

**Runnymede Public School Council Meeting Minutes
Wednesday October 20, 2010**

Present at Meeting

Council Members (Parents) 2010/2011: Tara Bragg, Jessica Bell, Erin Carroll, J'bai Deschamps, Rob Dunford, Leslie Fountain, Sarah Frame, Sheila Hepworth, Joan Lash, Donna Mackay, Audrey Robinson, Chris Sheehan, Jacqueline Sustar, Jason Thompson, Jerry Tiessen, Bruce Toner, Andrew Violi, Ann Witalis, Jason Witalis, Krista Wylie

Teacher Reps 2010/2011: Anne Lakoff

School Administration: Amelia Dennis, Michael Kanalec, Rob Hochberg

Guests and Interested Parents & Teachers: Marshall Leslie,

Regrets

Derek Stockley, Catherine Willson, Tricia McGovern, Karen Hanna

1. Welcome

Jerry welcomed all in attendance.

2. Receive Previous Meeting's Minutes

May 20, 2010 Minutes
Annual General Meeting Minutes
Sept. 21, 2010 Minutes

Motion

→ *Krista Wylie put forward motion to accept minutes from the three previous meetings as posted on website*

→ *Seconded by Bruce Toner*

Motion carried

3. Receive Correspondence

Each committee head was given correspondence pertinent to their committee.

The following general correspondence was presented:

- Parents for Education survey → www.peopleforeducation.com

Motion

→ *Krista Wylie put forward motion to receive correspondence*

→ *Seconded by Erin Carroll*

Motion carried

4. Administration Report

Amelia Dennis, Principal reported on the following items:

a) School Improvement Plan

- Each year, Administration team works on a School Improvement Plan for Runnymede.
- Last year's plan focused on:
 - Narrowing the achievement gap between boys and girls at Runnymede with the following results:
 - Grade 6 reading results: Gender gap in performance was 16% last year and 4% this year
 - Grade 6 writing results: Gender gap in performance was 27% last year and 14 % this year
 - Improving Math performance with following results:
 - Grade 6 math results:
 - (A numeracy coach used Runnymede's EQAO results to determine what areas of the Math curriculum required improvement and worked with teachers to ensure focus and improvement on those areas.)
- This year's plan focused on:
 - Literacy - using the EQAO results (which provide detailed data since each question is linked to a specific curriculum expectation), want to ensure all classrooms are focused on achieving same literacy expectations.
 - Moving students from high 3's to 4's

b) Report Cards – November 15th Monday – NEW Progress Report Card Sent Home

- Have reviewed the new report card format for November, known as a “progress report”
 - No grades provided on this report
 - Intended to be a progress report, with comments on child's progress to date in class
 - There will be a section on each child's Learning Skills – which are a key foundation for academic success so parents are encouraged to pay particular attention to this section of the report
 - There will be a section on rating each child's progression according to a 3-point scale
 - Progressing Very Well
 - Progressing Well
 - Progressing with Difficulty
- The intent of this progress report is to encourage parent-teacher dialogue for children who are having some challenges
- Not all parents will be contacted for a parent-teacher interview after this progress report
- A letter from Administration explaining the new format will accompany the actual progress report to ensure the communication is clear.

b) School Budget for Runnymede

- \$183,750 budget for the school year.
- To put this number in perspective, last school year, over \$28,000 came out of the school budget to pay for supply teachers to fill in for teachers involved with school music programs, arts programs, sports programs, and other school programs. (If a teacher is sick and a supply teacher is required, then the dollar amount comes out of sick leave)
- Working internally on saving money using techniques such as strategic timetabling to minimize number of supply teaching.
- The wide variety of programs provided at the school could NOT exist without the money that is raised by Council to support programs such as Arts, Drama, Music and Sports.

Rob Hochberg, Vice Principal reported on the following items:

- a) No updates

Michael Kanalec, Vice Principal reported on the following items:

a) Annual Education Plans

- Senior students are engaged in self-evaluations at the moment to aid in their decision about what high school to attend.
- “My Blueprint” is a web-based activity done with all grade 8 students and assists them in determining their eligibility in navigating through High Schools in the TDSB based on their home address.

b) Information Sessions About High Schools

Lots of opportunities for students and parents to find out about various high school options available:

- SW2 Family of Schools High School Exhibition – Thursday Oct. 21, 2010
 - All 4 local high schools (Parkdale Collegiate, Western Tech, Humberside, and Ursula Franklin Academy) will be available to provide information to Senior students and answer questions
- Etobicoke School for the Arts – seriously interested students will be going to tour ESA
 - NOTE: APPLICATIONS FOR ESA ARE DUE IN FRIDAY DEC. 3RD
- Parkdale Collegiate IBD program is coming to Runnymede to present to students
- Bloor Collegiate TOPS Program (Math and Science) is coming to Runnymede to present to students
- Western Tech - Runnymede Grade 8's are all going to an Open House at Western Tech to find out more about their facilities and specialty programs – afternoon of Tuesday, Nov. 16.

c) Leadership Team Building Initiative

- Student parliament has been elected and their first initiative is to kick off character recognition program at Runnymede by showcasing partnership between grade 8s and grade 7s using selected TDSB character traits.

5. Ward 7 Report – Jessica Bell/Rob Dunford

Ward 7 Meeting held on Oct 12th

First portion of meeting was only open to Ward 7 Members and the following took place:

- Ward 7 Elections for:
 - Chair of Council
 - PIAC (Parent Involvement Advisory Committee)
 - French as Second Language
 - Special Education
- Review of Ward 7 Council Mandate
- Discussion of disposition of West Toronto C.I.. Decision has yet to be made on whether to sell it to French board or to keep it within the TDSB and renovate – currently weighing costs/benefits.

Second portion of meeting was an all-Candidates meeting for trustee candidates

- Paid moderator to guide the process
- Only Irene Atkinson showed up
- Talked about her experience and hot issues relevant to Ward 7
 - Overcapacity of schools in Ward 7 will become even more of a challenge as more condo developments get completed, resulting in more children needing schools
- Q&A – Parents raised the following issues for the trustee debate:
 - Concern about trend to “segregated schools” (i.e. sports focus or choir focus) citing issues of transportation and equity

- Deferral of School Maintenance
 - Irene noted Runnymede P.S as having particular needs and outlined how money previously allocated by the provincial government via grants was taken away last year – further exacerbating this deferral of maintenance issue
 - Focus on pushing PROVINCIAL election – making maintenance an ISSUE
- Full-day kindergarten
 - Irene doesn't support this provincial initiative and noted that of the 70 schools that have full-day kindergarten in TDSB, only 13 are in identified "high-need" areas and none are able to provide before and after-school care to these students.
- Overcapacity
 - Runnymede is at 113% capacity
 - Looking at boundaries of catchment areas
 - Looking at creating more K-8 schools to limit number of students a school like Runnymede would get at the grade 7 level
 - Explosion of French immersion has added to challenges of capacity
 - Keele & Swansea schools were originally built to structurally handle a second floors so this may be a potential solution
 - Irene seemed to indicate that this can't be ignored much longer

The following discussion emerged from the Ward 7 Update:

- Full-day Kindergarten at Runnymede
 - No firm date for Runnymede to implement
 - Would need 4 more classrooms to accommodate extra children
- How do we Runnymede parents advocate for change within our Ward?
 - Irene Atkinson has been a great supporter of Runnymede and has advocated for Runnymede in the past
 - If Ward 7 Reps work with Council Members to determine a list of priorities that resonate with the Runnymede parent community ... then we can move forward on advocating on the issues that matter the most to our school and involve Communications committee in this effort and work with Irene (or next trustee) on moving the issues forward.

Action

Ward 7 Reps to identify list of Runnymede priorities to present to Council for discussion.

Work with Communications Committee to broadcast to larger Runnymede Community for feedback.

Finalize list of priorities and then work with Irene to move issues forward.

Action

Invite Irene Atkinson (Ward 7 Trustee) to January Council Meeting to dialogue with her about our identified list and work together to formulate best next steps.

6. Committee Year-End Reports

a) Subcommittee (Allocating Uncommitted Funds) – (Suzanne Gordon – Chair)

- Currently working with Amelia who is working with teachers to establish divisional priorities.
- Perhaps looking to include some larger budget items in these asks.

b) Centennial Committee (Marshall Leslie & Vangelia Nitsis – co-chairs)

Plans for the following types of activity for 2010-2011:

- Functional and archival - This is an extension of the activity of the past several months for which we require more volunteers, and request the purchase of a scanner. (A scanner will be used to digitize parts of the collection).
- Academic - As the collection is sorted and catalogued (and as it grows) it will be displayed in the library and elsewhere in the school, and staff will be introduced to it in the hope that uses can be found in the curriculum.
- Communications addressed to the community - Before external communications should begin there ought to be a critical mass of material that is accessible to community members. We initially propose to make use of the school library's web site for uploaded images (with a link to the RPSC site), and galleries in our Facebook group. With the assistance of Council and school Administration the Committee would also employ other media.

Action

Chair, Administration and Spirit Committee will work to establish fundraising goals for Centennial in preparation for launch of 5-year countdown to the Centennial.

Action

Communication needs to go out for volunteers for this committee – especially parents with expertise in archiving historical materials.

c) Communications Committee – (Jason Thompson – Chair)

- Now have over 300 new e-mail addresses from Runnymede parents for Council to use for communications → Thanks to Silvana, Administration, Marla Dunne and Rob Dunford for making this happen.
 - A few parents misunderstood the sheet that went out requesting e-mails so if we are re-sending, we will reword it to clarify that we are only seeking e-mail addresses.
- Committee news for the Rapport is encouraged to be short and in large part, we want to direct parents online for details. (Keep in mind that kids read Rapport too so let's continue to include events that may be meaningful for students to read but try to keep it short)
- New website initiative → 2 parents with children in JK have started to lead the charge to develop a new Runnymede Council website.
- Ward 7 → Communications committee could support Ward 7 in moving issues forward
- Next meeting - Tuesday Oct. 26th

d) Yard (Bruce Toner – Co-Chair)

Fall Yard Day

- One of the best turnouts to date – 300+ people
- Great school community events – lots got done
- Lots of arts projects

Kinder-Garden

- Initial planting of the sight/colour, taste, touch senses were completed earlier in October
- Over 175 kindergarten students had the opportunity to plant outside and also participate in sensory-based enrichment activity inside
- Great support from parents both in terms of plants received and volunteer time donated
- Over the winter, the Yard Committee plans to meet with K and 1.2 and 3 teachers to start talking about what can be developed re: curriculum activities for them to go outside

Question on picnic-ing in this Kindergarden Space?

- Yes – the garden along Colbeck is out of sight for students who are staying for lunch so there will be no confusion for them about thinking they can play in the garden. Also noted that upon completion,

the retaining wall being built will be able to serve as a little table for children who are picnic-ing with their parents and there will also be a round table available.

Presented the following plans and budget requirements to achieve those plans, noting that this year's proposal separates Yard items from Green Teacher initiative:

Proposed Yard Committee Priorities for 2010/11

- 1. Plan and Implement Yard Days \$1,000
 - a. Yard Day September 25, 2010
 - b. Earth Day April 16, 2011 (Earth Day and Good Friday April 22)
 - c. Activities
 - i. weeding/pruning/removing invasive species
 - ii. ongoing improvements to butterfly garden and medicine wheel garden
 - iii. musical performance in the garden for Earth day
 - iv. clean up litter
 - v. sweep up mulch, sand pit and leaves
 - vi. prepare beds for planting in the KinderGarden
 - vii. build pathway to/around Medicine Wheel Garden and Butterfly garden
 - viii. environmental arts and crafts

- 2. Develop KinderGarden \$1,750
 - a. Prepare beds for planting (clearing, soil, barrel planters)
 - b. Plantings with classes (Fall)
 - c. Develop learning centre/classroom resources
 - d. Clear and mulch pathway (Spring)
 - e. Classroom art projects (Spring)
 - f. Plan next phase

- 3. Maintain and improve existing Gardens \$350
(butterfly, food. medicine wheel, peace circle, front beds)

- 4. Erosion of Pathways \$650
 - a. Decommissioning vertical paths with plant debris
 - b. Mulching existing pathways in spring
 - c. Build retaining walls during fall yard day

- 5. Expand Art in the Yard \$750
 - a. Add a sundial on asphalt near portable
 - b. "Acts of Green" leaf prints
 - c. Medicine wheel mosaic stones
 - d. Repaint Bell box
 - e. Repaint Adventure Playground school doors?

- 6. New Projects n/a
 - a. Recruit new members
 - b. Planning for improvement of southern edge along Colbeck
 - c. Work with Centennial Committee to plan Yard Committee contribution to Centennial
 - d. Review alternatives to grass for the playing field

Curriculum Support

\$3,000

Support curriculum-related activities in the Hillside Garden

1. re-hire educator to continue to support cross-curricular learning with teachers and students in the Hillside Garden (100 hours)
2. leverage 2009/2010 activities and resources
3. promote lessons and students' work on bulletin board
4. print and distribute resource kit for teachers

e) **Arts Enrichment Advisory Committee - Erin Carroll – Co-chair of Arts committee**

- First meeting was held earlier in the month with an enthusiastic response of 3-4 teachers and 14 parents
- Arts Committee Vision/Mission
 - To bring equitable and varied (multi-disciplinary) Arts programming to the students of Runnymede Public School and to support teacher/administration efforts of the same through funding provisions and/or suitable volunteerism.
 - To provide opportunities to celebrate students' achievements in the Arts.
 - To promote and nurture an appreciation for the Arts among the students, staff *and* parent community at Runnymede Public School.
- Committee Initiatives and Volunteers needed to:
 - Catalogue past and present arts programming at the school
 - Research/compile information on subsidies and grants available
 - Research viable arts programs
 - Host one Runnymede family art performance art event during the year
 - Run the kindergarten art program and show
 - Create database of parent volunteers
 - Vet and promote any NON-arts related enrichment opportunities

f) **Spirit Committee – (Krista Wylie – Co-Chair)**

- Fundraising target for the year is: \$43,600.
- Sent out communication on fundraising for the year so parents know what is coming
- Exploring some new fundraising ideas – focused on a community fundraising event rather than a product-based/sales fundraiser.

7. **Budget Proposal 2010/2011 – Chris Sheehan (Treasurer)**

- All expenditures will be approved by the Council. Expenditures may be approved in the following manner: Council's decision to hold a fundraiser conveys implicit approval to pay the related expenditures; once Council approves a budget, no further approval for budgeted items is required. Exceptions will be expenditures \$150.00 or less and will be approved by the Chair or Co-Chair and by the Treasurer → the implication of this is that if council approves budget for committed items, we shouldn't expect to see proposals for same (we are pre-approving) and if we don't want to pre-approve then we need to move the item into uncommitted funds.
- Council's Spending Objectives are to spend the greatest proportion of Council funds on projects which collectively, over the long term benefit the largest number of students and to only utilize funds when there are insufficient funds available from other sources, including the Principal and School Board. (i.e. Council will not fund items such as school maintenance which should be funded by the School Board)

Chris then presented the proposed budget for 2010-2011, highlighting the following points:

- Council completed last school year with over \$12,000 in the bank, so the proposed budget includes a \$6,000 deficit to draw some of this surplus down. If the proposed budget is exact, at the end of the year, Council would finish with \$6,000 in the bank.
- Technology and Eco-schools are included in “Committed Funds” but due to software set-up, appear as separate line items.
- Enrichment and Extraordinary expenses are set up in the software as two separate accounts however, there is negligible difference between the two accounts so for all intents and purposes, they could be lumped in together.
- The \$2500 budgeted to receive from cash donation envelopes will be dispersed according to how parents indicate they may want to target their donation (i.e. to a specific divisional priority) so as that comes in, funds designated currently to Enrichment will be dispersed on the budget to the appropriate divisional priority line item.
- \$2,000 has already been approved by Council for Enrichment activity as per September motion presented by Mr. Latter.

	Budget 09/10	Actual 09/10	Budget 10/11	
Net Ordinary Income				
Pub Night / Silent Auction	\$ 4,000	\$ 7,295	\$ 5,000	
Movie Day	\$ -	\$ 819	\$ -	
Swim Club	\$ -	\$ 238	\$ -	
Shop and Support	\$ -	\$ 134	\$ -	
Pizza Lunch	\$ 11,000	\$ 11,803	\$ 11,600	
Magazine Drive	\$ 11,000	\$ 16,165	\$ 11,000	
Gift Wrap	\$ 3,500	\$ 4,993	\$ 1,000	
Dance-a-thon	\$ 8,000	\$ 7,403	\$ 8,000	
T-Shirt	\$ -	\$ 351	\$ 1,000	
Spirit Clothing	\$ (730)	\$ (728)	\$ -	
Donations	\$ 1,800	\$ 2,437	\$ 2,500	
Miscellaneous Revenue	\$ 2,000	\$ (480)	\$ 3,500	
Prior Year's Expense		\$ (1,002)	\$ -	
GST	\$ (1,200)	\$ (627)	\$ (750)	
Primary Arts Donations	\$ -	\$ -	\$ 1,040	
JK/SK Divisional Donations	\$ -	\$ -	\$ -	
Primary Divisional Donations	\$ -	\$ -	\$ -	
Junior Divisional Donations	\$ -	\$ -	\$ -	
Senior Divisional Donations	\$ -	\$ -	\$ -	
Total Net Ordinary Income	\$ 39,370	\$ 48,801	\$ 43,890	
Other Expense				
Technology	\$ (1,500)	\$ (1,500)	\$ (1,500)	3%
Eco Schools	\$ (500)	\$ (500)	\$ (500)	1%
Committed:				
Extracurricular Support	\$ (2,500)	\$ (2,500)	\$ (2,500)	6%
Yard Improvement	\$ (5,000)	\$ (1,753)	\$ (4,500)	10%
Green Teacher	\$ -	\$ (4,016)	\$ (3,000)	7%
Instrument Renewal - Strings	\$ (1,500)	\$ (1,432)	\$ (1,500)	3%
Instrument Renewal - Band	\$ (1,500)	\$ (1,500)	\$ (1,500)	3%
Drama Program	\$ (1,500)	\$ (1,500)	\$ (1,500)	3%

Library	\$ (1,500)	\$ (1,500)	\$ (1,500)	3%
House League Sports	\$ (1,500)	\$ (1,500)	\$ (1,500)	3%
Art	\$ (1,500)	\$ (1,429)	\$ (1,500)	3%
Awards	\$ (200)	\$ (400)	\$ (400)	1%
	\$			
TRF	(17,500)	\$(16,564)	\$ (18,100)	41%
Field Trip Bursary	\$ -	\$ -	\$ (2,000)	5%
Teacher Appreciation Lunch	\$ (500)	\$ (343)	\$ (500)	1%
Council Communications	\$ (500)	\$ (614)	\$ (500)	1%
Sundry And Admin	\$ (500)	\$ (236)	\$ (500)	1%
	\$			
Total Committed	(35,700)	\$(35,287)	\$ (41,000)	93%
Uncommitted:				
Primary Arts	\$ -	\$ (1,287)	\$ (1,040)	2%
JK/SK Divisional Priorities	\$ -	\$ -	\$ -	0%
Primary Divisional Priorities	\$ -	\$ -	\$ -	0%
Junior Divisional Priorities	\$ -	\$ -	\$ -	0%
Senior Divisional Priorities	\$ -	\$ -	\$ -	0%
Enrichment Expense	\$ -	\$ (4,685)	\$ (4,000)	9%
Extraordinary Expense	\$ (2,000)	\$ (1,586)	\$ (2,000)	5%
Total Uncommitted	\$ (2,000)	\$ (7,558)	\$ (7,040)	16%
	\$			
Total Other Expense	(39,700)	\$(44,845)	\$ (50,040)	114%
Net Income	\$ (330)	\$ 3,956	\$ (6,150)	14%

Discussion on budget:

- Clarification on Magazine drive numbers
- If there is a shortfall in fundraising revenue, the approach would be to cut uncommitted items and work with Amelia on determining which, if any, committed items could be decreased.

Motion

→ *Jacqueline Sustar put forward motion to approve the budget as presented.*

→ *Seconded by J'bai Deschamps*

Motion carried

8. Other Items

Next Pizza Lunch

The next pizza lunch is scheduled for same day as the Halloween Parade so there was concern that kids will have time at lunch to put on costumes. Teachers are supportive of providing time to children to get dressed up so decision was made to keep date as is.

Teachers Resource Fund

Are teachers able to go ahead and spend their allotment? Amelia asks that teachers wait until she receives the first portion of money from Council.

Box of Suggested Topics of Discussion From First Meeting

At the first Council Meeting in September, attendees were encouraged to write down a topic that they would like to see discussed at a future Council Meeting. The following items were brought forward from this exercise and were addressed as follows:

1. School yard supervision over lunch break

Mornings:

- School supervision begins 15 min before bell rings
- 3 teachers in Runnymede yard
- 1 in hall to monitor washrooms
- 2 in adventure playground
- All wear vests

Lunch Hour

- Grade 1-3's are walked to lunch room and children going home for lunch are taken to their dismissal door and teachers wait with children until parents/caregivers pick child up for lunch
- 6 lunch room supervisors

After School

- Grades 1-3's are walked to their dismissal door and teachers wait with children until parents/caregivers pick child up
- Soon there will be a transition for grade 3 students to ready them for Grade 4 where teachers will bring to door and simply dismiss from door – not directly to parent/caregiver

Kindergarten

- There is no official supervision of kindergarten kids before school and at lunch so parents are asked to wait with their children until the bell is rung for class to begin and the teacher has come to take in the line-up
- Upon dismissal, teacher walks children outside and waits with children until parents/caregivers pick child up, ensuring that each child goes with appropriate parent/caregiver

Other topics brought forward in first council meeting:

1. Keep hearing about SMART Boards → have teachers considered document cameras and projectors as an alternative for some SMART Boards – they are cheaper. *Noted.*
2. Old playground in Adventure Playground → *this item not understood since equipment is relatively new so perhaps parent who brought this forward can clarify?*
3. Parking on Colbeck – need 15 min. zone.
4. OVER Capacity → what is plan going forward? *Noted by Ward 7 and Administration*
5. Building Maintenance. *Noted by Ward 7 and Administration*
6. Parallel School and Funding Priorities. *Not clear on issue – perhaps parent who brought this forward can clarify?*
7. Funding of school field trips. *Addressed in Council Budget 2010/2011.*

9. Motion to Adjourn

Motion

→ *Krista Wylie put forward motion to adjourn the meeting*

→ *Seconded by Jacqueline Sustar*
Motion carried

Next Meeting: Tuesday, November 23