



## Runnymede Public School Council Meeting

Thursday October 27, 2011

Runnymede Library

7:30 pm to 9:00 pm

### MINUTES

#### Attendance:

Sarah Armstrong, Susan Armstrong, Alice Bell, Jessica Bell, Nancy Bestic, Erin Carroll, Danielle Chandler, Katherine Clark, Amelia Dennis, J'bai Deschamps, Christine Dorcin, Robert Dunford, Sarah Frame, Suzanne Gordon, Paul Greenhow, Suzanne Hamilton, Rob Hochberg, Heather Jordan, Michael Kanalec, Joan Lash, Alison Li, Donna Mackay, Anne Markee, Jenn Myers, Denyse Pilkington, Tanyss Price, Audrey Robinson, Pro Sarbadhikari, Chris Sheehan, Jess Shulman, Karyn Stowe, Jacqueline Sustar, Jerry Tiessen (Co-Chair), Andrew Violi (Co-Chair), Allison Webb, Catherine Willson, Brian Withnell, Krista Wylie

<b>2<sup>nd</sup> School Council Meeting of 2011-2012</b>	
<b>M.1 Call to order</b>	
	The Co-Chairs called the meeting to order at 7:33 pm. The primary purpose of this meeting was to review and approve the school year's budget.
<b>M.2 Review of Agenda</b>	
	The agenda was reviewed without change.
<b>M.3 Review and approval of September 28<sup>th</sup> Council meeting minutes</b>	
	The previous meeting minutes were reviewed and no changes noted.
	<b><i>Motion to adopt the September 28, 2011 Council Minutes:</i></b> <b><i>1<sup>st</sup> Krista Wylie; 2<sup>nd</sup>: Alice Bell; Carried.</i></b>
<b>M.4 Review and approval of 2011-2012 budget</b>	
<b>M.4.1 Overview of 2011-2012 budget</b>	
	<p>The D. Pilkington (Treasurer) presented the proposed 2011—2012 budget in two parts. First, the base budget was reviewed. Specific line items were discussed and differences compared to last year's budget were highlighted (see M.4.2 and M.4.3). The budget was balanced with a positive margin of \$1.00 (see attached).</p> <p>Secondly, a separate budget was reviewed to allocate remaining income carried over from the 2010-2011 school year. An income of \$15,000 remained from last year, less \$3,000 which is typically reserved as contingency for the following school year, leaving a \$12,000 surplus for this year. The surplus existed because budget had been set aside</p>



to assist the school in purchasing a new sound system for concerts, assemblies, etc. However, Runnymede won a \$25,000 community grant from the Keg's "Thanks a Million Contest," so the Council's contribution was not required. Special acknowledgement and congratulations was extended to R. Hochberg for his efforts in submitting Runnymede's successful proposal.

#### **A.4.2 Fundraising targets (revenue)**

The planned total fundraising target for 2011-2012 is \$48,500. Regarding Net Ordinary Income items, the major fundraising initiatives are comprised of family donations (target \$25,000) and pizza lunches (target \$11,500). Because the fundraising strategy changed this year, compared to previous years, family donations will replace several, smaller revenue generating initiatives. We are currently on track to meet our fundraising targets for this year which will be achieved with relatively less effort. It was reported that total donations received to-date have slightly exceeded the annual target. Participation rate is currently at approx. 55% and donations continue to be made albeit at a slower rate.

#### **A.4.3 Key expense allocations (costs)**

New expenses, or changes as compared to last year's budget, were highlighted in the base budget.

- the Primary Arts program received funding in 2010-2011 in response to a request brought to the Council during the year. Due to its success, it was included again in this year's budget.
- Mike Ford is a musician who presents a curriculum-based, engaging and interactive exploration of the history, land and peoples of Canada. His performance has become an annual tradition for all Grade 7 students at Runnymede and since Council always approves this expense, it was included as part of the 2011-2012 budget.
- Peacemakers is a program at Runnymede where Grades 5 and 6 students (MIGHT BE GRADE 4 TOO – MAYBE CHECK WITH AMELIA) are trained in conflict resolution and help in the Adventure Playground with Grade 1-3 students during recess. Each year, Council is approached for \$500 to support this program and fund rewards and recognition for the Peacemakers and each year Council approves this expense so this year, so it was also included as part of the 2011-2012 budget.

The Yard Improvement and Green Teacher initiatives also continue in their success and remain unchanged from last year. See attached for details of the Yard Committee Plan for 2011-2012 as summarized at the meeting.

The Teachers Resource Fund (TRF) is the Council's biggest expense item. It allows for \$300/teacher to spend at their discretion.

Total expenses planned for this year totaled \$45,125, with an additional allocation of \$1,375 for new requests (uncommitted) = \$48,499.



Regarding the surplus budget, results of the survey conducted at the September Council meeting were briefly reviewed. The survey assessed members' priorities for spending the surplus from last year. The most popular category identified was enrichment, specifically in math and science (eg, programs such as Scientist in the School and books and emphasis on reading programs including a book refresh in classrooms and the library to address different reading levels and interests). The next highest category was technology. Smart boards continue to be of interest and teachers' use in the classroom is increasing. Lastly, there was support for kindergarten refresh (eg, needs unique to kindergarten) and lunch room bins to keep kids busy on rainy days. \$2,400 was left for additional contingency/new requests. However, it was agreed that \$750 be added to the expenses to purchase outdoor recess equipment. See attached for the surplus budget as revised at the meeting.

#### **A.4.4 Motion to approve the 2011-2012 budget**

***Motion to approve the 2011-2012 base budget:***

***1<sup>st</sup>: Suzanne Gordon; 2<sup>nd</sup>: Alice Bell; Carried.***

***Motion to approve 2011-2012 surplus budget:***

***1<sup>st</sup>: Sarah Frame; 2<sup>nd</sup>: Jenn Meyers; Carried.***

For clarification, it was noted that if fundraising targets are exceeded this year, Council can either allocate it within the current school year, or carry it forward to 2012-2013. Proposals seeking additional funding are often brought to the Council throughout the year.

#### **A.5 Other business**

At a future meeting, it was suggested that the health and safety of wireless internet access be discussed prior to implementation at Runnymede. Should such a discussion be scheduled, it was also requested that it be based on available scientific evidence.

##### Update from Administration

A. Dennis provided the following update:

- Along with the sound system funded by the Keg contest, risers for the stage will also be purchased so that students can be more visible during performances on the stage.
- TDSB is undergoing an audit by the Ministry of Education and Runnymede was randomly selected to be part of the audit. Items under review include enrolment and the registration process regarding ESL students.
- Parent-teacher conferences will take place in November to discuss students' progress.
- **Cash only policy** – This year, the school is streamlining its processes and procedures around the handling of money, particularly at the beginning of the year when there are so many requests. In the past, cheques have been quite problematic in terms of NSF's, incorrect amounts/typos, missing signatures, etc. As well, each cheque must be listed individually on the deposit slips which amounts to hundreds of cheques particularly at the beginning of the year. No cheques will be turned away and of course cheques will



be accepted and encouraged for larger expenses such as overnight field trips. We will review the feedback received on this new procedure and revise and refine our procedures, if necessary, for next year. Thanks to parents for their understanding and support.

M. Kanalec mentioned that the seniors were recently invited to Grade 8 transition evenings in preparation for high school. The four high schools for Runnymede students include:

- Western Tech
- Ursula Franklin academy (UFA)
- Humberside
- Parkdale Collegiate

Going forward, there will be consideration to grade 7s attending in the transition evenings because their grades are also considered for admission to grade 9 programs.

Another event at the Etobicoke School of Arts is coming soon, the details of which will be communicated through the classroom email distribution.

R. Hochberg reminded parents of the Halloween parade on October 31<sup>st</sup> and commented that the parent email system instituted this year seemed to be working well. This year, a new format of the Character recognition program was launched, with the intent of both teaching students about the various character traits and also recognizing that every student has the capacity to exhibit all character traits (with the launch of new certificates). The new format was launched with an assembly dealing with bullying and self-esteem. There was no cost to the school for the program and feedback received from students was excellent. The next assembly will take place in December when a local police officer will attend to discuss safety issues. Another element of this new format is having various classes take ownership of the Character Recognition Bulletin Board outside the office throughout the year.

#### Swim Club

The Runnymede Swim Club takes place at Humberside pool. The next date is November 4 (JK-4 from 7:00 pm-8:00 pm and grades 5-8 from 8:00 pm-9:00 pm). The cost is only \$35/family. Members were encouraged to come out for this event. More families are needed to join in order to for the program to break even.

Visit <http://www.runnymedecouncil.org/about/runnymede-swim-club/> for more information.

#### **A.6 Next meeting**

The date of the next meeting was changed from ~~November 29, 2011~~ to **December 1, 2011** due to a Ward 7 meeting scheduled for November 29.

Future meetings will take place as follows:

January 25, 2012, March 22, 2012, and May 22, 2012.

#### **M.7 Adjourn**

The meeting adjourned at 9:00 p.m.



***Motion to adjourn the 2<sup>nd</sup> Council meeting of 2011-2012:***

***1<sup>st</sup>: Jacqueline Sustar; 2<sup>nd</sup>: Paul Greenhow; Carried.***

If you have additional agenda items please contact the Co-Chairs, Jerry Tiessen and Andrew Violi at [runnymede\\_council@yahoo.com](mailto:runnymede_council@yahoo.com). If you wish to be included on the email communication list, send an email with "Add Me to Your List" to [runnymede\\_council@yahoo.com](mailto:runnymede_council@yahoo.com).

**Runnymede Public School Council  
2011/2012 Profit Loss Budget (Proposed)**

	Budget 10/11	Actual 10/11	Budget 11/12
<b>Net Ordinary Income</b>			
Pub Night / Silent Auction	\$ 5,000	\$ 6,975	\$ 5,400
Movie Day	\$ -	\$ -	\$ -
Swim Club	\$ -	\$ (157)	\$ -
Shop and Support	\$ -	\$ -	\$ -
Pizza Lunch	\$ 11,600	\$ 13,242	\$ 11,600
Magazine Drive	\$ 11,000	\$ 13,701	\$ 1,500
Gift Wrap	\$ 1,000	\$ 611	\$ -
Dance-a-thon	\$ 8,000	\$ 8,708	\$ -
T-Shirt	\$ 1,000	\$ 1,728	\$ 1,000
Spirit Clothing	\$ -	\$ -	\$ -
Donations	\$ 2,500	\$ 3,207	\$ 25,000
Miscellaneous Revenue	\$ 3,500	\$ 5,708	\$ 700
Prior Year's Expense	\$ -	\$ -	\$ -
GST	\$ (750)	\$ (1,041)	\$ (1,000)
Primary Arts Donations	\$ 1,040	\$ 255	\$ -
JK/SK Divisional Donations	\$ -	\$ 805	\$ -
Primary Divisional Donations	\$ -	\$ 1,123	\$ -
Junior Divisional Donations	\$ -	\$ 262	\$ -
Senior Divisional Donations	\$ -	\$ -	\$ -
Spring Thaw Art Show	\$ -	\$ -	\$ 4,000
Curriculum Night Bake Sale	\$ -	\$ -	\$ 300
<b>Total Net Ordinary Income</b>	<b>\$ 43,890</b>	<b>\$ 55,127</b>	<b>\$ 48,500</b>
<b>Other Expense</b>			
Technology	\$ (1,500)	\$ (1,500)	\$ (1,500)
Eco Schools	\$ (500)	\$ (500)	\$ (500)
<b>Committed:</b>			
Extracurricular Support	\$ (2,500)	\$ (2,500)	\$ (2,500)
Yard Improvement	\$ (4,500)	\$ (4,500)	\$ (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)
Primary Arts Program	\$ -	\$ -	\$ (3,000)
Peacemakers	\$ -	\$ -	\$ (500)
Mike Ford	\$ -	\$ -	\$ (624)
Awards	\$ (400)	\$ (400)	\$ (400)
TRF	\$ (18,100)	\$ (18,000)	\$ (18,100)
Field Trip Bursary	\$ (2,000)	\$ (2,000)	\$ (2,000)
Teacher Appreciation Lunch	\$ (500)	\$ (494)	\$ (500)
Council Communications	\$ (500)	\$ (464)	\$ (500)
Sundry And Admin	\$ (500)	\$ (782)	\$ (500)
<b>Total Committed</b>	<b>\$ (41,000)</b>	<b>\$ (41,140)</b>	<b>\$ (45,124)</b>
<b>Uncommitted:</b>			
Primary Arts	\$ (1,040)	\$ (2,239)	\$ -
JK/SK Divisional Priorities	\$ -	\$ (805)	\$ -
Primary Divisional Priorities	\$ -	\$ (1,123)	\$ -
Junior Divisional Priorities	\$ -	\$ (262)	\$ -
Senior Divisional Priorities	\$ -	\$ -	\$ -
Enrichment Expense	\$ (4,000)	\$ (3,465)	\$ (1,375)
Extraordinary Expense	\$ (2,000)	\$ (998)	\$ -
<b>Total Uncommitted</b>	<b>\$ (7,040)</b>	<b>\$ (8,892)</b>	<b>\$ (1,375)</b>
<b>Total Other Expense</b>	<b>\$ (50,040)</b>	<b>\$ (52,032)</b>	<b>\$ (48,499)</b>
<b>Net Income</b>	<b>\$ (6,150)</b>	<b>\$ 3,095</b>	<b>\$ 1</b>

**Runnymede Public School Council  
2011/2012 Plan for 2010/2011 Surplus (Proposed)**

Surplus from 2010-2011	\$ 12,000.00
Science/ Math Enrichment	\$ (3,000.00)
Library/ Literacy	\$ (3,500.00)
Smart Boards	\$ (2,000.00)
Kindergarten Refresh	\$ (800.00)
Rainy day lunch room games bin	\$ (300.00)
Outdoor recess equipment	\$ (750.00)
Total Committed Surplus	\$ (10,350.00)
Uncommitted Enrichment	\$ (1,650.00)
Net Suplus	\$ -

## Proposed Yard Committee Priorities and Budget for 2011/12

1. Plan and Implement Yard Days \$1,000
  - a. Fall Yard Day - September 24, 2011
    - i. Special Hillside Garden 20<sup>th</sup> Anniversary Celebration
  - b. Earth Day - April 21 or 22 2012 (22<sup>nd</sup> is actual Earth Day)
  - c. Activities
    - i. weeding/pruning/removing invasive species
    - ii. ongoing improvements to specialty gardens
    - iii. musical performances in the garden
    - iv. clean up litter
    - v. sweep up mulch, sand pit and leaves
    - vi. continue to develop KinderGarden
    - vii. environmental arts
  
2. Develop KinderGarden \$1,500
  - a. prepare slope for planting (clearing, soil, mulch, some plants)
  - b. build wall/seating
  - c. bulb plantings with classes
  - d. install table (possible second table)
  - e. rollout Kinder-Garden bin
  - f. expand "Hear" sense
  - g. weeding/pruning/mulching
  
3. Maintain and improve existing Gardens \$350  
(butterfly, food, medicine wheel, peace circle, front beds)
  
4. Erosion of Pathways \$650
  - a. Decommission vertical paths
  - b. Plant native species plants in areas with bad erosion
  - c. Mulch existing pathways in spring
  - d. Build retaining walls during yard days
  
5. Curriculum Support \$500
  - a. Print and distribute Resource Guide
  - b. Acts of Green (\$200)
  - c. Lunch and Learns to share curriculum resources (Guide, lesson plans) (\$150)
  - d. Launch Hillside Garden Nature Club after school (\$150)
  
6. Enhance Schoolyard Recess/Lunch Functionality \$500
  - a. Research, advocate and implement schoolyard improvements (play/sport space & equipment, benches, garbage receptacles, etc)

### **Green Teacher**

**\$3,000**

Support curriculum-related activities in the Hillside Garden

1. re-hire educator to continue to support curriculum-based learning with teachers and students in the Hillside Garden