

ALLENBY PARENTS ASSOCIATION MEETING

September 18, 2013

MINUTES

Held: Allenby Jr. Public School Library

Meeting called to order at 7:00pm with the following agenda:

1. Welcome & Introductions – Outgoing Chair Lori Miller Pike
2. Adoption of the Agenda and June 2013 APA Meeting Minutes – Outgoing Chair Lori Miller Pike
3. Principal's Report – Cate Spidle
4. Treasurer's Report - Stuart Baltman & Andrew Heitelman
Vote on 2013/2014 APA Budget Presentation
5. Field Update
6. Any Committee Updates by Current Directors
7. Election of Executive Council
8. Open Question Session
9. New Parent Event

1. Welcome & Introductions – Outgoing Chair Lori Miller Pike

Lori Miller Pike welcome everyone. Everyone in attendance introduced themselves. Great turnout (approximately 50 parents plus staff from Allenby and the Allenby Daycare).

2. Adoption of the Agenda and June Minutes – Outgoing Chair Lori Miller Pike

Lori Miller Pike stated that minutes from the most recent APA meeting are posted on the APA website approximately 1 week before the upcoming meeting.

Lori Miller Pike moved that the minutes from June 2013 APA meeting as posted on the APA website be accepted.

Andrew Heitelman seconded the motion.

MOTION CARRIED. (Unanimously passed)

Lori Miller Pike read out the Agenda from the APA website.

Lori Miller Pike moved that the Agenda as posted on the APA website be accepted.

Shannon Phillips seconded the motion.

MOTION CARRIED. (Unanimously passed)

3. **Principal's Report – Cate Spidle**

Cate Spidle reported that to date, there are 795 students registered at Allenby (326 in French Immersion and 467 in English).

Cate advised that Allenby is moving towards having a more secure school site which will include locked doors during the school day and having designated areas for parents and guardians to wait for student pick-up. All visitors and volunteers are to go directly to the office to sign in and be granted access to areas within the school building. It will take a concerted effort on all Allenby partners to work through these changes.

Cate reported that the Birthday Book celebrations have been very successful, and students also receive recognition at the office with a special pencil. Teachers have already mentioned to her that there is less disruption from learning time.

Allenby's first Fire Drill this school year was completed within 5 minutes. There will be further practices with the goal of trying to safely reduce this time to 4 minutes.

House Leagues and extracurriculars (Girls Baseball, Boys Baseball, Grade 6 Football and Cross Country) have started up. Cate Spidle thanked all the parents and staff already volunteering at Allenby through the coordination of House Leagues, extracurriculars, Walking Wednesdays, Kiss & Ride, Lost and Found, and the Grade 6 Leadership programme.

Allenby's ECO Class Reps are very keen and are looking forward to helping out throughout the year. The kids have set up a box for Lost Litterless Lunch items for students and adults to use when looking for items. Cate asked that parents and guardians help by putting student or family names on things.

A parent asked about when the fence around the field would be removed. Cate Spidle stated that the Board has told her that the fence will be removed in the middle of October (sooner than the original plan of November).

A parent asked about cleaning the garbage cans in the yard, particularly next spring, to minimize the bees. Cate Spidle indicated that the school is trying to get better containers for garbage in the yard and that they are looking at moving the garbage containers away from the playscape.

A parent asked about whether children in Grades 5 and 6 can leave the school premises at lunch. Cate Spidle advised that if a student normally stays for lunch at Allenby, he/she must have written permission from his/her parent or guardian to leave Allenby's premises at lunch.

4. **Treasurer's Report - Stuart Baltman & Andrew Heitelman**

Stuart Baltman introduced himself and then presented the APA's financial statements for the year ending August 31, 2013. He reminded the participants that the APA accounts on a cash

basis. For the 12 months ending August 31, 2013, actual net revenues were \$106,939.87, and actual total operating expenses were \$84,743.31; for an actual net income of \$22,196.56. At the end of the 2012/2013 school year (August 31, 2013), the APA had a closing surplus of \$101,774.06 (however, Stuart noted that this is inclusive of the \$10,000 in segregated funds, which were set aside at the September 2012 APA Meeting as a demonstration of the APA's commitment to exploring turf for the field).

Stuart Baltman highlighted a selection of items to compare the APA's actual results (both revenues and expenses) as at August 31, 2013 to the APA's approved budget for 2012/2013. Of note:

Comparing actual results to the APA's approved budget for 2012/2013, the APA's total revenues were approximately \$42,000 higher than budgeted – in part due to conservative estimates but mainly due to Fun Fair and Big Night Out, which were both very successful. Pizza lunches, parent contributions, After 4, APA Baseball, and 3rd party vendors (particularly the hot lunch program) brought in more revenues than expected.

Comparing actual expenses to the APA's approved budget for 2012/13, the APA's total operating expenses as at August 31, 2013 were approximately \$60,000 less than expected. However, Stuart noted that at the May 2013 APA meeting two motions carried for technology purchases: (1) to spend up to \$18,000 for 30 mini HP Notebooks; and (2) to spend up to \$18,000 for 5 Smart Boards, 5 laptops, and 5 External DVD Drives. That \$36,000 in technology has not yet been spent but will be spent this school year.

Stuart Baltman noted that teachers are utilizing the grants that the APA provides for classroom expenditures such as the classroom enrichment grants, artists in the classroom (given to teachers to enrich the art curriculum) and Scientists in the School (given to teachers to enrich the science curriculum).

In response to a question from a parent, it was explained by Stuart Baltman and Cate Spidle that both the APA through a discretionary fund in the APA Budget (administered by Jamie and Renee in the office) and the school provide funding to assist with costs associated with additional programming (e.g. a class trip). The school and the APA recognize that some school field trip costs or other expenses may strain a family budget from time to time. Cate indicated that the school is always able to provide alternative arrangements for families requiring support. For any families needing such arrangements, please speak with your child's teacher, or Jamie or Renee in the office. All such requests are kept confidential.

In response to a request from a parent, Cate Spidle will inquire whether she can disclose Allenby's budget to the parent body.

Stuart Baltman moved that the financial statements for the year ending August 31, 2013 as presented be accepted.

Tiffany Patterson seconded the motion.

MOTION CARRIED. (Unanimously passed)

Stuart Baltman introduced Scott Larin (the incoming Treasurer), who presented the APA's proposed Budget for 2013/2014. The proposed Budget is available on the APA's website. Scott highlighted the following from the proposed 2013/2014 APA Budget:

- Net revenue is proposed to be approximately \$70,000.
- Total operating expenses are proposed to be approximately \$100,000.
- Net income is proposed to be approximately \$36,000.
- Less the segregated field funds of \$10,000, the APA's projected surplus for 2013/2014 is approximately \$55,000.

Scott Larin then reviewed some of the projected revenue items and expenses.

Questions were asked about the APA's technology spend. Scott indicated that there is a technology committee (includes teachers, administrators and parents), which makes proposals for technology purchases to the parents through the APA. Lisa Parker, who co-chairs the technology committee, indicated that after the \$36,000 in technology that was approved at the May 2013 APA meeting is purchased only be six classrooms in Allenby (plus the two new classrooms expected to be operational for the 2014/2015 school year) will not have Smartboards. Lisa advised that the Smartboards (whose funding was approved at the May 2013 APA meeting) have not yet been ordered because the technology committee is exploring new Smart technology before deciding which format of technology to purchase.

Stuart Baltman moved to accept a budget which includes Total Revenue of \$70,365, Total Expenses of \$106,760, with a projected Net Loss of \$36,395 subject to the inclusion of any unspent approved technology motions form the 2012/2013 school year.

Scott Larin seconded the motion.

MOTION CARRIED. (Unanimously passed)

5. Field Update – Gillian Uy and Shannon Phillips

Gillian Uy provided a recent, historical review of efforts to improve the condition of Allenby's field.

In February 2012 the TDSB advised Allenby/APA that it has minimal funds for major capital improvements such as field enhancements; the APA would have to fundraise large percentage. Before releasing a TDSB-contracted Landscape Architect, the APA was asked to: a) put \$10,000 in a fund showing commitment to the process, and b) hold a survey to gauge parent interest in replacing grass with turf and funding it through parent fundraising. Both were completed by the APA, which advised the TDSB of this in February 2013. Due to the focus on implementation of Full Day Kindergarten (FDK) and space issues at Allenby, field issues were put on hold at the TDSB level.

This summer a group of Allenby parents met with Ward 16 Councillor Karen Stintz to explore City funding. Councillor Stintz confirmed that all Section 37 monies had already been 'spoken

for' – no other property developments in Ward 16 to pursue; (s.37 - a municipality can ask for public contributions from property developers in exchange for increases in height or density beyond existing zoning allowances). Councillor Stintz's office is to meet with City of Toronto Parks and Recreation to discuss the possibility of a Shared Use Agreement (whereby the school permits use of field after school hours) and to report back to the parent reps.

This summer a group of Allenby parents also met with the North Toronto Soccer Club (NTSC) to discuss potential Community Use Agreement in exchange for contributing funds toward artificial turf. The NTSC board has advised that it could support this initiative and would fundraise \$250,000, in exchange for use of the field off school hours.

In September 2013, representatives from Allenby, the APA, and the TDSB met. The TDSB confirmed it will cost approx. \$500,000 to turf our size field. TDSB Facilities advised that there is a pending report proposing that TDSB fund the installation of turf at 9 schools over the next 5 years since it is unlikely that grass can be grown successfully at those schools due to the large number of students and the small size of the fields. Allenby is 1 of these 9 schools. Gillian Uy and Shannon Phillips stated that this report is a huge step forward and could potentially mean that parents would not have to raise as much money to secure turf for Allenby's field. At the time of the APA Meeting on September 18, 2013, Gillian Uy and Shannon Phillips advised that the following were next steps for the field:

- Pending approval of report (expected mid- late October), explore details/timeline as set out by TDSB
- Develop a project plan for the field, (including design) with input from all parties
- Create a committee based on project plan; contact parents that have expressed interest in past and recruit new interested parents
- Proceed with planning/fundraising for additional field enhancements that APA/Allenby would like to see that fall beyond the scope of the TDSB-funded portion
- Follow-up with City re: opportunity for Shared Use Agreement
- Explore further fundraising opportunities and sponsorship

Shannon Phillips explained that they have asked whether if the TDSB approves funds for turf at Allenby if the field can be turfed in conjunction with the build (currently anticipated for completion for the 2014/2015 school year).

(Secretary's note: Subsequent to the meeting, Trustee Howard Goodman's Email Update of September 23, 2013 indicated that the TDSB Staff presented a preliminary report to TDSB's Operations, Finance and Accountability Committee on September 18, 2013 recommending turf for nine TDSB school fields. The preliminary report recommends that turf be installed at Allenby in 2015/2016. Howard Goodman's Email Update indicates that the TDSB staff will be bringing a revised report to the Committee on October 23, 2013. He expects that the Board will likely consider what to do for these fields in early November.)

Cate Spidle stated that TDSB staff have spoken with Toronto Public Health and have been advised that based on a literature review Toronto Public Health has not identified unacceptable health risks for children playing on artificial turf.

6. Any Committee Updates by Current Directors

a. Safety Update - Catherine Vivash/ Gillian Uy/ Robin Halpern:

Catherine Vivash advised that volunteers are still needed as follows (contact her if you are interested in any of these opportunities):

- Caring and Safe schools committee;
- Greening/ Environmental Awareness, including fall planting of bulbs with the children (if you are interested in just bulb planting also please contact Catherine);
- Attendance Verification particularly in the afternoon; and
- Kiss & Ride: the shifts are 8:40-9am

Gillian Uy explained that the first lice checks will be held on October 7 and 8.

Volunteers are needed to escort classes for the check (please contact her if you are interested in helping). A professional company does the actual lice checking.

Robin Halpern provided a traffic and safety around the school update. The City has indicated that it is not feasible to do a runaround or other traffic building solution around the school. The major concerns are non-adherence to traffic bylaws, blocking of residents' driveways, and 3 point turns in residents' driveways. All Allenby parents and guardians are strongly requested to adhere to the traffic bylaws and to be considerate of the residents who live near Allenby. The City is proposing to restrict turns from Castlewood Ave onto Castlefield Ave between 8 and 9am so that traffic eastbound on Castlefield Ave would be restricted. Residents will receive a flyer for a community meeting regarding the proposal. Finally, look for Walking Wednesdays to start, and let's encourage walking to school.

b. Communication Update – Tamara Lowe

Draft class lists are done and will be sent out via class parents soon. Please make any corrections to the class lists through the form available on the APA website.

c. Fundraising - Lisa Parker

Lisa Parker provided an overview of the APA's many different fundraising efforts. Highlighted were the upcoming dates for the Big Night Out (Thursday, November 7, 2013), Fun Fair (Saturday, June 14, 2014), and 3rd party vendor partnerships. A letter will be going home with the children requesting parent financial donations to the APA.

In response to a question from a parent, it was agreed that a discussion will be held at the next APA meeting regarding how the APA's partnerships with 3rd party, for-profit vendors, such as ECHOage, should and should not be marketed within the Allenby community.

d. School Programs- Shannon Phillips

Shannon Phillips advised that registration for After 4 programs will open September 20, 2013. The forms for After 4 go home in backpacks and are available on the APA website. A presentation by the French as a Second Language Parent Advisory Committee will be held on October 3rd between 7-9pm in the Allenby Library, and child care is available (please let Shannon by email know if you need babysitting). The Hot Lunch Program last year was successful. This year, the APA is working with our Principal, Cate Spidle, who is trying to encourage a more environmentally friendly lunch option, to explore either a private lunch program that only serves food in reusable containers, or submarine sandwich program that would also use reusable containers.

7. Election of Executive Council

Lori Miller Pike explained that the APA Executive consists of elected members from the Allenby parental community. Nominations for the executive positions were made by September 13th. The election of the APA executive as nominated ensued.

Lori Miller Pike moved that the executive council as presented below for the 2013/2014 school year be elected:

- Chair: Paula Riczker
- Vice Chair: Lisa Spiegel
- Treasurer: Scott Larin
- Secretaries: Sarah Ferguson and Rochelle Fox
- Director of Communications: Theresa Ebdon
- Director of Community Awareness: Krista Chaytor
- Director of Fundraising: Lisa Parker
- Directors of Health and Safety: Robin Halpern and Catherine Vivash
- Director of School Programs: Shannon Phillips

Stuart Baltman seconded the motion.
MOTION CARRIED. (Unanimously passed)

Lisa Spiegel stated that the election of Lori Miller Pike as Past Chair had been inadvertently omitted.

Lisa Spiegel moved to elect Lori Miller Pike as Past Chair.
Paula Riczker seconded the motion.
MOTION CARRIED. (Unanimously passed)

8. Open Question Session

No further questions from the floor.

9. New Parent Event

New parents were invited to partake in some refreshments available in the Library to welcome them to Allenby.

Meeting adjourned at 9:15pm.

Next APA Meeting: Monday, October 28, 2013 at 7pm in Allenby Jr. P.S. Library