**Dunlace School Council**

**Thursday, October 17th, 2018 at 6:30 PM**

**Meeting Minutes**

**PRESENT:**

**Dunlace Staff:** Principal **Julie Kwon**

Teacher Liaison Nancy Hannah

**Council Executive:** Chair **Kate Maw/Farah Merchant**

Vice Chair Jennifer Wong

Treasurer **Roger Affonso**

Past Chair **Dev Benham**

**Committee Chairs:** Grade 5 Chair Rebecca Shen

Special Events Tracy Winter/Margaret Currie

Fun Fair **Loveleen Thind**

**Fun Fair Fundraising Veruska Mano**

Safety Patroller Margaret Currie

Constitution & By Laws Julie McAlpine Jeffries

French Chair Elaine Sun

**Parents:** Kathleen Kennedy Laura Conner

Katherine Lal Patty Kim

Farah Benhoudi

**Absent:** Amanda Cepler

Liza Culligan

Carolina Erskine

Parsi Mina

1. **Introduction and Welcome Kate Maw/Farah Merchant**

* Kate welcomed all attendees and allowed attendees to introduce themselves.

1. **Minutes of the September 20th 2018 Meeting Kate Maw**

* Minutes of the last meeting were considered.

**MOTION:** “Move that the minutes of the September 20, 2018 meeting be approved as presented.”

Moved by: Jennifer Wong Seconded by: Dev Benham Carried

1. **Proposed Budget 2018-2019 Review Roger Affonso**
   * Need to submit the budget by October 31.
   * Budget is based on a 30% reduction in the number of students, resulting in a proportionate reduction in revenue.
   * So far 50% of the fundraising letter budget has been achieved. A second push will be made in the next week.
   * Total revenue of $42K is planned for the school year vs. The prior year of $57K. With costs planned of $47K, there is a $5K deficit expected in the year, resulting in a planned accumulated surplus of $21K at the end of the year.
   * Major spending planned for the year:
     1. $10K - technology
     2. $6K - scientist in the school (2 per class per year)
     3. $6K - performing arts (4 visit for the year)
     4. $4K - jungle sports (2 visits for the year)
     5. $5K - graduation
     6. $4K - school buses for field trips to reduce the price of field trips (2 trips per class)
     7. $3K - music
     8. $2K - lice (3 checks per year)
     9. $2K - wellness week
     10. $2K - staff spending ($150/staff for each of stem and other programs)
   * **There was a discussion about programs to identify wish lists for book fair and adopt a book program at the school.**
   * **A question arose regarding the possibility of donating to support another school who has a greater need without the ability to fundraiser.**
   * **A question arose regarding the sufficiency of the technology budget. The spending in 2018/19 is intended to be focused primarily on maintenance. The “Big Bang” spending was done in previous years, but there are a handful of chrome books planned to be purchased to begin to vary the replacement dates, to ease spending in future.**

**MOTION:** “Move that the 2018/19 Budget be approved as presented.”

Moved by: Margaret Hickey Seconded by: Tracy Winter Carried

1. **Update – Special Events. Jennifer Wong/Tracy Winter/Margaret Currie**
   * Halloween dance is next Friday and planning is progressing well.
   * A new DJ has been booked for this event who has access to black light. Students are recommended to wear white because of black light in use by the DJ. The council will be giving buttons this year as giveaways.
   * There will also be a tattoo station.
   * Kids should bring water bottles. There will be fewer water bottles and charge more, with an aim to steer students to reduce plastic bottle waste.
   * The bingo event is scheduled for a few weeks after. The planning is still to come after the Halloween dance. The revenue model will be reviewed to ensure that gaming legislation is considered and adhered to if necessary.
   * They will also consider other carnival style games that students win tickets based on skill and prizes can be obtained by trading collected tickets.
   * Other events this year: Valentines bake sale, movie night
2. **Chair Update - Pizza Lunch Kate for Parsi Mina**

* First pizza lunch was on October 12 and went smoothly.

1. **Chair Update – Extra Curricular Kate for Carolina Erskine**

* No update.

1. **Chair Update - Information Technology Kate for Liza Culligan** 
   * Pamela has agreed to support Liza in the role over the next while.
2. **Chair Update – Safety Patrol Margaret Currie**
   * More parent volunteers are required for safety patrol.
   * Margaret suggested that non slip mats or purchasing extra salt for the kiss & ride area to ensure safety during the upcoming winter months.
3. **Chair Update - Grade Five Chair Regecca Shen**

* Rebecca provided an info session to the grade 5 students about the upcoming Bake Sale and Haunted house events to inform them of what is needed and volunteer signup.
* Council recommended that venues for the grad ceremony and dinner.
* Some suggestions were Breakaway studios and the Botanical Gardens. Graduation date is June 20th.
* The prior year contacts will be passed on to the to the
* Some parent volunteers are needed for the bake sale. Baked goods are being requested to be brought on the morning of the Halloween Dance.
* Grade 5 student families are being asked to donate nut free candy to be used for the haunted houses on the Halloween.

1. **Chair Update - Constitution and By-Laws Julie Jeffries**
   * ByLaws are expected to be updated this year.
   * Work will begin shortly to start identifying changes that could be made (i.e., to reflect that Dunlace is now a school that only goes up to Grade 5). There are no changes to the regulations, so no changes are required at this time.
2. **Chair Update – French Rep Elaine Sun**

* No update at this time.
* Betsy may be able to assist transition to the new Chair.

1. **Chair Update - Fun Fair Leads Loveleen Thind/Veruska**

* Fundraising packages and promotional material is changing for this year.
* Sponsorships will be sought for the full school year, which was evident during the curriculum night. There have been three sponsors obtained already.
* A fourth sponsor is coming in already as well.
* Last year, silent auction donation items were requested. The donations will be requested earlier this year - first thing in the new year - capitalizing on unwanted gifts received over the Holidays.
* Timing of the fun fair was discussed, debating early (May 4th) vs. Later in May. Weather issues vs. The risk of losing attendees to post long weekend cottage weekends. No decision was arrived at during this meeting.

1. **School Update Julie Kwon**

* Julie referenced the handful of recent donation drives: terry fox run, food drive, etc. And she recognized the generosity of the community.
* The school has appointed four grade 5 Twitter associates who provide student perspective content for the twitter account.
* An email went out earlier regarding empty bus seats. Forms have been distributed and are available on the website.
* French Immersion applications are now being accepted. Acceptance is based on a lottery not submission date.
* Photo day is next week.
* Book Fair is week of November 12.
* The cross country, soccer and bordenball teams have been successful over the last month. The Next sports up are volleyball and hockey.
* Raptors 905 game at the Scotiabank Arena for the grade 3, 4, 5s is in early December, with details to come.
* Ms Baxter is looking to do some lunch clubs (i.e., scrabble, etc.) when the weather gets colder.
* Some clarification was provided regarding the recently announced requirement for police checks.
  + the check is required once and after that, an annual verbal declaration that nothing has changed are required.
  + Police checks issued in the last year for other organizations are valid, but original copies are required to be submitted to the office.
  + Student volunteers are not required to have police checks.

1. **Fundraising Suggestions Kate Maw**

* Kate suggested the following fundraising opportunities:
  + Mabels Labels - if we register, then 20% goes back to the school
  + Fundscrip - centralized purchased gift cards and a portion goes back to the school
  + QSP - discounted magazines
* The council will implement these because there is little time commitment required and no obligation on families to participate unless they already wished to purchase the items.

1. **Adjournment**

* The meeting adjourned at 8:30pm.