

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

## MINUTES

### Runnymede Public School (PS) Council Meeting 6<sup>th</sup> Meeting of the 2013-14 Runnymede PS Council

June 3, 2014

Runnymede Cafeteria 7:00 pm to 9:00 pm

**Attendance:** Jen Atkinson, Ivana Barbieri, Caron Berry, Erin Carroll, Danielle Chandler, Katherine Clark, Amelia Dennis, J'Bai Deschamps, Sarah Frame, Joanne Heathcote, Pam McArthur, Bart MacLean, Jennifer McLean, Tricia McGovern, Rohit Parekh, Denyse Pilkington, Audrey Robinson, Jacqueline Sustar, Jerry Tiessen, Julie Tseretopoulos, Helen Williams, Susan Wawrow, Krista Wylie

#### **M.1 Call to order (Caron/Jackie)**

The meeting was called to order at 7:12 pm.

#### **M.2 Adoption of draft agenda (All)**

The agenda was adopted without change.

#### **M.3 Review of previous minutes (April 16, 2014)**

The previous minutes were accepted as circulated.

#### **M.4 Committee Updates**

##### i) Ward 7 (Krista/Jen)

All Candidates meeting June 4, 2014 at Runnymede United Church.

If you have additional questions please contact Krista Wylie.

**ACTION:** Rohit P and Krista W to review which letters are appropriate to post to council website

Parent Council Secretary to also maintain archive of the letters.

##### ii) Centennial (Marshall/Vangelia)

See attached framework and proposal.

**MOTION:** Propose council accept in principle the Centennial Framework (i.e.: community event, and additional directed Centennial fundraising campaign - with focus on Yard Refresh)

**1<sup>st</sup>:** J'Bai Deschamps **2<sup>nd</sup>:** Denyse Pilkington

**CARRIED.**

##### iii) Arts (Jacqueline/Alice/Sharon)

##### iv) Communications (Rohit)

See attached summary of communications committee activities.

**ACTION –** Communications committee to change Info address on parent council website to new RunnymedePS gmail account

- v) Spirit (Audrey/Leslie/Heather)  
Grand Total – \$71,640  
Staff Appreciation Lunch – Friday June 20<sup>th</sup> – in Senior Gym  
Co-Chair NEEDED for 2014/2015 – if interested please contact Audrey Robinson
- vi) Yard (Sarah)
  - Fall Yard Day – school cannot be permitted until October 2014, thus no Fall Yard Day in 2014
  - Ms McGill, Mme Lakoff – members of Yard Committee are retiring – Hilary Inwood has done painting project – dedicated to teachers and mounted in Hillside Garden – June 23 from 2:30 - 3:15 pm celebration
- vii) Math, Science, and Technology (Jerry)
  - Only remaining STEM activity – Math Amazing Race June 4, 5, 16-20, 23

**M.5 2013-14 Financial Update (Helen)**

See attached summary of 2013/2014 financials as of June 3, 2014

**MOTION:** To provide \$17,500 overage to school as follows:

\$2000 Music Department

\$3500 Kinder iPad

\$3500 Junior iPad

\$5000 Senior Laptop Cart

\$2500 Other small items

1<sup>st</sup>: J'Bai Deschamps 2<sup>nd</sup>: Katherine Clark

**Nay:** Rohit Parekh

**CARRIED.**

**ACTION:** Joanne Heathcote to approach Apple re: potential of matching gifts due to large expenditure by Runnymede PS

**M.6 Administration update (Amelia)**

- a. Staffing Model – DRAFT available – please contact Amelia if you have any questions

**M.7 Other Business**

- i) Proposed Condo Development Bloor/Durie (Krista)  
Potential development may be in RPS catchment area – so implication to our school – go to “Save Our Village Campaign”
- ii) Parent Council Constitution Update (Jen/Erin)
  - MOTION:** To amend RPS Constitution
  - 1<sup>st</sup>: Jacqueline Sustar 2<sup>nd</sup>: Helen Williams
  - CARRIED.**
- iii) Parent Council Executive Positions for 2014/2015  
**ACTION:** Secretary to email the council job descriptions to J. Sustar for posting on council website.
- iv) Parent Council Proposed Dates 2014/2015  
Sept 18, 2014  
Oct 16, 2014 (Executive Meeting)  
Oct 29, 2014

Nov 27, 2014  
Jan 22, 2015  
April 1, 2015  
May 12, 2015 (Executive Meeting)  
May 28, 2015

- v) Babysitter for 2014/2015 Council Meetings  
ACTION: Krista W and Denyse P to consult with their 'babysitters' to identify someone to take on the 2014/2015 babysitting role

**M8. 11 Adjourn**

The meeting was adjourned at 9:04 pm.

## Communications Committee – 2013/2014 Summary

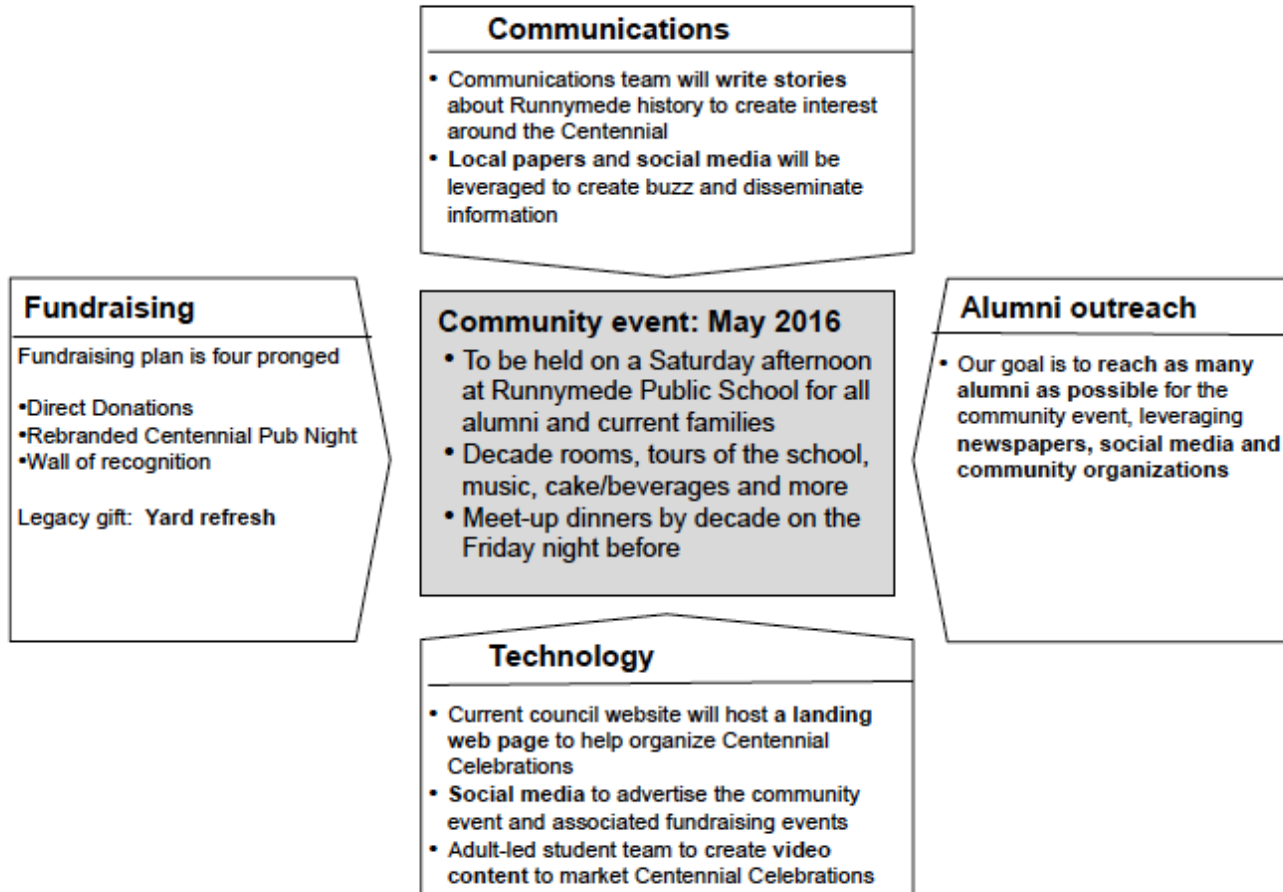
**We would like to thank all the committees for working with us to provide clear communication to the parents this year.**

### **This year, we:**

- Designed and edited a volunteer campaign that will launch soon and continue into next year. Parents are asked "*do you Ever Wonder*" what is required to make Runnymede a great school? Working together, we can increase parent engagement.
- Edited, designed & scheduled monthly editions of the Council newsletter supporting the monthly achievements of all Council committees. We also provided value by reminding parents of pizza day each month, and of council/committee meeting times and dates.
- Aided fundraising by providing a venue for corporate logos to be posted in exchange for donations.
- Provided professional editing services for Council communication, which helped improve accuracy and consistency of information.
- Provided guidance to Council on how to best position and communicate messages.
- Maintained the Council website so that it is always up and running, and has current, accurate posts.
- Maintained a current email subscription list for all Runnymede parents and provided appropriately targeted email distribution for every message.

Finally, today (June 3) we trained Amelia and Susan on sending out emails- then later today they used it for 3 different emails: grade 8 specific, Yard committee specific and one class field trip notice!

## CENTENNIAL CELEBRATION COMMITTEE PLAN



**Parent Council Financial Update**

**As of June 3, 2014**

**P&L**

	Budget 13/14		Actual 13/14	Forecast 13/14	Fav / (Unfav)
<b>Net Ordinary Income</b>					
Pub Night / Silent Auction	\$ 8,500	14%	\$ 12,869	\$ -	\$ 4,369
Pizza Lunch	\$ 11,500	18%	\$ 13,200	\$ 630	\$ 2,330
QSP Magazine	\$ 1,000	2%	\$ 1,467	\$ -	\$ 467
T-Shirt	\$ 500	1%	\$ 975	\$ -	\$ 475
Donations	\$ 35,000	56%	\$ 35,651	\$ -	\$ 651
Miscellaneous Revenue	\$ 500	1%	\$ 577	\$ -	\$ 77
Prior Year's Expense	\$ (970)	-2%	\$ (836)	\$ -	\$ 134
GST	\$ (1,200)	-2%	\$ -	\$ (1,500)	\$ (300)
Spring Thaw Art Show	\$ 4,000	6%	\$ 6,261	\$ -	\$ 2,261
Curriculum Night Bake Sale	\$ 400	1%	\$ 440	\$ -	\$ 40
Total Net Ordinary Income	\$ 59,230	95%	\$ 70,604	\$ (870)	\$ 10,504
Retained earnings from prior year	\$ 2,957	5%	\$ 2,957		\$ -
Total Net Ordinary Income & Surplus	\$ 62,187	100%	\$ 73,561	\$ (870)	\$ 10,504
<b>Expense</b>					
<b>Committed:</b>					
Technology	\$ (2,000)	3%	\$ (2,000)	\$ -	\$ -
STEM Science & Tech	\$ (6,500)	10%	\$ (2,135)	\$ (1,400)	\$ 2,965
FLL	\$ (855)	1%	\$ (228)	\$ (200)	\$ 427
Eco Schools	\$ (500)	1%	\$ (500)	\$ -	\$ -
Rainy day lunch room games bin	\$ (300)	0%	\$ (300)	\$ -	\$ -
Extracurricular Support	\$ (2,500)	4%	\$ (2,500)	\$ -	\$ -
Yard Improvement	\$ (2,500)	4%	\$ (420)	\$ (1,680)	\$ 400
Outdoor recess equipment	\$ (800)	1%	\$ (800)	\$ -	\$ -
Green Teacher	\$ (3,750)	6%	\$ (1,993)	\$ (957)	\$ 800
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	\$ (7,500)	12%	\$ (7,192)	\$ -	\$ 308
Spirit/ Centennial	\$ (300)	0%	\$ (42)	\$ -	\$ 258
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	\$ (600)	1%	\$ -	\$ (600)	\$ -
Council Communications	\$ (200)	0%	\$ -	\$ (200)	\$ -
Sundry And Admin	\$ (500)	1%	\$ (437)	\$ (63)	\$ (0)
Total Committed	\$ (62,029)	100%	\$ (51,770)	\$ (5,100)	\$ 5,159
<b>Uncommitted:</b>					
Enrichment Expense	\$ (100)	0%	\$ -	\$ (100)	\$ -
Extraordinary Expense	\$ -	0%	\$ 2,667	\$ (2,667)	\$ -
Total Uncommitted	\$ (100)	0%	\$ 2,667	\$ (2,767)	\$ -
Total Other Expense	\$ (62,129)	100%	\$ (49,103)	\$ (7,867)	\$ 5,159
Net Income	\$ 58	0%	\$ 24,458	\$ (8,737)	\$ 15,663

**Parent Council Financial Update**  
**As of June 3, 2014**  
**Uncommitted Funds**

<b>Uncommitted funds allocation:</b>				
	<b>Budget 13/14</b>	<b>Actual 13/14</b>	<b>Forecast 13/14</b>	<b>Fav / (Unfav)</b>
<b>Uncommitted:</b>				
Enrichment Expense	\$ (100)		\$ -	\$ 100
Extraordinary Expense	\$ -	\$ 2,667	\$ -	\$ 2,667
<b>Total Uncommitted</b>	<b>\$ (100)</b>	<b>\$ 2,667</b>	<b>\$ -</b>	<b>\$ 2,767</b>
Forecast favourable income			\$ 10,504	\$ 10,504
Forecast favourable expense			\$ 5,159	\$ 5,159
<b>Total funds to be spent</b>				<b>\$ 18,430</b>
Total funds allocated but not expensed Teacher reimbursement fund - approved				\$ (500)
<b>Unallocated funds as at June 3rd 2014</b>				<b>\$ 17,930</b>
<b>Proposed funds to be allocated to the School</b>				<b>\$ 17,500</b>
<b>Breakdown of funds:</b>				
Music Department			\$ 2,500	
Kindergarten			\$ 3,500	
Junior Kindergarten			\$ 3,500	
Senior Kindergarten			\$ 5,000	
Other smaller items			\$ 3,000	
				\$ 17,500
<b>Cash Forecast:</b>				
Cash as at June 3rd 2014				\$ 23,967
Forecast expenses				\$ (5,100)
Forecast income				\$ 630
Estimated HST rebate				\$ 1,500
Revised cash total				\$ 20,997
Proposed allocation of funds to school				\$ (17,500)
<b>Forecast cash balance at end of year</b>				<b>\$ 3,497</b>
Breakdown: Reserve carried forward each year			3000	
Reserve for teacher reimbursement fund			497	

**Parent Council Financial Update**

**As of June 3, 2014**

**Grants**

**Grant Summary as at June 3rd, 2014**

<b>STEM Grants</b>		
TD Friends of Earth Grant		\$ 3,144
Spend to date:		
Science Kits	\$ (1,243)	
Weather Kits	\$ (845)	
Telescopes	\$ (320)	
Other	\$ (655)	
Total spend to date		\$ (3,064)
Forecast spend		\$ 80

<b>Yard Grant</b>		
TD Friends of Earth Grant		\$ 2,000
Green Teacher - shrub purchase	(843)	
Total spend to date		\$ (843)
Forecast spend		\$ 1,157

<b>Other</b>		
Chapters fundraising	\$	1,386
BMO Donation for purchase of iPad Minis	\$	700
Ukranian Credit Union	\$	500
Total fundraising	\$	<u>7,730</u>