

## DRAFT

### **Kimberley Junior Public School Parent Council Meeting #3 - November 26, 2018**

Chris Van Hoeijen, Lillian Hanson, Jenn Penikett, Patti Myers, Rebecca Hart, Megan Meeds, Bruce Burley, Deirdre Crampton, Jenn Tinker

#### 1. Welcome

- Megan welcomed all to the meeting

#### 2. Minutes from October, 2018 meeting:

- approved - (moved by Jenn P, seconded by Bruce)

#### 3. New working documents needed for volunteers (event checklist, post-mortem outline)

- Megan proposes that we need to work on a checklist for events as there may be volunteers for community events that are not on the School Council. This will ensure that events run smoothly and people know what needs to be done each time. Lillian agrees that we need protocols in place for events and that they will likely apply to multiple events. These can be embedded in our bylaws for School Council events.
- Pete completed a list years prior and this can be used until we create a new skeleton
- Rebecca volunteered to work on the list and the bylaws with Lillian
- Megan also asked that we create a post-mortem checklist. Jenn T volunteered to do this
- School Council had worked on recruiting volunteers for events and when it came time for the events there was a lack of communication despite efforts to follow up

#### 4. Budget adjustment update

- Jenn P - the budget has changed a bit. It was submitted, on time (October 31 deadline), but because TDSB has changed process it was simply an online google doc form, where you check boxes, submit very broad, high-level plans for fundraising and spending (ie no financial specifics) and once it's submitted there is no confirmation that it has been received. Jenn P actually went through process twice to make sure I didn't make a mistake. So assuming TDSB has all our information, but nothing has been confirmed from their end.
- she has upped the direct fundraising goal to \$8000 based on families that have committed to donations. We received a direct donation of \$1000 from a parent, not through the online portal. Because of this, no tax receipt can be issued and this was made clear to the parent. A thank you letter will be issued instead.
- The budget has also shifted due to cheques from last fiscal year being cashed now. Discussion that outstanding cheques should not be part of next fiscal years budget and a separate line showing what remains outstanding. Also discussed that a note be given with cheques asking that people/organizations deposit their cheques prior to July 15. Our budget year starts on August 1.
- Things are going well overall
- Can we apply for a charitable foundation number? A few schools have it grandfathered in but Lillian does not feel we could. However, we could still look into it.
- Once the new office assistant has settled, we can ask her to look into our Direct Donation account to see what we've received so far. Last years account was cleared by end of fiscal year.
- The budget for online auction parents night out has also adjusted a bit
- a rough estimate, we made \$220 on movie night. Jenn P waiting for a few more expenses.
- Chocolate sales are down this year. Approx \$3500 vs \$5000 last year

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### 5. Club and Sports

#### Indoor Beach Volleyball Trip

- Mr. E has suggested an indoor beach volleyball trip - however we did not budget for a gym field trip. Each teacher was given \$250 but he would not get the \$15 per child and would need to communicate with Bev on how to spend the money

#### Ice Time

- Megan looking into ice time for February. Discussed with Chris and Lillian on best times for the kids to go. Mornings are better for primary kids and afternoon for the juniors. We will attempt to get both ice surfaces. It does not matter the day of the week, just book the ice when we can.
- Discussion re skates - Bev used to organize all the skates at about this time. Kids are able to borrow skates for the whole winter season. Megan to talk to Mr. E about organizing this.

#### Junior Jewelry Club & Art projects (auction & butterflies)

- Megan is working on a proposal to send to teachers with as much detail as possible. We need a teacher to volunteer for grades 4-6 Thursdays at lunch or after school for an 8 week jewelry making program. A parent from the school, Nikki is a jewelry maker and is willing to donate extra supplies and her time to teach kids how to make jewelry. It would run from January 10 - February 28 and would cost \$10 per child, basically to pay for storage bins for their work/supplies. It will teach kids how to make and sell their work and entrepreneurial skills. The idea is that the kids can then sell their jewelry when they are done. Discussion re children who may not be able to afford the program. Lillian to see who may be interested and would figure out finances if necessary.
- Deirdre looked into exterior art project. Earl Haig has butterflies outside their school. We would need wood cut into certain shapes and each child can design their wood and it would get zip tied to the exterior fences around the school. Then each year, the new children coming in would get an opportunity to do theirs. Deirdre called Danforth Tech to see if they would help out but has not heard back yet. Deirdre talked to Tracey (parent at the school who works at OCAD) and she gave some suggestions, such as we need a specific theme to work with. Lillian suggested nature. We would need 350 pieces of wood cut into shapes. Also, would teachers be willing to do this during class time or would it be done in media class? Proposal to be sent to teachers once details are figured out.

#### After 4

- Can we have after school programs? It would need to be TDSB approved however Lillian feels that with the increase in Centre 55 kids and teachers working in their classrooms after school, there is very limited space to run any programs. She also indicated that there were some problems last year when they ran Chess Club. And if it's an indoor recess day, cannot use the library.
- Megan would like to run a Volleyball club in Bevs absence, Mr. E indicated he would help. Lillian advised that the teacher has to run the club and a parent can support it

### 6. Updates on Fundraising Activities

#### Farm Fresh

- It went well, it was easy to run, all the veggies have been picked up. We made about \$400.

#### Chocolates

- Sales are down this year, \$3500 vs \$5000 last year.
- There are still a few orders that were in the office.

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- Looking for volunteers to help organize orders and help give out after school and at the winter concert & bake sale December 11

### Pizza Lunch

- Kindies first pizza lunch is Wednesday November 28

### Parents Night Out

- Jenn P is the lead
- Confirmed with Beaches that we are not running this event together this year
- We are planning on going to the Grover Pub which will only hold 60 people maximum. It was noted that we've never had more than 60 people come to this event in the past. We will sell tickets at first come, first serve. Discussion about date, Friday April 5 or 12, no preference was given.
- The Grover will give us the space for free. We would need to pay for food and people can buy their own drinks.

### Online Auction

- Deirdre is taking the lead
- She is proposing that we have the online auction open from February 15 - March 1
- There was discussion if this would conflict with the Dance-a-thon fundraiser on February 14. People felt that since you were buying something in the auction, it was different that donating to another cause. Deirdre would also like this up and running prior to March as some of the auction items are summer camps and registration for camp is in March.
- Megan won the front row seats to the winter concert last auction and wanted to make sure it was not a conflict of interest. It was agreed that she won the item and it was prior to her role as Chair.
- Deirdre still looking for auction items if anyone knows of any businesses willing to donate.

### Bake Sale

- a Grade 6 parent has volunteered for this. Jenn T will sit down with them to discuss what needs to be done

### Other

- We need to send Thank You cards to those who have already donated. Jenn T volunteered for this
- Mini-Photo Shoot has been generously donated by Josie C. People can sign up on Munch-a-Lunch for a time slot on December 9 for mini photo shoot to be done at her studio on Leslie St. She is donating her time and the cost of \$75 per shoot will be donated to the school

## 6. Updates on Community Events

### Healthy Family Night

- asked beaches if they want to help out. Desantos is donating 30 mins in the gym. They will do a demo and teach the kids.
- We need to find a free yoga instructor. There is a father at beaches who teaches kickboxing. Megan is going to send out call out for committee meeting.
- Food will be the same as hot lunch program.
- We have a Naturopath committed
- We will sell tickets ahead of time on Munch-a-lunch.
- There will be someone from East End Community Health. Megan asked if we are we allowed to talk about sexual health? Lillian asked for details first.
- Event runs on Monday January 21, 2019.

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### Movie Nights

- We made some money.
- There were some concerns: felt it wasn't coordinating well. It is also in the gym and find it difficult for the children to sit and watch a film. They just want to run around and play. Discussion about other options, such as doing a dance party instead. Or asking Beaches if they want to run the next one.
- Josie's pictures were a big hit!

### 7. Teachers Report - Chris

- teachers keep asking questions about the special request form so he is updating it to make it more clear. He added some check boxes and deadlines, also added Jenn P's email.
- People can go directly to Jenn P with their forms and receipts.
- Parent Teacher interviews went well.
- Prologue is December 5
- Food Drive will be December 10-19 with the Grade 1/2's organizing it.
- A teacher would like to do a winter clothing drive through the WE Club for local families distributed by Centre 55 through OASIS, an organization that brings awareness around mental health

### 8. Principals Report - Lillian

- secured new office administrator Natalie Bengert from Glen Ames. She has experience and was a parent from our school. Lillian is happy with the fast turn around as she starts Monday December 3. Lillian to send notice to parents tomorrow.
- Lillian is grateful for all the people that have helped out, Tessa, the staff and parents. She thanks everyone for their patience during this time.
- Rainy Days - how to best manage all the children and parents at drop off. Its been really chaotic in the lobby, including catching a child trying to leave the school on their own after their parent. Discussed that there are too many people in the lobby and she asked parents to drop the kindies and leave. It was noted that Centre 55 brings the kids down before the bell, contributing to the amount of people in the lobby. Lillian to discuss with them. Suggested that two grade 6 students help out at the door, collecting the kindies and bringing them into the line.
- It is going to be a busy with concerts, toy raffle, food drive and class parties. Kindie concert will be on Dec 5, Grade 4-6 concert on Dec. 11. The Gr 1 to 3 concert will be in May.

### 9. Other Business

- Items for the newsletter needs to be in tomorrow, such as thank you for movie night. thank for fundraising, fresh farm, chocolates, direct donation
- We had committed to a Tuesday Email each week, but will only do Josie's photo fundraiser this week.
- art - art auction - kids would make art and auction to the parent. Megan brought a sample from her son's grade 2 class. would like to do this with support from Tracey. could buy blank card with art on the front. talk to beaches - do acorn cards. do it every year.
- School Council to purchase supplies. at parent night out, this would be the only live auction item. may not be the best idea at parent night out. will think on it. need to make it available to the whole parent body.

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Adjournment  
to January 2019