



minutes ~ NCPS Parent Council

❖ Meeting: November 3rd, 2015, 6:00 p.m., NCPS Library.

Attendees & Regrets:

| | | |
|------------------------|----------------------|---|
| Lisa Kristine Artl | Voting Member | R |
| Michele Boileau | Voting Member | P |
| Sandra Gee | Voting Member | p |
| Kristi Green | Co-secretary, Vote | P |
| Gillian Harris-Sopinka | Voting Member | P |
| Jenn Jansen | Co-secretary, Vote | P |
| Jill MacAlpine | Voting Member | P |
| Lilly Martin | Council Member | P |
| Juliette Reynolds | Voting Member | P |
| Deborah Rowbotham | Voting Member | P |
| Terria Woodhouse | Voting Member | P |
| Emily Worts | Vice Chair | R |
| Alison Golding | Principal | P |
| Jennifer Angus | Teacher | P |
| Sharon Gummer | Chair | P |
| Marcy Stewart | Attendee (Presenter) | P |

Timing ~ Discussion Points ~ Champion: Notes & Actions:

6:10 Welcome: Sharon Introductions of all present tonight.

Trustee Annie Chandler, had planned on attending tonight's meeting but had a conflict with the years of service recognition evening at the board so she sends her regrets. She will be attending and volunteering at breakfast with Santa and would like to attend a council meeting later in the year. She passed along her phone number and e-mail and invited council members and members of the school community to contact her with question or concerns at any time 707-229-6217 or email achandler@scdsb.on.ca

- ❖ Action items: Sandra to contact Annie to set up a volunteer role for breakfast with Santa for her.
- ❖ Sharon to invite Annie to January meeting

6:15 Meeting Minutes: Sharon Review & accept previous minutes

Discussion by Council as a whole over previous minutes was concluded with the following results;

- June 2015; PASSED, except for 5.1 2015 budget allocations
- October 6th, 2015; PASSED
- Review & acceptance of Annual Report 2014-2015

6:25 Principal's Report: Alison Updates

OCTOBER

- Garlic planted in the garden
- Cross-country meets - 6 students went on to county
- Volleyball, basketball
- Assumes extra-curricular activities starting up again with work to rule ended.
- Hosted first Ontario Early Years play group
- Black-and-orange Spirit Day

NOVEMBER

- Mrs. Denison going on undetermined medical leave - new receptionist coming- Victoria Williams
- Poinsettia orders, photo re-takes
- Nov. 11 Remembrance Day ceremony at 2 pm open to anyone
- JK vision screening, Gr 7&8 immunizations



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- Awesome is Everywhere author presentation Nov. 25
- Break-in update
- iPad has been recovered from youth from outside of community and returned. iPod was not recovered.
- Upcoming events: Meet the Teacher, Reports, etc.
- Meet the Teacher hasn't been confirmed - Principals still need to receive info from the Board **UPDATE** from Alison- as part of the agreement made by teachers and the board, meet the teacher nights are not to be rescheduled later this school year
 - Progress Reports - will go home Dec. 11

6:35 Chair's Report: Sharon Updates

- Council Procedures Review
 - Admin Profile submission Review
 - Motion to change (align) Council Meeting Night to Mondays
- MOTION - Sharon - to change meeting day to Mondays to align with Board policy and avoid conflict with community activities such as skating, hockey and Scouts. Discussion about whether it conflict with anyone's schedule - a significant number of people said it did. So, the meetings will remain on Tuesday nights.
- Contacts at the Board
 - Don't hesitate to contact the Board (any parent of a student)
 - Use of Email account
 - Verify Contact List
 - Use of Remind with Council Members: agreed to set up
 - ◆ **Sharon: to set up & begin using with Council Members**
 - Note of use of Google Docs with council
 - Sharing of Agenda for next PIC meeting Tuesday Nov 17th- 6pm

6:40 Treasurer's Report: Alison Updates

- Review of account balances & changes; see attached report with agenda.
 - Athletics didn't start out as a negative balance but not is due to paying annual SWAC fee of \$593.
 - Board has given us 5 iPads and projector this year, to be assigned to one classroom for an inquiry project. Two classes don't have projectors that work with their computers. Students have identified that they would like more Chromebooks. Have not yet been able to meet with staff to set direction about what technology is in the school and what the needs are. As of today, teachers are allowed to communicate electronically. Today, Alison sent out spreadsheet to teachers about classroom technology needs. Although money is sitting in technology account and has not yet been spent, there is still a need for technology.
- Questions from council members-
- Closing balance of \$26,891.16 at the top of the annual report does not match with the Sept 1st balance forward on the budget printout. **UPDATE-** the annual report information was taken directly from the bank statement. There were still items being processed including some cheques that were written and hadn't come out yet as well as the HST rebate which is why it didn't match the balance forward on the computer generated report that was run later summarizing the month beginning Sept 1st.
 - Annual report- school spirit row does not add up- **UPDATE-** The \$1000 under the "transfer in" column was a human error- this was a typed report and it was a typo. It should have read \$0 which makes that line balance.
 - Why is the "Transfer in" in field trips Intermediate so large- **UPDATE** That amount reflects a number of different deposits. I'm rounding but approx. \$1505 from Breakfast with Santa, \$3352 from intermediate chocolate sales, \$1296 from bottle drive, 2 other deposits of \$674 and \$75 from chocolate and a \$100 donation.

6:50 Community at Large: Council

Open for discussions



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- Marcy - a white, panelled, fully encased van has been noticed around schools in this area. Police are monitoring. Facebook post that has license plate is circulating. Plate#454 8ME
- Deb - friend wondering how to contact a teacher with work to rule. Alison - teachers can be contacted at any time.
- Lilly - Stayner principal and VP may have overstepped boundaries asking grade 8 kids to come to SCI. Alison will give feedback to them.
- Marcy - Proposes "The Best Things in Life are Free" sale for community as a part of our proposed clothing swap for April. Will sponsor for advertising, social media, etc. Fundraiser for the school. Opportunity to teach kids they don't need so much. Could incorporate more than just clothes. Local restaurants could bring soup (from garden). Jill suggests aligning it with Earth Week in April. Revisit this in January and discuss how will it look as a fundraiser.

MOTION - Sharon - to incorporate Marcy's idea into clothing swap. Unanimously accepted.

- Marcy - poinsettia and chocolate fundraisers could be replaced with local businesses such as her florist store. She could do better than we do! Asks Parent Council to consider it for next year, 2016.

7:00 Fundraising Report: Sharon & Alison

A quick review of the submitted documents was given and passed around table.

- Review of Fundraising submission to board
- Parent Involvement money funding review (used for agendas as per previous years)

7:05 NCPS Reimagined!: Sharon, Emily & Alison

Sharon will defer this until January. Asks participants to think about possibilities for branding, motto, etc.

- Introduction of new focus
- Updating Motto, Mission Statement
- Alison answered question that she received around renaming. The question was, why wasn't opportunity to rename given when the primary and senior site amalgamated. This was because they both had the same name so a new name did not have to be chosen.

7:05 Breakfast with Santa: Sandra

Update on first Sub-Committee Meeting

- Committee met last week, got lots accomplished.
- Sharon asked to take lead on Shopping Room.
- Annie Chandler would like to volunteer.
- Alison suggested inviting Heather.
- Asks Parent Council reps to ask two people for donations. Alison has a letter. Deb circulating a list of places that have already donated so we don't double up.
- On next letter home, we'll ask people to bring their own cutlery, plates, etc. and give raffle tickets as incentive
- Martina looking for Santa.
- Kieron volunteering to come and do the garbage/recycling. Kieron's suggested giving raffle tickets to people who bring their own dishes; she'll find a prize.
- Still needs lots of volunteers: Set up Dec. 4 at NCPS until 5/5:30. Shopping room, craft room, tables. 7 am start Dec. 5 cooking pancakes. Sandra sending email around about helping. High school students can get community hours.
- Fewer treasure trays due to fewer classes this year.
- Mr. Morrison has the signs.
- Deb and Michelle Grey will run the craft room. DEB: Asks everyone to save their toilet rolls for the craft
- Sandra putting volunteer and donations lists on Google Docs.
- Sandra needs to know how many tables the school has and whether we need to ask the Legion for some- **Alison to provide to Sandra**
- Hands especially needed from 11pm to 1:30pm.

7:25 NCPS Signage: Council



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ALISON: Board recommended names of two companies as they'll be standardizing signs in the coming years. Alison has two quotes (they look like the Fire Station's sign).

- Supply and install of sign with letter set, permit (building not sign), removal of sign + tax:
- Trillium: \$9,464.91
- Georgian Bay Sign Works: \$8,348.44 + \$745 permit

MICHELE: Difference of \$400 in quotes. We should choose who is easier to deal with.

ALISON: Fundraising plan plus what we have would cover the sign by the end of the school year.

M: You can transfer \$ from the accounts and put into sign account and get the sign done. Then, amend school sign improvement on fundraising plan. Old Council gets sign and we start anew. This was done at her previous school.

A: Where would that money come from?

M: We need to move \$5,600. \$3,900 in school yard allotment already.

- Discussion about where to take the money and if this can be done.

ALISON - Will ask the board if it is possible to amend the plan and fundraise for areas we will take money out of. Doesn't want to divide a community over a sign.

KRISTI - thought we were going to decide whether to accept a quote at this meeting, rather than which one to accept.

SANDRA - \$9,000 is more than we wanted. As a marketer, this will fit with the idea and council goal of branding. Teachers want it.

- Discussion about the importance of the look of the school for potential students.
- Discussion about what kind of branding will this be? If we're changing colours, should we wait before we get a new sign?

ALISON doesn't believe we will be mandated at some point to have a sign.

SHARON - We need a sign! Debate has occurred because money wasn't allocated properly and there wasn't enough.

JENN - This is about honouring decisions that have been made in the past.

MOTION - Gillian - Let's move forward, respect the goals of previous Council that have already been committed, Council will propose to allot money from other accounts to the sign account, vigorously fundraise to replace the money and be done with fundraising for the sign forever. Seconded by Sharon.

- Yay - Sharon, Sandra, Michele, Juliette, Jenn, Gillian
- Nay - Jill, Deb, Kristi
- (ASIDE - Must be present at a meeting to have a vote (cannot vote by proxy).

SHARON - Alison and Michele will propose where to take money from to allocate the sign.

MOTION: Two quotes from Trillium be accepted because it was easier for Alison to deal with that company. Seconded by Michele. Yes: 8, No: 2.

UPDATE-

- Alison to take \$2000 out of school budget to put toward the sign to subsidize the cost

After speaking to Superintendent and Head of Accounting for SCDSB, messaging from Alison:

- We have NOT been give the OK to move funds at this time from other accounts but have been given instruction as follows:
- The sign is going to cost \$9464.91, meaning, an additional \$5564.91 is needed. Subtracting \$2000 from my school budget- this brings the amount down to \$3564.91. Once the paperwork that I have submitted is approved by the board, allowing us to do work on property, I will make the downpayment with the funds that are currently in the sign account. The remainder of the cost will not be billed until the spring when the work is completed. At that time, we will pay the balance from the Breakfast with Santa proceeds...if there isn't enough to cover (which I don't anticipate will be the case) then, we may be permitted to take money from another account to pay the rest.
- Superintendent, Jackie Kavanagh also said that she would be happy to come speak to council sometime at one of our meetings in the new year to clarify financial processes or anything else if that is something we wish.



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Next Parent Council Meeting: Council

→ **January 5th, 2016, 6:00 p.m., NCPS Library**

- ◆ The next Council meeting time was determined by discussion of Members' schedules, business of the season & the newly recognized procedures of the Board; therefore no December meeting to be held.
- ◆ Future agenda items for (January Meeting) - PRO grant (discuss speaker suggestions) and deferred items from today's meeting "branding" of NCPS, amend fundraising plan

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Meeting Adjourned: 8:30 p.m.

Thanks to Kristi Green & Jenn Janson, Co-Secretaries, for their diligence of record keeping through this meeting.

Minutes prepared for Council's review for next meeting by: Alison Golding, Principal & Sharon Gummer, Chair.