

# APA Meeting Agenda

## Tuesday, June 18<sup>th</sup>, 2013

### 7-9 pm

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#### 1. Welcome & Introductions – Lori Miller Pike

Lori Miller Pike welcomed everyone and asked everyone to introduce themselves.

#### 2. Adoption of the Agenda and May Minutes – Lori Miller Pike

Lori presented the following motions:

**Motion:** to adopt the May minutes as presented. Seconded by Christine Tekker. All in favour. No objections. Motion carried.

**Motion:** move to amend the agenda that was posted on the website to include three additional items – Graduation Venue Deposit, Allenby First Contribution, and Hello From Our New Principal, Cate Spidle. Seconded by Christine Tekker. All in favour. No objections. Motion carried.

#### 3. Treasurer's Report & 2013/2014 APA Budget Presentation – Stuart Baltman & Andrew Heitelman

Stuart Baltman introduced himself. He presented the APA financial statements for May 2013. He explained that the APA accounts on a cash basis which means the actual numbers do not reflect some of the expenditures. What is more important is the forecast that he will present. During 9 months ending May 31<sup>st</sup>, the net revenue was \$72423.01, the net expenses was \$72528.52, with a net loss of \$105.51.

Stuart pointed out that since our meeting of last month there have been a few items. In May, an expense of \$2000 for the web based version of Accelerated Reader was voted on and approved. Note that this expense is paid this year but benefits children next

year. Two other motion for technology were also approved in May. One motion to spend up to \$18,000 for 5 SmartBoards, 5 Laptops and 5 External DVD drives, and another to spend up to \$18,000 for 30 mini HP Notebooks. These have been added to the budget.

Stuart explained that there is still one outstanding item, i.e. the Fun Fair. It is expected to generate an income of \$25K to \$26K. He noted that this is the same net income as last year, but the expenses for the fair had increased this year. More information will be forthcoming on the exact net income generated from the Fun Fair.

Stuart noted that the ending cash surplus is forecasted at \$39502.50. He also pointed out that \$10K is segregated to support improvements to the field. The 39K includes this 10K.

A parent enquired what the closing surplus was last year. Stuart responded approximately \$79K.

Clarification around the timing on the technology spending was provided (i.e. September 2013) and further explanations around the expenditures in general were provided.

Stuart explained that the surplus was forecasted based on some additional revenues from Fun Fair; Allenby Baseball will generate about \$4K. He also explained that there are still outstanding expenditures with the largest expenses to still come in from teachers for classroom expenditures, scientist and artist in the classrooms, and technology.

Stuart put forth the following motion:

**Motion:** accept the May 31<sup>st</sup> financial statements as presented. Seconded by Andrew Heitelman. All in favour. No objections. Motion carried.

Stuart then presented the APA Proposed Budget for 2013/2014 school year. Stuart explained that this is just a proposed budget and all items can be changed at any point. He further explained

that the members present today may change any line item today. He also explained that the members may also adopt the budget in September and then change line items at a later date as well.

A parent asked about projections for next year given the situation around the potential build. Jennie explained that the field will have to be safe for students. A parent raised the point that there may be an effort to get turf for next year. There will be some attempt to fund this through fundraising. The parent noted that this may have to be kept in mind that this may affect the overall budget. A parent also explained that baseball made about \$1K in revenue not \$4K; however, the Fun Fair is the large generator for the APA.

Stuart returned to the proposed budget for next year. He is proposing that there be a budget of \$70K in net revenues for next year as compared to the net revenues for this year of \$95K. He proposed the total expenses of \$66,860 and a net income of \$3500 only for next year. He explained that in the past, the APA ran at a bit of a loss to spend the surplus. The big contributors in the budget were Big Night Out of approximately \$12525, the Fun Fair of approximately \$17K and Parental Contributions of approximately \$21K.

A parent pointed out that if there is directed fun raising for the field then the parents may direct their money to the field and not to other items in the budget.

Lori explained that there is some wiggle room in the budget. Stuart explained that as of today the APA has about \$39K in the bank. If the APA releases \$10K from the field allotment and have directed fund raising, there will be about a \$40K buffer. If directed fun raising can be done. Stuart reiterated that the budget may also be adjusted throughout the year.

A parent asked about Full Day Kindergarten (FDK) and the line item New Classroom. It was explained that there is \$500 in the budget for new classrooms; however, the FDK money will come out of the 2014/2015 budget.

Stuart then redirected back to the budget line items as follows: Pizza Lunch \$7750; Lip Sync \$2500; After4 \$5000; 3<sup>rd</sup> party revenue – usually don't budget this; however, the hot lunch program will potentially generate \$3500K.

He highlighted the following expense areas: Artists in the Classrooms \$10,500; Enrichment Grants – Stuart is proposing that this be treated a little differently this year so that permanent items are purchased for the classroom. He explained that teachers tend not spend this money until the end of the year. He is proposing to keep the amount per classroom at \$400 year. He is proposing that submissions be made by end of the calendar year of December 31<sup>st</sup> by the teachers. Any remaining surplus in this line item that is left at December 31<sup>st</sup> will be pooled to the Joint Teacher Fund and managed by the principal.

A parent enquired what this the Joint Teacher Fund? Stuart explained that the original intent of the Classroom Grant was to acquire items permanent in nature and not on the list of supplies that the TDSB does not supply. The items had to be Non-consumable products.

A parent asked how this will be communicated to the teacher. Lori explained that each teacher gets an individual letter at the beginning of the year. The date required for expenditure will be on the letter.

Jennie explained that the date will need to be clearly indicated. Mlle Line explained that the teacher should be able to manage this; however, she wanted to know whether there would be any flexibility with the submission of receipt date.

Jennie explained that this sends a strong message that the parents want the funds spent in this school year. Andrew explained that the teacher will then have to approach the principal to be allotted the funds.

A parent asked whether the APA could communicate before the end of the year that a proposal for the classroom grants is on the table for September.

Another parent asked what if the principal has an expense in the first 6 months what does she do if she cannot yet access the Joint Teacher Fund. Stuart explained that the principal has other line items at her discretion.

A parent asked what happens to the Joint Teacher Fund for this year. Stuart explained that the principal, in consultation with the teachers, will spend the funds.

Stuart pointed out an error on the spreadsheet – line item for Enrichment Grants reads \$12450 and it should read \$16,600. New classroom equipment has been reduced from \$500 to \$0.

From the parent survey it was indicated that parents would like to have money spent on specific items. Therefore, the following line items were increased:

Character Education which includes Project Give Back/Roots of Empathy presently is \$3500 and is proposed to increase to \$5K. Ellen Swartz donates various classes with Project Give Back.

Literacy increased from \$1000 to \$2000.

Grad Yearbook/Reception increased to \$30 per student.

Computer Resources = presently \$36K = approved. If not spent before the end of June then this will show up in the budget in the fall. Jennie explained that the school year does not align with the boards spending. Stuart explained that the board vendors must be used and that the purchases must be made through the board to ensure that the technological support and maintenance is provided.

A parent enquired about the Itinerant Arts teachers and potential cuts by the TDSB. She asked whether the APA should include a

line item for this. Jennie explained that it appears that these cuts are not going to happen. It is on the board agenda for voting tomorrow night.

Stuart continued with the next item of Community Awareness – specifically Public Education/Action of \$250 was renamed to Advocacy Resource Fund.

A parent asked about the expense line item regarding sports. Stuart explained that this money is to support sports at Allenby. Mr. G. decides how to spend these funds.

A parent asked how one could potentially increase the budget for spending on sports. It was explained a parent can put forward a motion at any point to propose spending. A parent can research any item and then put forward a motion for spending.

Stuart further explained that Home and School Communication – decrease the Social Committee budget from \$1200 to \$600. Nothing has been spent this year. Speaker Series is proposed to increase from \$1K to \$2K. A parent requested that she the line item name be changed to Social Activities. Discussion ensued as to what this amount should be. The line item was left at \$600.

Stuart explained Administration and Other category. Lowered the budget for Teacher's Garden Party reduced from \$750 to \$500. At the suggestion of the teachers the APA caters a lunch for the teachers during the school day as a thank you at the end of the school year. Discussion ensued. Changed title to Staff Appreciation Event and budget moved back to \$750.

Stuart explained that the APA Meeting Childcare line item will increase to \$675 owing to the increase in need this year because of the PART process. The spending this year was \$852.27 with a budget line item of only \$700.

**Stuart proposed the following motion:**

**Motion:** To accept a budget which includes Total Revenue of \$70365, Total Expense of \$70760, with a projected Net Loss of \$395

subject to the inclusion of any unspent approved technology motions from the 2012/2013 school year.

#### **4. Graduation Venue Deposit – Lori Miller Pike**

Lori explained that at end of year the grade 6 parents put on a celebration for graduating students. Each year a parent floats the venue cost for the following year. Lori explained that she would like to see the APA carry the deposit instead of a parent.

Lori put forward the following motion:

**Motion:** enable \$500 of the Grad Committee budget to be advanced to the Grad Committee to pay the deposit for next year's grade. Seconded by: Lisa Speigel. All in favour. No objections. Motion carried.

#### **5. Allenby First Contribution – Paula Riczker**

Paula explained the Allenby First campaign to the parents – i.e. the lawn sign campaign that took place in April and May as a means to pressure the TDSB to build to support FDK. Paula proposed that a line item be placed in the budget under Community Awareness.

Paula further explained that she would like to see the parents whom were involved in the Allenby First campaign be reimbursed for their spending during the campaign.

A parent asked where the parent is who wants to be reimbursed. It was explained that he is not asking for the funds. Paula explained that Bill Goodwin and David Batori were the parents who put up the funds for the campaign. A parent asked whether this was an APA initiative. Paula explained that this was not an APA initiative; however, it did support the school. A parent asked who sent the email. Paula explained that the email came from the Allenby First committee. Another parent explained that this was not an APA initiative. A parent explained that Bill Goodwin was instrumental in getting the signs out and meetings with Karen Stinz. She explained that she supports the APA providing the funds to Bill Goodwin. Another parent explained that he understood that the amount was over \$1300 as there was an email that circulated asking parents to contribute. Paula explained that the donations stopped on Friday.

A parent explained that she is concerned about the issue around property value and there was some self-interest involved in this campaign. A parent explained that the initiative may not have started as a community based initiative; however, it evolved into one. A parent pointed out that this was not an APA initiative. This can be seen as giving money in one political view. A parent pointed out that the build was 93% supported by the parents. A parent explained that this was an individual's interest. Paula explained that this was an all-inclusive campaign. A parent explained that people within our Allenby community can come forward with a motion and then we vote on the matter.

A parent asked whether Bill Goodwin was on the PART committee. She further enquired whether Bill Goodwin has control over the email account and who sent the email out. Paula explained that the committee decided to send the email out. A parent explained that originally the committee thought that if the signs had made money then the additional funds would be given to the APA. Paula explained that the sign stands can be reused for Fun Fair. A parent asked whether Bill Goodwin is aware that Paula is proposing this motion tonight. Paula explained that Bill Goodwin is aware.

A parent explained that without boundary changes at Allenby the problems that are facing Allenby have not been solved – re existing limited space and overcrowding.

Paula Riczker put forward the following motion:

**Motion:** to allocate the \$250 in the PEAC budget line item to Allenby First. Seconded by: Lisa Speigel. All in favour: 19. Opposed: 4. Abstained 4. Motion carried.

## **6. Committee Updates and open committee positions for 2013-2014 school year**

### **School Programs – Shannon Philips**

Shannon explained that she is willing to continue in in her role with the After4, APA Baseball, Speaker Series, and Lunch Program; however, if there is someone wanting to help with Speaker Series they are more than welcome.

### **Communications – Tamara Lowe**

Tamara explained that there will be a Last day of School Party where Freezies will be given out to the students. The Freezies are presently being held at the Abbott. Tamara thanked the Abbott for supporting the APA. Tamara requested help with distribution of the Freezies on the last day. Tamara explained that under Communications there is lots to be done, such as the directory in September, Class Lists to Class Parents, end of School initiatives, kindergarten open house, and New/Returning Allenby Parent social in September, and much more. If interested in taking on a role, please contact Tamara.

### **Community Awareness – Christine Tekker**

Christine explained that this portfolio continues to evolve. This year the role included the PART and that right now the topical issue is Regulation 274. Christine will step down in September.

Lisa Spiegel explained that it looks as if the TDSB vote on the build and it appears that it will pass tomorrow night. It appears that the build will be on the St. Clements' side. Nothing is finalized at this point. Hopefully the parking lot expansion will be exempted. The goal is to be ready for September 2014. Lori explained that he TDSB is hoping to have the design done by the summer and then finalized by September. Hoping to break ground by November.

Jennie explained that the change to the design includes closer to the school and entrance straight through the yard and through the daycare kitchen. This means that this area will need to be renovated. The classes affected will be 105 101 102 106; 0108B which is a primary classroom will be retrofitted. Supposedly the classes will be ready for Sept 2014. 006 looks as if it will be a shared space, but this still needs to be finalized. The build tender process will go out and hope for shovels in ground by November. Fences will be erected.

A parent explained that Heather Stark is working to ensure that there is continuity and safety during drop off and pick up. Jennie explained that the TDSB planners/ architects have been around during drop off and pick up. Other individuals, such as

Superintendent Hainbach, Councilor Karen Stinz, are aware of the Allenby concerns. There are potentially four possibilities that will have to be taken to the community at large. Need to present the four possibilities to the community and vote on what the options are. Lisa Spiegel explained that Karen Stinz suggested widening the parking lot to drop off and pick up; however, the parking lot would need to be expanded. Other ideas were also presented. Hoping to have another meeting early July about the traffic.

Lisa explained that now might be the time to start a Field Committee to get the ball rolling on turf in the yard. If interested in working on this, please contact Lisa.

### **Health & Safety – Catherine Vivash**

Catherine explained that this portfolio includes: Caring & Safe Schools Committee, Character Development, School Code of Conduct. She explained that this committee is comprised of Principal/Vice Principal and parents.

She further explained EcoSchools and the Greening /Environmental Awareness. The Greening/Environmental Awareness is responsible for bulb planting. Presently there are no parents stepping up to continue this committee. If you would like to do the bulb planting in the fall, contact Catherine.

Catherine explained that Attendance Verification also falls under Health and Safety. She explained that there is a coordinator; but that there is a need for volunteers for the various shifts during the morning and afternoon.

Catherine also explained the Kiss & Ride. She explained that Steven Dawang was coordinating this program next year. The APA needs a parent who wishes to be mentored. Need volunteers for shifts each morning.

The Lice Check program is also looking for volunteers to escort students from their classrooms to the lice check centres. Volunteers will not be responsible to check for lice as there is an outside agency that does this.

Catherine provided an update about Traffic & Safety. Catherine Vivash & Robin Hepburn meet with Karen Stinz. They discussed Pick Up & Drop Off, signage in the area, and the creation of by ways. They are hoping to get together in early July to discuss where the students will be dropped off in September 2014 owing to the fact that the kindergarten playground cannot house all FDK students. They will also discuss safety in the field during the build.

A parent asked about the stones in the playground and the fact that the APA paid over \$19K for installation and purchase of the stones. Would these stones be moved and/or saved once the build begins? Some stones may be saved. Jennie explained that the stones may be used to extend the retaining wall on Castlefield side.

### **Fund Raising – Paula Riczker**

Paula explained that Fund Raising needs a co-director. Lisa Parker will continue to work on Fund Raising but would like some support. The Fund Raising coordinator is responsible for Big Night Out, Fun Fair, and other fund raising activities. Looking for committee members. If interested, contact Lisa Parker. Lyp Sync also is in need of a committee.

Paula provided an update on Fund Raising and adding Ecoage. This is an online gift giving for birth parties. APA will become one of the charities that can be selected by the child.

Paula thanked the Fun Fair volunteers.

### **Treasury – Stuart Baltman**

Stuart explained that both co-treasurers are stepping down. If anyone interested, please step forward.

A parent explained that a Lost & Found mini-committee would be set up for next year. She will ask grade 5 & 6 students to help with the Lost & Found. Hopefully personal involvement from the students will mean less in the Loss & Found.

## **7. Discussion of Director positions and procedures for election 2013-2014**

In September Lori will put out a list of the director roles and duties. At the first meeting in September, Lori will Chair as outgoing Chair, and the elections for the new directors will occur at this first meeting.

#### **8. Christine Tekker to present possible “app” trial for Allenby Parents**

Christine presented Quadrangle - a tool for schools. She explained it as similar to a private facebook. She explained that this an application from Australia and that it is in its second year of testing. She is working with her partner in Australia to introduce Quadrangle in Ontario.

She explained that there were three tools with the objective of streamlining communication between parents and the school. It is a platform that sits on your smart phone that is web based. She explained that there is an option for paper.

She would like to showcase the tool at Allenby next year. She specifically will provide MyQ Events to the school. The TDSB is concerned presently with moving all private student information from Trillium into a cloud. MyQ Events can provide an system for booking parent/teacher interviews. One could use the calendar aspect to sign up for many uses. A little like an evite on steroids. This would be closed to the Allenby community. It could be for class parents. It could be used to organize the Fun Fair volunteer schedule easier. Christine will offer the product to Allenby next year. She will also meet with Superintendent Jeff Hainbach to offer this to him for a few of his schools next year. Christine will be back in the fall to discuss this further.

#### **9. Principal’s Report – Jennie Ucar & Hello from New Prinicpal, Cate Spidle**

Jennie introduced Cate Spidle – the new principal. Cate stated she is happy to be coming to Allenby. She is excited to be working with Elizabeth Lau, whom is an exemplary teacher, and a leader in the system. Cate explained that she has been with the TDSB for five years and came from a different school board in the north. She explained that kids are the same, but school boards are different. She explained that she likes to respond to things when they are still

little and she hopes to hear from parents whom have concerns. She left her business cards with email contact.

Tamara Lowe presented Allenby sweat shirts to the new principal and vice principal.

Lori thanked Jennie Ucar for her dedication to Allenby for the last 7 years. She wished Jennie luck in transiting into her retirement. Paula presented Jennie with a basket gift. Jennie explained that it is hard to believe that she has been here for 7 years – the graduating class was in kindergarten when she arrived. She leaves with mixed emotions. She has learned a lot from the teachers. She spoke about the untold volunteer hours that parents give and thanked these parents for the dedication. A cake was presented to Jennie.

#### **10. Open Question Time**

Paula presented Lori with flowers to thank her for her dedication this year as a chair.

A reception for Jennie Ucar, outgoing Allenby Principal took place. Parents were invited to have cake.

**Meeting Adjourned**