



## **Kars on the Rideau School Council Meeting Minutes**

The Kars on the Rideau School Council met on Tuesday, November 17, 2015, at 7:00 pm. The meeting was held in the library at Kars on the Rideau Public School at 6680 Dorack Drive, Kars, Ontario.

### **Present**

Rick Haggar  
Denise St. Jules  
Kim Cable  
Robin Churchill  
Elizabeth Pasch  
Mike Blois  
Diane Dey  
Eric Madore

Jen Ball  
Megan Dodge  
Michelle Crogie  
Michelle Farncombe  
Rowena Pearl  
Shereene de Rosayro  
Steve Montero


### **Regrets**

Sonia Williams  
Paula Panetta  
Bonnie Fiarchuk  
Jennifer Mercer

Meg Lamont  
Robert Biemans  
Shauna Carty

## Chair's Report

Focus of the meeting is to review the council calendar of events and to decide which ones are fund-raising events and which ones are for school/ community building. Also, review needed to solidify who is running each event. Please refer to chart below.

 <b>Kars on the Rideau Parent Advisory Council</b> <b>Proposed List of Council-Run Activities</b> <b>2015-16</b>				
Name of Activity	Brief Description	Proposed Date	Coordinator	Notes
Hot Lunch and Milk Program	Each Wednesday, School Council will offer a lunch for students in Grades JK-8. Lunches alternate between pasta, Subway, pizza and chicken fingers.	Run every week, Oct-June.	Megan Dodge	First lunch Oct-21
The Cake Walk	Parents donate decorated cakes for a raffle and also help manage the event.	November 6th	Michelle Famcombe Michelle Crogie Shereene de Rosayro	Tickets due back Nov 5
Loonie/Toonie Sale	Parents donate gently used/nearly new items for students to purchase for holiday gift giving. All items are \$1 or \$2.	December 4th & 7th	Megan Dodge	Donations to Lobby by Nov-27
Cheese Drive	Proposed new fundraiser to sell St. Albert cheese products to families through a custom web page.	December 9th	Jen Ball Paula Panetta	Order deadline Dec 2
Festive Hot Turkey Lunch	Parents prepare food, set up, serve and clean up lunch, which is served to all students and staff.	December 15th	Megan Dodge	Forms out Nov-23
Dance-a-thon	Students get sponsors to dance for a length of time in the gym. Parents to set-up and help supervise.	January 21	Paula Panetta Shereene de Rosayro Jennifer Mercer	Feb-26th?
The Jar Walk	Parents donate jars filled with interesting items, which are raffled off to raise funds.	February 20th	Robin Churchill	
Used Book & Bake Sale	Parent volunteers sell used books donated to event. Parents price, bake, set up, supervise and/or clean up after sale.	April 14th - 16th	Megan Dodge	
Year End BBQ	Schoolyard carnival to welcome summer and say farewell to the school year.	June 8th	Michelle Crogie	
Teacher Appreciation Luncheon	Parent volunteers prepare, set up, serve, and clean up a homemade, potluck luncheon served to all staff in the staff room.	June 10th	Klm Cable Michelle Crogie Robin Churchill	
Greening Committee	Schoolyard beautification and maintenance of gardens.	Fall and Spring	Bonnie Fairchuk	
Volunteer Committee	Supports Council events by helping to staff them with parents who have expressed interest.	Ongoing	Meggin Dodge	
Archiving Committee	Tells the story of schooling in Kars and the surrounding area for present/future generations.	Ongoing	Jason Churchill	
Website Support	Works with Chairs to update and maintain Council website.	Ongoing	Lesanne Van der Burgt	
Research and Funding	Finds and applies for Council grants, finds other funding sources.	Ongoing	Jen Ball	
OCASC Representative(s)	Liaisons with other School Councils to learn best practices & deliver school board communications.	Monthly meetings	Michelle Crogie Michelle Famcombe Robin Churchill	

*Have an idea for a Council event or fundraiser? Tell us about it!*

## **Treasurer's Report**

Hot lunch forecasted profit is \$10,000 less than previous years. Robin Churchill is currently investigating why this is.

Cake Walk was a huge success! We raised \$2600.30 thanks to our event coordinators/volunteers and our generous parents! Suggestion was made to make ticket prices at future events round numbers to make it less time consuming for those counting the money.

Forecasted profits for all events in our budget are very conservative, based on previous years profits.

MASC grant forecasted income has been changed from \$2000 to \$200 as we missed the deadline. The \$200 grant is still available. Jen Bell informed council that the deadline has been extended to November 30/15. Sonia Williams and Jen Bell are planning to submit for the \$2000 grant before this deadline.

There is a reimbursement request from Sonia Williams for the Archive Committee of \$22.58. This will cover her out of pocket cost for the DVD's required for Mr. Bryant's interview.

**MOTION: Robin Churchill**

**SECONDED: Shereene de Rosayro**

**MOTION PASSED**

## **Principal's Report**

Rick Hagggar's comments:

- He believes integrity of our treasurer's book is a top priority. Many thanks to Robin Churchill for taking on this task.
- After the first staff meeting since the recent job action, it is clear that the teachers and staff at KOTR are a cohesive and motivated team for our school.
- Calendar of events will be updated by Friday, November 20th.

- Concussion protocol (from the Board) will be a link on the school website.
- Many thanks to the Cakewalk team.

## **Current Business**

### **a) Review and Approval of October Minutes**

**MOTION TO ADOPT: Diane Dey**

**SECONDED: Steve Montero**

**MOTION PASSED**

### **b) Council Event Planning (goals for each)**

Dance-a-thon

Will be council run, with proceeds going to school council.

Year-end Celebration

Will be school run, with proceeds going directly to the school.

**MOTION TO REMOVE YEAR END CELEBRATION FROM BUDGET**

**(INCLUDING \$500 EXPENSE) : Diane Dey**

**SECONDED: Jen Bell**

**MOTION PASSED**

All council run events will have the goal of fundraising, with the exception of The Hot Turkey Lunch and the Teacher Appreciation Lunch.

### **c) School Website Update**

Kim Cable asked members of the council, especially event coordinators, to check the council website to ensure details listed are correct. Input and feedback is needed.

Suggestion was made for a KOTR School Council Facebook Group. Michelle Farncombe will start this group.

Discussion about whether to post budget on website. We are required to have it accessible to the public, and as such, it is in our council binder in

the office. There is concern that the budget may be taken out of context and that is why we have not posted it on the website in that past. Priority for the council is to be transparent and we decided as a whole that we should look to posting it in the future. Also, suggestions were made to add an explanatory note to the budget to encourage those who have questions to get in touch with the council. Further suggestions included making the budget more readable for the public, to provide other info to support the budget, and/or to provide budget only 3x/year. To gain further input on this, Michelle Crogie and Robin Churchill will attend the November OCASC meeting and ask what is appropriate. We will come back to this issue next meeting. For now, we will continue to put the budget in the council binder, but not post it on the website.

**d) Literacy & Education Programs**

Council had asked Sonia Williams to ask the teachers what they wanted this money to fund. The teachers came back with the following request, with a slightly higher ask (\$422.05) and with different grade participation. Council agreed that we should support the teachers in what they deem to be most appropriate for the educational programming money. Please see new spending request form below. Comment from Rick Haggart is to rotate events so that we do not repeat the same events year after year.

**MOTION TO ACCEPT NEW REQUEST: Elizabeth Pasch  
 SECONDED: Rowena Pearl  
 MOTION PASSED**

**KARR**  
 Kids on the Rideau Parent Advisory Council  
**Spending Request**  
 4400 Duck Hill, Box Office #102B  
 Tel: 613-884-2021 www.karrontario.org

Submitted by: SONIA WILLIAMS, TEACHER REPRESENTATIVE  
 Purpose: Educational Event Funding KOTR  
 Date Submitted: 2 Nov 2015

Date	Description of Product or Service	Quantity	Cost (\$)
Feb/March 2016	Low2Groove Dance Workshops Grades 6, 7, 8		2825 (incl. HST)
Nov 2015 - May 2016	Scientists in Schools Workshops Grades JK-6 (\$185 per class - no HST)		3885 (no HST)
TBD	Mathletes - Math Workshops Grades 3-6		2300
Apr 15/15 2016	Painted Glass - Art Workshops \$26.45 per student - 129 gr. 7 students		3412.05
TOTAL Amount Requested:			<u>12,422.05</u>

**Expenditure Approval**  
 Approved (Please check if expense already approved)  
 At Meeting  
 By Email (please attach)  
 Standing  
 Other (specify) \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 TOTAL Amount Approved: \_\_\_\_\_

For Payment use only:  
 Paid by: \_\_\_\_\_  
 Cheque Number: \_\_\_\_\_

**e) Current School Dance Format**

Kim Cable raised a point about the current school dance format. Currently the dances involve Grades 6-8 and include slow-dances. There are alternatives to the dance as well, including a movie, computer lab use and free work-time. The concern is that there may be undue anxiety generated by the dance portion, in that this age group may not be ready for this type of social anxiety. After much discussion, it was agreed that this social event is promoting healthy relationships in a place where kids can learn how to establish healthy limits before entering high school.

The dances are well chaperoned and well-lit. Rick is amenable to limiting the number of slow-dances and speaking to the students at an assembly to discuss expectations.

**f) New Banners for School Events**

Tabled until next meeting due to time constants.

**g) Monthly Funding Requests**

Request from Rick Haggar and Denise St. Jules

Hydro Cost is to cover out of pocket expenses for the family that donated time in their Florida home for the Ready to Run BBQ fundraiser. As the forecasted council profit for this year is in the red, we asked Rick if he could defer the last three items to further meetings as they are not needed until later in the year. This will give council time to run events and see what the actual numbers are. He agreed.

**MOTION TO ACCEPT FUNDING REQUEST FOR HYDRO COST ONLY: Shareene de Rosayso**  
**SECONDED: Diane Dey**  
**MOTION PASSED**

**K&R DISTRICT**  
 Parent Advisory Council  
**Spending Request**  
 8800 Lakeside Ave., Suite 100, #100  
 Fort Worth, TX 76147-1000

Requested by: Rick Haggar and Denise St. Jules  
 Purpose: Various Appliance Purchases for the School  
 Date Requested: 12/10/10

Date	Description of Product or Service	Account	Cost (\$)
	Hydro Cost for the Florida Condo Home	(Payable to the Right Party)	\$ 264.00
	Prime BBQ for School Purposes	Hydro Dept (or similar)	\$ 1,700.00
	(It is welcome. One of our High Dancers)		
	Line Painting for Yard (Garage, outside etc.)	(Event involved)	\$ 2,000.00
	Indoor & Outdoor Activity Suite	(Event involved - can be purchased at local sports store)	\$ 1,800.00
TOTAL Amount Requested:			\$ 4,800.00

Approved (Please check if expense already approved):  Approved  On Hold (please identify)  Needs  Other action: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 TOTAL Amount Approved: \_\_\_\_\_

For District use only:  
 Requested by: \_\_\_\_\_  
 Check Number: \_\_\_\_\_

## Coordinator Updates

### a) Teacher Representatives

No Update

### b) Hot Lunches / Loonie-Toonie Sale / Turkey Luncheon

#### Turkey Luncheon

Discussion of whether the Hot Turkey Luncheon should be a fundraiser this year or remain an event that's focus is on school/community building without looking to make a profit. Currently, the cost of the event is \$5.00 and this covers the cost, assuming an 80% participation rate. Past years have shown participation to be around 80%. There is an estimated profit of \$1200, which is a buffer in case estimates are incorrect (see estimate number below - provided by Megan Dodge)

General consensus was reached to keep cost of Turkey Luncheon to \$5.00.

Extra Notes about the Luncheon:

- Three seatings: first two seatings included Grades JK thru Grade 6. All kids, including those who do not purchase a Turkey Lunch, go to the Kars RA for the lunch. Kids will either eat their own lunch packed from home or the purchased Turkey Lunch.
- Discussion of providing a gluten free option for the cupcakes and rolls. Robin Churchill and Michelle Crogie expressed interest in providing these.
- Paula Panetta was unable to secure free turkeys.

#### Hot Lunches

Turkey	Quantity	Cost	Total
15 lb Turkeys	20	24.50	490.00
Foil roasting pans (rectangular - 30 pks)	1	6.77	6.77
Potatoes (10 lb bags)	18	4.00	72.00
Margarine (1.34 kg)	3	4.99	14.97
Turkey gravy	4	0.99	3.96
Club Pack Dinner Rolls (20/pkg)	40	2.50	100.00
Whole Berry Cranberry Sauce	6	2.69	16.14
Ranch	10	1.99	19.90
Stuffing ingredients	1	152.71	152.71
Royal Chinot Paper Plates (150/pkg)	5	18.07	90.34
Festive napkins (125/pkg)	6	11.29	67.73
Butter (1 lb)	5	3.59	17.95
Forks (1000/pkg)	1	15.80	15.80
Knives (1000/pkg)	1	15.80	15.80
Milk (3 l bag)	2	3.89	7.78
Tin foil (3 pack)		11.29	0.00
Carrots (5 lb bags)	12	7.59	91.08
Cucumbers (3 packs)	7	3.99	27.93
Lettuce (6 packs)	6	4.99	29.34
Celery (1 package)	1	3.99	3.99
Juice Boxes (50's)	15	12.29	184.35
Water (35 bottles)	2	3.10	6.20
Ziplock bags	1	14.68	14.68
Certo	12		0.00
Table coverings	5	37.28	186.39
Crayons		7.86	0.00
Hall Rental		75.00	75.00
			1,710.81
Total Revenue - 1st seating	218	5.00	1,090.00
Total Revenue - 2nd seating	203	5.00	1,015.00
Total Revenue - 3rd seating	176	5.00	880.00
Net Profit			1,205.19

Kim Cable reported that there has been questions posed to her regarding whether we can change what is offered for lunches. This cannot be done this term as orders have already be placed, but this can be looked into for next term/year. Megan Dodge is open to this, but would like others to present what they would like. Suggestion was made to check the participation rate for each lunch item to see if we can change out a less popular item. There was also a consensus that we should continue to support local businesses.

#### Loonie/Toonie Sale

Donations are down. Currently, we do not have enough donations to run the event. We agreed we need more advertising. Rick Haggar will provide hard copy flyers to be sent home with the kids. Agenda reminder stickers decided against. Suggestion to put it out on social media as well.

#### **c) Cake-Walk**

Wonderful success! Template of how event was run is now available.

#### **d) Cheese Drive**

We need more advertising! Currently only have \$243 in orders. A hard copy flyer will be sent out with the students and we are encouraged to advertise on social media.

#### **e) Dance-a-thon**

Date change to February 26/16 (change with Jar Walk). Jar Walk will now be January 21/16

#### **f) Greening**

No Update (Bonnie Fiarchuk not present)

#### **g) OCASC**

Robin Churchill and Michelle Crogie will be attending November meeting.

#### **h) Research and Funding**

Jen Ball reports that a grant is available called the Sirius XM Canada Instrument Fund. It is a \$3000 grant that is used to purchase instruments, sheet music, supplies, uniforms, etc. Proposals are accepted between Dec



1/15 and Jan 31/16. Rick Haggar will speak with the appropriate teachers and Jen Ball will pursue this grant if there is interest.

**i) Website**

Already discussed in current business.

**Round Table**

No Round Table due to time constants

**Adjourn**

**MOTION TO ADJOURN AT 9:25PM: Elizabeth Pasch**

**SECONDED: Eric Madore**

**MOTION PASSED**

**Next Meeting**

Tuesday, December 15th, 2015. Location to be determined.