

EMILY CARR



Council

**Emily Carr School Council AGM and September Meeting Minutes  
Sept 18, 2018 @ 18:30**

**Present:** Derek Black, Paul Bornn, Rob Cosh, Keri Coulson, Karen Green, Rob Hawgood, Lesley Ireton, Lisa Lovric, Lara MacDonald, Michelle Maynard, Tanya Monteiro, Aline Vesely

**Regrets:** Uzo Onochie-Roy, Nora Kennedy

**AGM:**

**1. Welcome/Call to order (Rob Cosh) at 18:35pm.**

- Welcoming comments and round table introduction of attendees.
- Role of the Council reviewed. All positions are open for the 2018-2019 school year.

**2. Approval of the Agenda (Rob Cosh):**

Motion to approve the agenda by Derek Black, seconded by Lara MacDonald. Motion carried.

**3. Approval of the June 13, 2018 School Council Minutes (Lara MacDonald):**

- Item #7 should read: pizza will be provided for "the grade 5 orientation day in June".

Motion to approve the amended minutes by Rob Cosh, seconded by Derek Black. Motion carried.

**4. Outgoing Treasurer Report for the 2017-2018 school year (Derek Black):**

See attached Treasurer reports:

- Budget 2017-18 i) 30<sup>th</sup> June and ii) 31<sup>st</sup> Aug
- Statement of Cash Flow 1 Jun to 30 Jun
- The 31 Aug 2017-2018 Budget report reflects our finances at the end of the 2017-18 school year. Derek noted that last year's council approved a budget in December 2017 and this report shows our financial activity to the end of the school year.
- The total revenue was just over \$19,000
- Our expenses were approximately \$9600.
- Net income = \$9176

Motion to approve the Treasurer's Report by Rob Cosh, seconded by Rob Hawgood. Motion carried.

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### **5. Chair's Report (Rob Cosh):**

- The Council's main focus is on fund raising, with a goal of spending funds in identified areas of need within the same school year.
- The 2017-18 Year End report is in draft form – will be completed by Rob Cosh and Lesley Ireton.

### **6. Election of the 2018-2019 ECMS School Council:**

Proposed Slate:

**Chair** – Lesley Ireton and Rob Cosh

**Treasurer** – Derek Black

**Co-Secretaries** – Michelle Maynard and Lara MacDonald

**Fund raising Chair** (Chocolate Program) – Nora Kennedy

**OCASC** – vacant. (For now, will fill the position on ad hoc basis).

**Members at large** – Rob Hawgood, Tanya Maynard, Aline Vesely, Paul Bornn, Lisa Lovric

Motion to accept proposed slate of council members by Rob Cosh. Motion carried by unanimous vote.

## **SEPTEMBER COUNCIL MEETING:**

### **1. Principal's Report (Keri Coulson):**

- See "Principal's Report" for details on enrollment, staffing, assemblies, extracurricular activities, safety planning, guest speaker Eva Olsen and upcoming events
- Great start to the year, positive orientation week. Annual BBQ and open house went well – nice to be back for a second year and recognize families. The kids were proud to show families around the school.
- The school organization for the 2018-19 year was confirmed today. The school population is stable at 300. Brian Whyte remains the administrative designate

### **2. Fund Raising Report (Rob Cosh):**

- Rob Cosh noted that the chocolate campaign, pizza and pita pit lunch programs are expected to be the main fundraisers this year.
- Fundraising goals – Rob C asked Ms. Coulson to poll staff on needs. Ms. Coulson agreed and also requests that students be involved as in previous years. Most recently, focus groups were held with students two years ago to determine their needs and wishes. We will plan to do that again.
- Chocolates - went home with students last Friday. It was proposed that we recognize Elizabeth King at the wrap up chocolate assembly with a gift card for her volunteer efforts with the chocolate campaign. Will finalize details by email vote.
- Pizza - The cost of purchasing pizzas has increased –\$0.50 more per pepperoni pizza, and \$0.25 more per cheese pizza. 3% commission fees will also be charged by the school cash online program. The cost to families will remain \$2/slice this year, but Council will need to re-evaluate the price for next year. It will also be interesting to see if the school cash online payment system cause pizza revenues to increase due to simplicity, or decrease because of the commission.
- Derek Black and Karen Green will need to discuss dissemination of school cash online funds from the school to council.

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- Pita Pit – one month trial last June had a good uptake, so we will plan to continue the program again (on Mondays) with online orders only. This program is mainly for convenience and not a big fundraiser. No volunteers required – may use grade 8's to help. Ms. Coulson to reach out to Andrew – Pita Pit rep.

**9. Ottawa Carleton Assembly of School Councils (OCASC) Report:**

- Meetings are held at Fisher Park school library, usually on the 3<sup>rd</sup> Thursday of the month. The first meeting of this school year will be on Sept. 27<sup>th</sup>. Lisa Lovric will attend, however Rob Hawgood offered to be a backup attendee.

**10. Unfinished Business:** None

**11. New Business:**

- **Meeting dates** for the rest of the school year:

Oct. 16, Nov. 20 and Dec. 18, 2018, and Jan. 15, Feb. 19, April 16, May 21 and June 18, 2019.

**12. Approval of Monies:**

- Motion to authorize up to \$100 to pay for money for incentive prizes for the chocolate campaign by Lara MacDonald, seconded by Lesley Ireton.

- Motion to pay OCASC dues of \$35 by Tanya Monteiro, seconded by Rob Hawgood.

**13. Meeting adjournment at 7:35pm:**

Motion by Derek Black, seconded by Lara MacDonald. Motion carried.

**Next Meeting: October 16, 2018 at 6:30pm.**

## Principal's Report

September 2018

The start to the 2018-2019 school year has gone really smoothly. Our Orientation Week was a hit and set the tone for a positive and productive year. It was so nice to gather as a school community on September 13<sup>th</sup> for our annual BBQ and Open House and feel the pride and excitement in the kids as they brought their parents/guardians to their learning space.

Today, our school organization was confirmed for the 2018-2019 school year. This year, we have 11 homerooms, a 1.0 Learning Resource allocation, a 0.75 Learning Support position, a 0.5 Student Success position, 1.5 Educational Assistants, a half time Library Technician, 4.5 hours of Lunch Time Monitoring and 1.5 Office Staff. This is an increase of 1 homeroom, 0.5 EA and 0.5 Student Success.

Following from that, we welcome some new Thunderbirds to our family:

- Jennifer Jardine – Gr. 7/8 English (LTO)
- Connor Horn – 0.5 Educational Assistant

We welcome back Sarah Tompkins from a leave of absence. Sarah Dawson is back with us this year as a contract teacher.

Our kick-off assembly for our Laura Secord Chocolate fundraiser created a lot of enthusiasm and interest in selling the chocolates. The kids became especially excited when Bryan White rode the hover board into the gym! This is the prize for the student who sells the most chocolate. Other prizes include a Butterfly sound system, speakers, a gift card to Best Buy, a plush toy, a 5 lb chocolate bar and many other smaller prizes. Thanks to Nora, her team of hard working volunteers, Karen and Elizabeth King, the management of money, chocolates and everything else that goes into making such a large initiative a success has gone very smoothly.

We had our first lock down practice of the year. Our School Resource Officer, Cst. Bernard Covic, was on hand to assist and offered some pointers to maximize our safety should we ever need to use this procedure. On Thursday, weather permitting, we will be having our first fire drill.

Although we are only in our third week of school, there are already a lot of extra-curricular activities taking place. Our announcement team is in place, the year book committee is already hard at work, our Ultimate Frisbee team is preparing for their tournament later this week, cross country running is occurring, touch football try-outs are taking place and our major fundraising campaign has started.

We have been “adopted” by the new Indigo on Innes Road! What this means is:

- For every two books donated to our school online, the Love of Reading Foundation will donate a bonus book, up to 100 books.
- Every time a story is posted to our Adopt a School profile, the Love of Reading Foundation will donate one book in support of our school library, up to 20 books.
- The five most-loved stories in each province will be entered into a random draw for a chance to win a \$2,500 Indigo eGiftcard to purchase books for the school. The remaining four top “hearted” schools in each province will win a \$500 Indigo eGiftcard to purchase books.
- Our school will receive every dollar raised to support our library and a 30% discount off books when we shop at Indigo, Chapters and Coles using program donations.

This information will be shared with our families via SchoolMessenger tomorrow (Sept. 19).

Eva Olsson will be sharing her life experiences as a Holocaust survivor and talking with our students about the importance of not being a bystander to injustice on Tuesday October 16<sup>th</sup> at 9:30 am. Parents/guardians are welcome to attend. Later that week, our students will board the "Tour for Humanity". Here they will learn about a variety of topics in Canadian history including the Indian Residential Schools System and the internment of Japanese Canadians during the Second World War. Following a review of the past, current issues including cyber bullying and modern-day examples of intolerance are examined and discussed. It is sure to be a powerful week of learning for our students!

**EMILY CARR SCHOOL COUNCIL**  
**Budget 2018 - 2019      30 Sep 2018**

	<b>Budget</b>	<b>To Date</b>	<b>Actual</b>
	(plan)	(active)	(final)
<b><u>REVENUE</u></b>			
<b><u>Primary Fundraising</u></b>			
Pizza Program	\$ 7,500.00	\$ 208.00	\$ -
Chocolate Program	\$ -	\$ -	\$ -
Pita Pit Program	\$ -	\$ -	\$ -
Parent Involvement Fund	\$ 500.00	\$ -	\$ -
Misc Fundraising	\$ -	\$ -	\$ -
<b>SubTotal Fundraising</b>	<b>\$ 8,000.00</b>	<b>\$ 208.00</b>	<b>\$ -</b>
<b>Carryover from 2017/18</b>	<b>\$ 9,176.24</b>		
<b>TOTAL REVENUE</b>	<b>\$17,176.24</b>	<b>\$ 208.00</b>	<b>\$ -</b>
<b><u>EXPENSES</u></b>			
<b><u>SCHOOL SUPPORT</u></b>			
Arts / Music	\$ -	\$ -	\$ -
Classroom Equipment	\$ -	\$ -	\$ -
Grade 6 Orientation	\$ -	\$ -	\$ -
Gym Equipment	\$ -	\$ -	\$ -
Library	\$ -	\$ -	\$ -
Le Monde	\$ -	\$ -	\$ -
Misc. Opportunities	\$ -	\$ -	\$ -
School Leaving Ceremony	\$ -	\$ -	\$ -
Special Education	\$ -	\$ -	\$ -
Student Leadership Activity	\$ -	\$ -	\$ -
Technology	\$ -	\$ -	\$ -
<b>SubTotal School Support</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>SCHOOL COUNCIL</u></b>			
OCASC Membership	\$ 35.00	\$ -	\$ -
ECSC Operating Expenses	\$ 50.00	\$ -	\$ -
NSF Fees	\$ -	\$ -	\$ -
Bank Fees	\$ 27.00	\$ -	\$ -
<b>SubTotal School Council Expenses</b>	<b>\$ 112.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$ 112.00</b>	<b>\$ -</b>	<b>\$ -</b>
Less Reserve Holdings	\$ -	\$ -	\$ -
Plus Cash Float	\$ -	\$ -	\$ -
Less Committed Funds (2018/19)	\$ -	-\$ 119.75	\$ -
<b><u>NET INCOME</u></b>	<b>\$17,064.24</b>	<b>\$ 88.25</b>	<b>\$ -</b>

# Statement of Cash Flow

Emily Carr School Council  
From 1 Sep to 30 Sep 2018

OPENING CASH BALANCE	\$9,176.24
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## Cash flow from Primary Fundraising

### Pizza Program

Council Deposit	\$4,986.00
Cash Online Deposit	\$9,361.11
Cash Online Service Fee	-\$280.83
Cash Online Payment to Pizza Provider	-\$280.44

### Chocolate Program

Deposit	\$9,508.10
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## Cash flow from School Support

### Cash flow from School Council

Bank Account fees	-\$2.25
Net School Council Expense	-\$563.52
Increase (decrease) in cash during the period	\$23,291.69
Cash balance at the beginning of the period	\$9,176.24
Cash balance at the end of the period	<u>\$32,467.93</u>

# Statement of Cash Flow

Emily Carr School Council  
From 1 Sep to 30 Sep 2018

### Committed Funds:

Less Cheque #761 (OCASC Membership)	-\$35.00
Less Cheque #762 (Chocolate Fundraiser Prizes)	-\$84.75
Committed funds subtotal:	<u>-\$119.75</u>

Actual available funds - balanced to account statements	\$32,467.93
<b>Approximate Uncommitted Funds for 2018-19 School Year</b>	<b>\$32,348.18</b>