



# RUNNYMEDE JR. & SR. PUBLIC SCHOOL CENTENNIAL 1916-2016 100 YEARS OF EXCELLENCE IN EDUCATION

## MINUTES

### Runnymede Public School (PS) Council Meeting

#### Annual General Meeting and 1<sup>st</sup> Meeting of the 2013-14 Runnymede PS Council

September 17, 2013

Runnymede PS Library

7:00 pm to 9:00 pm

#### Attendance

Susan Armstrong, Jen Atkinson, Ivana Barbieri, Tasha Balla-Boudreau, Alice Bell, Nancy Bestic, Erin Carroll, Brad Cartan, Martha Chamberlain, Danielle Chandler, Narinder Cadeau, Katherine Clark, Jaccee Dallyn, Amelia Dennis, J'bai Deschamps, Sarah Frame, Susan Galea, Karen Gautam, Suzanne Hamilton, Sean Hume, Jee-Young Kim, Anne Lakoff, Eva Lannon, Marshall Leslie, Antonio Lucas-Torres, Emma Lyndon, Peter MacDonald, Donna Mackay, Bart MacLean, Anne Markee, Jackie Marrie, Natasha Martin, Pam McArthur, Lisa McCarney, Tricia McGovern, Jennifer McLean, Jenn Myers, Charlene O'Connor, YJ Oh, Rohit Parekh, Dea Pasini, Maureen Petrie, Denyse Pilkington, Tanyss Price, Caron Raybould, Rick Reed, Andrew Reynolds, Miriam Riches, Leslie Robbins, Audrey Robinson, Pro Sarbadhikari, Jutta Schaaf, Jacqueline Schaller, Jess Shulman, Karyn Stowe, Tracy Stockley, Jacqueline Sustar, Shirley Suurdt, Irene Tashiro, Jason Thompson, Jerry Tiessen, Julie Tseretopoulos, Andrew Violi, Allison Webb, Helen Williams, Jason Williamson, Catherine Willson, Jennifer Winter, Brian Withnell, Helen Wong, Krista Wylie

#### Regrets

Jay Armstrong, Sarah Armstrong, Kyra Blessing, Suzanne Gordon, Nora Irwin, Sharon Kelly, Victoria Pensa, Chris Sheehan

### Annual General Meeting

#### **M.1 Call to order, welcome and opening remarks**

The meeting was called to order at 7:06 pm.

#### **M.2 Adoption of agenda**

The agenda was adopted without change.

#### **M.3 Review of previous minutes (May 29, 2013)**

The previous minutes were accepted as circulated.

#### **M.4 Annual report from Co-Chairs**

C. Raybould and A. Violi welcomed new and returning members to this meeting and provided a summary of key issues discussed by Council last year, including overcrowding, preparation for full-day kindergarten in 2014, fundraising, and numerous Committee initiatives.

## **M.5 Year-end Treasurer's Report 2012-13 Budget review**

Year-end revenues were ahead of budget (\$75,433 versus planned revenue of \$62,253). This allowed for some additional expenditures, such as fans and the front door mural project. A small amount of remaining revenue (approx. \$600) will be carried over to the 2013-14. See attached financial summaries.

## **M.6 Update on 2012-13 Year-end budget allocation and purchase**

For example, fans were purchased and distributed to classrooms on all three floors. Additional, large fans were purchased and disseminated as follows:

- 2 large fans in Sr. Gym but intended for anytime students are using the senior gym (concerts, health classes, performances, projects like the mural project, events like Spring Thaw, etc.).
- 1 large fan in Jr. Gym
- 1 large fan in basement cafeteria
- 1 large fan provided to each portable

The art project to refresh the front double doors and add a mural is progressing to the next phase.

## **M.7 Administration update**

Enrollment is currently over capacity with 1,132 students.

Trying something new with flip-flop lunches this year. With two weeks into the year, Administration has ironed out some glitches. The challenge was to make sure all students had a place to sit and eat their lunch so outdoor and eating times were staggered across grades. So far it is working well.

EQAO results will be released Sep. 18.

School security was addressed and reminders issued. We are collaborating with Safe Schools on protocols.

Police reference checks are required for anyone wishing to volunteer in the school. Forms were available at Curriculum Night and also in the office. All checks need to be done through the TDSB program established with Toronto Police Services.

2014 full-day kindergarten is still on track. Runnymede PS is part of the last phase to implement it.

## **M.8 First Day of School signs/entry project**

On behalf of Spirit and Communications, thanks was extended to parents who helped with a smooth entry on the first day of school, as well as Administration for facilitating this plan, and the teachers that helped put up signs.

This is the fourth year we've spearheaded this new entry system. Although it is an improvement over previous years, we continue to identify issues to work on for future, particularly for next year with full-day kindergarten (FDK).

The following will be revisited in Spring 2014:

- ensure that grade 2's always enter from adventure yard (incl. split classes);
- improve the entry system for times after first morning entry (eg, recess, lunch) and on the second day and beyond;
- meet with Administration and teachers in the spring to brainstorm ideas for alternate, less chaotic and confusing entrance strategies;
- although it may not be an issue for next year with FDK, it was noticed that JKs should be in

- the classroom with a washroom and easy access to outside, instead of SK's which are in that classroom. It is difficult to adequately address the needs of a full JK class without the support of the EAs, since EAs in regular stream kindergarten were cut as of Sept. 2012; and
- ensure that we cycle back at Council level and Administration to discuss the complications of FDK and its impact on a smooth first week back to school next year.

## **M.9 Year-end Committee updates**

### **Arts Committee (A.Bell, S. Kelly, J. Schaller)**

The 2012-13 school year was the third year running for the primary Arts Enrichment program. All JK to Gr. 3 students participated in a variety of visual arts classes or dance classes as follows:

- With Mike Goodge from Art Works Art School:
  - Jk & Sk's participated in 3 one hour lessons
  - Gr. 1 students participated in 4 one hour lessons
- With Janeen Brownrigg or Lello Art School:
  - Gr. 2's participated in 4 one hour lessons
- With Mayhem Bros. hip hop dance instructors:
  - Gr. 3's participated in 4 one hour hip hop lessons to master a hip hop dance routine that was then filmed en masse as a 'flashmob'

The resulting artwork and dance video from this program was showcased at the 3rd annual 'Spring Thaw Art Show' which is an evening event for students and their families run by the Spirit Committee. Grade 2 group artwork was again auctioned off to raise money for the program.

In the spring, the Arts Committee partnered with the Yard Committee to commission the mural artwork to refresh the front entryway. Completion is expected this fall.

The Arts Committee thanked Erin Carroll for co-chairing the Arts Committee for the last three years and we welcome Jacqueline Schaller and Sharon Kelly to co-chair along with Alice Bell.

Thanks was extended to Council for supporting the Arts Committee's continued efforts to bring multi-disciplinary art enrichment to Runnymede PS students.

In the 2013-14 school year the Arts Committee plans to continue with the same arts enrichment program and Spring Thaw event.

### **Centennial Committee (M. Leslie, V. Nitsis)**

Runnymede Public School will mark its centennial on **Monday, February 1, 2016**. The Centennial Committee was created to recognize the school's contribution to public education in the community, perform research on the school's history, provide school staff with historical and archival material that will support curriculum objectives, and assist in planning the Centennial celebration.

During 2012-13 Committee members:

- a) Continued to identify and gather records, photos and other materials in the possession of the school, the Board, and collections such as The Toronto Star and The Globe and Mail;
- b) Participated in Yard Day and the February 1, 2013 recognition/celebration of the school; and
- c) Assisted in planning by the Spirit and Communication Committees.

In 2013-2014, the Committee will continue with these activities, as well as:

1. Work on implementing a report from a consultant with the Archives Association of

- Ontario, on the good maintenance of material in our possession;
2. Continue to scan/digitize material in Runnymede's own collection;
3. Research other collections;
4. Assist staff and administration by identifying materials and themes for curriculae;
5. Assist Council and committees of Council; and
6. Outreach other local historical organizations.

For information and/or to volunteer, please contact Vangelia Nitsis [vangelia.nitsis@tdsb.on.ca](mailto:vangelia.nitsis@tdsb.on.ca) or Marshall Leslie [industrialarts@rogers.com](mailto:industrialarts@rogers.com) and also:

- Join us at our next meeting at 7:00PM on Wednesday September 25<sup>th</sup>, in the school library
- On Facebook at: "Runnymede Public School Centennial Committee"
- On Twitter at: [www.twitter.com/Runnymede100](http://www.twitter.com/Runnymede100)

### **Communications Committee (R. Parekh, J. Thompson,)**

A new t-shirt (and other school gear) ordering button is available on the Council web site.

<http://www.runnymedecouncil.org/>

This Committee will continue to keep parents/guardians informed by maintaining classroom email lists.

A monthly newsletter will be issued – this will provide a more consistent schedule as it was ad-hoc last year. The newsletter will be circulated each Thursday before pizza.

The Committee's next meeting will be on Oct. 10 at 7:30 pm at Dark Horse. Please advise if you plan on attending so adequate space can be reserved (see Web site for contact info).

### **Science, Technology, Engineering, Math (STEM) Committee (J. Tiessen)**

Last year was inaugural year for this Committee. Volunteers are needed!

Last year, the "Angry Birds" math event last year generated lots of interest with students, as well as the "Amazing Math Challenge."

Also, new science kits were created and expect to be fully in use this year.

Robotics and Lego clubs will continue.

The Committee continue to look for grants. Grant money helped acquire Lego equipment last year.

The Committee's next meeting is on Sep. 24 in the Runnymede PS library. Anyone interested was encouraged to attend.

### **Spirit Committee (H. Pegg, A. Robinson, L. Robbins)**

Non-profit Initiatives in 2012-13 (see attached budget for list of fundraising/revenue results):

1. Welcome packages;
2. Kindergarten welcome coffee;
3. Lost and found;
4. Chapters night;
5. Centennial mural project;
6. Annual Centennial Countdown event;
7. Staff appreciation lunch;
8. Support Yard Days – BBQ, crafts and face painting; and
9. Spring JK Open House.

What we've done in September 2013:

1. T-shirts sales to-date = \$1,700.00; and
2. Curriculum Night Bake Sale = \$440.00

Plans for 2013-2014:

1. Increase in the number of families participating in the donation campaign

- In 2012-13, 61% participation rate (\$33,588.00)
  - Would like to increase to 75% participation rate (\$41, 215);
2. Offer a variety of school apparel (T-shirts in various fabrics, hoodies, hats, etc.) through the online store (<http://yourschoolgear.ca/>.... link is available on our Council web site); and
  3. Continue to run all other initiatives for the year.

### **Yard Committee (S. Frame)**

The Yard Committee accomplished a lot in the 2012-13 school year including:

- Successfully ran Fall and Spring Yard Days to maintain the Hillside Garden;
- Ran the Green Teacher program with 17 classes (all grade 2, 4 and 6 classes) at three points throughout the school year. This included planting > 100 native species plants in the Hillside Garden with Grade 6 classes to help control erosion;
- As a new initiative, the Yard Committee coordinated the purchase and rollout of new recess equipment for Kindergarten to Gr. 6 classes, as well as hula hoop maintenance and storage for all equipment;
- Ran several curriculum-based class planting projects to utilize specialty garden spaces at the school;
- Coordinated the Alex Shapiro memorial tree planting; and
- Worked with Administration to advocate for a better solution for the sports field.

Thank you to all of the Yard Committee volunteers, to the parent volunteers who helped water gardens at the school over the summer, and to the Spirit Committee for supporting the two Yard Day events.

The Committee's next meeting will be on Oct. 2.

### **M.10 Ward 7 Update**

It was reported that the Keele PS addition is behind schedule but they will bring in portables so there will be no impact on Runnymede PS attendance.

Irene Atkinson has returned to work and Council expressed well wishes upon her return.

The next Ward 7 meeting will take place on October 8, 2013.

### **M.11 Motion to dissolve 2012-13 Council**

*1<sup>st</sup>: J. Marrie; 2<sup>nd</sup>: E. Carrol. Carried.*

### **M.12 Adjourn**

The AGM was adjourned at 8:24 pm.

## **1<sup>st</sup> Meeting of the 2013-14 Runnymede PS Council**

### **M.1 Election of New Council Members for 2013-14**

Motion to elect all eligible attendees who have signed up as Council Members for 2013-14.

Jay Armstrong, Sarah Armstrong, Susan Armstrong, Jen Atkinson, Ivana Barbieri (self-declared employee by the board that established this Council), Tasha Balla-Boudreau, Alice Bell, Nancy Bestic, Kyra Blessing, Erin Carroll, Brad Cartan, Martha Chamberlain, Danielle Chandler, Narinder Cadeau, Katherine Clark, Jaccee Dallyn, Amelia Dennis (non-

voting/Principal), J'bai Deschamps, Sarah Frame, Susan Galea, Karen Gautam, Suzanne Gordon, Suzanne Hamilton, Sean Hume, Nora Irwin, Sharon Kelly, Jee-Young Kim, Anne Lakoff, Eva Lannon, Marshall Leslie, Antonio Lucas-Torres, Emma Lyndon, Peter MacDonald, Donna Mackay, Bart MacLean, Anne Markee, Jackie Marrie, Natasha Martin, Pam McArthur, Lisa McCarney, Tricia McGovern, Jennifer McLean, Jenn Myers, Charlene O'Connor, YJ Oh, Rohit Parekh, Dea Pasini, Victoria Pensa, Maureen Petrie, Denyse Pilkington, Tanyss Price, Caron Raybould, Rick Reed, Andrew Reynolds, Miriam Riches, Leslie Robbins, Audrey Robinson, Pro Sarbadhikari, Jutta Schaaf, Jacqueline Schaller, Chris Sheehan, Jess Shulman, Karyn Stowe, Tracy Stockley, Jacqueline Sustar, Shirley Suurdt, Irene Tashiro, Jason Thompson, Jerry Tiessen, Julie Tseretopoulos, Andrew Violi (non-voting/Past Chair), Allison Webb, Helen Williams, Jason Williamson, Catherine Willson, Jennifer Winter, Brian Withnell, Helen Wong, Krista Wylie

***1<sup>st</sup>: J. Deschamps; 2<sup>nd</sup>: J. Tieseen. Carried.***

### **M.2 Election of 2013-14 Officers of Council**

The officers of the Council consist of the following:

- a) Chair or Co-Chairs;
- b) Co-Chair;
- c) Secretary;
- d) Treasurer; and
- e) Committee Liaison.

Per the Runnymede PS Constitution, no person will hold more than one office at the same time and no person will serve in the same office for more than two consecutive years.

An overview of each position was provided and members were asked to indicate if they were interested in taking on the role. The following nominations were made:

Co-Chairs – Caron Raybould and Jackie Marrie  
Treasurer – Helen Williams  
Committee Liaison – Dea Pasini  
Co-Secretaries – Jennifer Atkinson and Erin Carroll

In addition, the following Ward 7 representatives (non-Executive positions) were nominated: Krista Wylie, Jen Mclean.

Motion to approve all nominations.

***1<sup>st</sup>: J. Sustar; 2<sup>nd</sup>: A. Markee. Carried.***

### **M.3 Striking of 2013-14 Committees**

Motion to strike committees

- Arts Committee
- Centennial Committee
- Communications Committee
- Science, Technology, Engineering, Math (STEM) Committee
- Spirit Committee
- Yard Committee

***1<sup>st</sup>: C. Willson; 2<sup>nd</sup>: J. Sustar. Carried.***

#### **M.4 New budget item proposal**

A request was made to establish an annual award in the name of recently retired teacher Elaine McLeod, in honour of her exceptional contributions to the school's music program. This would be in the form of funding attendance of one Runnymede PS student per year to attend the TDSB's Music By the Lake program. The cost to attend the program is approx. \$650.

There was discussion around the allocation of Council funding and targeted fundraising. Another suggestion was to allocate funds towards instruments in her honour.

It was agreed that those interested in leading this proposal would work with the Communications committee to issue a note to parents with children exposed to the music program about interest in contributing funds to this. It would be a non-Council sponsored initiative and financial support raised would be outside of the annual Spirit fundraising initiatives. Then the TDSB process around endowments could be followed.

#### **M.5 Colbeck St. drop-off area zoning**

It was proposed that the area beside the school along Colbeck St. be designated as a drop-off zone, similar to the zone in front of the school on Runnymede Rd.

It was suggested that Sarah Doucette's office be contacted for more information on the process around this. It was agreed that a decision from Council was not required for any parent to take that first step, but that further discussion on this topic should happen before any changes are actually proposed.

#### **M.6 Other Business**

C. Wilson introduced an initiative to put on a musical this year instead of a drama showcase, lead by Mr. Latter. The intent is to alternate a drama showcase one year, followed by a musical the next year. More information will be forthcoming. Volunteers to help with this initiative were asked to contact Mr. Latter directly.

#### **M.7 Next meeting**

Council meetings for the rest of the year will be circulated at a later date.

#### **M.8 Adjourn**

The meeting was adjourned at 9:13 pm.

**Runnymede Public School Council**  
**2012/2013 Profit Loss Budget**  
**August 31, 2013**

	Budget 12/13		Actual 12/13	Forecast 12/13	Fav/(Unfav)
<b>Net Ordinary Income</b>					
Pub Night / Silent Auction	\$ 8,500	14%	\$ 13,978	\$ -	\$ 5,478
Swim Club	\$ -	0%	\$ (662)	\$ -	\$ (662)
Pizza Lunch	\$ 11,500	18%	\$ 13,912	\$ -	\$ 2,412
QSP Magazine	\$ 1,000	2%	\$ 1,823	\$ -	\$ 823
T-Shirt	\$ 1,000	2%	\$ 3,208	\$ -	\$ 2,208
Donations	\$ 30,000	48%	\$ 33,808	\$ -	\$ 3,808
Miscellaneous Revenue	\$ 750	1%	\$ 339	\$ -	\$ (411)
Prior Year's Expense			\$ -		\$ -
GST	\$ (1,000)	-2%	\$ (1,209)	\$ -	\$ (209)
Spring Thaw Art Show	\$ 4,500	7%	\$ 4,225	\$ -	\$ (275)
Curriculum Night Bake Sale	\$ 480	1%	\$ 490	\$ -	\$ 10
<b>Total Net Ordinary Income</b>	<b>\$ 56,730</b>	<b>91%</b>	<b>\$ 69,910</b>	<b>\$ -</b>	<b>\$ 13,180</b>
Retained earnings from prior year	\$ 5,523	9%	\$ 5,523	\$ -	\$ -
<b>Total Net Ordinary Income &amp; Surplus</b>	<b>\$ 62,253</b>	<b>100%</b>	<b>\$ 75,433</b>	<b>\$ -</b>	<b>\$ 13,180</b>
<b>Other Expense</b>					
Technology	\$ (2,000)	3%	\$ (2,000)	\$ -	\$ -
Eco Schools	\$ (500)	1%	\$ -	\$ -	\$ 500
Kindergarten Refresh	\$ (800)	1%	\$ (800)	\$ -	\$ -
Rainy day lunch room games bin	\$ (300)	0%	\$ (300)	\$ -	\$ -
Outdoor recess equipment	\$ (750)	1%	\$ (750)	\$ -	\$ -
<b>Committed:</b>					
Extracurricular Support	\$ (2,500)	4%	\$ (2,500)	\$ -	\$ -
Yard Improvement	\$ (3,500)	6%	\$ (3,460)	\$ -	\$ 40
Green Teacher	\$ (3,000)	5%	\$ (3,000)	\$ -	\$ -
Instrument Renewal - Strings	\$ (2,000)	3%	\$ (2,000)	\$ -	\$ -
Instrument Renewal - Band	\$ (2,000)	3%	\$ (2,000)	\$ -	\$ -
Drama Program	\$ (2,000)	3%	\$ (2,000)	\$ -	\$ -
Library	\$ (2,000)	3%	\$ (2,000)	\$ -	\$ -
House League Sports	\$ (1,500)	2%	\$ (1,500)	\$ -	\$ -
Art	\$ (1,500)	2%	\$ (1,500)	\$ -	\$ -
Primary Arts Program	\$ (7,000)	11%	\$ (7,012)	\$ -	\$ (12)
Science & Technology (FLL)	\$ (1,450)	2%	\$ (1,629)	\$ -	\$ (179)
Spirit/ Centennial	\$ (2,500)	4%	\$ (2,085)	\$ -	\$ 415
Peacemakers	\$ (500)	1%	\$ (500)	\$ -	\$ -
Mike Ford	\$ (624)	1%	\$ -	\$ -	\$ 624
Awards	\$ (400)	1%	\$ (400)	\$ -	\$ -
TRF	\$ (18,700)	30%	\$ (18,700)	\$ -	\$ -
Field Trip Bursary	\$ (2,000)	3%	\$ (2,000)	\$ -	\$ -
Teacher Appreciation Lunch	\$ (500)	1%	\$ (548)	\$ -	\$ (48)
Council Communications	\$ (500)	1%	\$ -	\$ -	\$ 500
Sundry And Admin	\$ (500)	1%	\$ (578)	\$ -	\$ (78)
<b>Total Committed</b>	<b>\$ (54,674)</b>	<b>88%</b>	<b>\$ (53,412)</b>	<b>\$ -</b>	<b>\$ 1,262</b>
<b>Uncommitted:</b>					
* Enrichment Expense	\$ (3,200)	5%	\$ (2,048)	\$ -	\$ 1,152
Extraordinary Expense	\$ -	0%	\$ (7,361)	\$ (5,805)	\$ (13,166)
<b>Total Uncommitted</b>	<b>\$ (3,200)</b>	<b>5%</b>	<b>\$ (9,409)</b>	<b>\$ (5,805)</b>	<b>\$ (12,014)</b>
<b>Total Other Expense</b>	<b>\$ (62,224)</b>	<b>100%</b>	<b>\$ (66,671)</b>	<b>\$ (5,805)</b>	<b>\$ (10,252)</b>
<b>Net Income</b>	<b>\$ 29</b>	<b>0%</b>	<b>\$ 8,762</b>	<b>\$ (5,805)</b>	<b>\$ 2,957</b>
<b>Enrichment Expense allocated</b>					
Science kits approved Jan 16/13	\$ (2,500)		\$ (1,304)	\$ (1,196)	\$ -



**Runnymede Public School Council  
2012/2013 Profit Loss Budget  
August 31, 2013**

**Excess Funds Available**

unallocated enrichment expense	
Net Income	\$ 2,957
total	<u>2,957</u>

**Excess Funds Allocated**

Fans for classrooms	\$ (3,500)	\$ -	\$ (2,555)	\$ 945
Ipad Sync Cart	\$ (3,000)	\$ (3,000)	\$ -	\$ -
Upgrading Lego Kits	\$ (3,000)	\$ (1,361)	\$ -	\$ 1,639
Front Door Mural Phase 1	\$ (2,000)	\$ (2,000)	\$ -	\$ -
Badminton Goggles	\$ (1,000)	\$ (1,000)	\$ -	\$ -
Flags (Ontario & Canada)	\$ (250)		\$ (250)	\$ -
Custom School Crest Flag	\$ (200)	\$ -	\$ (200)	\$ -
Food Allergies & anaphylaxis presentation	\$ (800)	\$ -	\$ (800)	\$ -
Font Door Mural Phase 2			\$ (2,000)	\$ (2,000)
<b>Total</b>	<b>\$ (13,750)</b>	<b>\$ (7,361)</b>	<b>\$ (5,805)</b>	<b>\$ 584</b>

Runnymede Public School Council  
**Balance Sheet**  
As of 30 August 2013

30 Aug 13

**ASSETS**

**Current Assets**

**Chequing/Savings**

TD Canada Trust 8,697.05

**Total Chequing/Savings** 8,697.05

**Accounts Receivable**

Accounts Receivable 1,200.00

**Total Accounts Receivable** 1,200.00

**Other Current Assets**

GST to Claim 2,779.78

**Total Other Current Assets** 2,779.78

**Total Current Assets** 12,676.83

**TOTAL ASSETS** 12,676.83

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

Accrued Expenses 6,719.86

Reserve for Next Year 3,000.00

**Total Other Current Liabilities** 9,719.86

**Total Current Liabilities** 9,719.86

**Total Liabilities** 9,719.86

**Equity**

Opening Bal Equity 0.45

Retained Earnings 5,522.05

Net Income (2,565.53)

**Total Equity** 2,956.97

**TOTAL LIABILITIES & EQUITY** 12,676.83