

**Runnymede Public School Council Meeting Minutes
Tuesday Apr. 19, 2011**

Attendees: Tara Bragg, Alice Bell, Nancy Bestic, Erin Carroll, Rob Dunford, Leslie Fountain, Sarah Frame, Karen Hanna, Suzanne Gordon, Hilary Inwood, Nora Irwin, Heather Jordan, Joan Lash, Kristi Manuel, Tricia McGovern, Tanyss Price, Audrey Robinson, Chris Sheehan, Jess Shulman, Jacqueline Sustar, Jason Thompson, Jerry Tiessen, Bruce Toner, Andrew Violi, Krista Wylie, Katherine Clark, Laurel Turchin

Teachers: Anne Lakoff, Anne Markee

School Administration: Michael Kanalec, Amelia Dennis

Students (Parliament):

Regrets:

OVERVIEW OF KEY DECISIONS, MOTIONS, ACTIONS & INFORMATION AT THIS MEETING

	Action?
Information: Amelia provided details on the staffing model approved for 2011/2012 at Runnymede – this is presented in detail in the “Administration Report” section of the minutes	
Motion: Council passed a motion to approve a proposal to apply for a PRO Grant (from Ontario Government) to be used for a Welcome to Kindergarten Program provided by the Learning Partnership.	
Action: Communications Committee to work with Administration on official launch of new website to ensure we adhere to TDSB policies on websites and photos.	
Motion: Council passed a motion to provide \$750 for the communications committee to purchase a Runnymede Tent for use at sports events and community events.	
Motion: Council passed the motion to approve the request from School Administration, in consultation with teachers, that targeted donations be used as a contribution to purchase manipulatives (hands-on learning materials) for JK/SK division and SMART Boards for Primary, Junior and Senior Divisions.	
Motion: Council passed the motion to approve \$255 required to cover cost of Arts Enrichment Program for JK-3 students. Although the cost of the program came in under budget, the funding model came up short on parent contributions (requested \$5 per child) – leaving a shortfall.	
Motion: Council passed the motion to approve an additional \$200 for lunch for both presenters and students at the Career Day for Grade 7’s – held on April 21 st – and jointly run by the Arts Enrichment Committee and the School. (for a total of \$400 to be spent on food for this event)	

1. Welcome

Jerry Tiessen welcomed all in attendance.

2. Receive Previous Meeting's Minutes (Mar. 24, 2011)

Motion:

→ Erin Carroll put forward the motion to accept the previous meeting minutes from March 24, 2011.

→ Seconded by Rob Dunford

Motion carried

3. Receive Correspondence

- A reply from Leona Dowbrowsky, Minister of Education was received. This letter was read to Council, a copy was given to Amelia Dennis and another copy will be sent to Irene Atkinson. As well, the letter will be scanned and posted on the website for all parents to read.
- A letter from People for Education: Website → www.peopleforeducation.com

Motion:

→ Karen Hanna put forward the motion to receive all correspondence, including the reply from Leona Dowbrowsky – Minister of Education, sent in response to parent letters sent to her regarding underfunding of the TDSB.

→ Seconded by Jacqueline Sustar

Motion carried

4. Administration Report

Amelia Dennis, Principal reported on the following items:

a) Staffing Model for 2011-12

- The staffing model for our school is developed by a committee comprised of:
 - Administration (Principal, both V.P's)
 - 2 parents
 - All teachers who wish to sign up for the committee, with representation from each of the three divisions
- The following constraints exist for the staffing committee when putting together a model:
 - Kindergarten to Gr. 3 classes are capped at 20 students unless the school is given an exception in which case the class is capped at 23 students.
- Runnymede is a 'closed' school for both the Regular and French programs. This means that no students out of the school catchment area for the Regular or French program are admitted.
- After 3 Staffing Committee meetings and a lot of thoughtful debate amongst committee members and staff members, the Staffing Committee came to agree upon the following model for Runnymede for 2011/2012 – which was subsequently approved by the Superintendent:

STAFFING MODEL for 2011/2012 – Runnymede P.S.

# ENGLISH CLASSES	GRADE	MAX. CLASS SIZE	# FRENCH CLASSES	GRADE	MAX. CLASS SIZE
4 ½-day	JK	18	N/A	JK	
2 ½-day	JK/SK	18	3	SK	23
N/A	SK/Grade 1	N/A	1	SK/Grade 1	23
1	Grade 1	20	2	Grade 1	20
1	Grade 1/ 2	20	1	Grade 1/ 2	20
1	Grade 2	20	2	Grade 2	20
2	Grade 2/3	20	1	Grade 2/3	20
N/A	Grade 3	N/A	2	Grade 3	20
1	Grade 3/ 4	23	1	Grade 3/ 4	23
1	Grade 4	26	1	Grade 4	28
N/A	Grade 4/5	N/A	1	Grade 4/5	25
1	Grade 5	30	1	Grade 5	28
1	Grade 5/6	27	1	Grade 5/6	26
1	Grade 6	30	1	Grade 6	30
3	Grade 7	31	3	Grade 7	27
3	Grade 8	26	3	Grade 8	27

Parent Questions:

- Feasibility of a SK/1 French immersion split class?
 - Amelia responded that a teacher has already been selected for this class
 - Grade 1's will focus on grade 1 curriculum in the morning and be joined by the SK students in the afternoon and an EA
 - Afternoon focus will be more on SK activity-based curriculum
 - EA will join SK students outside for recess for the first while to help with transition
- Use of nursery school space to house a French immersion SK class?
 - Amelia responded that this is necessary step in order to accommodate number of classes required for next year
 - Working with nursery school to establish routine and process that enables both teachers to use the space effectively
 - Additional money is being received from the TDSB to set up this space as an SK classroom
- Encouraged Amelia to continue to be very stringent about rules/policies for allowing children to attend Runnymede

Michael Kanalec, VP – Senior School reported on the following items

a) Transition Days for Incoming Grade 7 students

- This program was run for incoming students currently in grade 6 and starting at Runnymede in the fall as Grade 7 students
- Also provided a session for parents one evening to educate them on Runnymede

b) Spring Concert Series

- Primary Concert: April 27 – in Runnymede Senior Gym
- Junior Concert: Tuesday May 10 – in HumberSide Auditorium
- Senior Concert: Wednesday May 11 – in HumberSide Auditorium

- Music department is very excited to be hosting the Spring Concerts for Junior and Senior divisions in this new venue, that provides better acoustics and more seating
- Kindergarten Concerts: May 26th – in Hillside Garden

Parent Question

- ➔ At junior and senior concerts, there appears to be a tradition of itinerant teachers playing with the students and the parent feedback is not positive about this tradition – could Administration please find out more about that?
 - Michael Kanalec responded the day after our meeting with the following:
 - it is a great way to support our students – especially those who may struggle or have performance anxiety
 - the playing of the itinerant teacher is negligible in the overall sound of the entire group
 - they will be continuing the practice – in their professional opinion the benefits for their students outweigh any negative impact

c) New Sound System for Senior Gym

- Working with a TDSB sound technician on getting a quote for a new sound system (with audio and video capacity) for the Senior Gym and potentially the Library.
- Also interested in getting better chairs for senior gym

5. Ward 7 Report

Rob Dunford provided the following update, based on the last Ward 7 Meeting, where Chris Spence presented:

- Presentation by Chris Spence, Director of TDSB → copy of the 40 slides on the TDSB website
 - While his ideas were fabulous – hard to imagine implementing his ideas given the amount of money in the system
 - Discussion about inequity between schools in fundraising
 - One parent put forward an idea to pool fundraised dollars and allocate evenly – this idea was not well received
 - Noted that each school in the TDSB is indexed based on socio-economic criteria and while a school like Runnymede doesn't get funding for technology, another school identified as "at risk" DOES get government funding for technology ... so it only seems fair that a school like Runnymede should be able to fundraise to make up this inequity
- Second portion of meeting was "regular business"
 - Underfunding of TDSB was discussed
 - School Year calendar was approved for 2011/2012
 - When Budget comes out – parents are encouraged to provide feedback to Rob/Jess
 - When attending political debates – ask a question about Runnymede P.S.

6. Treasurer's Report

Chris Sheehan presented the following Profit/Loss Budget as at April 19, 2011:

	Budget 10/11	Actual Apr 19th	Forecast	Total	Fav/(Unfav)
Net Ordinary Income					
Pub Night / Silent Auction	\$ 5,000	\$ (100)	\$ 5,100	\$ 5,000	\$ -
Movie Day	\$ -	\$ -	\$ -	\$ -	\$ -
Swim Club	\$ -	\$ 408	\$ (408)	\$ 0	\$ 0
Shop and Support	\$ -	\$ -	\$ -	\$ -	\$ -
Pizza Lunch	\$ 11,600	\$ 16,231	\$ (4,000)	\$ 12,231	\$ 631
Magazine Drive	\$ 11,000	\$ 13,649	\$ -	\$ 13,649	\$ 2,649
Gift Wrap	\$ 1,000	\$ 611	\$ -	\$ 611	\$ (389)
Dance-a-thon	\$ 8,000	\$ 8,708	\$ -	\$ 8,708	\$ 708
T-Shirt	\$ 1,000	\$ 2,338	\$ (750)	\$ 1,588	\$ 588
Spirit Clothing	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 2,500	\$ 3,327	\$ -	\$ 3,327	\$ 827
Miscellaneous Revenue	\$ 3,500	\$ (485)	\$ 5,685	\$ 5,200	\$ 1,700
Prior Year's Expense	\$ -	\$ -	\$ -	\$ -	\$ -
GST	\$ (750)	\$ (441)	\$ (309)	\$ (750)	\$ -
Primary Arts Donations	\$ 1,040	\$ -	\$ 1,040	\$ 1,040	\$ -
JK/SK Divisional Donations	\$ -	\$ 805	\$ -	\$ 805	\$ 805
Primary Divisional Donations	\$ -	\$ 1,123	\$ -	\$ 1,123	\$ 1,123
Junior Divisional Donations	\$ -	\$ 262	\$ -	\$ 262	\$ 262
Senior Divisional Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Net Ordinary Income	\$ 43,890	\$ 46,437	\$ 6,357	\$ 52,794	\$ 8,904
Other Expense					
Technology	\$ (1,500)	\$ -	\$ (1,500)	\$ (1,500)	\$ -
Eco Schools	\$ (500)	\$ -	\$ (500)	\$ (500)	\$ -
Committed:					
Extracurricular Support	\$ (2,500)	\$ -	\$ (2,500)	\$ (2,500)	\$ -
Yard Improvement	\$ (4,500)	\$ (1,075)	\$ (3,425)	\$ (4,500)	\$ -
Green Teacher	\$ (3,000)	\$ -	\$ (3,000)	\$ (3,000)	\$ -
Instrument Renewal - Strings	\$ (1,500)	\$ -	\$ (1,500)	\$ (1,500)	\$ -
Instrument Renewal - Band	\$ (1,500)	\$ -	\$ (1,500)	\$ (1,500)	\$ -
Drama Program	\$ (1,500)	\$ -	\$ (1,500)	\$ (1,500)	\$ -
Library	\$ (1,500)	\$ -	\$ (1,500)	\$ (1,500)	\$ -
House League Sports	\$ (1,500)	\$ -	\$ (1,500)	\$ (1,500)	\$ -
Art	\$ (1,500)	\$ -	\$ (1,500)	\$ (1,500)	\$ -
Awards	\$ (400)	\$ -	\$ (400)	\$ (400)	\$ -
TRF	\$ (18,100)	\$ (20,000)	\$ 1,900	\$ (18,100)	\$ -
Field Trip Bursary	\$ (2,000)	\$ -	\$ (2,000)	\$ (2,000)	\$ -
Teacher Appreciation Lunch	\$ (500)	\$ -	\$ (500)	\$ (500)	\$ -
Council Communications	\$ (500)	\$ (464)	\$ (36)	\$ (500)	\$ -
Sundry And Admin	\$ (500)	\$ (689)	\$ 189	\$ (500)	\$ -
Total Committed	\$ (41,000)	\$ (22,228)	\$ (18,772)	\$ (41,000)	\$ -
Uncommitted:					
Primary Arts	\$ (1,040)	\$ (2,003)	\$ (1,040)	\$ (3,043)	\$ (2,003)
JK/SK Divisional Priorities	\$ -	\$ -	\$ (805)	\$ (805)	\$ (805)
Primary Divisional Priorities	\$ -	\$ -	\$ (1,123)	\$ (1,123)	\$ (1,123)
Junior Divisional Priorities	\$ -	\$ -	\$ (262)	\$ (262)	\$ (262)
Senior Divisional Priorities	\$ -	\$ -	\$ -	\$ -	\$ -
Enrichment Expense	\$ (4,000)	\$ -	\$ (2,824)	\$ (2,824)	\$ 1,176
Extraordinary Expense	\$ (2,000)	\$ (248)	\$ (500)	\$ (748)	\$ 1,252
Total Uncommitted	\$ (7,040)	\$ (2,251)	\$ (6,554)	\$ (8,805)	\$ (1,765)
Total Other Expense	\$ (50,040)	\$ (24,479)	\$ (27,326)	\$ (51,805)	\$ (1,765)
Net Income	\$ (6,150)	\$ 21,958	\$ (20,969)	\$ 989	\$ 7,139

- Pub Night/Silent Auction still to come

- Need to determine when to cut off teacher requests for TRF money this year? 1-week prior to next meeting?
- Amelia/Chris to meet prior to next meeting to itemize spends and be able to present details budget items allocated to school spending at May meeting

7. Motion: Council Approval to Apply for a PRO Grant for “Welcome to Kindergarten Program”

Amy Pepper has been involved with the “Welcome to Kindergarten” program run by the Learning Partnership and is interested in introducing this program at Runnymede – intended for incoming JK families. This would replace the current JK Open House that Runnymede runs during the day in February.

There is a “Parents Reaching Out” Grant being offered by the Ontario Government to encourage parents to become involved in their children’s education and to help support student learning. School Councils are able to apply for these grants to fund initiatives that focus on reaching parents who may not be involved with their child’s education.

Ms. Pepper is willing to help Council apply for this grant, however, part of the grant application process is to approve the proposal through a motion of the school council.

Motion:

- ➔ *Krista Wylie put forward the motion to approve the proposal for a PRO Grant of up to \$1000 to be used to fund the Welcome to Kindergarten Program provided by the Learning Partnership at Runnymede in 2011/2012*
 - ➔ *Seconded by Audrey Robinson*
- Motion passed*

8. Committee Reports

a) Communications Committee – Jason Thompson & Jess Shulman

New Website Demo

- A test site of a new Runnymede Council website was presented to council
- The new site will be less reliant on one person to update
- Very easy to update content with this technology (using blog technology for website)
- Aim is to be live in September 2011
- Please visit the website: <http://opolly.com/wordpress/> and provide feedback to: Jason Thompson at jason.thompson@rogers.com

Questions

- Overall – very positive response to new website - Kudos to communication committee – especially Jess Shulman & Slavko Eror for all their hard work on making this project happen!
- Can our council website link to TDSB website for Runnymede?
 - Have heard various conflicting messages... will work with Michael Kanalec on determining final answer to this question
- Add “share” buttons to posts so parents can send along to others via twitter/facebook etc
- Process for updating?
 - Send updates to Jess/Jason as editors

- Could have contests in art department – for banner updates
- Need to be careful about posting photos of students
- Is there a risk of students hacking?
 - Potentially – we'll have to monitor
- Potential issue with photos ... with blurred faces... photo-shop faces...
- What is the policy of TDSB with respect to photos of students? Council is legally part of TDSB so need to adhere to their policy...
 - Michael/Amelia will follow-up re: policy
- Michael Kanalec noted how great it would be to establish a Council listserv to make communication with all families via e-mail/website more feasible and effective
- Calendar is most important → suggested including the school calendar of Day 1, Day 2 etc... on the website calendar
- Suggested linking to Senior teachers' websites

Motion: Runnymede Tent for Sporting/Community Events

- Communications committee presented photos of an industrial tent, easy to use and quick to put-up – proposed to purchase for use at Runnymede sports events and community events
- Sidewalls important in case of rain – to keep knapsacks dry
- Black with White Runnymede logo and school name on it
- Cost of Tent + sides + printing + taxes = \$750
- Can be accessed by teachers and council

Comment by teacher – so long in coming – this would be very welcome at sporting events!

Motion:

→ Jason Thompson put forward the motion for Council to provide \$750 to fund a Runnymede Tent for use at sports events and community events.

→ Seconded by Suzanne Gordon

Motion carried

b) Subcommittee on Targeted Donations – Suzanne Gordon

Through the donation envelope fundraiser this past fall, which allowed for parents to target their donations to a specific division, the following funds were raised:

Kindergarten: \$735

Primary: \$1053.50

Junior: \$262.50

Senior: \$0

General Donations: \$2029

TOTAL: \$4080

When the donation envelopes were given to parents, we communicated that should they target their giving, their funds would be used in the following manner:

- purchasing “manipulatives” for kindergarten classes
- purchasing technology for all other divisions.

Council agreed that the school administration, in consultation with teachers, would come back to Council for its approval of the specific items targeted for purchase, which would fall the broad categories outlined above.

When the subcommittee met with Administration, it was found that:

- Kindergarten teachers did want to spend targeted donations on manipulatives (hands-on learning materials) for their classrooms
- Grade 1 – 8 – staff unanimously agreed that they would like SMART Boards installed in every class room. To support this goal, many teachers have already used their TRF money to purchase digital projectors required for, among other things, SMART Boards. In addition, the Administration has agreed to support this initiative with \$20,000, and has brought in demonstrations of SMART Board technology.

Motion:

→ Suzanne Gordon put forward the motion to approve the request from School Administration, in consultation with teachers, that targeted donations be used as a contribution to purchase manipulatives (learning materials) for JK/SK division and SMART Boards for Primary, Junior and Senior Divisions.

→ Seconded by Alice Bell

Motion carried

Parent Comments

- Noted that there are some instances where SMART Boards are in the classroom but are not being used to deliver curriculum – so we need to ensure as we roll out SMART Boards – that they are used to support curriculum delivery
 - Best ways to get the SMART Boards used in the classroom is ownership (i.e. having dedicated SMART Board in a teacher's classroom instead of a shared SMART Board on wheels) – this allows teachers to take ownership and gain expertise
- How will SMART Boards get allocated to classrooms?
 - Runnymede has gone from 2 SMART Boards in the school to having 7 this year... with plans to purchase another 10 SMART Boards by end of year.
 - Grade 3 & 6 classrooms are a priority – since these are EQAO years, there are lots of great workshops already developed for these grades
 - Priority will also be given to teachers based on expertise and a demonstrated willingness to learn and use their own time to learn about how to use SMART Boards

c) Arts Enrichment Committee – Erin Carroll

- JK-Grade 3 Arts Enrichment Program
 - Was expanded this year to include ALL JK – Grade 3 classes in the school and came in under budget at a cost of \$5812.69 (vs. estimated cost of \$5,925).
 - Estimated \$5925 cost of this program was to be covered via the following funding model, as agreed upon in November 2010 Council Meeting:
 - \$2000 from School
 - \$2000 from Council (motion approved in Nov. 2010)
 - \$1925 from parents of JK-3 students – letter requesting \$5 contribution issued to all 486 JK-3 students, anticipated participation rate of 80%.
 - Shortfall of parent contributions → average participation rate was 55% and resulted in parent contributions of \$1354, leaving a shortfall of funding of \$455
 - School agreed to fund an additional \$200 – bringing their total contribution to \$2200, leaving a shortfall of \$255

Motion:

→ Erin Carroll put forward the motion for Council to approve that \$255 from the \$1040 raised last year to fund the shortfall for this year's Arts Enrichment Program

→ Seconded by Leslie Bennett

Motion carried

- Career Day for Grade 7's → April 21st:
 - A joint initiative between the school and the Arts Committee, a Career Day for approximately 180 Grade 7 students is being planned for April 21st.
 - A keynote speaker is addressing the classes from 10:40 – 11:30 am and many parents who have worked in non-traditional jobs have signed up to speak to students in seminars throughout the day.
 - \$200 has been approved to provide lunch to all attendees and presenters however, an additional \$200 is, in fact, required in order to cover costs.

Motion:

→ Erin Carroll put forward the motion for Council to provide an additional \$200 to provide lunch to both students and presenters at the Career fair. The initial \$200 approved in March is insufficient to cover costs.

→ Seconded by Joan Lash

Motion carried

d) Spirit Committee – Krista Wylie

- New initiatives:
 - Mabel's Labels – currently net \$171
 - Domino's Pizza Days – currently net \$100
- Spring Thaw Art Show & FUNdraiser – \$4000 on event and still TBD on Art Card Fundraiser portion of the event
- Pub Night & Silent Auction → April 29th
 - Really fun night out with great music and silent auction
 - New location this year – Crooked Cue on Bloor West
 - Be sure to buy your ticket and spread the word – tickets are selling fast!
- Year to date fundraising is \$44,060
- Proposed Survey of Parent Community:
 - Please e-mail Krista Wylie at emandkrista@sympatico.ca if interested in reviewing the survey.

e) Centennial Committee – Vangelia Nitsis/Marshall Leslie

- Next meeting: May 9th at 7:15 pm – at 30 Elora Road

f) Yard Committee – Sarah Frame

- Runnymede's Spring Yard day → Sat. April 16, 9:00 am - noon

- Performance by “Drummatix” was a huge hits with the kids – despite the rain, a lot of fun was had by all!
- Got basic work required completed. There are some additional tasks still to do.
- Runnymede yard
 - Yard committee is working with Administration and Caretakers to test clover instead of grass, since grass seems to fail each year and result in a lot of mud.
- Kinder-garden Update:
 - Yard Committee will be working with Grades 1-2 classes on projects in this garden.
 - Developing a resource bin of items that teachers can use in the garden
- Working with Arts committee on a plan for tidying up and refurbishing the outdoor art and also addressing the graffiti this spring.
- Green Teacher:
 - Green Intern will be helping in the classrooms from mid-late April – for 2 months

8. Other Business

a) Viability of a traffic Light at Runnymede & Colbeck

- Agreed that best way to move forward on this issue is to have a Council member contact local Councillor Sarah Doucette to find out more about how a school would organize to effect a change like this

Action: Heather Jordan volunteered to follow up with Sarah Doucette on behalf of School Council about how to agitate change on this and will report back next meeting.

Next meeting is on Wednesday May 18 @ 7:00 pm in School Library

Motion to Adjourn