
- Water bottles – discussed the possibility of purchasing water bottles in coordination with the Eco Club.

ACTION: Dianna to take investigate water bottle possibilities.



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7. Parent Involvement Committee Report (Gillian, 5 minutes)

- Spring Event – Wednesday, April 17th at CWDHS
- Next PIC meeting is on Monday, March 25th @ 6:45 at the Board Office in Guelph. All are welcome.

8. New Business and Final remarks

- \$340 of PIC funding is still available – discussing ideas. Combine with the PRO Grant funds for Maker Space activity? Plants for the garden opening? Volunteer tea? Water container/jug for events.

ACTION: Cari to check for handout of PIC activities used in the past and distribute.

ACTION: Megan to add to agenda decision/discussion on remaining funding at next meeting.

- Movie Night – Laura is proposing April 4th, night before PD day. No budget required, will use what is on hand.

Next Meetings

Tuesday, April 2nd @ 7:45

Adjourn

Megan adjourned meeting at 7: 45pm

Minutes recorded by GP.



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Attachment A

SPENCER AVENUE SCHOOL COUNCIL MAR 2019 FINANCIAL STATEMENT

Opening Balance Feb 1, 2019 \$56,055.96

<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
Playground			
Playground 2018		\$25,332.26	
Playground 2017		\$10,139.42	
Playground 2016		\$7,110.58	
Total Playground			(\$42,607.26)

Available Opening Balance Feb 1, 2019* \$13,448.70

* Includes Cash Float on Hand \$70.00

Income Dec 2018			
Booster Juice – Term 2		\$2,000.00	
Pasta Day – Term 2		\$2,177.50	
Quesada – Term 2		\$1,693.60	
Cookies – Term 2		\$1,036.00	
Pita Pit – Term 2		\$1,828.50	
Pizza – Term 2		\$4,298.00	
Total Income			\$13,033.60

Expenses Dec - Actualized			
MakerSpace		\$3,600.00	
Quest for Cakes		\$1,770.00	
Terra Cotta Cookies		\$455.61	
Booster Juice		\$1,671.00	
Pita Pit		\$1,733.49	
Pizza		\$2,541.00	
Quesada		\$1,175.27	
Archbold's – Spirit Wear		\$2,032.38	
Total Expenses - Actualized			(\$14,978.75)

Available Balance Feb 28, 2019 \$11,503.55

Income Feb - Forecasted			
FundScrip Dividend		\$148.60	
Mabel's Labels		\$65.00	
Cookie Dough		\$1,000.00	
Total Income - Forecasted			\$1,213.60

Expenses Feb - Forecasted			
Christmas Fair Custodial Exp.		\$200.00	
Total Expenses - Forecasted			(\$3,375.00)



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Estimated Available Balance Feb 28, 2019

\$12,517.15

<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
PIC MONEY - Allocated		\$500.00	
Expenses			
Child Care – Council Meeting			\$25.00
Child Care – Council Meeting			\$25.00
Meet the Teacher			\$104.74
Rebates			
GST		\$2.39	
Outstanding Balance PIC			\$347.65

<u>Christmas Fair Summary</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
Income			
Holiday Fair - Vendor Fees		\$920.00	
Holiday Fair - Activities		\$636.00	
Holiday Fair - Raffle		\$808.00	
Holiday Fair – Bake Sale		\$717.50	
Total Income			\$3,081.50
Expenses			
Santa			\$200.00
Holiday Fair - Expenses			\$97.68
Holiday Fair – Games build			\$136.43
Total Expenses			(\$434.11)
Profit/Loss			\$2,647.39



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Attachment B

SPENCER AVENUE SCHOOL COUNCIL JAN 2019 FINANCIAL STATEMENT - REVISED

Opening Balance Dec 1, 2018 \$55,145.43

<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
Playground			
Playground 2018		\$25,332.26	
Playground 2017		\$10,139.42	
Playground 2016		\$7,110.58	
Total Playground			(\$42,607.26)

Available Opening Balance Dec 1, 2018* \$12,538.17
* Includes Cash Float on Hand \$70.00

Income Dec 2018			
FundScrip		\$3,715.00	
Movie Night December		\$182.25	
Quesada		\$364.00	
Cookies		\$98.00	
Booster Juice		\$180.00	
Pita Pit		\$135.00	
Pizza		\$364.00	
Total Income			\$5,038.25

Expenses Dec - Actualized			
FundScrip		\$3,715.00	
Christmas Fair		\$136.43	
Quesada		\$276.29	
Stale Dated Cheque		-\$7.00	
Total Expenses - Actualized			(\$4,127.72)

Available Balance Dec 31, 2018 \$13,448.70

Income Dec - Forecasted			
FundScrip Dividend		\$148.60	
Total Income - Forecasted			\$148.60

Expenses Dec - Forecasted			
Pita Pit Term 1		\$1,600.00	
Cookies Term 1		\$250.00	
Christmas Fair Custodial Exp.		\$200.00	
Spirit Wear		\$1,525.00	
Total Expenses - Forecasted			(\$3,375.00)

Estimated Available Balance Dec 31, 2018 \$10,222.30



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<u>Account</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
PIC MONEY - Allocated		\$500.00	
Expenses			
Child Care – Council Meeting			\$25.00
Rebates			
Outstanding Balance PIC			\$475.00

<u>Christmas Fair Summar</u>	<u>Notes</u>	<u>Credits</u>	<u>Debits</u>
Income			
Holiday Fair - Vendor Fees		\$920.00	
Holiday Fair - Activities		\$636.00	
Holiday Fair - Raffle		\$808.00	
Holiday Fair – Bake Sale		\$717.50	
Total Income			\$3,081.50
Expenses			
Santa			\$200.00
Holiday Fair - Expenses			\$97.68
Holiday Fair – Games build			\$136.43
Total Expenses			(\$434.11)
Profit/Loss			\$2,647.39