



Kars on the Rideau School Council Meeting Minutes of Dec. 13, 2016

The meeting was called to order at 7:10 pm.

Present: Rick Haggar, Denise St. Jules, Michelle Marette, Kim Cable, Paula Panetta, Jen Wright, Andrea Winter, Diane Dey, Pouneh Shakeri, Robin Churchill, Rowena Pearl, Shereene De Rosayro, Rachel Polite; Steve Montero, Kirsten Mooney, Jen Sabourin

Regrets: Lori Gruber, Bonnie Fiarchuk, Jen Ball, Jennifer Mercer, Leeanne Van der Burgt, Michelle Crogie, Michelle Farncombe, Tanya Simard

Chair Report

Kim welcomed everyone to the "holiday edition" of our meeting. She reminded event coordinators to be mindful of office support and their ability to photocopy and send out announcements for Council. We should not assume office staff can help with photocopying and we should ensure we provide wording for Council announcements and emails (cc: Kim/Rick/ Denise for review). Also remember to use the Council website to share info and promote events. (site getting 200+ hits/month). Contact Leeanne through the Contact page on the site.

Treasurer Report

Kim included and reviewed current financial report for December.

- Still paying for lunches this term through until end of January.
- Milk invoice to be paid late December.
- Loonie-Toonie: \$200.00 more brought in than last year.
- Hot Turkey Luncheon: expenses up \$500.00 from last year but not all expenses paid yet.
- Increased Teacher Consumables amount in budget as per last meeting and vote.

Right now, closing year-end is still projecting to be in the black by about \$1384.

Principal Report

Rick noted that all event dates are now on the school's calendar (in newsletter and on website).

Special thanks to Megan and team for a successful Turkey Luncheon. The kids had rave reviews. Also, special thanks to Angela in the office, for getting involved, and helping out with our special events.

Current Business:

a) *Approval of November Minutes*

MOTION to accept minutes as published:

Motion made by Kim

1) Jen 2) Andrea

Motion **PASSED**

b) *School Funding Requests*

- There is currently \$12,000 in budget for educational funding
- Approved Education Funding Requests: Stained Glass Workshops, Yoga, Aboriginal Hoop Dancing
- **New Requests:** Scientists in the School and Luv2Groove dance workshops. Need estimate for grades/classes/costs for Scientists. Last year it was \$185/class

Michelle will send out an urgent request to get exact numbers/pricing for Scientists in the School so total funding can be reviewed by Council and approved. Kim to send out details by email and request approval before holidays.

Rick added many work hard at balancing funded activities/programs for all grades in the school.

MOTION to approve Gr. 7 Stained Glass not covered by Marjorie Loughery Grant: **\$649.00**

1) Shereene 2). Rachel

Motion **PASSED**

MOTION to approve payment of **\$2260.00** for Luv2Groove dance workshops for grades JK-6

1) Rowena 2) Rachel

Motion **PASSED**

School Gym Equipment Update:

Rick confirmed all Council funds for gym updates were spent. We will revisit school funding in the New Year. School is looking at new line painting in the schoolyard for games etc.

c) *Staff Appreciation Luncheon in June*

Kim presented the option of catering some of the staff luncheon this year, instead of having parents prepare all the food. It is difficult to ask parents to commit both food and their time in June. Last June there were not enough volunteers to help prepare or set-up.

- About \$1000 was estimated to cater the luncheon. But we might be able to reduce that amount by letting parents still contribute desserts and other items that are less difficult to get as donations.
- Kim to further investigate adding additional funding to the luncheon budget, while still

accepting help from those parents who want to contribute. The idea to cater the event is acceptable, but with ways to reduce the overall catering cost.

d) Online Ordering for September

- Kim included *hotlunch.net* summary in handouts for Council to review.
- Jen Sabourin who has worked with this program first hand says it is worthwhile to pursue.
- Annual subscription costs is approx. \$300; online payments have to be made through Paypal which will, in turn, also be a transactional cost to Council.

Anticipated Benefits:

Other schools use this for movie nights; Loonie-Toonie sales and other fundraisers where money from parents is collected. But there are instances we will still want to accept cash at the school.

- Is not restricted to the Lunch Program, can be used for many Council initiatives
- More efficient and less labour intensive than current manual system
- Can instantly print many reports for food vendors, classrooms and lunch volunteers
- Can report unpaid orders and increase order and payment accuracy
- Learning curve involved for lunch organizers but super easy for parents
- Can potentially create and maintain Council volunteer forms through this system too (also a labour intensive effort for us).
- If parent places an order but does not pay, then order is not filled.
- Gets money and forms out of the care of students and classrooms (easier for students and staff)

To Be Considered:

- PayPal transaction fees of 2.9% will need to be considered in both lunch prices and Council revenues. We need to ensure food prices are still affordable.
- We will still ask parents to order lunches twice a year but need to evaluate the need to still accept cheques and staggered payments (it was thought we'd still need to process cash on a limited basis)
- Need to evaluate who would have password access to the backend of the system to make changes and pull reports.
- Need to investigate our bank account and ensure it set up for PayPal money transfers.
- There will be an adjustment period for everyone, we'd like to be sure we have a long communication period for parents and staff to prepare for the change and be set up well before the fall.

Initial Goal:

To have online subscription and bank account confirmed before May long weekend. Also to confirm any new Lunch Program helpers and organizers who will help set up menu items online and deal with vendors.

Need to put together a new "Online Order" committee after January meeting. They may choose to stay on to help with the Lunch Program after the new system is set up.

Coordinator Updates

a) Teacher Representatives

Luv 2 Groove Dance Workshops: Michelle M. negotiated a price of \$2000 + 260 tax for grades 1-8. (See School Funding Requests above)

b) Hot Lunches/Milk Program

The second term of lunch orders will offer: Subs, Chicken Wraps; Chicken Fingers & Pizza. Wraps (Caesar & Bacon Ranch) will replace the pasta option in Term 1. Order forms are ready to be distributed the first day back from the break.

c) Loonie-Toonie Sale

The event was a success again this year with many last minute donations coming in. Confirming enough volunteers was challenging this year as well as managing the last-minute high-volume of donations. We discussed how to manage that next year if the sale continues. The sale itself was enjoyed by the students and brought in almost \$3600 in revenue. A great effort by those parents/staff/kids who pulled together to make it work!

Shereene offered to lead this event next year.

d) Hot Turkey Lunch

Megan Dodge led a successful event at the Kars RA Centre. We need to confirm with Megan that she has found someone to take this over from her next year, and how much involvement she wants to have with the event.

e) Cake Walk

A date change was discussed in light of the fact that Cake Walk was scheduled only 10 days after school returns after the holidays. Rick and Kim to discuss new date options and confirm event leads.

f) Dance-a-Thon

The committee is canvassing local businesses for prize donations. Pledge forms to be distributed the week of Jan 9th and the committee is currently accepting donations. The event is Feb-3rd.

g) Book Fair

Currently scheduled for April; Robin and Kirsten M. volunteered to help with sorting. Diane is still brainstorming ideas for the sale this year.

h) KOTR Market Fair

We discussed pairing this event with parent/teacher interviews in the fall, which moves it to the calendar for next year. This would position it nicely for holiday shopping too. We need to better investigate reasonable prices per table and who in our communities would rent table space. And if those numbers will be profitable enough for us.

It was suggested we coordinate with the Fall Fairs too.

Other fundraising Ideas: Rachel P. suggested we consider a paint night. Cost \$30/pp. Kirsten M.

offered to research this.

- i) Greening Committee - nothing to report.*
- j) Research and Funding - nothing to report.*
- k) Council Website - nothing to report.*
- l) OCASC - nothing to report.*

Other Business

FOR NEXT MEETING:

- New Cake Walk date and leads
- KOTR Market – do we start planning to make it happen in November 2017?
- New ad-hoc committee to help with online order investigation and set-up.

The meeting adjourned at 9:05 pm.

The next meeting will take place on Jan. 10th, 2017