

# Metcalfe Public School Parent Council Monthly Meeting Minutes – 14 May 2019

The Metcalfe Public School (MPS) Parent Council met in regular session on 14 May 2019, in the school library.

## School Council Members Present

Christine Lee (Chair)	Paula Paquette (Treasurer)
Norbert Duckworth (Secretary)	Erin Jones-Farmer
Joanna Larmour	Emily Greenlaw
Sylvia Chapman	Ashley Leduc
Amanda Wyman	Tatjana Letunica

## Staff Members Present

Rick Haggart (Principal)

## Guests Present

None

## Summary of Discussion

1. The meeting was called to order by the Chair at 6:36 pm.
2. The agenda was reviewed and approved.
3. The minutes of the March 2019 and April 2019 meetings were reviewed and approved with minor typographical corrections.
4. Action Points from Previous Minutes:
  - It has been decided that components from the existing two sportsmanship trophies would be used to the greatest extent possible in the construction of the new combined trophy in order to maintain a physical link with its heritage. The combined trophy will retain the name of the previous boys' trophy sponsor, since the family still has recent links to the school and the previous girls' trophy had no sponsor. Additionally, to maintain a more distinguished image for the new trophy, only the most recent 6-10 awardees will be maintained on the trophy. After that time, the awardees' plates will be transferred to a Sportsmanship Alumni plaque.
  - Sylvia Chapman has volunteered to be the coordinator for Fundscrip.
  - The school has purchased the two additional Lego Mindstorms kits requested by the Robotics Club with board funding.
  - Vectric Ltd has responded to the request for educational pricing of their **V-Carve Desktop** software. The licence would be \$349 US plus tax. At current exchange rates and adding HST it would come to \$528.46 CDN. The educational licence would be subject to the following conditions:
    - The purchase must be made using a valid educational institute email address;
    - The licence must be registered to a specific school and not the school district;

- The software can be installed on up to 40 workstations in a single classroom;
- The software can also be installed on one teacher laptop which may be used outside the classroom;
- The software shall not be installed on students' individual or personal computers; and
- The licence is perpetual, but is not transferable.
- The June BBQ will be addressed in the Principal's report
- The June Parent Council meeting will be moved to June 4 to deconflict it with the BBQ.

#### 5. Principal's Report:

- Victoria Hull's last day will be this coming Friday. Her replacement will be here on Thursday and Friday for introductions and handover. A farewell assembly is planned for this Friday morning.
- The staffing review for next year is still in progress, but no major issues have been identified at this time. The exact composition of classes for grades 6 to 8 is still in development.
- Sarah Lynch has taken over responsibility for the yearbook in the absence of Courtney Fontaine.
- Sarah LaFrance is finalizing the school calendar for next year and still needs firm dates for the Parent Council meetings.
- Osgoode Township High School and Metcalfe Public School co-hosted a meet and greet for transferring Greely students. The presentations and BBQ went very well.
- A new large projection screen has been installed in the gymnasium over the stage and a new high-power laser projector has been purchased. Teachers and parent council are encouraged to use it for group presentations, theatrical productions, and movie nights.
- Potential funding requests for this fall are more theatrical light units and music program equipment. Carol-Ann Stewart personally owns much of the musical equipment currently being used by the school and with her retirement this summer, replacement equipment will be required to maintain the music program at its current level. This will likely involve both purchases of minor items and rentals of more expensive items.
- A Strawberry Social will be held on 13 June in the Staff Lounge from 07:30 to 08:30 am to thank our volunteers for their support. It will consist of fruits and finger foods, followed by an awards presentation in the gymnasium. The Legion may also be invited to present their outstanding awards for students at this time.
- The BBQ and Fun Day will be held 11 June in the school yard. An information bulletin will be sent home with students tomorrow together with the request for advance food orders, activities bracelets, and lottery tickets. Homerooms will also be sponsoring individually themed raffle baskets. Although several sponsors are supporting the event, parent council is being asked to provide up to \$500 in funding to cover miscellaneous expenses such as propane, coolers, etc. There is also a requirement for volunteers to work various stations around the events.

#### 6. Teacher / Staff Report: (Christine Lee presenting on behalf of Mme Stanley)

- The Forest of Reading vote was held a couple of weeks ago, but Mme Acres is still waiting for the results. The celebration though will go ahead on 21 May as planned.
- Student Council will be holding their annual Spring Fling dance on Friday 17 May.
- The CNC Club and Robotics Club displays during Education Week were a big hit.
- The Jazz Café will be held 30 May at 6 pm in the gymnasium. Mme Stewart is looking for volunteers to assist in the setup, as well as donations of desserts.
- The Junior Boys Soccer team finished second in the regional tournament.
- Many of the Grade 8 students participated in the mini enrichment program hosted at Carleton University last week.
- The Grade 3 students have completed their three day Swim to Survive program.

7. Treasurer's Report / Financial Requests:

- An update of revenues and expenses was presented. Available funds currently stand at \$8928.50.
- Funding Requests:

Mr Haggar	- \$500 for miscellaneous BBQ expenses.	- Approved
	- \$1250 for balance owing on stage lights.	- Approved
Mme Stanley	- \$800 for Grade 1 teaching materials.	- Deferred
Jen Therrien	- \$7.82 overage on funds approved last month for tennis balls.	- Approved
Norbert Duckworth	- \$550 for V-Carve Desktop educational site licence.	- Deferred
Christine Lee	- \$50 each towards gifts for staff retiring this year.	- Approved

8. Committees:

Hot Lunches (Paula Paquette)	- No significant issues to report.
Website (Pat Paquette)	- Minutes for the December 2018 meeting still remain outstanding.
Communications (Jen Therrien)	- No significant issues to report.
Popcorn (Jen Therrien)	- Popcorn will not be sold this Friday, in order to not distract from the canteen sales at the Spring Fling.
Cake Walk (Vickie Taylor)	- The event went very well. A total of 181 cakes were donated resulting in \$1100 being raised. In future, we will need to request some gluten free cakes.
Bag 2 School (Erin Jones-Farmer)	- Collections are continuing to go well. The truck is expected to arrive around noon on 21 May for the pickup.
OCASC (Amanda Wyman)	- OCASC elections are currently underway.
Facilities (Norbert Duckworth)	- Mme Toohey's class has completed the required landscaping and placed the stage under the blackboard in the courtyard. - The Kinder planters will be filled with mulch as soon as the rain stops long enough for the mulch pile to dry to a workable state. - The Kinder staff are still considering what they want for a layout in the garden area next to the sheds.

9. Mail / Correspondence:

- No new mail.

10. New Business

- Gmail account has been setup for Parent Council. The login for this account will be made available to all executive members, so that essential information can be shared and disseminated via this account.

11. The meeting was adjourned at 8:18 pm.

**Appendices**

- MPS PC Financial Statement: School Year 2018-2019 (Current as of 13 May 2019)

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**MPS Council Financials (2018/2019)**

**Bank Account**

**September 1, 2018 – August 31, 2019**

Statement ending	Aug 31	Sep 17	Oct 17	Nov 16	Dec 15	Jan 17	Feb 16	Mar 15	Apr 17	May 17	Jun 15	Jul 17	Aug 17	TOTAL
Opening Balance	\$6,355.79	\$6,825.60	\$6,825.60	\$8,829.60	\$11,201.59	\$10,378.86	\$11,531.00	\$8,661.30	\$13,282.64					\$6,355.79
Revenue														
Hot Lunches	\$473.81		\$2,008.00	\$4,566.00		\$1,100.00	\$943.00	\$5,494.00	\$3,647.50					\$18,232.31
Jingle Bells Bazaar						\$2,050.10								\$2,050.10
Little Caesars								\$3,674.00	\$157.00					\$3,831.00
OCDSB					\$500.00									\$500.00
Bag2School					\$400.00									\$400.00
Cake Walk										\$1,100.00				\$1,100.00
Movie Night/Popcorn sales					\$330.00				\$332.00	\$386.25				\$1,048.25
Miscellaneous														\$-
Transferred from MPS Account														\$-
NSF Cheque & Fee repayment														\$-
Sub-Total (Revenue)	\$473.81	\$-	\$2,008.00	\$4,566.00	\$1,230.00	\$3,150.10	\$943.00	\$9,168.00	\$4,136.50	\$1,486.25	\$-	\$-	\$-	\$27,161.66
Expenses														
Hot Lunches				\$432.80	\$1,585.47	\$1,491.57	\$1,086.78	\$2,291.66	\$1,120.00	\$4,181.54				\$12,189.82
Jingle Bells Bazaar					\$4.99	\$35.62				\$259.39				\$300.00
Dance-a-Thon														\$-
Movie Night/Popcorn days					\$146.29				\$116.98					\$263.27
MPSC Website														\$-
OCASC														\$-
Advertising & Promotions														\$-
Administration														\$-
Gifts & Honouraria										\$425.15				\$425.15
MPS – Student Council														\$-
MPS – Books							\$252.42							\$252.42
MPS – Library										\$1,160.78				\$1,160.78
MPS – Kindergarteners					\$38.58					\$118.61				\$157.19
MPS – Activities					\$60.00	\$45.20								\$105.20
MPS – Music														\$-
MPS – STEM						\$189.90				\$210.00				\$399.90
MPS – Gardening				\$585.32										\$585.32
MPS – Grad										\$500.00				\$500.00
MPS – Little Caesars								\$2,251.00						\$2,251.00
MPS – Sports				\$29.36						\$257.82				\$287.18
MPS – Teaching aids					\$22.49	\$231.67	\$1,050.00			\$156.62				\$1,460.78
MPS – Technology					\$112.94									\$112.94
MPS – Guest Lecturer							\$169.50			\$350.00				\$519.50
MPS – Miscellaneous				\$1,142.53	\$77.97		\$1,250.00			\$1,100.00				\$3,570.50
Interest & Bank Charges	\$4.00		\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$48.00
NSF Cheques														\$-
NSF Fees														\$-
Sub-Total (Operating Expenses)	\$4.00	\$-	\$4.00	\$2,194.01	\$2,052.73	\$1,997.96	\$3,812.70	\$4,546.66	\$1,240.98	\$8,723.91	\$4.00	\$4.00	\$4.00	\$24,588.95
TOTAL (Revenue - Expenses)	\$469.81	\$-	\$2,004.00	\$2,371.99	\$(822.73)	\$1,152.14	\$(2,869.70)	\$4,621.34	\$2,895.52	\$(7,237.66)	\$(4.00)	\$(4.00)	\$(4.00)	\$2,572.71
Bank statement	\$6,825.60	\$6,825.60	\$8,829.60	\$11,201.59	\$10,378.86	\$11,531.00	\$8,661.30	\$13,282.64	\$16,178.16	\$(7,237.66)	\$(4.00)	\$(4.00)	\$(4.00)	\$8,928.50