

Roch Carrier Elementary School

Council Minutes

2020-2021

Date:	Wednesday January 20, 2021, 7PM (Virtual Meeting)
Present:	Ashley Barnard (Treasurer) Donna Owen (Secretary) Elizabeth Mavor (Member at Large) Jennifer Nunes (Member at Large) Katherine Robertson-Parrott (Co-Chair) Kelly Littlemore (Vice-Principal) Lisa Clayton (Principal) Lisa (Co-Chair) Rachid N Tanya Trivedi (Member at Large)
Absent:	

Approval of Agenda

Motion By: Donna Owen

Seconded By: Ashley Barnard

Approved

Approval of November Minutes

Deferred until next meeting

Agenda Items:

We don't have emails for sending meeting agendas and minutes. Please add your email address in the chat when joining the meeting.

1. Treasurer Report – Budget (Jennifer Nunes)

- Budget covers August 1, 2020 to July 31, 2021 and is at the end of the minutes.
- Balance: \$16833.44
- Only small revenue items this year: – Mabel's Labels, Home Hardware, Bridlewood Community Association donation (\$500). No revenue from lunch programs (major fundraiser in previous years). Add \$500 Parent Involvement grant.
- Plan is to have a balance of \$2K at the end of the year to get next year's council started.
- Asphalt Paint – Lisa C to determine what \$2500 will get.
- Arts and Culture – There may be opportunities for virtual items. Funds could be added later.
- Legacy fund – money that can be spent

- Educator Supplies - \$2127.36 – reimbursements from last year
 - \$3500 added for this year – Approximately 35 educators in the school
 - There was a lengthy discussion on how to equitably distribute this money. For now it will be kept at \$100 per staff member.
 - Intention is to recognize that educators spend their own money on classroom supplies

Motion: Approve the 2020/2021 budget

Motion By: Jennifer Nunes

Seconded By: Ashley Barnard

In Favor: Ashley Barnard, Donna Owen, Elizabeth Mavor, Jennifer Nunes, Katherine Robertson-Parrott, Lisa, Tanya Trivedi

Opposed: None

The motion was **Approved**

2. Principal's Report (Lisa Clayton)

Enrolment:

- Our enrolment of 313 students remains constant.
- There is no movement to and from virtual school at this time.
- We have 12 new kindergarten students registered so far which is consistent with previous years.

Virtual Kindergarten Information Session - January 26 6:00 PM

Equipment:

Gym equipment has been introduced with strict guidelines for cleaning. We are exploring how to best introduce recess equipment but now that we have snow, this will be of great interest to our students and will serve to keep them engaged at recess.

PD Day: Friday January 22nd is a PD day with a focus on assessment/evaluation and report card writing.

Term 1 Report Cards: Report Cards will be available to parents on February 18, 2021, for elementary students through the online Report Card Portal. Paper reports are not being sent home.

Playground Painting: Will book Fastlane

(<https://planitplaygrounds.shootproof.com/gallery/2653229/home>) for the spring.

3. COVID Update (Lisa Clayton)

- We have had two cases of Covid 19 connected to Roch Carrier but those cases were reported well into the Winter break and closure period

- Our daily student absences remained quite low prior to the break. Students are expected to sanitize their hands upon entry and exit of the classroom. They wash their hands and/or sanitize before eating. Grades 1 to 6 are now expected to wear masks while at school. Students should bring multiple masks to school as they do get moist in the cool weather.
- We are constantly encouraging students to maintain a healthy distance, wear masks appropriately and sanitize hands. They are doing very well with the masking and sanitizing but maintaining distance is difficult for them.
- Students even in same class should be separated by 2m without a mask.
- Classes are separated in the yard at recess.
- Air is exchanged in the school six times an hour.
- Isolation area has HEPA air filters that are changed every month.

4. Virtual Family Fun Day

- Recruit talent from parents. Google form with contact information and details about talent. Then submit videos and broadcast via a Google meet. Monday of Family Day weekend. Google Meet has a limit of 250 participants, so might have to do 2 Google Meets.
- Recruit parents via Facebook, maybe an email to the school community from Lisa C.
- Elizabeth is a video editor and will help with video editing.

Motion: Organize a virtual Family Fun Day

Motion By: Katherine Robertson-Parrott

Seconded By: Lisa

In Favor: Ashley Barnard, Donna Owen, Elizabeth Mavor, Jennifer Nunes, Katherine Robertson-Parrott, Lisa, Tanya Trivedi

Opposed: None

The motion was **Approved**

5. New Business

Outdoor Classroom

- Roch has an outdoor classroom (rock garden). It is in high demand and is used everyday.
- Request that council have a future discussion on this topic
- Any changes to the outdoor space at the school have to be done through Facilities at the board.
- Outdoor classroom and butterfly garden were previous council initiatives. There are some maintenance items that council could look at.

Thank you to Jennifer Nunes for all her work as Treasurer over the last several years.

Adjournment: Approximately 8:35pm

Date of Next Council Meeting: Wednesday February 17, 2021 at 7pm (Virtual Meeting)

2020/2021 Balance Sheet

Bank Balance (as at 1 Aug 2020):

\$16,033.44

	Forecast	Q1 (Aug-Nov)	Q2 (Dec - Jan)	Q3 (Feb-Mar)	Q4 (Apr-Jun)	Summer (Jul)	Total
REVENUE	Lunch Program	\$0.00					(\$309.25)
	Expenses	\$0.00	(\$309.25)				(\$309.25)
	Ongoing Fundraising	\$300.00					\$0.00
	Mabel's Labels	\$100.00					\$0.00
	Home Hardware	\$200.00					\$0.00
	Other						\$0.00
	Fundraising Events	\$0.00					\$0.00
	Movie Night	\$0.00					\$0.00
	Fundscrip	\$0.00					\$0.00
	Cake Walk	\$0.00					\$0.00
	Parent Involvement (Rochin Family Fun Fa	\$0.00					\$0.00
	Grants & Contributions	\$1,000.00					\$0.00
	BCA Donation	\$500.00					\$0.00
Parent Involvement Grant	\$500.00					\$0.00	
Legacy Fund (carry-over from last year)	\$16,033.44	\$16,033.44				\$16,033.44	
TOTAL 2020/2021 REVENUE	\$17,333.44						(\$309.25)
EXPENDITURES	Administration	\$205.00					\$14.25
	Bank Fees	\$30.00	\$4.50	\$9.75			\$14.25
	Council Meetings	\$140.00					\$0.00
	OASC	\$35.00					\$0.00
	hotlunch.net	\$0.00					\$0.00
	Partnership / Gifts / Donations	\$1,600.00					\$0.00
	Sister School	\$1,000.00					\$0.00
	Teacher Appreciation Breakfast	\$600.00					\$0.00
	School-Community Betterment	\$3,000.00					\$0.00
	Asphalt Paint	\$2,500.00					\$0.00
	Outdoor Play Equipment	\$500.00					\$0.00
	Schoolyard Improvements	\$0.00					\$0.00
	Parent Involvement (Rochin Family Fun Fa	\$0.00					\$0.00
	Student Activities	\$800.00					\$0.00
	Arts and Culture	\$0.00					\$0.00
	Field Trips	\$0.00					\$0.00
	Volunteer Admissions	\$0.00					\$0.00
	Physical Activity and Recreation	\$0.00					\$0.00
	STEM Programming	\$0.00					\$0.00
	Leaving Ceremony - Grade 6	\$800.00					\$0.00
	Legacy Fund (carry-over from last year)	\$2,500.00					\$0.00
	Classroom Improvements	\$7,135.22					\$3,635.22
	Educator Supplies	\$5,627.36	\$2,127.36				\$2,127.36
On-line Reading Programs	\$1,507.86	\$1,507.86				\$1,507.86	
Clubs & Extracurricular Events	\$0.00					\$0.00	
Active Transportation	\$0.00					\$0.00	
TOTAL 2020/2021 EXPENDITURES	\$15,240.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,649.47
REVENUE	\$17,333.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Free Balance	\$2,093.22						

Free Balance Calculation considers:

Bank balance to avoid transaction fees \$2,000.00
 Outstanding revenue / cash on hand:
 Outstanding cheques (not cashed by 31 Aug):
 Previous year expenditures:
 Previous year revenue:

Balance at Aug 1, 2019 \$16,033.44
 Additional revenue
 Outstanding cheques
 Actual Balance Aug 1, 2020
 Pending revenue
 Expenditures
 Outstanding cheques
 Cash on Hand