



June 16 Meeting Minutes

Voting Members Attendance: Mallory Drysdale, Midori Miyamoto, Sarah Terpstra, Alfredo Cabeza, Shauna Rempel, Ashley Wood-Suszk, Victoria Smith, Kelly Kirkpatrick, Carla de Jong, Alice Romo

Principal: Lovenia Gorman

Teacher: Ivana Simanic

6:36: Open Meeting and Land Acknowledgement (Midori)

6:38: Roll call (Mallory and Midori)

6:38 - 6:46: Principal's Update (Lovenia)

- 9 days left of school
- Thank you for all of your support with the events and activities this year
- Library learning commons update:
 - Library services have come in and packed up all the books. In storage in the school for the summer
 - The task force has moved the books and gotten rid of furniture that won't be used any longer
 - Construction begins the week of June 23rd
 - Will hopefully be on target to open the space in Sept
 - First purchases will be shelving and tech screens
 - Invites families to Another Story on Thursday from 7-9pm. A percentage of the sales of books will be given back to the library
 - Donations are approx. at halfway mark (~25k)
 - Will learn more about fundraising from social and family movie night
- The next nine days are busy at the school
 - Pride assembly and parade on Monday, June 23rd at 12:30. All families are invited to join for the assembly and parade
 - Thank you to the equity and inclusion committee for supporting this event at Howard
 - Keep checking the Friday updates and teacher correspondences
- September beginning:
 - Class placements will be shared with all families the week before school begins in School Messenger email

- A week before school, the office will share teacher placements for the new year
- School council exec:
 - Thank you to the executive for their work this year, this is voluntary work
 - The students benefit from all of your support
 - Sarah is leaving the school, Mallory and Midori will be here for the opening of the school year
- Question: What time is Thursday's primary concert? A: 9am.

6:46-6:56: Fundraising Updates (Sarah)

- Musical fundraising: Revenue just over 13,000\$, costs just over 22,000\$. Liz says all reimbursements are filed. Night was a success. Just over 9,000\$ in tickets, the remainder was buttons, concessions and programs. Buttons was 640\$, concessions was 3,450\$, programs are mixed in with concessions. Pay what you can was successful (hope was to earn 9,800, earned 9,000\$).
- Spring social: Have not received all of it yet, but Sarah has compiled it all. Julie: revenue was just shy of 27,000\$, profits just under 25,000\$. 162 attendants. 7,400\$ in sales for tickets, close to 18,000\$ in auction items, which was roughly 59% of value of the auction items. Comments that the ticket method (cost for base ticket, additional cost to add raffle) was successful. Capacity needs at the venue were a lot lower. The committee didn't end up needing as many night-of volunteers as they expected. The squares worked out well. Sarah requests the updated information from Julie to add to the full budget spreadsheet.
- Discussion over whether any members of the social committee might be interested in joining council exec.
- Other fundraising coming up: A night at Another Story is coming up on Thursday. Some proceeds from book sales will be going to the school
- Sarah asks fundraisers to please roll coins. There is a box of coins from movie night
- May 30th movie night raised about 900\$. Cost for the two movie nights was 1,500\$ (including licenses and new screen). More coin rolls are needed to finish rolling the coins.

6:56-7:22: Financial Updates (Sarah)

- We have money in the bank. Full month of June has not yet been reconciled.
- Current projection is 42,000\$ available if no cheques are requested. Does not include movie night.
- Some needs: yearbooks, arts funding into classes
- A request: play day
- Graduation expenses have not come in yet and they are allocated 2,000\$. They said they're currently projected to be under budget. Will need to include some budget for a few extra yearbooks. Allow for 250\$ for yearbooks
- Arts committee: Has only spent about half of their budget (for primary teachers who were not included in the musical). Ten classes were given 250\$ each.
- Overages:
 - Scientists in the school went over by 1,000\$
 - Approx 1,000\$ on STEAM night

- Unexpected instrumental music expense for 1,600\$ (and a few cellos broke this year, so possibly will be billed more)
- Tech was overspent by about 2,600\$
- Equity access was 450\$
- A reallocation happened midyear
- Some requests: play date (500\$), washing clothes from lost and found
- Overage discussion: there have been a few allocations with no committee head with the hope that someone steps up. The downside of that is that overspending happens. Our recommendation going forward is that each expenditure has a dedicated committee head watching spending and working with the office. Sarah suggests that after the November budget allocation meeting, the treasurer could provide Lovenia with any of the committees that Lovenia is managing. Lovenia: Most importantly, the committee lead should know what is being given to the classroom teacher and when they need to spend it by. And should be equally distributed to all teachers.
- Alice: communication is key. Alice didn't realize she was leading both stem night and scientists in the school. Sarah suggests keeping them as separate committees.
- Request to gauge staff interest before the November meeting. Possibly could come in a proposal. Lovenia discussed at June staff meeting. Committees should reflect the school improvement plan. If the staff knows what the committees are, then a parent and teacher lead could work in partnership. Council can send Lovenia a list of questions for staff. Timing is important as well – it can take several weeks to process a request.
- Question about overage from STEAM night. Some of these costs came up at the last minute. There were larger groups than expected. The allocation was 2,500\$, but was about 949\$ over the budget. There were a lot of student booths this year. Last year was much smaller, but possibly more students were motivated to participate this year. This year, Ms Adeline signed Alice up for a lot more classrooms, which got more volunteers. Ms Adeline was not given a limit for kids signing up. Ended up being 19 groups, which was more than expected.
- Sarah notes that many materials are needed over and over (e.g. napkins, cutlery) and could be bought all at once in larger quantity to save cost. Could create a bin of materials (e.g. bake sale) for the year
- Midori notes that we possibly need to increase budgets for some of these activities that are very popular (e.g. STEAM night)

7:22-8:01: Voting for Summer/Fall Spending (Midori)

- Some spending is outstanding:
 - 2,000\$ for graduation
 - 1,250\$ for art
 - 5,000\$ for fall fete
- Midori proposes additional allocation of:
 - 3,600\$ for teacher supplies (200\$ per class for 18 classes)
 - 2,500\$ for Orange Shirt Day (1,000\$ currently available from previous year)
 - 500\$ for playground equipment
 - 500\$ for play day
 - 24,000\$ for library learning commons

- No vote on this allocation
- Discussion on allocating before fall, and whether the social should be raising money for allocations before next November.
- Library learning commons:
 - Note that there is an additional 5,000\$ grant application for the library, results in the fall
 - Question about when library funding is due. The budget that Ms Adeline shared from the TDSB was 35,000\$ for infrastructure/shelving/furniture/big ticket items. The TDSB is paying for all items that are bolted to the ground. What is an appropriate amount? 10,000\$ is discussed.
 - Comment that many of the learning commons items are consumables. The big screen and some shelves need to be put in before the summer. Can use existing tables.
 - The 35,000\$ does not include the screen. Includes movable shelving, furniture, easel, no tech items
 - Question about whether a screen is needed or a tv. A portable touch screen is being requested
 - Lovenia says shelving and screen are essential
- Discussion over how much is needed in a typical year of expenditures. Last year we raised 82,000\$ and spent 77,000\$. Alfredo notes the annual budget is around 50,000\$
- Lovenis is not comfortable taking the full 25,000\$ for the library
- Pizza day nets about 8,000\$, fall fete about 10,000\$, spring social about 20,000\$
- Alfredo suggests removing fall fete allocation from the list of votes because it makes money. Sarah notes we still need the money to pay during that period.
- New list of allocations for voting:
 - Teacher supplies = 3,600\$ (200 per class for 18 classes)
 - Outdoor equipment = 500\$
 - Play day = 500\$
 - Orange shirt day = 2,500\$
 - Art budget = 3,250\$
 - Graduation = 2,000\$
 - Tech = 400\$
 - TOTAL ALLOCATION = 13,000\$
- Note about the Another Story event: emphasize how much goes to the library with books vs. direct donation. Possibly include a thermometer for donation goal
- How much money is needed annually for book? Lovenia: Ebbs and flows. No set amount.
- Liz notes that the art committee needs funding before November because show discounts happen in September. Asks for 5,000\$ to be set aside for the musical and for some funding for other arts
- Musical funding will be decided at the November meeting
- Jannet notes interest in doing a movie night right after school begins. Asking for 400\$. Movie night covers its own cost, so doesn't need to be budgeted as an expense. Issue because people were dropping their kids off and leaving. Decision that this money can be floated, as it is made back.
- Proposal to bump library funding to 15,000\$
- VOTE on 28,000\$ allocation for summer/fall - passes, no objections

8:01-8:19: Other Business:

- Question: With the fundraising piece, how much did parents spend and how much went to the school? Recommendation to look into this next year.
- Question: Who decides which activities a teacher does with a class? Lovenia: has to be board-approved. Teachers put a proposal together and ask. Has to connect to the school improvement plan, the multi year strategic plan. Parent: as a primary parent, it seems like less is on offer than for the older kids. Parent note: if a note of ideas/planning for the year shared out with each class by the teacher, can help with fundraising engagement. The principal can't ask the teachers to donate their time to this.
- Encouragement to come to the parent council meeting in November with a request. Lovenia will also be asking for teachers' wishes for next year. Committee lead and teacher lead will work together.
- Notes that planning for November budget meeting begins in September. October includes voting in a new exec/voting members. And committees send in budgets in advance. But can also be proposed during the meeting.
- Question: How many positions on exec? Usually a minimum of 3 (secretary, treasurer, chair), but can pad it out to five.
- Treasurer methods have changed this year to increase transparency.

8:20: Meeting adjourned. Next meeting is in September - date TBD

Contact school council through: **Howardpublicschool.com** and
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