



Kars on the Rideau School Council Meeting Minutes of March 21st, 2017

The meeting was called to order at 7:05 pm.

Present: Rick Haggar, Denise St. Jules, Kim Cable, Jen Wright, Louise Cesario (teacher rep.), Diane Dey, Rowena Pearl, Steve Montero, Bonnie Fiarchuk, Kirsten Mooney, Rachel Nicholson (student)

Regrets: Lori Gruber, Paula Panetta, Michelle Marette, Shereene De Rosayro, Andrea Winter, Jen Ball, Robin Churchill, Jen Sabourin, Jennifer Mercer, Leeanne Van der Burgt, Michelle Crogie, Michelle Farncombe, Pouneh Shakeri, Rachel Polite, Tanya Simard

Chair Report

Kim welcomed everyone and introduced members to guests Rachel Nicholson and Louse Cesario. Rachel, a grade 7 student, and Mme. Cesario presented the WITS program (anti-bullying) to Council, and explained how the program is being implemented at KOTR. More information is below and on the school and council websites. kotrcouncil.weebly.com

Treasurer Report

Summary of funding notes/decisions (see detail below):

- Funds for Dance-a-Thon raised over \$5600. Expenses of \$777 are now paid.
- As we come to year-end, there more fundraisers will conclude giving us a better picture of our final closing balance.
- Agreed on a contribution of \$100 for staff member who lost a family member over the March Break.
- Agreed on a contribution of \$150-\$200 in support of the Carty family who lost Shauna, a former Council member and parent at KOTR, earlier this year.
- Book and Bake Sale will spend \$75 on advertising in preparation for April 21-22 sale date (no vote required on event expenses that are already part of event calendar)
- Agreed to purchase (enhanced) Online Lunch Program, which is \$400, but with \$50 discount for early bird registration.

Principal Report

Rick took Council members on a tour to the Coyote Gyms showcasing the newly installed gym wall mats. The mats and artwork (coyotes in red) are FANTASTIC, and Rick was able to negotiate a phenomenal price at about 1/3 of a retail cost.

Rick mentioned the upcoming Cake Walk for March 30th, and he would be holding a JK-5 assembly on Friday to get the kids excited for the event.

Rick passed around Next Year's draft school calendar (to be finalized).

Rick introduced our guest Rachel Nicholson and Mme. Cesario to present the WITS program. The WITS Programs bring together schools, families and communities to create responsive environments that help elementary school children deal with bullying and peer victimization.

Intermediate students like Rachel, will be taking an active leadership role in helping to teach the vocabulary to younger students, helping them to understand how to use 'WITS' in difficult social situations. Intermediate students will be assigned to work with younger students watching for problems in the yard, and helping them work through it using WITS. The 2-Part program includes WITS for K-3 and LEADS for grades 4-6.

Rick and Denise spoke about the success of this program, which gives kids the vocabulary to help themselves.

Current Business:

a) *Approval of February Minutes.*

MOTION to accept minutes as published made by Kim:

1) Steve. 2) Diane

Motion **PASSED**

b) *School Funding Requests:*

Rick showed us items on the staff wish list. The list had input from most of staff, including a 'mobile lab'. Our existing computer lab is still valuable but is eventually transitioning to a 'Chromebook Lab'. Rick also mentioned the media buckets work well with classes, 2 buckets/class work well and intermediate grades are engaging.

This list with priorities will be brought forward as spending requests to next meeting.

c) *Approval to spend \$100 on staff member gift for grieving family*

MOTION to accept this expenditure made by Kim:

1) Diane 2) Steve

Motion **PASSED**

Council discussed how to help the Carty family at the February meeting, but had not finalized a decision.

d) *Approval to spend \$150-200 support for Carty Family*

MOTION to accept this made by Kim:

1) Diane 2) Steve

Motion **PASSED**

e) Bylaw Review – Although Council bylaws were recently updated last year, with roles updated, we are required to review them each year and suggest updates:

- Bereavement/hardship support was thought to be part of Standing Motions but Kim confirmed they are not. Only retirement gifts are covered in gift spending.
- Once On-Line lunch program is running, with our PayPal account, we discussed the possibility of adding language covering the use of online "bank accounts", especially in the absence of the dual signature requirement. For now these new procedures are outlined in an update to our Financial Procedures document:

http://kotrcouncil.weebly.com/uploads/1/3/0/3/13037032/sop_for_managing_funds_collected.pdf

Diane suggested reading Bylaw objectives at start of year (as a group) and highlighted our community outreach function. Activities like the Book Fair and ideas about future community-based market fairs speak to that a bit. Organized community information nights, for example, were not seen as something parents/the community would attend.

An orientation manual might be an option to present to Council parents each year. The Council website was an attempt at that but could be enriched with more from the bylaws, and directing parents that way is always helpful.

Coordinator Updates

a) Teacher Representatives

Louise Cesario discussed S'Cool Life Fund. She reported that staff had discussed project ideas for the grant application for funding potential of up to \$3000. Ideas brought forward were:

1. Robotics team (project) and/or Lego for the school;
2. Arts Instructional Coach and Art Supplies;
3. Love2 Groove funding.

The criteria for the grant includes reaching the most students in the school, leaving a legacy, building self-esteem, relationships, being active and healthy. (Thought Luv2Groove likely best fit).

Louise also suggested using the funds for the track somehow. Rick shared the T-Shirt logos (in progress) and about launching the program (RACE- Runs Across Canada Everyday) where students will progressively use the track to run across Ottawa, Ontario then Canada and are tracked. Denise asked if there was a possibility that more than one project idea be funded. Jen. W. to find the answer to that.

b) Hot Lunches/Milk Program

Kim presented online Hot Lunch Program options and differences between purchasing the standard vs. the full membership.

- Agreed on moving ahead with the "early bird" price (\$350) for the **full** hotlunches.net, which allows us to choose our own web name (URL) and get parent-emailing capabilities. This is normally \$400 (standard subscription is only \$300) but we get \$50 off for paying before July.

We can register for the service now and play with the system, don't have to pay in full until May.

- Kim also presented a spreadsheet of meal pricing with PayPal fees worked in. It was agreed to **put milk prices up to 85 cents** (from .80), (Rick says our milk prices are in the middle of other schools) and absorb some of the PayPal fees from food items **lowering profit from \$1 to 90 cents**.
- Kim will go ahead and register us so that lunch volunteers can start to set up the system.
- Kim noted that funds will be transferred and managed electronically. Executive will show PayPal balance each month for accountability. Funds should be transferred to bank within 1 week of event. Those who can get into the safe (executive council members) can now get into PayPal account. Passwords should be changed annually. Adequate precautions must be taken when doing transfers electronically (virus protection, etc.). This was added to the SOP for managing Council finances.

Approval to purchase 'Full' Online Lunch Program Annual Subscription of \$350 (with \$50 discount):

MOTION to accept made by Kim:

- 1) Rowena 2) Bonnie
- Motion **PASSED**

c) Cake Walk

Set for March 30th and all is under way! Kirsten said that the committee has been working hard to get donations from local bakeries, Costco, Walmart, etc. They already have more than 40 donated cakes, and the number is climbing daily.

Kim tables minor rule changes for Fundraiser 'Walks' and how winners are selected, to help things go smoothly at the end of the day (packaging, delivering to students, sending home). They were understood and accepted.

d) Book Fair and Bake Sale

- Kirsten, Diane, and Rowena reported they are underway and date is April 21st.
- VOLUNTEERS REQUIRED: any amount of time you can give would be helpful. Even Students looking for volunteer hours. This event requires many hands.
- The committee has secured signage on Prince of Wales both front and back for 3 weeks.
- \$75 to advertise for the first 3 weeks in April. Lori to write a cheque for this.
- Signage also secured by Shereen at Pierces Corners for 1 month.
- Posters are going up, Kirsten will promote through Facebook. Lawn signs being made.
- Rowena working on securing promotion through Church bulletins.
- Notice to parents for book donations and volunteers went out just before March Break.

e) OCASC No update.

f) e-Cause Rolling In It!

Diane reporting some significant changes in eCause campaign - the distributor has changed their packaging forcing eCause to change ALL their terms. So the contract we signed is void. Good news is that a case is now smaller and we decided on a price **of \$36 for a case** of 4 packages (instead of 8) **\$70 for 2 cases**. No half cases. Thought this was an easier sell not only financially but for storage too. But ALSO it bumps our minimum sales without penalty to 250 cases. Same quantities to sell per roll - but everyone seemed to think we could still hit that with the reduced case price.

Diane suggested it might be helpful if we identify what we are raising the funds for. **'Indoor and Outdoor Gym Equipment and Activity Balls for all grades.'** This was approved.

Rick suggested prizes for most sales (ie: Pizza Party, etc.) and Diane is working on those class competitions.

g) Grade 8 Graduation

- Paula is leading this committee (Kim reported). Organization is well underway, and committee had a couple of meetings already.
- The event will take place directly following the ceremony, which will be held at the Alfred Taylor Community Center.
- The theme is a tropical/beach party and flyers are going out to Gr 8 parents to help decide the direction of fundraising going forward.
- Denise discussed 4 Freezie Fridays to raise funds. The committee is considering all options including the option of a voluntary donation towards the event. Bonnie said that each Freezie Friday raised about \$400. Bonnie also thought they did a basket raffle last year.
- The next committee meeting is in April.

h) Greening Committee - no report

i) Research and Funding Committee - see grant application items above.

j) Website - no report

Adjourn

The meeting adjourned at 8:50 pm.

The next meeting will take place on April 11th, 2017