

John Darling Public School
School Council Minutes
November 19, 2012

In Attendance:

Amanda Pope, Janice Mitchell, Mandy Dahmer, Tanya Smith, Helen Byers, Jen Hulett, Heather Quiring, Colleen Brandes, Lori Williams, Kim Schmidt, Danielle Morales, Jackie Teixeira, Amy Knechtel-Shannon, Jessie White, Susie Gutri, Gillian McKenzie, Deanna Heer, Marnie Wuensch

Regrets:

Jennifer Fleet, Marti-Anne Hachey, Amanda Bourassa, Jen Heuchert

Getting Started: Jessie White

- A motion was made to approve the evening's agenda. Motion: Lori Williams
Second: Colleen Brandes Motion Carried
- A motion was made to approve the minutes from the October 22, 2012 meeting.
Motion: Lori Williams Second: Amanda Pope Motion Carried

Intro to Guest Speaker: Gillian McKenzie

- Guest speaker Vivian Ferguson was introduced.
- Gillian announced that Sandra Schroder has stepped down as the school council treasurer and as a school council member. The treasurer position is therefore vacant. The information that Vivian was presenting might help with deciding who would fill this role and what that role would look like.

Vivian Ferguson: WRDSB Banking Process Presentation

- Approximately 5 years ago the Ministry of Education requested that school funds be included in financial statements. WRDSB had to gather all banking information from all school councils. A system was developed that is consistent from school to school.
- The principal is responsible for school budget and all school funds. The council raises funds and has a say in how the funds are allocated but the principal has to sign off on all financial reports.
- School Operating Funds purchase text books, operating supplies etc.
- School Funds are funds outside of this that are generated through fundraising, Heart and Stroke fundraisers etc.

- The banking system through the board is an accounting system that all funds can go into. A school can have different accounts such as revenue and expenditure accounts.
- The principal needs to have signing authority on the school council account. The school council account is required to have monthly reports, reconciliations, HST reports and a yearly report breaking down revenues.
- The WRDSB issues cheques for HST refunds twice a year.
- If the school council were to use this system the money would go to the school secretary. She would do the deposit and can write cheques. There would be two signatures required on cheques. One of these would be the principal's. The second can be the secretary's or the chairperson's. There can also be more than one school council account. It was suggested that authorization from school council member be signing of the invoice rather than the cheques as the signing authority is for all of the school's accounts. The secretary or principal would take the money to the bank for deposit.
- Benefits of this system include: 1. takes away all of the reporting 2. Vivian does all of the bank reconciliations for all the schools and councils currently on the system 3. can produce a report of how the money was presented (e.g. How many \$5, \$10, \$20's etc.) 4. there are no service charges with this account 5. takes liability away from council and becomes WRDSB liability
- The school account would collect interest but the council account would not unless figured out and allocated.
- NSF cheques: the original would go back to the school and into the NSF account. If the funds are recovered then they would be deposited into the NSF account.
- School council funds are part of school funds and the school council funds are audited in that there are checks that the school council pays for what they committed to pay. School council funds belong to the school board. School council has a say in how these funds are used and this is documented in the minutes.
- It was asked if there was a possibility for the WRDSB to access the account if it is determined that a portion of school council dollars go to a sharing account to supplement other schools. This question was unable to be answered as sharing of funds has not been decided on.
- A treasurer would still be of value to report the journey of the money but wouldn't have to do the reconciliations and reports etc. No matter where the account is, council still has to follow the guidelines of the WRDSB and the Ministry's policies and guidelines. Vivian left a copy of the fundraising guidelines from the Ministry.
- Vivian concluded her presentation with an open invitation to call her at the WRDSB if anyone had any further questions at extension 4368.

Treasurer's Report: Gillian McKenzie

- The HST application has not been filed for September/October nor has talking to the bank about service charges.

- A new treasurer would be responsible for tracking the monies and signing invoices if we go with the WRDSB system.
- A motion was made that we go with the WRDSB accounting system and modify the treasurer's role. Motion: Jessie White Second: Colleen Brandes Motion: Carried
- The offer was put forth to council members who had interest in the treasurer's position. Mandy Dahmer put her name forward and was awarded the position by acclamation.
- The categories which council wants tracked were listed and are as follows: fundraising, grants, technology, greening, Darlingfest, student activities (including off-campus, chess, scientists in the school, home reading). Invoices that come to Gillian will be copied and forwarded to the school council treasurer. Over the course of the year we can work on how we are allocating money and how we pledge to spend the money so that we aren't caught short of funds. It was agreed that cheques would be signed by the school secretary, principal and treasurer.

Spending Plan: Susie Gutri

- \$ 17 020.11 balance after poinsettia fundraiser
- - 7 027.91 chess, science, bussing
- 9 992.20
- - 1 389.00 technology and music from 2012 Darlingfest
- - 1 783.94 data projectors from poinsettias
- 6 819.26
- - 3 000.00 Darlingfest float
- 3 819.26
- - 500.00 home reading
- \$ 3 319.26
- Janice Mitchell was able to confirm via consultation with her husband, of Sherwood, that the prices Gillian has presented for data projectors have been fair prices. Gillian indicated that we would not be able to purchase through Sherwood as it would be a conflict of interest. The vendor we can use is EdCom. Janice was able to provide some technical points regarding the type of bulb that projectors have. Through EdCom a data projector's price is \$ 785.00 plus taxes, totaling \$2 661.15, taxes in, for 3 projectors. Gillian would look at purchasing the carts for the projectors. There is a possibility of a data projector and document camera coming to the school through WRDSB.
- Discussion ensued about what to purchase with the council funds. Among the items discussed were and educational music experience, if there were additional items to supplement the data projectors, additional iPads, cases for the iPads which have been provided through WRDSB. Jessie White suggested that sponge cases from the dollar store had been recommended by an educator she knows.

- A motion was made that council purchase 3 data projectors and additional accessories including 4 VGA cords, power bar(s) for iPads and iPad cases to a total that will not exceed \$3 172.94. Motion: Lori Williams Second: Jessie White Motion: Carried
- Jessie is to bring music information to the January meeting.
- Discussion was held regarding the trees/shrubs that have died. Removal of the trees would be at no cost. There would be costs to replace the trees. It was suggested that money should be allocated to greening for care and maintenance of the greening initiative. A motion was made that \$500.00 be put in reserve for greening. Motion: Lori Williams Second: Jessie White Motion: Carried
- \$2 819.26 is still available to be spent.

Committee Assignments

- The fundraising committee is full.
- The rink committee is full. Amanda needs volunteers for flooding of the ice.
- Janice is the WRAPSC representative.
- The Darlingfest committee has 8 members. It was suggested to have co-chairs for this committee. The first Darlingfest meeting will be held at 6:00 p.m. on January 21 before the council meeting.
- The grants and technology committees are newly formed committees. The purpose of the grant committee is to fill out grant applications and follow up on grants. The purpose of the technology committee is researching information about what the technology can do, usage and pricing.
- Janice suggested circulating a list of who is on which committee and let these subcommittees come up with their mandate and present to council. It was agreed that this would be done.

Principal's Report: Gillian McKenzie

- Gillian postponed her EQAO power point presentation to the January meeting.
- The school focus is on math with a continued focus on language.
- The invoice for student planners was \$354.90. The \$342.00 overage has gone to pay this invoice
- Tanya Smith has donated a microphone stand to the school. Thank you to the Smith family.
- Regarding skating, there will be no skating bus trips for the kindergarten students. There were a variety of factors which went into this decision including the number of volunteers required to tied/untie all the skates, the emerging skating abilities and the need to be sensitive to the abilities of the staff who supervise activities. Grade two is also not going as the skating times are at the same times as Mrs. Graham and Mrs. Coles switch of time slots.
- There are many boxes of potatoes chips left over from Darlingfest that are past their expiry date. Helen is to take them off the school premises and check the expiry date on the pop in storage.

- The Parent Involvement Grant application was given to the chair with the criteria we need to meet. This grant is up to \$500.00. There is also a \$500.00 WEFI grant.
- Regarding school initiatives: the Green Team is in full force, Primary Intramurals are being held on day 3 and 5, the Christmas Concert dates have been set as December 13th and 14th (these dates are to be reviewed as this may not work for the kindergarten students), a performer has been scheduled for February 8th (performance supports the WRDSB 8 character traits), a Penny Drive supporting Free the Children from the We Day Rally is being held from Nov. 26-Dec. 18 in each classroom and at the Christmas Concert, Pink Day supporting the anti-bullying initiative will be held on November 23, PJ Day will be December 21.
- The entire school is to be re-keyed hopefully over the Christmas holidays.
- Regarding labour relations: elementary teacher union work actions have not been having the same impact as the secondary school teacher work actions. Updates regarding the labour relations are available on the WRDSB website.

Meeting Adjourned