

# ELKHORN SCHOOL ADVISORY COUNCIL

## MEETING MINUTES

Nov 12 2018 6:00pm @ Elkhorn Public School Staff Room

### In Attendance

#### Council Members

Melody Nguyen, Co-Chair	Shadi Lessan, Co-Chair	Mandy Hung, Secretary
Michael Hurwich, Treasurer	Ali Moayedi	Kim Rozmahel
Natalya Selina	Maryam Pakdel	Andrei Simion

#### Teachers/Principal

Holly Richards, Principal	Kim Daley	Daniel Ribeiro
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#### Parents in Attendance

Susan Choi	Eugene Chan
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#### Absence

Dawn Zdzienicki

### Welcome from the Co-Chairs

- Melody and Holly opened the meeting and introduction of attendees.

### Guest Speaker - Marisa Chiu, Assistant Controller of Finance TDSB

#### Financials

- Financial report must be in Actual due April 15
- Council must submit official financial to the board i.e. PSAB, semi-annual ledger, bank statement
- Budget: there are template in Google Doc and Marisa provide hard copy of example format
- Quickens is not required, council can decide the use of Excel or other accounting software. The board provides training twice a year if interested
- Assigned SAC budget can be redirect by communication to the voting members and update plans; for school funds, it is at the principal's discretion
- Does the council need to close the bank account?
  - o No, the council does not need to close bank account, but having a separate bank account increase administrative burden.
- If funds are not planned to be used for a couple of years, council can consider opening a trust account and do some low risk investment for interest. School donation ledger is not interest earning

#### Cash online

- Items can be set as private or public
- Public will be for crowd funding, sales outside of school community
- Marisa did a live demonstration on how to run certain reports, and setting up items

- Cash online was implemented in Aug 2016 in phases. Currently, there are 500 school on and 100 to be added
- The donation module was added in Nov 2016
- Elkhorn Playscape Fund Raising was added today
- Tax receipts for donation via cash online are issued immediately and sent to donor via email immediately
- Board sends reports to the School principal

### Corporate sponsors

- Cash and Cheques are both accepted; cheque is preferred
- Cheques should be direct to "TSDB – School Council" if funds should be redirect to the council ledger
- Request of acknowledgement if the sponsor would like to be recognize with a letter

### Best Practices for posting items / suggestions / comments

- Have each date of pizza lunch posted as a separate item. By doing it this way, the deadline feature can be utilized and decrease the chances of parents' mistakes and refunds
- Where the money goes (i.e. school account or SAC account) is set during the set up
- Download report in excel format, all extra fields are available on the report for sorting
- Business helpdesk number 416-395-8080
- Software update are usually done annually
- Marisa will look into parents getting notification even though they already made the purchase

## Principal's Update

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- Remembrance Day assembly was a success; representation from parents and community
- Basketball, volleyball and Chess with Mr. S have started
- Report cards going out tomorrow
- 9 Days of Giving: display is done / calendar to go out with report card / may need more boxes
- Dec activities plan: Holly to coordinate:
  - o Toy Mountain with Salvation Army: Something local / can request CTV to come and broadcast / Community outreach with Bayview Village
  - o Toy Mountain Kits
    - Can open up school gym and invite community to come volunteer and build the kits
    - We can pick which charity to build kits for and support
- Concert set Dec 5 (Wed) for the kindergarten 6:15pm / Dec 6 (Thurs) for Grades 1-5
- Parking lot safety: There are some concerns on the safety of pedestrians walking through the parking lot for after school pick up. Holly will be meeting with Facility and Safe & Caring team to discuss building a pathway for parents to do drop off without compromising the parking spaces.
- YMCA door are not shut (ajar): Holly advised due to the change in weather, facility team already fix the issue. However, there is evidence that some people are propping the door open for ease of entry (security concerns)

## Council Treasurer's Update

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- Michael to update bank rec
- There is a need to put together budget / Mandy to send soft copy of budget template

## Council Update

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### Nitwit

- set on Nov 23, price set for parents at \$2 (cash or cash online)

### Chess with Mr. S update

- 30 students signed up, class is full. There are requests for more spots (6).
- Consideration of setting additional class on another day
- The permit for the staff room is \$500 for MR S

### Movie night update

- What is the fire code for the school, capacity for the gym? Melody to check with Scott
- Received many positive feedback
- Should consider another event in Dec / Jan

### SAC bylaws

- Recommendation to leverage the 2016 bylaws; potential items to update / add: e-voting, election procedure, proxy

### Holiday event - Nov 28

- Art and Craft event
- How much should we charge? \$20?
- Idea: Santa Claus (buy suit for \$50), family photos (looking for photographer volunteer)

### Funfair date

- Melody motioned to vote on the Thursday June 6 for the Funfair date, seconded by Shadi.
- Approved by majority

## Approval of Minutes

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- Melody motion to approve the minutes from October 15 2018 by Melody and seconded by Shadi Lessan

## Next Meeting

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Monday Dec 10 @ 6:00pm Elkhorn Staff Room

Meeting Adjourned at 8:30pm / Minutes taken by Mandy Hung