

January 23, 2025 from 6:30pm - 8:30 pm Library

School Council Meeting Minutes

Date: January 23, 2025

Time: 6:30pm to 8:30pm

Attendance:

Council Members	Staff/Volunteers	Regrets
1. Chair: Lydia Schroeder 2. Treasurer: Cedar Zhang 3. Secretary: Rose Lo 4. Sanam Alamdari 5. Elham Khazanbaik 6. Farshad Tarzjan 7. Somi Afiuni 8. Dorna Kiani 9. Alireza Zarinnal 10. Annie Shang	Staff: Mme Heather Zaitlin (Principal) Volunteers: 1. Paria Mahrani 2. Faranak Norouzian	1. Tommy Yip 2. Sara Alford Khajeh-Hesamedin*

Agenda Item	Discussion and Action Items								
Welcome	Presenter: Lydia Schroeder, Chair Welcome all to the school council meeting!								
Approval of Minutes from September 26, 2024 (5 mins)	<ul style="list-style-type: none">Approved by Dorna KianiSecond by Alireza Zarinnal								
Treasurer's Report (25 mins)	<p>Presenter Cedar Zhang, Treasurer</p> <p>● Financial Update:</p> <table><tr><td>Opening Balance</td><td>Revenue (In)</td><td>Expenses (Out)</td><td>Balance</td></tr><tr><td>\$23,869.25</td><td>\$52,150.91</td><td>\$42,997.95</td><td>\$33,022.21</td></tr></table> <div><div>* Future Estimated Expenses: \$13,094.70</div><div>* Approx Funds Available \$19,927.51</div></div> <p>Revenue for the current school year:</p>	Opening Balance	Revenue (In)	Expenses (Out)	Balance	\$23,869.25	\$52,150.91	\$42,997.95	\$33,022.21
Opening Balance	Revenue (In)	Expenses (Out)	Balance						
\$23,869.25	\$52,150.91	\$42,997.95	\$33,022.21						

Revenue (Current School Year)	Amount	Totals
Balance Forwarded from 2023/2024		\$23,869.25
Harvey's Lunch	\$3,921.00	
Pizza Lunch	\$15,905.25	
Sub Lunch	\$11,098.61	
Sushi Lunch	\$13,113.75	
Swiss Chalet Lunch	\$4,690.00	
Halloween Dance	\$2,410.30	
Family Movie Night	\$0.00	
Potted Plants	\$0.00	
Fresh from the Farm	\$1,012.00	
Total Current School Year Revenue:		\$52,150.91
Total Revenue: (Balance Forward + Current School Year)		\$76,020.16

Expenditures for the current school year:

Expenditures	Requesting or Requested	2023-2024 Actual Amount	2024-2025 Actual Amount	Totals
Graduation 2024 / 2025 Deposit	\$500.00	\$500.00		
Athletic Pinnies	\$750.00	\$750.00		
Library Bee-Bot Mats	\$200.00	\$200.00		
Harvey's Lunch Invoices			\$851.60	
Pizza Lunch Invoices		\$17,686.99	\$5,318.25	
Sub Lunch Invoices		\$12,036.00	\$6,200.28	
Sushi Lunch Invoices			\$7,333.00	
Swiss Chalet Invoices			\$974.00	
Halloween Dance Expenses		\$1,447.49	\$1,421.52	
Fresh from the Farm			\$607.20	
Cross Country Busing			\$715.12	
Family Movie Night Expenses		\$492.28		
Potted Plants Expenses		\$382.21		
Playground Repairs	\$4,142.59	\$4,142.59		
Playground Addition	\$7,134.00	-	\$8,061.42	
Scoreboard	\$408.64	\$408.64		
Makerspace Items	\$4,000.00		\$3,425.63	
Scooter Rack	\$845.00		\$845.00	
Technology Cost Sharing	\$3,000.00		\$2,944.93	
Graduation(2025)				
Graduation(2024)	\$1,000.00		\$1,000.00	
Grade 8 Trip				
Field Trip Support (ie: Lake St. George)	\$300.00		\$300.00	
Arts Program	\$3,000.00		\$3,000.00	
Music Program				
Healthy Snack Program for Students				
Total Current Expenses:				\$42,997.95
Current Available Funds (Total Revenue - Total Current Expenses)				\$33,022.21

Approved Expenses to be deducted:

* Future Estimated/Approved Lunch Expenses to be Deducte	Amount	Totals
* Harvey's Lunch Invoices - Jan 27 to Feb 24	\$1,775.20	
* Pizza Lunch Invoices - Jan 22 to Feb26	\$2,823.00	
* Sub Lunch Invoices - Jan 23 to Feb 27	\$2,772.00	
* Sushi Invoices - Jan 24 to Feb 28	\$3,692.50	
* Swiss Chalet Invoices - Jan 28 to Feb25	\$2,032.00	
* Future Estimated Expenses:		\$13,094.70
* Approx Funds Available		\$19,927.51

Fundraising Project Performances:

Projects	Revenue	Cost		Profit	Margin%	Lunches Headcount Participation			Profit Per Person
		Current	Future			Oct-Dec	Jan-Feb	Total	
Pizza Lunch	\$ 15,905.25	\$ 8,141.25	\$	\$ 7,764.00	49%	207	206	413	\$ 18.80
Sub Lunch	\$ 11,098.61	\$ 8,972.28	\$	\$ 2,126.33	19%	83	80	163	\$ 13.04
Sushi Lunch	\$ 13,113.75	\$ 11,025.50	\$	\$ 2,088.25	16%	108	97	205	\$ 10.19
Swiss Chalet Lunch	\$ 4,690.00	\$ 3,006.00	\$	\$ 1,684.00	36%		77	77	\$ 21.87
Harvey's Lunch	\$ 3,921.00	\$ 2,626.80	\$	\$ 1,294.20	33%		88	88	\$ 14.71
Halloween Dance	\$ 2,410.30	\$ 1,421.52	\$	\$ 988.78	41%			-	
Fresh Farm	\$ 1,012.00	\$ 607.20	\$	\$ 404.80	40%			-	
Total	\$ 52,150.91	\$ 35,800.55	\$	\$ 16,350.36	31%	398	548	946	

- [Fundraising Goal requirements](#) & Fundraising Plan Ideas:

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

● Box of Cards

- Lead: Lydia Schroeder
- Time: Jan to Feb

● Movie night (Thursday, Feb 13th)

- Movie: Wild Robot (tentative)
- Lead: Dorna, Lydia, Sanam
- Snack selling & volunteers needed
- Pizza
- Popcorn
- Beverages (Juice Box, Water, Soda)
- Box of Cards
- Purchase a new pop corn machine (budget around \$300 + -) (**Voted: Pass**).

● Persian New Year (Feb to March)

- Fresh flower for sale (same vendor as last year)
- Same cost as last year.
- Pre-sale from Monday, Feb. 24th to Wednesday, March 12th.
- Deliver date: Monday, March 17th
- To note the above on the promotion material.
- Lead: Dorna Kiani.

● Garage Sale (combo with the Earth Day)

- Date: Saturday, April 26th from 11am to 2pm.
- Location: Outdoors
- Open to the broader community and parents
- Table for rent via school online.
- Table Rental proceeds will be donated to the school council for the School Garden fund and more. A donation table will be set up as well.
- Theme: Books / Toys / Children Clothing
- Perk: Bike repair station (external org)
- Opening ceremony of the school garden.
- Hardcopy Flyer to be distributed around the neighborhood. Volunteers needed.
- Team: Dorna, Lydia, Cedar, and other parents. Borrow table from local churches

■ Mother's Day& Father's Pre-order Sale (May & June):

- Lead: Elham Khazam, Annie Shang
- For pre-order. Pick up before Friday, May 9th or Friday, June 7th
- **Cookie Dough:** To be confirmed.

	<table><tr><td></td><td><table><tr><td>Item</td><td>Cost</td><td>Sale Price</td></tr><tr><td></td><td>\$</td><td>\$</td></tr><tr><td></td><td>\$</td><td>\$</td></tr></table></td></tr></table> <ul style="list-style-type: none">● Year-end event (June):<ul style="list-style-type: none">○ Date: Friday, June 6th, 2025 from 6pm to 9pm (tentative)○ BBQ & Picnic & Fun Fair○ Auction event (art crafted by students)○ Pre-order Hot food items○ On Spot: Freezies, beverages, and Pizza for sale○ Task Force needed. Please start recruiting volunteers.● Staff Appreciation Lunch (June):<ul style="list-style-type: none">○ Friday, June 20th○ Same format as last year○ Volunteers needed <p>Future:</p> <ul style="list-style-type: none">● Box of Cards before Christmas● Krispy Kreme (Heart Shaped Donut)<ul style="list-style-type: none">○ https://krispykreme.ca/fundraising-community/○ Pre-Order and pick up at the movie night (the night before Valentine’s Day)○ Your Cost*: \$8 / dozen○ Suggested Selling Price: \$12 – \$18 / dozen○ Quantity*: 50 dozen or more● Spices: All items are prepped and ready to go (January to February)<ul style="list-style-type: none">○ Vendor: Make it sow. All info is ready to go.● Recipes in a jar		<table><tr><td>Item</td><td>Cost</td><td>Sale Price</td></tr><tr><td></td><td>\$</td><td>\$</td></tr><tr><td></td><td>\$</td><td>\$</td></tr></table>	Item	Cost	Sale Price		\$	\$		\$	\$
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Item	Cost	Sale Price										
	\$	\$										
	\$	\$										
<u>Principal’s Report</u> (Heather) (20 mins)	<p>Presenter: Mme Heather Zaitlin</p> <ul style="list-style-type: none">● Progress update:<ul style="list-style-type: none">○ Playground repairs may be considered at a later time.○ Principal Profile: council reviewed and approved to submit to the school board.○ Art Performances: 3 booked. Dance & Culture (for Kin. to grade 8; Feb.); The Shoestring Opera Schoolyard Carman (K to Grade 3, May), Straight On ‘till Morning (Grade 4 and up, May)○ DO. Gibson Black Canadian 365 event (Feb 19).											

	<ul style="list-style-type: none"> ○ Grade 8 Graduation booked at Courtyard Marriott (same venue as last time) ● Budget requests from the Principal: <ul style="list-style-type: none"> ○ Grade 8 Students Montreal trip. Supporting students: estimate max \$2,000. (Voted: Pass). ○ Digital Piano: School needs a working digital piano. Approx: \$3000. (Voted: Pass) ○ Gym's Sound System: bluetooth compatible, cost request max at \$5,000 depending on the assessment. (Voted: Pass) ● Next steps at the school ● Primary reading program
Community building/Parent Engagement (20 mins)	<p>Presenter: Mme Heather Zaitlin and Lydia Schroeder</p> <ul style="list-style-type: none"> ● Movie Night (need to apply for a new license) \$700 per year (discussed on the Fundraising Plan Ideas section above) ● Garage Sale (discussed on the Fundraising Plan Ideas section above) ● Year-end events: BBQ (discussed on the Fundraising Plan Ideas section above) ● Teacher appreciation (discussed on the Fundraising Plan Ideas section above) ● Graduation committee (discussed on the Fundraising Plan Ideas section above) ● <u>Parents Reaching Out (PRO) Grants</u> (Grant is \$800 this year, to be applied) ● Legacy Garden <ul style="list-style-type: none"> ○ Every child was involved in planting 2023-2024 ○ New grade 8 Eco team members recruited ○ Garden is a connection to how nature meets our needs ○ Learning about ecosystems/ sustainability - curriculum connections
Other Business	<ul style="list-style-type: none"> ● Next Meeting: April 24, 2025 (final meeting)
Meeting End	<p>Meeting ended at</p> <ul style="list-style-type: none"> ● Approved by Cedar Zhang ● Second by Dorna Kiani