

**ADRIENNE CLARKSON PUBLIC SCHOOL
68 QUEENS COLLEGE DRIVE, RICHMOND HILL, ON**

**SCHOOL COUNCIL MINUTES – MONDAY NOVEMBER 4, 2019
6:30-8:00PM**

Attendees

Nika Daei, Myra Chow, Jolyn Commisso, Manisha Gandhi, Helen Bullingham, Shelley Harpur, Aroon Baksh, Dana Turculet, Ying Tomaso, Pedram Madahian, Mehry Khanicheh, Salwa Steitieh, Matthew Cutler, Goldie Panah, Nicole Bertram, Janine Moore, Melissa Cheng, Jane Park, Victoria Kim, Jennifer Fang, Nadia Russiello (Principal), Ruth Walker-Rosewood (Vice-Principal), Anthony Thornton (Teacher Representative)

1. CO-CHAIR WELCOME (Myra Chow)

- Welcome
- 4 members going to be late
- Request to discuss the possibility of changing back start time of meeting to accommodate more members

2. GROUP ACTIVITY (Nadia Russiello and Ruth Walker-Rosewood)

- As we are welcoming our teacher rep, Mr. Thornton, a second icebreaker was introduced.
- Answer questions about yourself and discuss with a council member you have not spoken to before

3. APPROVAL OF SEPTEMBER MINUTES (Myra Chow)

- Approval of the minutes
- Matt and Salwa approved the minutes

4. PRINCIPAL REPORT (Nadia Russiello)

- Parent teacher conferences booking on Edsby starting on 8th
- Progress going home on November 13th
- Interviews November 14th afternoon/evening, November 15th during the school day
- School council forum held on October 23, both Shelley and Salwa attended with Ruth
- Bag2School eco initiative ends on November 8th
- Grade 8 overnight trip to Quebec City has been approved May 26-29. Parents were given 3 options via survey and 90% chose Quebec City. \$860 per student which includes mandatory insurance, and there will be an information evening set up for the parents.
- Snow Valley tentatively booked January 27th; this year grades 4-8 go together on the same day

- Moving to split recesses (two separate groups) in November, so students get use to the routine before we experience icy conditions
- Cost sharing is opening January 2020 in terms of technology
- First set of desktops have been taken out that were not Windows 10 compliant, and the second half is still to be removed
- The board will help to replace computers removed for this reason
- Principal profile as drafted, no issues identified and ready to be submitted on time by end of month

5. TEACHER UPDATE (Anthony Thornton):

- Robotics club is up and running in library with Mme Burns
- Remembrance Day Assembly Monday November 11th 10:45am, school wide, organized by Mme Motomura and Mme Malarczyk
- Volleyball November 13th girls, and November 15th boys, offsite
- New banners from this year's Cross Country and Volleyball were put up in the atrium
- Choir and hand bells organized by Mme Malarczyk
- Chess club organized by Mme Motomura
- Collabo-Arts organized by Mme Gladman and M Diaz
- Nutrition program (intermediate students are snack distributors) organized by M Thornton and M Mulligan; there is reach to the students in the portables
- TED Ed club organized by M Gourley and Mme Clarke

6. TREASURER REPORT (Helen Bullingham)

- Number of discussions held to put together this year's budget expenses and revenues
- In green column shows actuals expenses, red column shows variance of what was left
- Created new budget categories: 1) In-class support, 2) School wide activities, 3) Student Wellness and 4) Other, so we can review and decide if each category has the right percent allocation based on how important it is to us
- In Projected Revenues section, revenues come from the sales of weekly pizza and juice, frozen yoghurt and new Lunchbox orders. In addition it includes the Dance-a-thon fundraiser event and end of school year BBQ, the latter has its own budget of \$3,370
- Since there are less students at the school this year, pizza revenues are projected to be lower; working with Aroon to ensure projections are the same as what was budgeted and to have clear sense for this year's start as pizza is a major source of council's revenue
- 2019/2020 projections for revenue at \$22,960, with healthy carryovers from 2018/2019 of \$13,430, combining to give us \$36,390. Then we need to set aside the funds for the end of school year BBQ of \$3,370, giving us total projected revenues to make up this year's 2019/2020 budget of \$33,019
- Because last year's council agreed to proceed with Jungle Sports, we have already committed to spending \$4250, leaving us with just over \$28K for this year's budget

- There we minor reductions to budget line items accordingly, with efforts to keep them close to same
- ❖ **In Projected 19/20 column:**
- Classroom resources budget, kept same as actual: \$3000
- Science & tech (includes tech replacement) reduced by \$402 from last year's actual, now \$6250
- Arts (e.g. hand bells, bucket drums), reduced by \$358 from last year's actual, now \$2000
- School wide activities, slight reductions since fewer students at school:
 - Athletics \$2700, same as last year
 - Eco school initiatives \$350, same as last year
 - Library , reduced by \$203, now \$2250
 - Programs (in school presentations), reduced by \$256, now \$4500
 - Jungle Sports, **new**, expense of \$4250 to this year's budget
 - Field trips (last year council was looking for a way to subsidize each student trips so each student benefited equally at \$5 per trip), reduced slightly, now \$2750
 - School grounds fund, kept close to same as last year's actuals, now \$300
 - Student subsidy fund, added \$450 for healthy snacks and grad trip contribution, added, now \$1950
 - Graduation Subsidy, kept same as last year \$500
 - Special projects, this line item varies every year, reduced by \$300, now \$1200
 - Student events and competitions, kept the same as last year \$800
 - Grade 8 Community involvements, **new**, Admin's idea, to run competitions and award 2 student certificates with \$100 award each. Considering an essay competition where students involved in community can be awarded for what they do to give back (grade 8 students). Now \$200
 - Other for Council activities, zeroed out since not spent last year and needed to balance the budget
- Questions/comments raised by council:
 - Science & Tech was budgeted to max because there is cost sharing to a max of 12,500, so we need to set aside half i.e. \$6250
 - Question related to fundraising, if we did more and had new revenues, yes the Budget can get updated every month; we can change projections and can add new ideas in the revenue section. Some new ideas if there was more revenue, included new basketball nets on pavement, In-class gardens/greenhouse on premises and more for healthy snacks and grad subsidy.
- If we approve this proposed budget, we can meet again in February to re-work amounts
- As of this budget, we will only have a \$19 carry-over for next year. We need to raise more funds and revenues need to be created for carryover for the Fall, so that the incoming year's new School Council has sufficient funds to support the school
- It will be important to have more of a buffer, since BBQ has a budget of \$3370 and it breaks even and does not generate new revenues
- We discussed whether there were any budget lines that could be removed, for example:
 - Should field trip funds of \$5 per child be kept? Is it necessary to have field trip budget, are there families that need it? Trips are getting more expensive,

because of bus costs. Some council members thought it should be removed and some were in favour of keeping it. There is a 'no child left behind' school approach that if a family reaches out, we subsidize it, both for field trips and the grade 8 trip. Currently decided to keep it with need to ensure its equitable for all

- Last year council voted to add \$1000 for healthy snacks item, because we were running out even though public health contributes. Should this be questioned?
- Are we trying to cut budget because of very small carryover? People were unsure of doing so
- Can we approve this budget, understanding no carry over?
- Need to do some further investigation before allocating funds for playground replacement/upgrade costs, more assurances needed and could fundraise specifically for it. It was built in 2004, already at 15 years, and plant services have fluffed it up and believe it is in better shape than expected. Nadia went online to look at vendors and no luck to find out costs, will need to go through purchasing to get more info, estimating \$100K for a new play structure. School boards don't pay for it; the Council is called on to give support. We could have specific types of events to raise for this, and develop a campaign. When school opened there was no playground, so a heightened effort to promote fundraising to support it occurred
- Happy to see a Grade 8 award, overdue, and this is a great budget. Nadia will craft the criteria for the essay to share with the teachers to share with students. It will be a written submission in some way with consideration to other forms of submission, and we as council, blinded, will review and present it as a Council member, and we will judge and choose 2 recipients, with Chairs presenting them at Grad
- A lot of work done, very good budget, need efforts for fundraising and carry-over
- As per quorum, the budget has been approved

7. PIZZA (Aroon Baksh)

- Permanent lists in classrooms working well
- Pizza going smoothly, Projections are accurate
- Plans to start selling frozen yoghurt Nov 22, to last 4-5 weeks. It's the same day as pizza so we can leverage existing parent volunteers and request for extra help, 30min weekly
- Discussed benefits of selling frozen yoghurt on-site since parents forget to order online and 50% of sales are as a result of in-school purchases versus cash online
 - We cannot have stations where students sell because of handling money issue
 - Safety issue of kids lining up seems to no longer be a problem
 - Someone needs to be here for group to come down and sell
 - Limited amount of frozen yoghurt is available, so first come first serve
- Lunch Box orders has not yet taken off with just ~15 orders each Tuesday, in its 5th week
 - Kids Kitchen is well established and has a contract for 4 days each week, including the same day Tuesday that Lunch Box orders has been launched
 - Concern expressed about allergy options, can be discussed with lunch suppliers

- Need to be compliant with healthy schools initiative so cannot increase portion sizes or offer some kid favourites because of this

8. FUNDRAISING (Pedram Madahian)

- We need to be fundraising for a school that currently has no funds for next year
- **Donation drive** proposed for parents this first term, 2 weeks duration, to go online and make a donation, and can get a tax receipt if over \$25 donated
- Buy in from council to get student involvement in the fundraising efforts, suggest division specific prizes to appeal to the kids (need to manage this expense, ideally council members can help obtain prizes from community connections) and we can make prizes visual for students to set goals and see how the council is doing
- Question asked if we are doing the donation drive to fundraise for a specific initiative and if we need to be specific? It was acknowledged we need these funds to carryover for next year's council and kids as well as to cover this year's budget which is dependent on these revenues actually being generated, so technology would be one such priority area
- **Dance-a-thon** needs revitalizing and big promoting for it, more than ice cream prize given last year, more coordination and thought needed for the event and its prizes
- Council voted to proceed with first term donation drive – passed
- Suggestion to have a parent council booth to promote initiatives at Parent Teacher Interview Evening Nov 14
- Suggestion to survey parents in Jan/Feb, to learn what their priorities are about school council spending
- Suggestion that we likely need a sub-committee created to revitalize the Dance-a-thon

9. PROGRAMS (Mehry Khanicheh)

- Still need to meet with Admin to determine programs
- Educational programs are to relate to what is being studied in school, any curriculum area is acceptable and it can be mental health related. These are programs that come onsite to the school

10. Other Business

- Teacher appreciation planning for February/March, and sub-committee can meet to determine the date
- BBQ will be scheduled for **Thursday, June 18th, 2020**
- Motion for meeting start to go back to 7:00pm; Vote occurred, start time is 7:00pm again
- Monday, December 9th, 2019 for Tea Tasting meeting in lieu of School Council meeting