

Allenby Parents Association Meeting
March 26, 2014
Minutes

Held: Allenby Jr. Public School Library

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

1. Welcome and Introductions- Paul Riczker
2. Amendment and adoption of March 2014 Agenda and adoption of the Feb 2014 APA Meeting Minutes – Paul Riczker
3. Principal's Report- Elizabeth Lau
4. Committee Updates
5. Treasurer's Report- Scott Larin
6. Discussion of APA Surplus
7. Vote on February Technology Motion – Lisa parker
8. Vote on February Sound System Motion- Paula Riczker
9. APA Advertising Policy Update- Lori Pike
10. New Business

1. Welcome and Introductions:

2. Amendment and Adoption of the March 2014 Agenda and February 2013 Meeting Minutes:

Paula moved that the agenda posted on the APA website be amended;
Scott Larin 2nd the motion.

Motion carried (unanimously passed)

Paula moved that the Amended March 2014 agenda be accepted.
Catherine Vivash 2nd the motion.

Motion carried (unanimously passed)

Paula moved that the Feb 2014 APA minutes be adopted;
Catherine Vivash 2nd the motion

Motion carried (unanimously passed)

3. Principal's Report March 2014 (Elizabeth Lau):

1. March has been another cold and white month, and for the annual Grade 5-6 Ski Trip that was a good thing. This year, we had a record number of students participating and as a result, our seasoned expert, Mr. G. actually had to order an extra bus at the last minute to accommodate all of our skiers.
2. All teaching staff had one extra day of March break due to the mandatory UNPAID DAY on March 7th.
3. The construction team was able to complete some inside work over the March break with only minor inconveniences for the daycare and pool permit users.

4. The first of three Swim Meets happened on March 21st. Thanks to Mr. Ferreira and Ms. Dunn for all of their time and coordination for the Swim Team this year.
5. March is a month of meetings with: Glenview staff and our grade 6 teachers ensuring that the transition to grade 7 is as seamless as possible for our students, staffing meetings are underway as well for next year, and Full Day Kindergarten meetings are taking place at the board level for staffing ECE's and in our kindergarten classrooms in preparation for the implementation of FDK at Allenby.
6. Can you believe it? We had another fire alarm go off on Tuesday, March 15th. A total of 6 fire trucks arrived on site right in the middle of our lunch time. The issue was a false alarm due to a smoke detector. This appears to be a continuing issue from last year; the alarm in question was replaced last year after causing a false alarm to occur. The TDSB is looking into the cause of this false alarm.
7. The WR3 Primary and Junior Spelling Bee competition is being held at Armour Heights this evening. Allenby has 18 students participating.
8. Many of our grade 4 and 5 students will be involved with a Junior Achievement programme tomorrow. This is a very interesting experience for students and provides meaningful insight into real-life business endeavours. Thank you to Tiffany Patterson for allowing us to have this great opportunity at Allenby!
9. Showcase #2 is happening tomorrow as well with much anticipation. Regretfully, we have had to limit each performer to two tickets due to our Fire Code capacity which is posted on the gym wall. We will need to have a brainstorming session to avoid this situation in the future.
10. As always at the end of the month, our students will be looking forward to a Pizza Lunch this Friday, which is being coupled with a Spirit Day. Students are invited to wear something to represent their "Career of Choice". Let's see how many teachers show up on Friday.

4. Committee Updates

i. Communication (Teresa Ebden): Change in the times for the new times newsletter submissions and editing cycle for the remainder of the school year.

Thursday Delivery

Submission Deadline: [Tuesday @ 12 p.m.](#)

Draft Sent: Wednesday @ 6 p.m.

Correction Deadline: [Thursday @ 9 a.m.](#)

Final Sent: [Thursday @ 1:30 p.m.](#)

ii. School Activities (Shannon Phillips):

APA Baseball- registration deadline is Thursday April 3, 2014. It has been in the APA newsletter as well as information sent through the class parents. The

season runs from May 13 to June 19th. Registration fee includes team shirt and photo. All information about is on the form.

Speaker Series- Paul Davis speaking on social network safety on April 3rd parents/adults only invited. During the day will do a social network safety for the junior grades (4 to 6).

Update on the Field/Playground Initiative- Since the vote to consult with a landscape architect was passed Shannon Phillips and Gillian Uy have obtained input from the key stake holders such as teachers, parents, students and the broader student population for wishlist for the new field/playground design. They brought these forward to meet with the following on March 6, 2014. The following attended the meeting: Cate Spidle (Principal, Allenby PS), Bruce Day (TDSB, Grounds Standards and Design Coordinator), David Percival (TDSB Sr. Manager, Building Design and Renewal), Aileen Leadbeater (TDSB, Civil Coordinator, Design Services) and Victor Ford (Landscape Architect). The next step is for the architect to come back with a very general high level design based on the information provided. Andrew Heitelman has asked for the wishlist to be put on the Allenby website for all to view. The architect can only report to TDSB/Cate Spidle and not Shannon Phillips and Gillian Uy. Ms. Lau is to confirm with Cate Spidle that they will be invited to all meetings on the project.

iii. Community Awareness (Krista Chaytor)- no updates

iv. Health and Safety (Robin Halpern)- Kiss n' Ride banners are on Castlefield. We are continuing to encourage all those who can walk to do so. In May or June will have new painted crow walk markings at Castlewood/St. Clement's, Castlefield/Castlewood and Castlefield/Avenue Road. Robin will ask to paint the no park area on the kindergarten side and the bus zone on St. Clement's.

5. Treasurer's Report- Scott Larin

Scott reviewed the APA Financial statements to date and reminded us that they are posted on the APA website.

Please see attached reports below.

Our preliminary # for the Lip Synch event in Feb 2014 was \$4631.84.

Total operating expenses are \$53,426.61 with \$10,125.88 profit by the end of Feb 2014.

Lisa Parker suggested putting Echoage into budget as a separate line item as 3rd party revenue.

If an event has not happened he will keep the estimate of the budge in the financials until the event has occurred.

APA saved money by switching the lice checking vendors for the 3rd lice check of the year to Nitworks.

Estimated surplus at the end of the year is \$ 56,194.

Scott Larin Moved that the March financial statements (end of Feb 2014) and the 2013-2014 Forecasted Budget as presented be accepted

Teresa Ebden 2nd the motion

Motion carried (unanimously passed)

ALLENBY PARENTS ASSOCIATION FINANCIALS

Note	Actuals 2012-2013	ACTUALS 2013-2014	BUDGET 2013-2014	FORECAST 2013-2014
REVENUES				
Parent Contributions				
Revenue	21,469.80	17,338.90	21,000.00	17,338.90
Expenses (on-line processing)	242.47	165.19	210.00	165.19
Parent Contributions Net	21,227.33	17,173.71	20,790.00	17,173.71
Big Night OUT				
Revenue	31,486.13	26,805.39	21,000.00	26,805.39
Expenses	6,451.48	8,707.18	8,475.00	8,707.18
Big Night In Net	25,034.65	18,098.21	12,525.00	18,098.21
Fun Fair				
Revenue	44,420.99	500.00	36,000.00	36,000.00
Expenses	15,574.79	251.68	19,000.00	19,000.00
Fun Fair Net	28,846.20	248.32	17,000.00	17,000.00
Pizza Lunch				
Revenue	22,950.84	22,548.00	20,000.00	22,548.00
Expenses	11,309.40	7,434.21	12,250.00	12,250.00
Pizza Lunch Net	11,641.44	15,113.79	7,750.00	10,298.00
Family Pizza Night				
Revenue	0.00	0.00	1,500.00	1,500.00
Expenses	0.00	0.00	1,250.00	1,250.00
Family Pizza Night Net	0.00	0.00	250.00	250.00
Lip Synch				
Revenue	6,133.25	17.50	5,000.00	6,810.65
Expenses	2,036.28	1,405.66	2,500.00	2,178.81

Lip Synch Net	4,096.97	(1,388.16)	2,500.00	4,631.84
After Four Program				
Revenue	87,330.00	66,853.00	77,400.00	100,279.50
Expenses	78,860.80	57,374.73	72,400.00	90,801.23
After Four Program Net	8,469.20	9,478.27	5,000.00	9,478.27
Baseball				
Revenue	4,620.00	0.00	3,000.00	3,000.00
Expenses	3,560.10	0.00	3,000.00	3,000.00
Baseball Net	1,059.90	0.00	0.00	0.00
Clothing Sales				
Revenue	2,159.00	0.00	2,200.00	2,200.00
Expenses	2,103.27	0.00	2,200.00	2,200.00
Clothing Sales Net	55.73	0.00	0.00	0.00
Group / 3rd Party Revenue				
QSP Magazine Sales	111.97	133.60	0.00	133.60
Mabel's Lables	319.53	362.89	50.00	362.89
Club Mom		170.00	0.00	170.00
Lunch Program	1,002.00	654.00	3,500.00	1,500.00
	1,433.50	1,320.49	3,550.00	2,166.49
Other Income	1,424.83	523.15	0.00	523.15
Interest Income and HST Recovery	3,650.12	2,984.71	1,000.00	2,984.71
TOTAL REVENUES	106,939.87	63,552.49	70,365.00	82,604.38
EXPENSES				
Health & Safety				
Environment	0.00	0.00	1,000.00	1,000.00
Lice Check	5,217.44	3,725.63	5,400.00	5,400.00
Walking and Traffic	1	625.23	900.00	900.00

Landscape/Field	2			6,000.00	6,000.00
Subtotal Health & Safety		5,217.44	4,350.86	13,300.00	13,300.00
School Programs:					
Accelerated Reader	3	1,930.88		2,000.00	2,000.00
Artists, school-wide performances		1,935.50	500.00	2,000.00	2,000.00
Artists in the Classroom		10,754.75	936.00	10,500.00	10,500.00
Attendance Verification Program		0.00			
Charitable Events		0.00			
New Classroom Equipment		0.00			
Enrichment Grants		14,677.83	12,745.93	16,600.00	16,600.00
Teacher's Joint Resource Fund	4	3,760.44	78.03	TBD	0.00
Character Education		3,500.00	5,000.00	5,000.00	5,000.00
Technology Maintenance		60.90		1,000.00	1,000.00
Discretionary Assistance		85.75		500.00	500.00
Allenby Sports		320.36	295.86	1,250.00	1,250.00
Plaques/Pictures		0.00		825.00	825.00
Gym Mats	5			3,578.71	3,578.71
Literacy Night		0.00		500.00	500.00
Literacy Materials and Programming		567.77	469.63	2,000.00	2,000.00
Math Manipulatives	2	0.00		2,000.00	2,000.00
Lunchroom Supervision and Milk Sales		3,490.58	2,177.01	4,000.00	4,000.00
Music (choir accompanist)		600.00		1,250.00	1,250.00
Music (new digital piano)	2	0.00	2,295.61	2,295.61	2,295.61
Music (instrument rental)		0.00			
Music (new sound system)				0.00	0.00
Principal's Fund		0.00		1,000.00	1,000.00
Scientists in the School		6,499.00	2,259.00	7,000.00	7,000.00
Grad Yearbook, Ceremony & Reception	6	2,930.00		2,460.00	2,460.00
Other Programs (e.g. parent led)	7,8,9	1,550.87			
Computer Resources	10	16,888.12	20,470.23	42,650.00	42,650.00
Hush Ups (silencers for student chairs)	11	5,808.51			
Subtotal School Programs		75,361.26	47,227.30	108,409.32	108,409.32

Community Awareness:				
Advocacy	250.00	243.97	250.00	250.00
Subtotal Community Awareness	250.00	243.97	250.00	250.00
Home & School Communication				
Database				
Web & E-mail	407.28	370.67	600.00	600.00
Family Directory	330.00		500.00	500.00
Social Activities	0.00		600.00	600.00
Speaker Series	625.47	97.38	2,000.00	2,000.00
Subtotal Home & School Comm.	1,362.75	468.05	3,700.00	3,700.00
Administration & Other				
Administration	263.41	186.34	300.00	300.00
Bank Charges	(243.55)	519.03	300.00	300.00
Staff Appreciation Event	963.69		750.00	750.00
Exec Discretionary	566.04	107.56	500.00	500.00
APA meeting – Childcare	1,002.27	323.50	675.00	675.00
Subtotal Administration & Other	2,551.86	1,136.43	2,525.00	2,525.00
TOTAL OPER. EXPENSES	84,743.31	53,426.61	128,184.32	128,184.32
NET INCOME	\$22,196.56	\$10,125.88	(\$57,819.32)	(\$45,579.94)
SURPLUS				
Opening Surplus	79,577.50	101,774.06	101,774.06	101,774.06
Plus Net Income (from prior page)	22,196.56	10,125.88	(57,819.32)	(45,579.94)
Closing Surplus	101,774.06	111,899.94	43,954.74	56,194.12
Less: Segregated Funds	12 10,000.00		10,000.00	0.00
Planned/Projected Surplus	91,774.06		33,954.74	56,194.12

6. Discussion of APA Surplus:

Scott Larin brought past data on surplus over the years for comparisons from 2008 to present. Opened discussion by asking whether we should have a cap on the amount of surplus the APA carries. Our surplus has ranged during this time from \$ 62,000 to \$101,774. Teresa Ebden asked if we are putting donations at risk from parents if we keep surplus high. Scott replied that we do need some cushion in case fundraising is not successful over the year and also stated that we have maintained donations to date at a stable rate. However since the Allenby population has gone up the donation per kid has actually decreased. Andrew Heitelman stated that we do need a float. Also stated we need to know in May what we would want for the following year to plan the budget. Lisa Spiegel asked the questions should we carry a surplus and if yes, what a reasonable amount is. Also is it reasonable to be saving for future events such as the field that will not benefit students that are in the school today. Some feel parents would want the money spent now to benefit their children.

Concern that we need to move forward since the draft budget will occur in May, put forward in June and voted on in September. Suggestion made to add a capital expenditure line to the budget and have spending items be voted on at various intervals during the year. The surplus issue can be considered when budget is created. Also to look back at the survey of parents to see what they wanted their APA money spent on. Elizabeth Lau also was asked to look into when is the best timing for “asks” so that kids can benefit within the given school year.

7. Vote on February Technology Motion – Lisa parker

Discussed background of this motion, specifically that the kindergarten teachers wanted 2 iPad per classroom for 5 classrooms (10 iPads). The solution was that the old iPad2 go to the kindergarten and we spend up to \$5600 on 10 iPad Airs to replace these. Discussed that they needed \$500 for protective cases and \$900 on 2 wireless routers for the 1st floor kindergarten level. This purchase would increase the inventory of iPads to 30 in the school. Lori Pike stated that the school in the past has provided funds on peripheral items (such as cases and wireless router) when the APA has spent substantial money on technology items. Elizabeth Lau stated that there is no money and again stated the pulling of fire alarms by students was an unexpected cost this year. Parents expressed concern about the school not sharing some expenses and many felt the school needs to show good will and put some money into the game.

Motion put forward by Lisa Parker to spend up to \$5600 on 10 iPad Airs
Shannon Phillips 2nd Motion
Motion carried

Motion put forward to spend up to \$500 on 10 protective cases for iPads
by Lisa Parker
Teresa Ebden 2nd; 3 opposed, 2 abstained, 9 favour
Motion Carried

Motion put forward by Lisa Parker to spend up to \$1400 on a Premium
Tech Tub Cart for iPad storage
Lori Pike 2nd Motion; 1 abstained, 14 in favour
Motion carried

Motion put forward to spend up to \$160 on Macbook Pro by Lisa Parker
Teresa Ebden 2nd;

Motion Carried (unanimously)

8. Vote on February Sound System Motion- Paula Riczker

Motion put forward by Paula Riczker to spend up to \$5500 on audio system for the gym

Teresa Ebden 2nd the motion

Motion carried (unanimously passed)

9. APA Advertising Policy Update- Lori Pike

Deferred discussion to next meeting because of lack of time.