



# Lakeview Public School Council Meeting

## Minutes – Discussion & Action Items

post;

4.1.3. Sales totalled \$1429.98 (making a \$356.50 profit)—these sales were based on a very limited communication campaign given the impact of the present circumstances; Purdy's is sending a cheque to Andrea B;

4.1.4. Andrea B recommended trying a sale again next year if the Council were supportive.

4.2. Mayfair 2020:

4.2.1. Council cancelled the event for 2020; Aron C will call the volunteers to advise and thank;

4.2.2. Members discussed the potential of having a similar style event in term 1 next school year.

4.3. Potential Other Fundraising / School Spirit Activities

4.3.1. Members discussed a variety of other fundraising ideas, including a bigger Welcome Night, Movie Night, Family BBQ, food truck festival, planter sale, holiday wreath sale;

4.3.2. Members also discussed that the present situation may have a longer-term financial impact on some people and businesses, which may, in turn, impact the Council's fundraising efforts; however, it was agreed that Council's efforts should continue on behalf of the school;

4.3.3. Michael E suggested that Council develop a financial plan for 2020/2021 by June;

4.3.4. Members had a detailed discussion about how the Council could help the school community and decided to establish the *Lakeview Family Support Fund* (the "Fund").

4.3.4.1. Council will reach out to the community to request donations to the Fund;

4.3.4.2. Sandra P and Jen N volunteered to help coordinate a giving platform (Trellis) and the letter to the community;

4.3.4.3. Connie D will post details of the initiative online;

4.3.4.4. Jennifer C will coordinate the distribution of funds to families in need;

4.3.4.5. Excess funds, if any, will be given to the Education Foundation.

### 5. Treasurer's Update

5.1. Laura M presented the Treasurer's update;

5.2. Laura M will present Aron C with an alternative meeting platform (Zoom is restricted from some Member's devices);

5.3. The lottery account is still open; the account will be repurposed for the Fund; Laura M and Jennifer C will discuss how to transfer the funds;

5.4. There is \$14,456.75 in Council's main account; Michael E presented that Council is set up to have \$10K at the start of the next school year;

5.5. No further purchase for TACE, but items already purchased will be reimbursed;

5.6. Jennifer B to advise teachers and obtain receivables to Laura M—a scan of any receipts is sufficient (with the original in Council inbox at the school when possible);

5.7. On Jennifer B's recommendation, the Council elected to contribute the remaining TASE money to the Fund.

**MOTION: Michael E**

**SECONDED: Andrea B**

**"To approve the establishment of the *Lakeview Family Support Fund* to support Lakeview-community families impacted by the COVID-19 crisis and contribute the remaining TASE money to the Fund"**

**ALL IN FAVOR**

**MOTION CARRIED**

5.8. Members discussed Hot Lunches and how to manage the money presently in the account; Caitlin C will look into giving parents the options to receive a refund, keep a credit, or donate to the Fund; Council will wait and see about cancelling the remaining pizza days for the rest of the school year.

### 6. Open Discussion

6.1. Further spending: Members discussed the need/potential to spend money on items to support the present online learning initiative, especially if the schools remain closed longer; since the timeline is still unknown, Members decided to focus on the Fund and take a metered approach to spending during its next meetings.

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- 6.2. Teachers' video: Joan W and Members thanked the teachers for their video to the kids!
- 6.3. Spirit Ideas: Jennifer C is trying to keep school spirit up virtually and invited Members to send her ideas.

### 7. Adjournment

The meeting was adjourned by Aron C at 8:34 pm.

### Attachments/Received Reports

Attachment A: Family Support Fund's Operating Guidelines

### Signatures

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Aron C/Michael E  
Co-Chairs

Prepared by: Andrea Pasztor Bereziuk

### Next Meeting

**\*\* Tuesday, May 5, 2020, 6:45 p.m.\*\***  
Send regrets to: [chair@lakeviewschoolcouncil.ca](mailto:chair@lakeviewschoolcouncil.ca)

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### ATTACHMENT A TO MINUTES OF APRIL 7, 2020

Hello School Council,

Below is an update on the Family Support Fund. As of 25 May 2020, we have raised \$2475.00 to help our community's families. To each and every one of you, thank you for your support. We would like to especially highlight the work of Sandra P. and Jen N. who did the background work to get the fund up and running, as well as the work of Caitlin C. to facilitate donations via Hot Lunches and Laura M. for arranging for e-transfers and tracking the funds.

Over the past few weeks a few emails have been exchanged discussing how to go about distributing the funds and the future of this fund-raising initiative. The Executive held a teleconference with Principal Capitani to review April's Council Minutes and to discuss what we thought the future held for the Family Support Fund. What is summarized below we believe meets the intent of the Family Support Fund and what was discussed and approved at April's Council meeting.

#### **Financial update:**

As of 25 May 2020, we have received donations from the following sources:

Trellis Website: \$2055.00

E-transfers direct to the School Council & Hot Lunches: \$420.00

Funds distributed to date: \$500.00

# of families assisted: 2

#### **Distribution Method:**

Principal Capitani will select the families and determine the appropriate amount of support. Principal Capitani will keep the School Council informed of the number of families and the amount distributed to each family. At this point, donations are being used to purchase only Loblaws e-gift cards for the families to use. This method of fund distribution has been cleared by Principal Capitani with OCDSB representatives and mirrors other social assistance programs currently in operation.

#### **Unspent TACE funds:**

At April's meeting the School Council approved the transfer of unspent TACE funds to the Lakeview Family Support Fund. The Treasurer is still in the process of collecting all outstanding TACE receipts, however it is estimated that there will be upward of \$2000.00 of unspent TACE funds available to be transferred to the Family Support Fund. To ensure that the Family Support Fund maintains a balance that is manageable, keeping in mind that the only person who is handling all aspects of fund distribution is Principal Capitani, the Council's Executive does not intend to transfer the unspent TACE funds to the Lakeview School Council immediately. Rather we will monitor the Support Fund's Balance vs. the number of families that continue to self-identify as needing support and transfer the unspent TACE funds as needed to cover future demand. Essentially we will keep the unspent TACE funds in the School Council's general account as a reserve.

If the future leads us to never exhausting the amount already in the Family Support Fund, and therefore never needing the TACE funds held in reserve, the Council will have to decide if it still wants to donate the unspent TACE Funds direct to the Education Foundation (as approved in April's Council minutes) or we hold a subsequent meeting to approve a different initiative.

#### **The Future:**

We do not know what the future will hold, however the longer we go without a vaccine to COVID-19 and therefore the need for some measure of social distancing to continue, we can reasonably conclude that the need will continue and most likely grow.

Principal Capitani has graciously offered to continue to be available to coordinate the distribution of funds beyond the end of the current school year though the summer break, meaning come the end of June there is good reason for us to keep the Family Support Fund open. The intent is for us to continue to slowly draw down the Family Support Fund as needed to support our community families.

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## *Minutes – Discussion & Action Items*

Come September, it will be the responsibility of next year's council to either continue the work of the Family Support Fund or close this initiative down.

We can not predict when the need will end, however the Executive and Principal Capitani proposes the following guideline:

**End Date for the Family Support Fund & Donation to Education Foundation:**

No end date has currently been set. Donations will continue to be accepted until Principal Capitani informs the School Council that there has been no request for assistance for 30 days. At that point, the School Council will stop accepting donations and the excess funds will be donated to the Education Foundation by the School Council.

Our intent is to attach a copy of this text to April's minutes so that it forms a part of the Council's records.

If anyone has feedback, please contact Aron or Michael at [chair@lakeviewschoolcouncil.ca](mailto:chair@lakeviewschoolcouncil.ca).