

Stittsville Public School Council Meeting 13 Jun 2023

Agenda



Agenda Item	Topic	Notes
1	Welcome and land acknowledgement (Chair)	Ottawa is built on un-ceded Anishinabe Algonquin territory. The peoples of the Anishinabe Algonquin Nation have lived on this territory for millennia. Their culture and presence have nurtured and continue to nurture this land. We honour the peoples and land of the Anishinabe Algonquin Nation.
	1.1 Approval of previous mins (Chair)	Circulated pre-meeting
2	Chair Report 2.1 News from the board	Chair Report - Link
3	Principal's Report	
4	Staff Report	
5	Treasurer Report	Budget report - Link (bulk of report is item 6.1)
6	Investments and Events Plans (Chair)	Standing agenda item to review plans
	6.1 - End of year spend	Report from Treasurer - link <ul style="list-style-type: none">• Please read the report we will need to vote on money allocation at the meeting
	6.2 - 2023-2024 Event plan	Vote on Endorsement - link
	6.3 Call for volunteers	Volunteers for next year to run events
7	Fundraising Report	
8	Food Report	Report on survey and decisions on next years program
9	Volunteers Report	
10	Communications Report	

11	Safe, inclusive and caring Schools Report	
12	OCASC Report	
13	Any Other Business	
14	Future agenda / confirm date of next meeting	Next meeting is AGM/First meeting - 29 Sep 2023
15	Motion to close the meeting	Thank you for your time.

Stittsville Public School Council

Stittsville Public School Council

Chair's Report - Meeting 13 June 2023

News from the Board.

Budget

The Budget committee met 23 May - [Meeting agenda and documents](#)

- Ontario removed \$14m in funding (\$10m COVID funding and \$4.3m for Indigenous funding).
- With other liabilities and costs there is a shortfall of \$19.9m
- 2022-23 expenses for the District was \$1,080.2m and revenues of \$1,071.1m
- Projected 2023-24 Revenue is \$1,097,797,165 and Expenses \$1,117,691,180 - a deficit of \$19,894,015
- This information is contained throughout the various report to COW in the link above

Budget meeting 31 May Staff Recommended Budget - [meeting agenda and document](#)

- Report 23-047 - [link](#) gives incredible detail on savings, spending and the budget as a whole.
- All in the operation budget proposed was \$1,100,848,097 and the capitol budget \$140.2m
- One area of reduction in the Menstrual Equity Project that people got concerned about. However, the budget allocation reflects actual spend, along with Ministry additional funding. The \$400K reduction is not expected to affect the program but if necessary additional funding can be reallocated. The new budget line is just under half a million dollars.

If you want to know where your money goes, watch the videos and see the differing arguments.

Committee of the Whole - last meeting was 9 May. Meeting [link](#). COW is the Trustees and District staff meeting to decide on the running of the OCDSB.

Parent Involvement Committee (PIC)

PIC met on 10 May - [link](#).

Next meeting new school year

Board and Committee Meeting Calendar: Board and Committee agendas, minutes, livestreams and recordings of meetings are available for public viewing using the [meeting calendar](#).

Events: Check the [OCDSB Events Calendar](#) regularly to view upcoming events open to families and students.

Speaker Series: The OCDSB Speaker Series offers free information sessions to the parent community. For upcoming Speaker Series events, visit ocdsb.ca/speakerseries.

OCDSB School council resources

- https://www.ocdsb.ca/our_schools/school_council
- https://www.ocdsb.ca/our_schools/school_council/supporting_school_councils

You can sign up to OCDSB notices here [Link](#)

Martyn Reid
Chair of SPS Council

Budget Report

Stittsville Public School Council
Proposed 2022-23 - Presented June 13, 2023

	Revenue (A)	Expense (B)	Net Results	Planned Dates	
NET REVENUES					
Pizza	9,283.62	(\$6,300.32)	2,983.30	confirmed	
Subway	8,368.82	(\$5,950.30)	2,418.52	confirmed	
Popcorn	2,743.50	(\$1,210.23)	1,533.27	confirmed	
FOOD PROGRAM	Cycle #1 (including Popcorn)	20,395.94	(\$13,460.85)	6,935.09	November-January Final
Popcorn	3,453.20	(\$1,542.45)	1,910.75	To be finalized	
Hot Dog	12,498.00	(\$8,030.95)	4,467.05		
Pita	10,223.20	(\$7,718.00)	2,505.20		
Cycle #2 (including Popcorn)	26,174.40	(\$17,291.40)	8,883.00		
Donation	185.00		185.00		
Food Program Expenses		(\$52.87)	(\$52.87)		
Total Confirmed Food Program	46,755.34	(\$30,805.12)	15,950.22		
FUNDRAISING					
<i>Confirmed Fundraising</i>					
Mabel's Labels	284.59		284.59	Ongoing	
Halloween Dance - October	1,587.55	(\$100.00)	1,487.55	October 28th	
Spirit Wear (October)	5,542.50	(\$4,667.51)	874.99		
Movie Night #2	1,319.49	(\$940.41)	379.08	March 3rd	
Food Nights					
Maveric's Donuts	98.54		98.54		
JoJos	280.00		280.00		
McDonalds Night				Pending final amount	
Fitness BINGO	2,536.85	(\$20.42)	2,516.43		
Cake Walk	4,077.55	(\$200.00)	3,877.55	May 12th	
Other					
OCDSB Start-up	500.00	0.00	500.00	confirmed	
Total Fundraising (projected)	16,227.07	(\$5,928.34)	10,298.73		
Total net revenue	62,982.41	(\$36,733.46)	26,248.95		

EXPENSES

Core Allocations*

Classroom Allocations	@ \$100 per FTE		(\$3,344)	(\$3,344)	Initial allocation \$5K, total reimbursed \$3,343.77 - 34 FTEs
Grade 6 Leaving Activities			(\$1,202)	(\$1,202)	Council Vote to increase January 17th to \$2000 - Council has paid \$1484.73 Current Revenue is \$283+2524.95 = 2807
Track and Field (Ribbons, Chalk)			(\$1,500)	(\$1,500)	Council Voted to Increase by \$1500 if needed for Chalk
K-2 Field Day			(\$500)	(\$500)	
Volunteer Appreciation - Bus Buddies Pizza			(\$100)	(\$100)	
Total Core Allocations		0.00	(\$6,645.50)	(\$6,645.50)	
Other Allocations					
Approved January 17th Allocations from Investment Plan <i>(Separate Discussion+Teacher Input)</i>					
Incubators for Kinders x 2			(\$902)	(\$902)	Council Vote January 17th - PAID
Cultural Presentation - Masc Gumboot Dancing			(\$6,755)	(\$6,755)	Council Vote January 17th - PAID
Rocks and Rings Presentation			(\$1,049)	(\$1,049)	PAID May 5
Student Agendas			(\$2,600)	(\$2,600)	Council Voted May 24th virtually
Grade 3 Field Trip			(\$713)	(\$713)	Council Voted Virtual June 8th
New SPS Outdoor Tent / Canopy			(\$281)	(\$281)	Council Voted Virtual May 24th
Total Other Allocations		0.00	(\$12,300.21)	(\$12,300.21)	
Administration Cost					
Banking Fees		-	(\$250.00)	(\$250.00)	
Printing Costs / OCAS			(\$135.00)	(\$135.00)	
Quick Books Online (for July 2023)		-	(\$245.00)	(\$245.00)	Vote accepted May 24th to increase
Total Council Operating Expenses		0.00	(\$630.00)	(\$630.00)	
Total Expenses		0.00	(\$19,575.71)	(\$19,575.71)	

Total Net (Confirmed)	62,982.41	(\$56,309.17)	6,673.24
------------------------------	------------------	----------------------	-----------------

Capital Reserve Planning	0.00	0.00	0.00
---------------------------------	-------------	-------------	-------------

Remaining Balance		Projected*	
	Surplus carried over from previous year		13,190.87
	2022-23 Profit		6,673.24
	Projected year-end position		19,864.11

Amounts remain projected until all costs are finalized. Items in yellow still to be confirmed.

Investment and Event Plans

2023-2024 - Investment items for consideration

1. Additional Expenses (Field Trip, Agendas, Track etc.)

- Thank you to all who voted on the additional expenses virtually via the forms, all votes of additional expenses have been approved by Council members and have been included in the June projections.
- Fiscal year end is June 30th, so please if you have any outstanding expenses **please get them to me by June 20th in order to write a cheque.**

2. June Council Final Budget Projections

- The school year is almost over, as such I have updated the June budget with the information I have to date to help guide the investment discussion.
- There are still a few costs and profits to finalize (cycle#2 food, cake walk cost, mcDs night, track and K-2 day costs etc.) I have highlighted those outstanding items in yellow in the attached budget, but provided a best estimate.
- With these estimates and as previously communicated, with the balance from the previous year, the June final budget projections show that Council will end the year with almost \$20,000 for 2023-24.
- In year profit was \$6,673 broken down as follows:
 - Food program profit was \$15,950
 - Other Fundraising profit approx. \$10,298
 - Core Allocations (Teacher allocation, Track, K-2, etc.) expenses - (\$6,645)
 - Investments to the School (Cultural Presentation, Equipment, Agendas, Field Trip etc.) expenses - (\$12,300)
 - Council Administration expenses (\$630)

3. Investment Plan for unused funding

- OCDSB indicates that there must be a plan for any unused funding by the end of each fiscal year.

How do the 2022-23 Council want to go about this?

1. Council finishes the year with approximately **\$20,000**
 2. As part of the plan, if Council agrees:
 3. Set aside funding for the next council Core Allocations which includes - (Grade 6 (\$1500), Council Admin (\$800), Track/K-2 (\$2,000), Volunteers \$100) **\$4,400**
 - *What about annual Teacher Allocations (\$4,000) should this also be set aside?*
 4. Leaving approximately \$11,600 to \$15,600 available to approve some or all funding towards Investment Items.
- Virginia collected the Investment items list from the teachers from the Kinders / Grade 1-3 and Grade 4-6 and prioritized. Most of the items duplicated between the grades, but the ranking of priority differs between grade levels.
 - I have consolidated the items in the link, where you can see the ranking by grade, but I also tried to "bucket" them by our

new Council Investment Categories.

<https://docs.google.com/spreadsheets/d/1Td4yd9cNfBMugOUr--F2ourP2tGUSYgoozRJUs1oZW4/edit?usp=sharing>

- Are the items in the right investment category? Should any item be excluded, capital purchases, doesn't align to "enhance curriculum"?
- Does the 2022-23 Parent Council want to make decisions to allocate all or some of the remaining funding to the Teachers items for 2023-24?

Options to finalize the plan:

- 2022-23 Parent Council could consider to approve the September purchase of:
 - Education Presentation - Subscriptions to RAZ kids or Scientist in the School in order to inform teachers of the resources available for them up front for 2023-24. OR
 - Cultural Presentation to be determined in September by School Administration OR
 - School Jersey's
- 2022-23 Parent Council could agree to leave some of the remaining funding to allow the 2023-24 Council to make early decisions on school enhancement items or Teacher Allocation?

**Note as the fiscal year ends on June 30th, all purchases would need to be made in School Year 2023-24*

Council has approximately						\$20,000		
Less: Core Allocations	Grade 6 (\$1500), Council Admin (\$800), Track/K-2 (\$2,000), Bus \$100					-\$4,400		
Available						\$15,600		
<i>*this is funding before Teacher allocation and ANY new fundraising or Food Program</i>								
		Rankings						
Investment Category	Item(s)	KINDER (8)	GRADE 1-3 (14)	GRADE 4-6 (11)	Item support All (Y/N)		Typical Cost	
Community and Cultural Presentations	Cultural/arts presentations/Workshops: musicians, artists, drama, songwriters, dancers, performers, authors, etc. for the whole school	5	3	6	Y		5000+	
	Indigenous presentations	12	27	20	Y		\$5,000	
Community and								

Cultural Presentations						
Educational Presentations	Funding for field trip busing/fees (reduce overall cost to families)	0	5	17	Y	
	Math Workshops	0	11	26	N	
	Reading programs (RAZkids - plus version includes decodable text)English/similar French	15	1	8	Y	\$130 per class for up to 36 students (25 classes \$3,500)- School may have a different price.
	Science/Environmental presentations/assemblies	0	30	0	N	
	Scientist in The school Workshops for students	7	13	13	Y	\$235 per class workshop
	Virtual Ventures	0	17	18	Y	\$100 per class workshop
Educational Presentations						
School Enhancements	Coding Resources / activities	20	18	19	N	
	External speakers	8	24	22	Y	\$200-\$500
	Flexible seating	10	20	10	Y	
	Incubators -need 2 more heaters (\$100 each) - -Rotation Disks for incubator so Grade 1s can hatch different eggs than kinder)	3	25	23	Y	\$300 each (Disc is \$50)
	Instruments	0	0	21	N	
	Kinder supplies (kitchen, sensory tables,light tables)	2	0	0	N	
	Money to run clubs (eg: art club, card club, lego, choir, Knitting). sewing machine for sewing club	17	6	15	Y	
	More greenspace/trees/shade areas/for enclosed kinder yard & the entire school yard in general	6	19	30	Y	
	Noise canceling headphones (6 for each class)	0	23	5	N	\$20-\$30 each x 180 (6 per 30 classes) = \$5400 What do we do about

						replacements? Is this Capital?
	Outdoor play equipment - Each class to have their own bin of outdoor equipmetn & manage it	1	2	1	Y	Rather than by class could be by grade type have bins?
	Playground printing https://www.fastline.net/playground/)	18	21	11	Y	
	Projector for the gym	0	28	28	N	
	Science equipment(magnets, thermometers,spring scales, more/new measuring cups and spoons, magnifying glasses, alligator clips, and science consumables: balloons, string, elastics, batteries, etc	14	22	9	Y	
	Sport jerseys	0	26	24	N	
	Student agendas for 2024-25	0	8	7	N	\$2500 approved for 2023-24 this is for next year.
	Student Headphones - class set	0	10	3	N	What do we do about replacements? Is this Capital?
	UFLI book for teachers	0	16	29	N	\$110 per teacher https://www.ventrislearning.com/uflifoundations/
	Visual Arts supplies /consumables	4	12	12	Y	
School Enhancements						
Student Health and Well Being	Gym equipment	13	15	16	Y	
	Mindfulness programs	19	14	25	Y	
	SEL presentations (bullying, character building, friendship, mental health)	16	9	14	Y	Curriculum Support and Resources - Ottawa Public Health / Is there a parent resource?
	Sports workshops/presenters for kids (curling, dance etc.)	9	7	4	Y	
	Yoga mats (class set - 30 or so) for mindfulness/yoga	11	31	31	Y	

	activities					
Student Health and Well Being						
Unable to Fund	Chromebooks	0	4	2		
	CPR training for staff	0	29	27		
Unable to Fund	Capitol or School operating costs with District prevent us spending on - along with our charity restrictions					
Reserve For Future Considerations						

Stittsville Public School Council Event Plan 2023-24

Previous allocation proposal for reference

SPS Council 2023-24 Investment Plan Allocation

	Funding Category	Types of Activities	Historical Cost	Initial Allocation		Scenario 1 - Allocate by Percentage		Scenario 2 - Allocate by Fundraiser	
				Proposed initial percentage	Fixed Revenue Allocation	Fundraising Allocation %	Example (if Fundraising raised \$5,000)	Available Funding by Category	Example (Direct Fundraiser)
	Student Health and Well Being			10%	1,225	20%	1,000	2,225	3,475
	(i.e. enhancing student well being through promoting health and active living (i.e. sports, outdoor education etc.))	Track and Field K-2 Fun Day Tent for Track Pinnies Gym Equipment	650 500 400						Fitness Bingo 2,250
	Community and Cultural Presentations			15%	1,838	20%	1,000	2,838	2,588
	(i.e. annual thematic presentations to enhance community spirit and cultural learning within the curriculum (i.e. diversity, equality, culture))	Masc - Gumboot Diversity Education Art Presentations	7,000						Food Nights Spirit Wear 500 250
	Educational Presentations			25%	3,063	40%	2,000	5,063	4,563
	(i.e. annual educational type presentations linked directly to curriculum to enhance subject learning (i.e. math, french, science etc.))	Science in the School Bill Mason - Bus Bringing Authors or presentors in Tutoring							Cake Walk 75% 1,500
	School Enhancements			30%	3,675	20%	1,000	4,675	4,175
	(i.e. Items needed within the school to enhance learning activities (encourage that the items can be used for multiple years and for multiple classes or students))	Class room Allocations Incubators - K Classrooms Library Books Outdoor Class Playground	3,500						Cake Walk 25% 500
	Council Administration		790	800	800	Fixed		800	800
	(i.e. Overhead costs required by council to support running council, and appreciation to school community)	Banking Fees Printing Costs / OCAS Quick Books Online (for July 2023) Volunteer Thank you - Bus Buddies Teacher Retirement	250 150 240 100 50						
	Grade 6 Leaving		1,500	1500	1,500	Fixed		1,500	1,500
	Unallocated Amount				150			150	150
	Total Allocation				12,250		5,000	17,250	5,000 17,250

Assumptions:

1. Annually Council has the following fixed Revenue:

Food Program	11,500
OCDSB grant	500
Mabel's Labels	250
Total	12,250

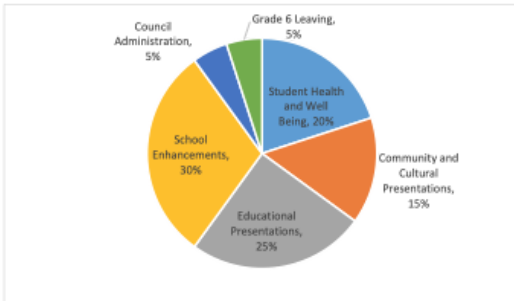
2. Half of this funding is used in year and the remainder is used in the subsequent year.

3. Allocating the funding out to key categories earlier allows for Teachers to properly plan activities for students

Questions

1. What percentage does council want to prioritize each category annually?
2. Should the percentages change in-year?

3. Should all fundraising be allocated on the percentage basis or should fundraising activities align to certain categories?



Stittsville Public School Council Event Plan 2023-24

For Endorsement - June 2023 meeting

Serial	Event	Date	Lead	Notes/Links/Info
002	School Council AGM	26/09/23	Principal until new Chair voted in	<ul style="list-style-type: none"> ● Establish the council ● Need 14 days notice from start of school ● Principal calls meeting at start of new school year ● Priority is Halloween Dance Coord
004	School Council Meeting - Oct	10/10/23	Chair	<ul style="list-style-type: none"> ● Oct meeting ● Halloween dance ● Approve classroom allocations \$4000, with March break deadline
006	School Council Meeting - Nov	14/11/23	Chair	<ul style="list-style-type: none"> ● Establish Investment and Planning Committee
008	School Council Meeting - Dec	12/12/23	Chair	<ul style="list-style-type: none"> ● Investment requests from staff for 24-25 submitted
010	School Council Meeting - Jan	16/01/24	Chair	<ul style="list-style-type: none"> ● Delayed one week due to later return to school 5 Jan.
012	School Council Meeting - Feb	13/02/24	Chair	<ul style="list-style-type: none"> ● Investment plan for approval
014	School Council Meeting - Mar	19/03/24	Chair	<ul style="list-style-type: none"> ● Delayed one week due to March Break ● Report classroom allocation spend
016	School Council Meeting - Apr	09/04/24	Chair	<ul style="list-style-type: none"> ● Draft Investment and Event plan for discussion
018	School Council Meeting - May	14/05/24	Chair	<ul style="list-style-type: none"> ● Submission of 2024-25 Plan for endorsement
020	School Council Meeting - Jun	11/06/24	Chair	<ul style="list-style-type: none"> ● Last meeting of school year
022	Investment and Planning - Jan	10/01/24	Chair	<ul style="list-style-type: none"> ● First meeting to establish investment plan for 24-25
024	Investment and Planning - Feb	07/02/24	Chair	<ul style="list-style-type: none"> ● Investment plan to council for approval
026	Investment and Planning - Mar	06/03/24	Chair	<ul style="list-style-type: none"> ● Event plan drafting

028	Investment and Planning - Apr	03/04/24	Chair	<ul style="list-style-type: none"> Investment and Event plan prepare for council
030	Investment and planning - May	08/05/24	Chair	<ul style="list-style-type: none"> If required dependant on vote for plan at last council meeting
032	Halloween Dance	27/10/23	Dance rep	<ul style="list-style-type: none"> Aimed at JK - G3 but all welcome Recommendation - Cover costs of event only. Purpose of event to welcome new pupils and parents to a social event. Meets council requirement to provide support to school community
036	First food program	Oct	Food rep	<ul style="list-style-type: none"> Jun 2023 meeting to finalise vendors and program split
038	Second food program	Jan	Food rep	
040	Meet the teacher	Sep	Chair/Vice	<ul style="list-style-type: none"> Council support to staff Council recruitment drive
042	Mabels Labels	All year	Treasuer - receiving money from company	<ul style="list-style-type: none"> Fundraising event Advertising to parents during Aug via FB, Sep via email newsletters
044	School clothing / Spirit Wear	Oct	Fundraising - Spirit Wear Rep	<ul style="list-style-type: none"> Jun 23 meeting to confirm vendor and program Early advertising as changing the norm Need a specific Spirit wear Rep to oversea but most of the work will be done by vendor.
046	Movie Night	17/11/23	Movie Rep	
048	Movie Night	16/02/24	Movie Rep	
050	Pink Shirt	28/02/24	Spirit Wear Rep	<ul style="list-style-type: none"> Pink shirt/Anti Bullying day 28 Feb 24 Staff to advise on integration in to their activities Do we want to have students design motif and use that or go for generic pink shirt through spirit wear (if vendor can)

052	Food nights	tbc	Fundraising - Food night coord	<ul style="list-style-type: none"> ● Maveric's and JoJos seem easiest to run ● Recommend - Nov JoJo and Feb Maveric
056	Cake Raffle / Cake Walk	10/05/24	Cake walk rep	<ul style="list-style-type: none"> ● Book 9 May set up and 10 May for event
058	G6 leaving	Jun	G6 leaving committee	<ul style="list-style-type: none"> ● Council support and funding ● G6 Leaving committee to be established and request funding from council. ● Initial allocation - \$1500
060	Race to Read	Oct - Jan	Chair	<ul style="list-style-type: none"> ● Classroom based competition ● Each book read (Grade appropriate) is recorded on chart ● Start Oct. By Jan classroom (per Grade) with most books gets "prize" ● Extra recess, pizza, PJ day etc ● Council can fund low cost prizes.
062	Fitness bingo	April	Fundraising	<ul style="list-style-type: none"> ● Fundraising for sports/games equipment ● Internal prizes similar to race to read
064	School council training	04/10/23	Chair	<ul style="list-style-type: none"> ● Learning and Development for council members - mostly aimed at new members ● Potential for old Reps to handover to new Reps
068				