

**Runnymede Public School Council Meeting Minutes
Wednesday May 18, 2011**

Attendees: Tara Bragg, Alice Bell, Nancy Bestic, Erin Carroll, Rob Dunford, Leslie Fountain, Karen Hanna, Suzanne Gordon, Nora Irwin, Heather Jordan, Joan Lash, Kristi Manuel, Tricia McGovern, Chris Sheehan, Jacqueline Sustar, Jerry Tiessen, Bruce Toner, Andrew Violi, Krista Wylie, Katherine Clark, Laurel Turchin

Teachers: Anne Markee

School Administration: Rob Hochberg, Michael Kanalec, Amelia Dennis

Regrets:

OVERVIEW OF KEY DECISIONS, MOTIONS, ACTIONS & INFORMATION AT THIS MEETING

	Action?
Information: Ward 7 Reps are preparing a formal response to the letter received from Leo Dubrowsky (Minister of Education) regarding our concerns about capital funding and Maintenance.	
Motion: Council passed a motion for up to \$6,000 fund the purchase of a sound system for senior gym as per the proposal above. In the event that there is \$25,000 achieved from the this amount can be reimbursed back to council.	<u>Passed</u>
Motion: Council passed the motion to approve the permit application to run swim club 8 times during 2011/12 school year for 2 hours each evening and that Council will cover any costs up to \$300 resulting from the swim club operating (although this has never required to be reimbursed)	<u>Passed</u>
Information: Communications Committee will be piloting a "Class Parent E-mail Liaison" next school year whereby each class will have a parent who serves as a conduit between the school/council and parents in that class to disseminate information such as health notices, school notices and Council/committee communications. Teachers may also work with this Parent Liaison to send out e-mails about parent volunteers needed in the classroom or other classroom activities requiring parent communication.	
Motion: Council passed the motion to approve \$702 funding to cover upfront costs of t-shirts to enable Spirit Committee to carry inventory and sell t-shirts in the fall vs. sell via order form	<u>Passed</u>
Action: Council is looking for a small group of parent volunteers to take over from another group of parents (who is retiring!) in managing our school lost and found.	

1. Welcome

Welcomed all in attendance.

2. Receive Previous Meeting's Minutes (April 19, 2011)

Motion:

- Joan Lash put forward the motion to accept the previous meeting minutes from April 19, 2011.
- Seconded by Brian Withnell

Motion carried

3. Receive Correspondence

- No correspondence of note was received

Motion:

→ *No motion required since no correspondence*

4. Administration Report

Amelia Dennis, Principal reported on the following items:

a) Hiring

Currently conducting interviews to hire the following teaching positions:

- ½-time French immersion
- ½-time Special Education
- 1 full-time French immersion
- 1 full-time Grade 5/6 position

Michael Kanalec, VP – Senior School reported on the following items

a) HumberSide concerts

- Successful concerts
- A little extra work to run concerts at this venue

b) Other Items

- Finalizing some of the last transition pieces for Grade 6's entering Runnymede next year
- Grade 8 classes going to Kingston for field trip
- Grade 6's to Camp Wahanawin & Quebec City
- Runnymede Play Day coming up
- Bike rodeos happening in the junior division in the month of June

Rob Hochberg, VP – Primary/Junior Schools reported on the following items

a) Keg Restaurant – Grants

- Offering 40 \$25000 grants to communities ...
- Runnymede proposal for a sound system
- We need to vote in order to win via the Keg website
- Make people aware and then their choice to vote
- Do we want to start advertising in the school?
- Yes!
 - E-newsletter
 - Rapport
 - Notes home tomorrow
 - Encourage Council to spread word & Committees

5. Ward 7 Report

Budget consultation still a work in progress.

Jessica Bell and Rob Dunford are preparing a response to Leona Dubrwoosky's response letter, brainstorming at the moment to figure out best tactic

Comments

- ➔ One tactic could be to lobby to be first in line for the assessment
- ➔ Could be based on capacity vs. state of capital building
- ➔ Anyone with ideas on how to best approach this response – please e-mail Rob or Jess
- ➔ www.rebuildourschools.org – good website to find information about state of capital and renewal of Toronto schools

6. Treasurer's Report

Chris Sheehan presented the following Status of School's expenditures re: committed line items from Council's 2010/2011:

	Budget 10/11	Actual May 17th	Forecast	Total	Fav/(Unfav)
Net Ordinary Income					
Pub Night / Silent Auction	\$ 5,000	\$ 2,130	\$ 4,261	\$ 6,391	\$ 1,391
Movie Day	\$ -	\$ -	\$ -	\$ -	\$ -
Swim Club	\$ -	\$ 408	\$ (408)	\$ 0	\$ 0
Shop and Support	\$ -	\$ -	\$ -	\$ -	\$ -
Pizza Lunch	\$ 11,600	\$ 15,817	\$ (3,586)	\$ 12,231	\$ 631
Magazine Drive	\$ 11,000	\$ 13,658	\$ -	\$ 13,658	\$ 2,658
Gift Wrap	\$ 1,000	\$ 611	\$ -	\$ 611	\$ (389)
Dance-a-thon	\$ 8,000	\$ 8,708	\$ -	\$ 8,708	\$ 708
T-Shirt	\$ 1,000	\$ 2,348	\$ (702)	\$ 1,646	\$ 646
Spirit Clothing	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 2,500	\$ 3,207	\$ -	\$ 3,207	\$ 707
Miscellaneous Revenue	\$ 3,500	\$ 5,132	\$ 350	\$ 5,482	\$ 1,982
Prior Year's Expense	\$ -	\$ -	\$ -	\$ -	\$ -
GST	\$ (750)	\$ (441)	\$ (309)	\$ (750)	\$ -
Primary Arts Donations	\$ 1,040	\$ -	\$ 255	\$ 255	\$ (785)
JK/SK Divisional Donations	\$ -	\$ 805	\$ -	\$ 805	\$ 805
Primary Divisional Donations	\$ -	\$ 1,123	\$ -	\$ 1,123	\$ 1,123
Junior Divisional Donations	\$ -	\$ 262	\$ -	\$ 262	\$ 262
Senior Divisional Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Net Ordinary Income	\$ 43,890	\$ 53,770	\$ (140)	\$ 53,629	\$ 9,739
Other Expense					
Technology	\$ (1,500)	\$ (1,500)	\$ -	\$ (1,500)	\$ -
Eco Schools	\$ (500)	\$ (150)	\$ (350)	\$ (500)	\$ -
Committed:					
Extracurricular Support	\$ (2,500)	\$ (2,500)		\$ (2,500)	\$ -
Yard Improvement	\$ (4,500)	\$ (1,776)	\$ (2,724)	\$ (4,500)	\$ -
Green Teacher	\$ (3,000)	\$ -	\$ (3,000)	\$ (3,000)	\$ -
Instrument Renewal - Strings	\$ (1,500)	\$ (1,500)	\$ -	\$ (1,500)	\$ -
Instrument Renewal - Band	\$ (1,500)	\$ (1,500)	\$ -	\$ (1,500)	\$ -
Drama Program	\$ (1,500)	\$ (1,500)	\$ -	\$ (1,500)	\$ -
Library	\$ (1,500)	\$ (1,500)	\$ -	\$ (1,500)	\$ -
House League Sports	\$ (1,500)	\$ (1,500)	\$ -	\$ (1,500)	\$ -
Art	\$ (1,500)	\$ (1,500)	\$ -	\$ (1,500)	\$ -
Awards	\$ (400)	\$ -	\$ (400)	\$ (400)	\$ -
TRF	\$ (18,100)	\$ (18,000)	\$ -	\$ (18,000)	\$ 100
Field Trip Bursary	\$ (2,000)	\$ (2,000)	\$ -	\$ (2,000)	\$ -
Teacher Appreciation Lunch	\$ (500)	\$ -	\$ (500)	\$ (500)	\$ -
Council Communications	\$ (500)	\$ (464)	\$ (36)	\$ (500)	\$ -
Sundry And Admin	\$ (500)	\$ (737)	\$ -	\$ (737)	\$ (237)
Total Committed	\$ (41,000)	\$ (34,477)	\$ (6,660)	\$ (41,137)	\$ (137)
Uncommitted:					
Primary Arts	\$ (1,040)	\$ (2,003)	\$ (255)	\$ (2,258)	\$ (1,218)
JK/SK Divisional Priorities	\$ -	\$ (805)	\$ -	\$ (805)	\$ (805)
Primary Divisional Priorities	\$ -	\$ (1,123)	\$ -	\$ (1,123)	\$ (1,123)
Junior Divisional Priorities	\$ -	\$ (262)	\$ -	\$ (262)	\$ (262)
Senior Divisional Priorities	\$ -	\$ -	\$ -	\$ -	\$ -
Enrichment Expense	\$ (4,000)	\$ (341)	\$ (2,624)	\$ (2,965)	\$ 1,035
Extraordinary Expense	\$ (2,000)	\$ (248)	\$ (1,250)	\$ (1,498)	\$ 502
Total Uncommitted	\$ (7,040)	\$ (4,781)	\$ (4,129)	\$ (8,910)	\$ (1,870)
Total Other Expense	\$ (50,040)	\$ (40,908)	\$ (11,139)	\$ (52,047)	\$ (2,007)
Net Income	\$ (6,150)	\$ 12,861	\$ (11,279)	\$ 1,582	\$ 7,732

We want to keep \$3K as a “slush fund” at the end of the year, which leaves about \$10,000 available for spending.

Update on Teacher’s Resource Fund Spending:

- Teachers in the school have spent \$18,000 of \$18,100 available for TRF on items such as:
 - Scientists in the school program (K-6 classrooms) – invited 2 programs into classroom
 - Lots of technology/computer equipment – digital projectors, document cameras (some teachers have been pooling funds in order to make bigger purchases)
 - Magazines & books for classrooms
 - Supplementary materials
 - Drama department used TRF funds for lighting for monologue night

7. Motion: Funding for New Sound System for Senior Gym

Michael Kanalec presented the following proposal:

Runnymede Public School Sound System Proposal

Background: Upon arriving at Runnymede 3years ago I noted the high number of amazing performances that took place in the senior gymnasium, junior gymnasium, library and outdoor areas (amphitheatre). These included: winter and spring concerts (10 in total), grade 8 monologues, Shakespeare evening, a number of assemblies and various school based educational presentations.

I was struck by the poor quality of the sound system currently in use.

A few years later and after many conversations with parents, staff and most recently with a TDSB sound specialist I am putting forth a proposal to fund a portable sound system that would enhance the quality of the performances happening at Runnymede.

Proposed Cost Details (Prepared by TDSB AV Department)

Runnymede PS

Qty	Item	Make & Model	\$/unit	extended \$
2	Speaker stands	SKS 11B	\$ 43.95	\$ 87.90
2	Speakers	Yorkville NX35	\$425.00	\$850.00
1	Powered Mixer	Behringer PMP1000	\$395.00	\$395.00
2	Wireless Microphones HH Sennheiser	Freeport FP12	\$180.00	\$360.00
2	Wireless Microphone LAV Shure PGX	PGX 14/93	\$395.00	\$790.00
2	Microphones (corded) (w cable & stand)	Sennheiser ePac	\$115.00	\$230.00
2	Microphones – Shotgun Condenser type – Apex 175		\$99.00	\$198.00
2	Microphone Stands (boom) - Apex MS206		\$31.99	\$63.98

As a “ball park” – a complete set of cables (speaker / line / microphone) and sound snake like we discussed – plan on \$1500 - \$2000

As to cabling – a couple of options

– you buy preassembled - more expensive

– (& not as good quality)

- you buy the parts – have them shipped to me – I assemble on my time after hours – MUCH

better quality and I can mark (serial number each cable) to the school

“There is no charge for my labour Michael – I do it because I enjoy it... and I ensure the cables are 100% tested as well” (Warren Wood)

Pending items to be quoted:

Storage Carts (qty 1) – Av Dept has one and will donate it to the school.

Total Requested Funding

4974.88 ++

- Warren Wood, from the TDSB AV Department has been working with Michael Kanalec to put together a proposal for Runnymede for a new sound system for the senior gym.
- Warren is willing to help Runnymede with installation and some consulting along the way
- Age of building is a factor so Warren recommends a PORTABLE system since a permanent system would be tricky and would likely triple the cost...
- A portable system could be moved to the library as well so this is another benefit

Questions:

- Will we actually be able to move it from upstairs senior gym to the library given no real elevator → Michael assured us that yes, this is possible. There is a group of senior students who are interested in AV and could help manage any new sound system that is portable
- How do we reconcile \$25,000 from Keg with this Proposal?
- Recommendation of ensuring high-quality system (parent Brian Withnell could perhaps work with Michael & Warren on the proposal?) by ensuring each component is high quality
- Is there a possibility of buying risers for the senior gym? Storage of risers would be challenging. Could they be stored under stage?

Motion:

➔ *Suzanne put forward the motion to approve up to \$6,000 to fund the purchase of a sound system for the senior gym as per the proposal above. In the event that there is \$25,000 achieved from the Keg, this amount can be reimbursed back to council.*

➔ *Seconded by Kirsten Tenebaum*

Motion passed

8. Motion: Swim Club

- The past 3 years, Dori Hawkinson has run Runnymede's swim club program, managing 8-10 swim sessions at Humberside pool each year.
- The swim club started as a project to save the pool and provide a source of funding and has since turned in to a popular event with approx. 40-50 kids at the school in regular attendance.
- The program is self-financing once the program starts up, however requires some initial start-up funding to cover initial costs.
- Rob Dunford is taking over the role of managing this program from Dori for the coming school year.

Motion:

- ➔ *Rob Dunford put forward the motion approve the permit application to run swim club 8 times during 2011/12 school year for 2 hours each evening and that Council will cover any costs up to \$300 resulting from the swim club operating (although this has never required to be reimbursed)*
 - ➔ *Seconded by Denyse Pilkington*
- Motion passed*

9. Committee Reports

a) Communications Committee – Jason Thompson

Parent E-mail Liaison – Pilot in 2011/2012

- Communications Committee is working with Administration to implement a “Class E-Mail Liaison” for each class in the coming school year
- This role would be filled by a parent in each class and would serve as a new-fashioned version of the “phone tree” – except using e-mail instead - their role would include:
 - Ensure all e-mail addresses for each family are correct within the class
 - Sending e-mails to all families in class from Admin. (i.e. lice, chicken pox, info usually in the Rapport)
 - Sending e-mails to all families in certain classes from Council/Committees (i.e. notice about events, volunteer needs)
- Since it is difficult to maintain a listserv for the entire school, this sharing of maintenance of e-mail addresses would be ideal

Feedback on idea and ideas for development of process/procedures:

- This role needs to be clearly articulated and training needs to be provided to parents who sign up about process/procedures
- How to get e-mails out quickly?
- Admin would also have those lists... so Silvana could send the note a class list
- Confusion → between old system and new e-mails... need to figure out system for collecting e-mails from parents
- School would send out request for e-mails...
- Inappropriate use of this role if the class parent sent out anything other than Runnymede sanctioned communications
- What if parents don't have e-mail or parent rep is on holiday...
 - 45 home rooms in school – so ask for a response from each class rep that they HAVE (or BCC) – to confirm that the important note has been sent
 - In the collecting of the forms for e-mails... provide OPTION of getting hard copy...
 - Set-up a CLASS E_MAIL ACCOUNT – gmail... that gets passed on to each subsequent year's “class parent”
- When to gather e-mails??

b) Spirit Committee – Krista Wylie

Fundraising Survey, Spring 2011: SUMMARY OF RESULTS

263 surveys were submitted out of a potential of approximately 800 families

→ **30%+** participation rate

1. **Would you make an annual per-child donation if the Spirit Committee got rid of some fundraisers?**

Yes: 88%
 No: 12 %

2. What would you consider to be a reasonable amount for an annual per-child donation?

Recognizing the flaw in the on-line survey (this question was mandatory – even if a parent had selected NO for question 1), all answers provided by parents who answered NO to question 1 were “backed out” (subtracted 21 \$40 responses &, interestingly, 7 \$50 responses)

\$25: 2%
 \$40: 20%
 \$50: 53%
 \$60: 6%
 \$60+: 19%

3. Would you consider making an ADDITIONAL donation beyond your annual per-child donation if you could target your donation to be spent on a range of “bigger ticket” school priority items (i.e. SMART Boards)

Yes: 60%
 No: 40 %

4. What is your recommendation on the following Spirit Committee fundraisers? (Of those who had an opinion, the results are as follows:

Fundraiser	Continue?	Eliminate?
QSP Magazine Drive	45%	55%
Gift Wrap	17%	83%
Runnymede T-Shirts	97%	3%
Pizza Lunches	96%	4%
Chapters Night	67%	33%
Dance-a-thon (DANCE portion)	82%	18%
Dance-a-thon (PLEDGE portion)	28%	72%
SPRING THAW: Art Show & FUNdraiser	96%	4%
Domino's Pizza Dinners	32%	68%
Mabel's Labels	57%	43%
Wrap-n-mats	20%	80%
Parent Pub Night & Silent Auction	88%	12%

RECOMMENDATIONS BASED ON SURVEY RESULTS

1. Continue to run the following initiatives:
 - a. Runnymede T-Shirt Sales
 - b. Pizza Lunches for Grades 1-8
 - c. SPRING THAW: Art Show & FUNdraiser
 - d. Parent Pub Night & Silent Auction
 - e. Dance-a-thon – DANCE ONLY (Spirit Committee will hire a dj for a fraction of the \$2000 cost of Presswood Dance-a-thon and enlist parents/older students to run the dance-a-thon as a physically active spirit event)

- f. Chapters Night (format TBD – despite this being a popular community event, the current format is a LOT of work for LITTLE money; also Chapters is a less than ideal venue for showcasing musical/drama performances)
 - g. QSP Magazine Affiliation (i.e. Continue to affiliate with QSP so we have a school PIN number that parents can enter IF they are in NEED of magazines – only accept ON-LINE orders and advertise periodically to parents via on-line/electronic means/channels)
 - h. Mabel's Labels Affiliation (continue the program implemented this year – that provides parents with a school PIN number to be used IF they NEED labels – continue to accept only ON-LINE orders and advertise periodically to parents via on-line/electronic means/channels)
2. Spirit Committee will eliminate the following fundraisers:
 - a. QSP Magazine DRIVE component (i.e. Student Assembly, Prizes, Paper Distribution of Magazine Catalogs, Paper Orders)
 - b. Gift Wrap
 - c. Dance-a-thon – PLEDGE Portion
 - d. Domino's Pizza Dinners
 - e. Wrap-N-Mats
 3. Reposition the traditional Runnymede Donation Envelope as the “Annual Per-Child Donation Envelope” that the majority of parents agreed to participate in if several Spirit Fundraisers were eliminated
 4. Communicate the recommended (but not mandatory) amount for the annual per-child donation as \$50/child
 5. Provide opportunity for families to “sponsor” a student whose family may be unable to make this donation
 6. Provide opportunity for families to submit multiple post-dated cheques for this amount – in order to spread out the expense over multiple months (like pizza day)
 7. Provide opportunity for families to make a targeted donation to a range of bigger ticket school priority items (TBD but potentially including: SMART Boards, Senior Gym Refurbishment (sound system, screen, new chairs), Outdoor Digital Sign)
 8. Provide tax receipts for annual per-child donations and targeted donations over \$25

Motion: Pre-order of Runnymede T-Shirts

As per the previous two years, Spirit committee would like to pre-order Runnymede t-shirts to then sell in the fall.

Motion:

- ➔ *Bruce put forward the motion for Council to approve \$702 funding to cover upfront costs of t-shirts to enable Spirit Committee to carry inventory and sell t-shirts in the fall vs. sell via order forms*

➔ *Seconded by Alice Bell*

Motion carried

Lost & Found Process and Volunteers

Mary Machamer, a parent at the school, and her team of volunteers have been integral to the management of our lost and found and are now looking to retire from this role. In the past years, they have:

- Created an organizational system for sorting the lost of found items (of which there are PLENTY!)
- Organized and cleaned the lost and found items regularly into the various sorting boxes outside room 126
- Took the lost and found items left to a charity every few months (about 6 garbage bags full every few months)
- Last year, they laid everything out in the basement and classes did a walkthrough which was successful in having students find their lost items
- Class e-mail parents could communicate lost and found...
- Need to advertise for someone to take over this important role at the school

c) Arts Enrichment Committee – Erin Carroll

- Next meeting – TBA

d) Yard Committee – Bruce Toner

- Lots of activities going on in the yard at the moment:
 - Deborah Moffat going through class projects
 - Zak Smith, Green Intern, has been helping out the green teacher, the Yard Committee and teachers at the school and is working out very well
 - Grade 1-2 classes have done spring plantings in the Kinder-Garden
 - Mosaic step stones done
 - Xylophone part of sound sgarden
 - Leaf paintings – acts of green
 - Early June – invasive species management in the garden
 - Launching JK-Grade 3 to draw pictures to inform murals on Adventure Playground doors
 - 20th anniversary of Yard day – looking for ideas – send to Bruce ...

Update on Runnymede Yard

- Bruce Day from the TDSB met with Administration and Yard Committee to assess the state of Runnymede's Yard, which was replaced 3 years ago with new sod and has since turned to a barren field of clay.
- Dug holes in the Runnymede Yard to assess soil and found a lot of CLAY had been put down during the last re-sodding, which makes grass impossible to grow
- To properly re-do the field is estimated to cost \$395,000 so a letter is being written by Runnymede School (Yard committee and Administration) to the TDSB to outline issues and ask for solution to be implemented soon.
- Several alternatives are being explored:

- Artificial Turf
 - gets VERYHOT in summer (to the point of children not being able to play on it)
 - lots of maintenance required (raking, cleaning off animal feces)
- Fescue turf
 - Currently being tested at 3 TDSB schools
 - Deep rooted grass that doesn't require a lot of water

e) Centennial Committee – Vangelia Nitsis/Marshall Leslie

Based on meeting minutes from last centennial committee, here is an update:

1. the Centennial Committee will focus on archiving/cataloguing, accepting archival materials from community, and identifying archival purchase needs
2. the lead for event planning, conception, yearly countdown events and final Centennial celebration will be undertaken by the Spirit Committee with input from the Centennial Committee
3. the Communications Committee will undertake communication strategy planning and implementation on receiving direction from the Spirit and Centennial Committees - and with the support of the Arts Committee for graphic design etc.
4. Curriculum planning related to the Centennial, and linkage to archives (perhaps a yearly unit of study for various grades) for teaching staff will be supported by the Centennial and the Arts Committees
5. Identifying legacy gifts and fundraising targets, as well as a strategic plan for fundraising will require future meetings with the Administration and all committee chairs

Second, we have reached out and sought assistance from the Archives Association of Ontario, and its "archives advisor" community program. On Thursday June 9th, Carolyn Bart-Riedstra (see <http://aao-archivists.ca/services/archives-advisor>) will visit the school, review our materials, and provide us with recommendations in a written report. She will arrive in the afternoon - after another site visit elsewhere in Toronto - and we will confirm her arrival time a bit later. We hope to obtain more assistance of this type in the future.

f) Subcommittee – Suzanne Gordon

- No update

8. Other Business

a) Viability of a traffic Light at Runnymede & Colbeck

- Heather Jordan has contacted Sarah Doucette's office on behalf of School Council about how to agitate change on this item and has found the following:
 - There has been a traffic report at the north Cross-walk (connecting the west-side of Runnymede at the United Church to the east-side of Runnymede at the north end of Runnymede Yard)
 - To date, no traffic report has been conducted on the south Cross-walk (at Colbeck) and this would be the first step of implementing a traffic light. Need to action at a time that would lead to traffic report being done during the school year and not the summer, when traffic would be different.
 - Consider having Councillor Doucette attend a council meeting and a Student parliament meeting...

Motion to Adjourn

KAREN HANNA MOVES TO ADJOURN THE MEETING