



Kars on the Rideau School Council

October Meeting Minutes

October 11, 2016 7:00 pm

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

Present: Rick Haggart, Denise St. Jules, Michelle Marette, Kim Cable, Paula Panetta, Jennifer Wright, Andrea Winter, Bonnie Fiarchuk, Diane Dey, Leeanne Van der Burgt, Sheerene de Rosayro, Rowena Pearl, Steve Montero, Jen Sabourin, Megan Dodge

Regrets: Lori Gruber, Jennifer Hood, Jen Ball, Jenn Mercer, Michelle Crogie, Michelle Farncombe, Pouneh Shakeri, Rachel Polite, Robin Churchill, Tanya Simard

Chair Report

First full agenda for the year 2016/17. Kim expressed wishes for School Council to strive towards:

1. Increasing Visibility and Council Membership: With increased council membership and visibility we can use parent resources and connections to deliver new initiatives and improve how we deliver existing ones. We can also build a network by which we can reach more parents and voice their opinions.
2. Simplifying Fundraisers: We may need to consider reevaluating some long standing fundraising events if we are unable to find new event coordinators. For a school our size there is opportunity to be more efficient and reduce the labour intensity of some of our programs. This is possible with some new thinking and tools.

Several fundraising ideas were brought forward, and discussed:

- Jen S: Like Manotick Public, consider an 'online' hot lunch program (hotlunches.com - \$325/yr for website); paid through Paypal.
- Steve M: Purchasing gift cards (for anything) where percentage of card purchase to council
- Diane D: Toilet paper (See more detailed notes below under Council Event Review 2016/17)
- Other ideas: Little Caesars' Homemade Pizza Kit: (pizzakit.ca) \$5.00 profit/kit
- Loblaws Cards: buy so many, cheques in return

Treasurer Report

- Change of Signatories for bank completed in September (Kim, Paula, Lori, Jen)
- First deposit of \$43,000, made for Hot Lunches. Next hot lunch deposit will be in January.
- First expenses for Coyote Trail plaques (currently in Standing Motions). \$400.00
 - *The Coyote Trail is an honorary, archival gallery of photos and plaques, as a walking memory of more than 700 students, teachers, staff, and graduating classes (located in school's central hallway, off foyer). Also included are special plaques to honour the efforts and generosity of students, their families and staff at KOTR for funds raised (ie Cystic Fibrosis; Terry Fox Foundation, etc.).*



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- Kim reviewed our financial statement as of Oct. 2016. Last years' actuals will help forecast for this year. She also reviewed the 'Spending Request Form' which is required for council's consideration

Principal Report

- a. Rick shared KOTR draft for Extracurricular Activities with over 75 clubs, committees and teams.
- b. Rick shared some of KOTR School Learning Plan reviewed at the Staff meeting including: 1. Well Being piece: Games for All: participation for all children at all levels (kids feel good about coming). 2. Smart Goals for Mathematics (entails EQAO scores to see gaps for improvement) 3. Yoga mindful training, addressing anxiety in high risk girls (grade 8 girls and teachers): cost is \$540.00. Funding request put forward.
- c. Rick submitted Marjorie Loughrey Grant cheque for \$2000.00 to be deposited. Artists in the Schools Program Grant received (for stained glass- grade 7's). Council will cover the rest of the expense for this (approx. \$645 depending on # students participating).
- d. Over \$9000.00 was raised for the Terry Fox Run. Final goals reached for Tech Tubs; Projector/Ladybug for each class; Intermediate level textbooks; etc.
- e. Rick also shared allocation of \$3000 raised for Book Fair (last year), some to JK, access to lab (connected)
- f. Student Fees allocation: some going to new Phys. Ed. Equipment.

Current Business:

- a. Approval of June Minutes
MOTION to adopt the minutes of June, 2016 as published.
1st Diane D. 2nd Bonnie
Motion PASSED
- b. Approval of September minutes:
MOTION to adopt minutes of September 2016 as presented:
1. Steve. M. 2. Diane D.
Motion PASSED
- c. Council Orientation: Kim reviewed Council By-Laws and Mandate.
- d. 'Spending Request' form reviewed: Required for all funding requests. to be discussed and considered at each council meeting.
- e. Managing Council Funds: Policy document reviewed: Always use 'Best Practice' when handling incoming funds. Standards by which we handle money. Modifications made to 'Managing Funds Doc:' #2 and #4, #9 and #10: **2: "At no time should council money ever leave the school premises, except to be deposited at the bank." 4: "At the end of the event: an initial count of all funds should be done and the cash float accounted for by event organizers. Funds**



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should be counted and each denomination recorded, as soon as possible after the event to facilitate deposit in the council bank account.” We bought a safe, so we reviewed best practice for use of safe. #9: “The Treasurer is required to keep funds at the school during the deposit preparation. If this happens after school hours, a second person should be present to verify the count.’ 10: “Due to the volume of revenue for the Lunch Program, the Treasurer will be required to work with the Lunch Coordinators, to verify student orders and ensure appropriate funds are submitted. Because of this, the preparation of the deposit may require more input form the Lunch Program.”

- f. Rick proposed the school look at the possibility of purchasing a coin counter, and allow council to also use it. This would greatly reduce tedious, time consuming, manual coin counting.
- g. Change to Calendar of Events: Dance-a-thon to be held Fri. Feb. 3rd:
- h. OCASC delegate required: We are in need of a volunteer delegate to attend OCASC meetings once per month. Information obtained at these meetings can help our council with ideas, and efficiency. What is OCASC?
OCASC, the Ottawa-Carleton Assembly of School Councils, is an organization for school councils and parents to share information and facilitate communication within the communities of the OCDSB in order to enhance the education of all its students
(<http://www.ocdsb.ca/par/pi/pic/Pages/WhatisOCASC.aspx>)
Note: as part of our KOTR council By-Laws, council is required to maintain a membership with OCASC.
- i. Standing Motions Reviewed, to bring forward and adopt by 2016/17 council.
MOTION to accept Standing Motions as they are written in 2016 version of the Bylaws:
1. Shereene 2. Rowena
Motion **PASSED**
- j. Classroom Consumables: Council agreed to fund \$100.00 for each homeroom classroom teacher for classroom consumables.
- k. Council was not successful in obtaining a grant for parent resource workshops Discussion on whether council would like to fund such an event ensued. Suggested survey monkey be considered to see if parents would be interested and in what areas.
BRING FORWARD to November council meeting.
- l. Annual reports: Kim shared council’s annual report for 2015-2016. It is available on the KOTR Council Website.

Funding Requests

Funding Request #1:



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Funding request from Rick and Denise: \$540.00 for Yoga Mindful Training, which addresses anxiety in high risk girls (grade 8 girls and teachers). Approx. 20-30 girls to participate. This replaces the EIP (Early Intervention Program), which was run in partnership with the Royal Ottawa last year and also addressed anxiety and coping strategies for young teens. The EIP Program is no longer available.

MOTION TO APPROVE SPENDING was carried by majority.

The consensus was that parents would also like to see similar programming made available to boys.

Funding Request #2:

Michelle M. mentioned that 1 homeroom teacher requested an additional subscription for 'Raz-Kids' (Already covered under Literacy Budget). About \$175

MOTION TO APPROVE SPENDING for Raz Kids subscription was carried by majority.

Council Event Review for 2016/17

Volunteers: Michelle Farncombe is coordinating the list of volunteers.

Council discussed our current labour intensive fundraisers for which we have no leadership. These events and fundraising dollars could be offset with more efficient, online order based events for example:

Council is looking for coordinators for Loonie Toonie Sale. Megan D., who has coordinated and operated this event for many years, is willing to mentor new leads.

Council discussed possibility of transitioning the Hot Lunch Program to an 'Online Based' Program. Idea brought forward from Jen S., who helped organize similar system at Manotick PS.

BRING FORWARD: Council will continue to research options.

Council has decided to not run the St. Albert Cheese Drive again this year.

Diane Dey presented an order based fundraiser: 100% recycled toilet paper. Quebec company, good quality, something everyone needs, and competitive pricing. Council agreed to run this fundraiser at some point this year– timing to be determined.

Steve Montero suggested a fundraising called 'Fund Scrip' which is online gift card purchasing initiative. Steve and Kim to investigate further in hopes this could be considered in time for Christmas. Council agreed this initiative could have merit.

ACTION: Steve to further research of FunScript. Findings to be discussed at November meeting.



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Coordinator Updates

Teacher Representatives

Michelle Marette, in discussion with other teachers found a suitable MASC workshop for application, however, in their consultation with Rick, they felt the program is too expensive.

Jen Wright spoke with MASC rep., Cheryl Carman, who coordinates the Short Term subsidies (performance based): A sample SHORT TERM subsidy (one day) would look like this: Masao and Fana Soro 'Celebrate Africa' performance: with subsidy cost: \$382.50 + HST (regular cost: \$700 + \$24.24(Travel) + HST). The average discount is approximately 40%. Note that the Residency workshops are on average 3 days long, and double to triple this cost.

Jennifer W. also reported that according to Cheryl, MASC is undergoing a 'restructuring' and that although KOTR qualifies for both the Short Term Subsidy (one day - performance based) and Long Term Residencies (3 day - workshop based), MASC had cancelled their application deadline and although we could apply anytime, they could not guarantee any funding at this time. The last applications to receive subsidies were in the spring. Cheryl passed along information for Jennifer to contact the Long Term Residencies Coordinator. Jennifer Wright to follow up.

Marjorie Loughrey Artists in the Schools Program Grant received. Cheque for \$2000.00. Council will cover the rest of the expense for this (approx. \$645 depending on # students participating). Council approved this expense last year. Jen W. (and Jen B.) to look into application for next year.

Council discussed dance workshop options. Michelle commented that Love to Groove and a local resource are similar but offer different experiences for the kids.

ACTION: Kim asked Michelle M. to collaborate and encourage teachers to develop their 2016-2017 Program wish list for council consideration.

Hot Lunches:

Kim has prepared a rotating schedule of approximately 8 parents is in place for hot lunches. Lianna T. and Mado C. have helped provide input and direction.

Council discussed the mac and cheese lunch complaints The vendor has acknowledged the problem and is diligently working to address all the concerns. For the next mac and cheese lunch a new pasta and container will be used. The council recognizes that the lunch that was delivered to the school was much different than what was taste tested by council.

Jar Walk:

Leanne V. reported that things are coming along well for this year's first fundraiser. Many volunteers have stepped up; ticket sales are underway; welcoming jar donations right up to this Thursday.



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Loonie-Toonie Sale:

Council is looking for coordinators and volunteers for the Loonie-Toonie Sale to sort incoming donations, and coordinate a Friday/Monday dispersal of goods so there is a balance of gifts for both days. Volunteers also required on both days of event to help set up, wrap gifts, stock, and take down. All items not sold will go to Osgoode PS for their fundraising sale.

Shereene suggested a small committee be put together for this event.

ACTION: Shereene will call Michelle for volunteer list by Nov. 1st.

Dance-a-Thon:

New date: Friday Feb. 3rd – Paula Panetta will coordinate again, but is looking to hand this event over for next year.

Greening Committee:

There has been lots of great feedback on the gardens at KOTR!

Bonnie reported several grade 8's earned some of their volunteer hours for their help with gardens in August.

Bonnie submitted an invoice for supplies/greenery purchased (mulching) for August 12-17th. Next event is flowerbed cleanout.

Rick mentioned that kindergarten teachers (Steph T. and Lori O.) requested something be done around fence area of kindergarten yard.

Research and Funding:

(See Grants discussion above under Teacher Representatives)

The S'Cool Life Fund: Jen W. briefly introduced this new opportunity for funding (launched in 2015).

*"WE FUND D.R.E.A.M.S. (Drama, Recreation, Extra-Curricular, Arts, Music, or Sports) projects across the country worth almost \$2.6 MILLION helping to make school life more enjoyable for thousands of public elementary school kids (K-8). **S'Cool does not look to fund core academic subjects, but instead those areas that fall outside of the core curriculum but are no less important for a child's development.**" (<http://www.scoollifefund.ca/>). S'Cool Life Fund looks to fund projects that reach the most children with the most interesting things.*

The 2016/17 grant applications will be available online from Dec. 1-Jan 31. Schools securing grants will be notified in the spring. Jen W. will further research.

Website

Photo Album: Parents are encouraged to send photos of events for website.



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Council briefly discussed how long photos should remain on the site. Currently some from last year and 2 years ago. Key is to keep photos updated and interesting.

Other Business

No other items for discussion.

Bring Forward for Next Meeting:

Parent Outreach Program: Is there enough interest for council to fund something this year. Survey Monkey?

Online Ordering for Councils (hotlunches.net)

Fundraising Campaign Options (Funscrip or TP: Roll with It)

The meeting adjourned at 9:15 pm.

The next meeting will take place on November 8th, 2016