Lakeview Public School Council Meeting

Minutes – Discussion & Action Items

Meeting Details	
Meeting Date:	Tuesday, May 16, 2017, 6:45 p.m.
Purpose:	Lakeview School Council Monthly
	<u>Council Executive:</u> Julie W (Co-Chair), Tauhid T (Co-Chair), Jenna N (Treasurer), Caitlin C (Secretary), Kavita Jairam (Teacher Rep)
Participants and Regrets:	Parent Representatives: Connie D, Alexandre S, Melissa S, Jen S, Emily W, Heidi W, Jen N, Shelagh M, Sneh M, Jennifer M
	Regrets from: Rebecca Shields(Principal), Jane LeFeuvre (Teacher Rep), Nicole L, Chris K, Carrie R, Alex W, Tracy N, Kasia B, Rebecca F, Sandra A, Shannon H, Brian M, Amy D, Erik D, Annett R, Cheryl B, Najia H, Celine T, Fred S, Maurice Q, Emily P, Tracy B, Andrew F, Chris T, Deniz B
Quorum:	Total in attendance: 15 Quorum Achieved: 13 out of 20 voting Council members in attendance

Discussion & Action Items

Agenda Item #:

1. Call to Order & Approval of April 18, 2017 Council Minutes

Tauhid T called the meeting to order at 6:45 p.m. and welcomed everyone.

Before tonight's meeting, Julie W e-mailed the minutes to Council. Tauhid T asked if there were any corrections or comments.

MOTION: Tauhid T SECONDED: Heidi W

"To approve the minutes of the Council meeting of April 18, 2017 as written"

ALL IN FAVOR MOTION CARRIED

2. Treasurer's Report – presented by Jenna N

- 2.1. The transportation fund has about \$1,500 remaining. Although two more field trips are planned, the classes involved have already taken advantage of the transportation fund earlier in the school year, and students will be paying out of pocket for the buses for these trips.
- 2.2. The arts and science fund has been drawn down to \$86.
- 2.3. Mayfair:
 - o Each of the events raised \$4,799.30. Expenses have not yet been deducted from this amount, but are around \$700.
 - o Raffle tickets raised \$1,799 and the 50/50 draw raised \$236
 - o The total amount raised is \$6,844 before expenses are deducted

Teacher's Report

- 3.1. Field trips are upcoming for the grade 4 students (Medieval Festival) and grade 5 students (YMCA activity centre)
- 3.2. Jump Rope for Heart will be held during the last week of school in June. Prizes have typically been collected and donated to Ronald McDonald House, but this year's approach is being evaluated.
- 3.3. Rebecca may be organizing an outdoor fun day for the students in June.
- 3.4. EQAO is occurring from May 23-25, 2017.

4. Leadership Report

- 4.1. Mayfair: May 13, 2017
 - O Overall impression was that the event went well
 - O High school-aged volunteers were keen and helpful
 - The students who ran the arts and crafts station were very well organized, but not as busy as they had hoped. More promotion could help for next time

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- o Carrie R and Mme Barber will discuss potential changes to the talent show format for next year to shorten the time
- o Book Sale: Tracy stated that donations of adult books were down this year, but those are usually left over in large quantities at the end. Purchases were generally smaller amounts compared to last year. The Mother's Day table wasn't as successful as hoped. A new lead will be needed next year. Amount sold: \$1,015.45
- o 50/50 Draw: Sandra found (too late) a roll of 50/50 tickets in the kitchen. These will be around for next year. Having an assistant was helpful. Walking around made the seller more approachable. Total kept: \$237
- Food and beverage: Adult volunteers are needed for ticket sales. Two ticket tables could have been helpful. Maybe only 4 food servers are needed. 3 BBQs may help speed up food service. Perhaps chips and drinks could be cash-only and in the same room as ticket selling (in an indoor setup). Start cooking at least one hour before lunch service starts. Donations should be solicited from grocery stores around the same time as raffle donations; this year Karen raised \$75 in gift cards. More than 300 chits are needed. More plates are needed. Hamburgers could probably be sold for a higher price next year. The outer kinder door can be propped open, but the inner door should be kept closed to avoid smoke entering the school. Total sold: \$2,011.75.
- o Cotton candy raised \$75.
- o Grade 4 girls had fun with nails and face painting. \$126.80 was raised in combination with the arts and crafts room.
- o Volunteers wearing Lakeview shirts would make them more visible. Perhaps school gym pinneys could be used.
- o Drumming workshop was well attended, but soccer was not, due to the weather.
- o Mark Taylor expressed surprise at the difficulties that were run into this year for the bike parade. For next year, he should be approached earlier for assistance in navigating the required process.
- o Remember to notify Riverpark Place ahead of Mayfair
- o Council's website was well-visited the night before and the morning of Mayfair. For next year, it would be helpful to have a short summary of each event.
- o Bake Sale: the cake auction raised about \$200. Next year's float should be a bit bigger, since many people paid with \$20 bills. Individually-wrapped items sold very well. Baked goods sold out, and raised \$810.10, including the cake auction.
- o Mason jar sale: 141 grab bags were assembled, and all sold out. Parents often provide pre-prepared donation bags, but the volunteer team sorts all donations. Total raised: \$282.
- Plant Sale: More volunteers are needed. Flowers were very popular. Heidi W suggested buying annuals from her employer and selling them, and she will prepare a business case for next year. Higher prices could be charged for larger plants. The front door location works well, but there should be a Mayfair greeter in addition to the plant table. \$155.50 was raised.
- o Henna raised \$137.55. Several customers came in after the talent show so their designs wouldn't be smudged during their performances. Having five volunteers worked out well. Adult-sized chairs would be appreciated by the volunteers.
- o Pie the Teacher: perhaps tickets should be restricted to current Lakeview students. Total raised was \$184.50. Pre-printed tickets are needed for next year.
- o Raffle table: About \$260 in tickets were sold on the day of Mayfair. Julie W will be in contact with the winners this week.
- o Next year needs to have better communication with teachers whose classrooms are being used. Photographing each class before rearranging the desks would help with cleanup.
- o The possibility of having a charitable organization pickup leftover items from the book sale should be investigated. Possible charities include Cerebral Palsy or Ottawa Library branches.
- o An announcement should be made at the start of Mayfair that classroom supplies should not be used during Mayfair.
- Garbage bags should be provided to allow garbage cans to be changed during Mayfair.
- 4.2. Vesey's seeds/bulbs fundraising raised about \$800 for council.
- 4.3. In lieu of a movie night, council will have a dance party on June 2 from 6-8 p.m., with a theme of "School's Almost Out". Leftover hot dogs, freezies, and drinks from Mayfair will be sold. Glow sticks will also be sold. Melissa S will be compiling a playlist, with a box set out at school the week before for students to submit requests. A portion of the proceeds will go to EAMSAC
- 4.4. Executive members for next year are needed, in particular for the role of treasurer. Recruitment of new council members is suggested for the end of this year.

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5. Adjournment	
Meeting was adjourned by Tauhid T at 9:07 pm.	

Signatures	
Tauhid Thomas/Julie Watson	Prepared by Secretary: Caitlin Cooke
Co-Chairs	
(These minutes v	vere approved by Council on June 13, 2017)

Next Meeting	
** Tuesday, June 13, 2017, 6:45 p.m.**	
Send regrets to: chair@lakeviewschoolcouncil.ca	