



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

## MINUTES

### Runnymede Public School (PS) Council - Meeting #2, 2014-15

October 29, 2014

Runnymede PS Library

7:00 pm to 9:00 pm

**Attendance:** Ahmed Al-Samahy, Jennifer Atkinson, Tasha Balla-Boudreau, Nancy Bestic, Dale (Narinder) Cadeau, Katherine Clark, David Corey, Amelia Dennis, J'bai Deschamps, Laura Edwards, Sarah Frame, Anna Intarakosit, Sharon Kelly, Ingrid Larson, Bart MacLean, Pam McArthur, Jennifer McLean, Rohit Parekh, Shannon Pritchard, Andrew Reynolds, Leslie Robbins, Audrey Robinson, Jacqueline Schaller, Carolyn Shaw, Samantha Sunde, Jacqueline Sustar, Shirely Suurdt, Jerry Tiessen, Julie Tseretopoulos, Helen Williams, Krista Wylie, Julie Young, Tara Bragg, Chris Sheehan, Michelle McBride, Leslie Fountain, Jennifer Costello

**Regrets:** Alice Bell, Karen Gautam, Marshall Leslie, Jackie Marrie

#### **M.1 Call to order, welcome**

D. Cadeau called the meeting to order at 7:05 pm.

#### **M.2 Roll call**

A roll call was conducted and quorum established.

#### **M.3 Adoption of agenda**

The agenda was adopted with the addition of one new topic for discussion under A.10 Other business: head lice management.

#### **M.4 Adoption of September 18, 2014 minutes**

The previous minutes were adopted as circulated.

## M.5 Administration update

- Construction update – work still being completed (eg, mill work) and dealing with some deficiencies.
- FDK update – rough start to the year but getting settled. FDK yard not yet ready which is providing some challenges. In the meantime, making accommodations around use of Adventure yard and supervision in the meantime. For the FDK yard front (Colbeck yard), pre-construction date was set for Oct. 31.
- Artificial turf bids due today, under review by TDSB. Work won't likely start until the Spring. However prep work (eg, survey and soil drilling) was already completed.
- Yard committee is supporting Administration with letters as necessary outlining concerns about the delays.
- Progress report cards will be sent home on November 10<sup>th</sup> and interviews will follow.
- Concert dates will be issued officially at a later date. Tentatively - Senior concert will be held on December 3 (evening), Junior concert on December 10 (evening ), Primary concert on December 16 ; and Kindergarten TBD.
- Halloween parade will proceed as planned outside as long as it doesn't rain. It will be held inside the school if it will be raining, and parents will not be able to come inside to watch due to space limitations.
- Some smart boards were out of commission in the classrooms because new laptops were needed – many just arrived at the school this week and need to be set up.
- Police check renewals – parents to leave their name with Anna so she can go into the system and update. Or call TDSB if last year's cleared checks have not yet been entered into the system. Touch base with the office with any questions.

## M.6 Committee updates

Updates from each Committee were provided on key initiatives and budget requests for this year.

### M.6.1 Spirit

Fundraising initiatives:

<b>FUNDRAISER</b>	<b>2014-15 TARGET</b>
Direct Donation Campaign	\$30,000
Pizza Lunch	\$11,500
Pub Night	\$5,000
QSP	\$1,000

Bake Sales	\$500
T-shirts	\$500
<b>TOTAL</b>	<b>\$48,500</b>

1. Spirit will not be hosting the 'Spring Thaw' as a fundraiser this year (reduction of \$4,000 in revenue)
2. Pub Night (scheduled for May 8, 2015) is budgeted to generate \$5,000 (ie, \$3,500 less than previous year).
3. Costume sale generated an additional \$1,000.

Other initiatives:

- JK Welcome Packages
- JK Welcome Coffee
- Supporting Spring Thaw
- Lost & Found – need to find a replacement for this role next year.
- Supporting Spring Yard Day
- Centennial Mural Project
- Centennial Countdown Assembly
- Staff Appreciation Lunch

### **M.6.2 Arts**

Requesting a budget of \$7,500 for the year. Plan to implement primary arts program in classrooms only with curating and community event to be held in the hallways instead of Spring Thaw. Grade 3s will receive professional dance instruction. The budget includes musical instrument renewals and support of the drama program.

### **M.6.3 STEM**

STEM is requesting **\$6,500**:

- \$4,000 for the math amazing race (K-Gr. 6). This will allow the development of permanent activities for reuse in future years.
- \$2,500 is for restocking existing science kits, build this year's teacher requests and some math manipulatives.

### **M.6.4 Yard**

Budget request is **\$10,100**. Key initiatives include:

Yard improvements (\$4,300)

- Yard Day - Spring Yard Day (tentative April 25, 2015), maintenance work, musical performance
- Maintain existing gardens - Butterfly, medicine wheel, front beds, etc. Invasive species control, student-based art
- Enhancements for Kindergarten (FDK Yard) once construction is finished
- Support Eco-School and Green Team initiatives
- Manage erosion and pathways in Hillside Garden

Outdoor recess equipment (\$2,000)

Schoolyard recess enhancements - Recess equipment, turf advocacy, front yard refresh project

Green Teacher Program (\$3,800)

Fall, Winter, Spring - Grades 2, 4, 6. One time in Spring for Kindergarten classes

### **M.6.5 Centennial and Centennial Celebration**

Centennial and Centennial Celebration is requesting **\$1,000** to cover the following items:

- hard-drive for archives (\$200),
  - banner at the front of the school (\$300),
  - misc. for a Centennial display case inside the school (\$50),
  - Archive digitization (\$300), and
  - promotional materials (\$150).
- 1) Runnymede archives – we are organizing the archives to be used to create a legacy video, (possibly) a short documentary, stories to share, and artwork to auction off. These end products will have several uses: to be published in local newspapers leading up to the Centennial event, to be shared via social media, to be shared with current students in classrooms, and to be shared at the Centennial community celebration.
  - 2) Countdown assemblies – each year the students get to have an assembly counting down the decades to the 100<sup>th</sup>! This happens in February each year and continue to be led by the Spirit Committee.
  - 3) Art Mural Project - our grade 5s are involved each year in creating a mural to represent the various decades from our past. These murals hang on the walls inside the school. (led by Spirit Committee)
  - 4) Fundraising - we are fundraising for a legacy gift (ie, refresh to the front yard play area) – we will leverage our current parent pub night to fundraise for this, and also ask parents directly for funds later in the year – and potentially launch a campaign targeting alumni.
  - 5) The community event – we are hoping to set a date for a Sunday afternoon in mid-April, 2016. Planning to begin this year and ramp up in Sept. 2015. The goal is for administration, teachers, students, and parents to all work together to create a fabulous community event!

### **M.6.6 Communications**

Requesting \$200 to maintain website service.

### **M.7 2014-15 Budget Review and Approval**

The treasurer presented the draft budget for 2014-15 (see attached). Specific budget items were discussed in M.6. It was clarified that the items listed in black font were paid for directly by Council, whereas those items in shaded/grey font indicated dollar amounts the Council contributes to the school for those specific initiatives.

**MOTION:** to approve the 2014-15 Council budget as presented at the meeting.

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

### **M.8 Ward 7 Updates**

It was announced that our Ward has a new trustee - Robin Pilkey. Plans for our Ward 7 representatives for this year included the following:

- Provide parents/guardians with information on trustee race in our Ward for Municipal election and encourage parents to get informed and vote;

- Continue to liaise between our trustee and our parents/guardians; and
- Continue to build on the campaign “Fix Our Schools” via engaging parents from Runnymede P.S. and other Ward 7 Schools.

### **M.9 School Statement of Needs (SSON) form submission to Ward 7 Superintendent of Education**

This form was completed in the past but not shared with all members of Council. It was agreed that last year’s form would be used as a starting point to complete this year’s submission. The SSON form needs to be submitted by **November 21, 2014**.

**MOTION:** approve the nomination of D. Cadeau to complete and submit the SSON form on Council’s behalf.

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

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**Action Item:** D. Cadeau to circulate last year’s SSON form to Council, collect feedback from members, make revisions as appropriate, and share the final version with Council.

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### **M.10 Other business**

Lice check – since start of this school year in September, there have been approx. 19 classes with students who received lice notices (due to positive checks conducted at school).

All parents/guardians are asked to report to Administration if your child has lice so they can take precautionary measures.

Council was asked to consider a proposal to have a private company (via competitive bid) offer screening throughout the year. Estimated cost was \$5/child for all students in the year. It was felt that the screening would not eradicate the problem if treatment was not properly followed through at home.

Regarding volunteers conducting lice checks at school (“lice squad”), privacy concerns were raised around the potential of children being stigmatized and how students are notified. The lice squad indicates positive checks to Administration who handle notification to the parents/guardians. Students are not told directly.

More education on how to prevent/treat lice was requested. It was suggested that a company come in and provide such information.

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**Action Item:** Send feedback to D. Cadeau on best practices, resources, etc. on identifying, treating, and preventing lice. D. Cadeau will summarize and circulate the information to Council at the next meeting.

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Volunteers for the lice squad included S. Kelly, L. Robbins, A. Robinson, J. Schaller, S. Frame, H. Williams, D. Cadeau. Additional volunteers for the lice squad were asked to contact Administration.

**M.11 Next meeting**

The next meeting will take place on **November 27, 2014**.

Subsequent meetings have been scheduled as follows: January 22, April 1, May 28

**M.12 Adjourn**

The meeting was adjourned at 9:00 pm.

**Runnymede Public School Council  
2014/15**

**Proposed Budget for Approval**

	Budget 13/14	Budget 14/15	Fav / (Unfav)
<b>Net Ordinary Income</b>			
Donations	\$ 35,000	\$ 30,000	\$ (5,000)
Pizza Lunch	\$ 11,500	\$ 11,500	\$ -
Pub Night / Silent Auction	\$ 8,500	\$ 5,000	\$ (3,500)
QSP Magazine	\$ 1,000	\$ 1,000	\$ -
Curriculum Night Bake Sale	\$ 400	\$ 500	\$ 100
T-Shirt	\$ 500	\$ 500	\$ -
GST	\$ (1,200)	\$ (1,200)	\$ -
Spring Thaw Art Show	\$ 4,000	\$ -	\$ (4,000)
Miscellaneous Revenue	\$ 500	\$ 1,000	\$ 500
Prior Year's Expense	\$ (970)	\$ -	\$ 970
	.		
Total Net Ordinary Income	\$ 59,230	\$ 48,300	\$ (10,930)
Retained earnings from prior year	\$ 2,957	\$ 1,971	\$ (986)
Total Net Ordinary Income & Surplus	\$ 62,187	\$ 50,271	\$ (11,916)
<b>Expense</b>			
<b>Committed:</b>			
<b>Technology</b>			
STEM Science & Tech	\$ (6,500)	\$ (6,500)	\$ -
FLL	\$ (855)	\$ -	\$ 855
<b>Technology</b>	\$ (2,000)	\$ -	\$ 2,000
<b>Yard</b>			
Yard Improvement	\$ (2,500)	\$ (4,300)	\$ (1,800)
Green Teacher	\$ (3,750)	\$ (3,800)	\$ (50)
Outdoor recess equipment	\$ (800)	\$ (2,000)	\$ (1,200)
<b>Arts</b>			
Primary Arts Program	\$ (7,500)	\$ (7,500)	\$ -
<b>Art</b>	\$ (1,500)	\$ (1,150)	\$ 350
<b>Instrument Renewal - Strings</b>	\$ (2,000)	\$ (1,150)	\$ 850
<b>Instrument Renewal - Band</b>	\$ (2,000)	\$ (1,150)	\$ 850
<b>Drama Program</b>	\$ (2,000)	\$ (1,150)	\$ 850
<b>Teacher Reimbursement</b>			
<b>Teacher Reimbursement Fund</b>	\$ (18,700)	\$ (15,000)	\$ 3,700
<b>Other</b>			
<b>Extracurricular Support</b>	\$ (2,500)	\$ (1,900)	\$ 600
<b>House League Sports</b>	\$ (1,500)	\$ (1,500)	\$ -
<b>Library</b>	\$ (2,000)	\$ -	\$ 2,000
<b>Field Trip Bursary</b>	\$ (2,000)	\$ -	\$ 2,000
<b>Eco Schools</b>	\$ (500)	\$ (300)	\$ 200
<b>Rainy day lunch room games bin</b>	\$ (300)	\$ -	\$ 300
<b>Peacemakers</b>	\$ (500)	\$ (300)	\$ 200
<b>Mike Ford</b>	\$ (624)	\$ -	\$ 624
<b>Awards</b>	\$ (400)	\$ -	\$ 400
Spirit/ Centennial	\$ (300)	\$ (1,000)	\$ (700)
Teacher Appreciation Lunch	\$ (600)	\$ (600)	\$ -
Council Communications	\$ (200)	\$ (200)	\$ -
Sundry And Admin	\$ (500)	\$ (500)	\$ -
Total Committed	\$ (62,029)	\$ (50,000)	\$ 12,029
<b>Uncommitted:</b>			
Enrichment Expense	\$ (100)	\$ (250)	\$ (150)
Extraordinary Expense	\$ -	\$ -	\$ -
Total Uncommitted	\$ (100)	\$ (250)	\$ (150)
Total Other Expense	\$ (62,129)	\$ (50,250)	\$ 11,879
Net Income	\$ 58	\$ 21	\$ (37)