



## Elizabeth Simcoe School Council Minutes – March 10, 2016

### **Attendees:**

Karlyn Tunbridge, Stuart Rogers, Kim McLennan, Alicia Edwards, Sabrina Hayden, Tanya Massad, Kathy Karakasidis, Anita Wright, Roza Mangos, Kassandra Lake, Heather Lin, Tara Kimberley, Rich Holt, Kim Rogers, Shirley Bernardo, Kevin Willan, Lucy Medeiros, David Knight

### **1. Welcome and Introductions**

### **2. Approval of Feb. 4, 2016 Minutes**

- Review and approval of Feb. 4 meeting minutes

### **3. Principals Report – Arlene Knights**

- Mr. Knight provided a brief report on behalf of Arlene
- Arlene will be returning to school following the March break
- Mayor John Tory – at the school March 11 (2pm) – all students will be participating in the assembly
- Karlyn will consult with Sam to confirm deadline for submission to the school communications/events calendar which is distributed in Sept.
- *Question—Have the PA days for the 2016/2017 school year been confirmed? Draft dates have been announced and will be confirmed in May*

### **4. Sunshine Childcare Update – Kim Rogers**

- Bake sale fundraiser huge success
- Staffing changes upcoming – two new staff coming onboard
- March break programming will include 4 trips throughout the week
- Summer programming information will be coming soon as will the September registration material

### **5. Treasurers Report – Anita Klubal**

- Year-to-date summary provided – account balance approx. \$38,823
- \$3323.12 raised at dance-a-thon – about a \$1,000 less than last year
- Spirit Wear fundraiser generated \$800 for the school (sold 180 pieces)
- Sprit Wear will be distributed to students on March 21<sup>st</sup> via teachers/classrooms

### **6. Fundraising Report**

- Stuart provided a status update on fundraising efforts:

#### **Silent Auction**

- Fundraising event will be held at Ace's Place on May 14
- Stuart previously sent out fundraising spread sheet to council – waiting for feedback
- Looking for items – new ideas/sources
- Kathy K to create event lawn signs and posters

- Stuart to update the spreadsheet and resend to council
- Still looking for higher revenue items with the intent to collect less but higher value items
- Will post a few of the prizes on the website
- *Question: Would Council be able to purchase a higher valued item(s) for the raffle and/or auction –yes*
- *Question: Can we ask the school community for possible donations – eblast scheduled to go out closer to the event*

### **Big Box Fundraising -- Cards**

- Order forms and unsold cards due back March 21
- Prizes for top sellers/class
- Alicia and Roza picking up returned boxes and collected funds

### **Electronic/ Photo Year Book**

- Rich has taken a photos during various school events in an effort to produce a commemorative book or disc – discussion still underway with regards to distribution and logistics/costs

## **7. Communications**

- Heather continues to work with Rodney on updates for the Simcoe website – entire site has been updated to include upcoming events and important dates – more updates to come
- Stuart and Heather to update the school calendar – plot out potential fundraising events for 2016/2017 school year
- “Reaching Out Grant” – Heather will be researching this – looking at putting the dollars (\$1000 per school) towards communication tactics ( parent communication events/ parent engagement events/initiatives potentially)
  - Potential ideas will be presented to council to determine what is included on the School’s submission in May
  - Heather to send out a request to council to gather ideas and then consolidate
- *Question: Is there a social media/ cell phone use rule or regulation at Elizabeth Simcoe? Students are not permitted to use electronics onsite -- TDSB policy*
- Stuart to draft monthly communication to summarize fundraising and special events and post on website—targeting a draft for distribution in April
- Kathy will be redesigning and sending out the e-blasts – Heather to draft content
- Communications strategy – another element which needs to be determined is who will be drafting all of the upcoming e-blasts to ensure consistent language
- *Question: Can we consolidate the TDSB and the e-blast registration form which is distributed in sept. – No, these forms can’t be merged but they can be sent home at the same time*
- *Question: Can we host or organize contests to engage more awareness of the website? – maybe use more of the community media – i.e. Guildwood News and Views--Sabrina to find out content deadline for the publication*
- **Playground Communications** – potentially drafting 2-part communication to be distributed to the school community – the first to provide an status update on the project and the second will identify the additional costs required to ensure the structure meets the new AODA regulations
  - 1<sup>st</sup> communication to be distributed during the w/o March 21

- 2<sup>nd</sup> communication asks for feedback and vote on ideas/next steps
- Final decision regarding the next steps for the playground project to be made by the end of 2016 school year (end of June)

#### **8. By-law Review and Discussion**

- Committee includes: Arlene, Karlyn, Stuart, Kathy K, Maaja, Petra, Lucy
- Recent by-law review was the first time since 2004
- Working copy of the by-law circulated
- *Question—Is there a minimum and maximum number of participants on Council?*
  - *The council cannot be less than 6 members -- less than 6 means, the council is not representative of the school community*
  - *There are five elected positions and one can be a member at large*
  - *We have suggested removing the maximum*
- *Question: Is there a minimum number of meetings and events the voting member has to attend – if a member misses 3 consecutive meetings then they forfeit their voting right*
- Council will take the proposed by-laws away review – there will be a vote during the Apr. 7 meeting to approve revised document
- *Question: What will be the oversight of the by-laws going forward – this needs to be addressed in the revisions – a review date will be added*
- Once the by-laws have been revised and approved they will be posted on the website

***Next council meeting – Apr.7, 2016***