



# W. Erskine Johnson School Council

## January 11, 2016 Meeting Minutes

*Meeting commenced at 6:38pm.*

*Attendees:* Co-Chair Shawn Armour, Co-Treasure Laura Cui, Secretary Lili O'Reilly, Hot Lunch Coordinator Sutha Manikavasagar, Wencheng Situ, Principal Marilyn Burans, Vice Principal Colleen Robazza, and teacher Shannon Jorgensen.

### Principal's Update

Principal Marilyn Burans's update:

- Kanata Food Bank, Holiday concert, Holiday Cards for Seniors for some grade 2&3 classes, Syrian Refugees funds raised over \$1500 in December.
- OCDSB calendar added a new PA day, April 15, Kindergarten registration; student transfers application timelines, middle French immersion program, Ottawa Public Health, dental screening for JK, SK and Gr 2, Report Cards.
- Winter recess activities (pinball, scrabble, chess club, finger knitting, volleyball, basketball, dodge ball) started up.

In depth details of Principals update is available on the school website, [WEJPS.net](http://WEJPS.net).

**Q:** *What will be the impact of the new north Kanata primary school on WEJ?*

The new school is not expected to impact to WEJ for the 2016-17 school year, as WEJ is currently under capacity and may have open spots for requests to transfer. Families with students currently attending WEJ and who are in the catch basis for the new school will have the option to stay at WEJ.

**Q:** *Will there be a parent-teacher conference for the school year?*

No, there will be no parent-teacher conference.

**Q:** *Are students required to go outside for recess?*

Yes, students are required to be outside for 40 minutes daily, for DPA and recess, weather permitting.

**Q:** *Would the school need funds to purchase materials for educational games (eg. Game 24) or recess equipment?*

Yes, on-going funding is needed for recess equipment, especially for the outdoor storage locker. Funding is not required for educational games for classrooms during recess time.

**MOTION:** *Council approves 9 November 2015 Meeting Minutes. Motion Passed.*

### Treasury Report - Laura

Treasury report was not provided.

### Hot Lunch Program Update - Sutha

See attached spreadsheet with Hot Lunch & Fundraising program financials for more details.

**Hot Lunch's** profit for November-March orders is \$5,798.33 -- pizza \$4,147.50, milk/juice \$738.08 and pita \$912.75.

**Movie Night Snacks** Pizza/Popcorn/Drink online orders totaled \$204.75; do not include cash purchases during movie night. There was a profit of \$43.50 (after subtracting supplier costs) for Movie night online orders.



Laura: Cash for Movie Night purchases totaled \$506 less \$199.16 costs for a profit of \$160.47.

A profit of \$205.67 was made from combined online orders and cash sales.

**Fleece Hat** sale of 9 hats amounted to \$90 in profit.

**Poinsettia Fundraiser** had 32 orders totaling \$704.00 less vendor costs of \$444.49, for a profit of \$259.51.

Total revenue generated using Hot Lunches fundraiser online system currently totals: \$6,191.34.

**Q:** *Can another Lunch Lady food day be added to the week? Or offer another Lunch Lady on Pita day?*

**Discussion:** Three days per week of delivered vendor food is about the limit the school can have under OCDSB rules. Having two separate food deliveries on same day would impact teacher instruction time, confuse students and volunteer efforts. Pita orders generate a lot of funds for the parent council.

**MOTION:** *Council will discuss Lunch Lady after collecting more data about the purchased orders, including funds generated for council, at the next meeting. **Motion Passed.***

### Movie Night in January? February?

Not enough time to have a January movie night for Thursday, January 21. (PD Day is January 22).

Tentatively plan a Movie Night for Thursday, February 11. February 12 is a PD day. Council will confirm if Ge (parent who coordinated December's movie night) can organize February Movie Night.

No movie night planned for January.

**MOTION:** *Council approves Movie Night in February pending volunteers to help run it. **Motion Passed.***

### Fundraising Ideas for 2016

Suggestions include: a Valentine Night, Richmond Plant Spring Plant Sale, Bake Sale.

**Cake Walk:** Principal suggests: Cake Walk at school the week before Mother's Day (May 6, 2106).

Cake Walk involves many parents donating cakes to be raffled at school with students purchasing raffle tickets and choosing which they would like to win. (Eg. 50 cakes = 50 raffles.) Gym space is used to store donated cakes on tables. Limit of \$5 per student. Ingredient list must be included with donated cake. Perhaps use online fundraiser ordering system to estimate number of cakes donated?

**MOTION:** *Council approves planning a Cake Walk fundraiser event in May 4-6<sup>th</sup> pending a coordinator and volunteers to run it. **Motion Passed.***

### Ontario's Parents Reaching Out (PRO) Grant for 2015-2016 – Megan & Jennifer

Parents Jennifer Ljungstrom & Megan Cornell's proposal of a Math Night for WEJ for \$1000 grant was accepted in the fall. The cheque should be arriving this month.

### Teacher School Supply \$2000 Grant

In November, School Council approved allocating \$50 per teacher (full & part time) for a maximum of \$2000 of school council funds for expensed items used in the classroom for educational purposes that have been approved by the principal. Principal will inform teachers at next staff meeting.

### Other Business & Questions

**Principal:** School received \$7,000 from OCDSB for purchasing iPad/Chrome books.

There is expected to be budget cuts from Ontario to the school boards with funding getting cut across the OCDSB board, including WEJ.



School library is in need of new books. Librarian, Monique, gets requests from teachers for books used in class. Teachers also borrow books out of the library for class instruction. Monique shops around for best prices for books and is not limited to particular vendors. Suggestion amount of \$1,000-\$2,000 for book purchases.

Principal: After reviewing security issues with regards to secured doors at the school, there are two doors (along Vanier school side) currently with only manual locks that need to be fitted with swipe security locks. The OCDSB board has denied the principals request for upgrading these exterior doors. Principal is asking School Council for \$2,179.20 to pay for security locks given it is a security issue. Upgrading the door locks is expected to take 4-8 weeks.

***MOTION: Council approves allocating \$2000 for upgrading the two exterior locks with swipe security locks. Motion Passed.***

Discussion: School Council did not allocate any other additional funding at this time as there is no treasurer's report with current financials available to the council. Council will look at allocating school council funds for library book purchase at the next meeting.

*Meeting adjourned at 7:48pm.  
Meeting minutes by Lili O'Reilly*

Next School Council meeting will be **Monday, February 8<sup>th</sup>** (the 2<sup>nd</sup> week of the month) at 6:30pm in the school library.



## WEJ School Council's Hot Lunch & Fundraising Program

Hot Lunch Program					
	# of Orders	Total counts	Total Order	Supplier Cost	Net Revenue
Pizza Total Cost (Nov to March)	243	3881	\$ 12,043.50	\$ 7,896.00	\$ 4,147.50
Milk & Juice (Nov to March)	125	9226	\$ 5,535.60	\$ 4,797.52	\$ 738.08
Pita Pita (Student size)	82	1196	\$ 5,476.50	\$ 4,563.75	\$ 912.75
Pita Pita (Teachers Pitas)	7	81	\$ 384.75	\$ 384.75	\$ -
<b>Grant Total</b>			<b>\$ 23,440.35</b>	<b>\$ 17,642.02</b>	<b>\$ 5,798.33</b>
Movie Night Snacks	23		\$ 204.75	\$ 161.25	\$ 43.50
			50¢	199.16	160.47
Fleece Hat Orders	9		\$ 90.00	\$ -	\$ 90.00
Poinsettias Plant Fundraiser	32		\$ 704.00	\$ 444.49	\$ 259.51
<b>Net Revenue</b>			<b>\$ 24,439.10</b>	<b>\$ 18,247.76</b>	<b>\$ 6,191.34</b>

346.03 tot. costs  
 + cash donation  
 ↓  
 \$52.20  
\$205.67  
 total movie profit

Updated as of: 1/11/2016  
 Prepared by: Sutha