



Maple Ridge Elementary School Council
Meeting Minutes December 8th, 2015

6:30 – 8:27pm

Attendees:

Cynthia Allen, Barbra MacIntyre, Natalie Makara, Nicole Guertin-Colverson, Shealee Free, Rosita Mclanghlin, Jennifer Tracey, Tracy Murdoch, Crystal Matheson, Elitza Palator, Robin Januska, Ekwa Duala-Ekoko

Meeting called to Order – Cynthia Allen

Meeting agenda approved. All were in favor

Approval of November meeting minutes – Approved by Jacquie, seconded by Robin

Lunch Lady- Shawn Shannon

- We were presented with the offerings from the lunch lady. The overall council was impressed with the overall thoroughness in food quality and the controls in which were deployed to help keep the offerings hot; prior to it being delivered to your child.
- The Lunch Lady program runs in what they call terms, the term we were looking into was the Winter term that runs January – March. We have chosen to start in February.
- We have worked with the Lunch Lady to determine what is and is not able to be offered. We have made the decision to remove Apple Juice and popcorn (programs already run in the school). We will be running Lunch Lady once per week and will not conflict with Pizza day. Should a parent wish to move ahead with the program, they will be able to log in and place an order.

Principal Report – Nicole Guertin-Colverson

- Christmas concerts: Assembly for Christmas to be held at 1:30pm for Kinders.
- There is a presentation and concert performed by “C-Flats” a choir create by Colonel By school Ottawa, that is made up of grades 9-12 students
- “Me to We” summary was given about what it supports. There was a group of students that attended the “We Day” in November. The group will be selling Rafiki bracelets this year for \$10.00 – stay tuned for these to come home. There were a total of 35 bracelets purchased up front and additional ones can be ordered should they need. There are several different bracelet colors

with the sales each representing a different fundraising goal, ie. Clean water, medicine, education etc....All the money raised will go to the fundraising area that the buyer chooses.

Me to We group will be concentrating on:

- Character building is a big focus
- Respecting others
- Making changes to your environment and being proactive
- Immunization records
 - A total of 288 students will be getting a letter home that their immunization records are not up to date. There is a call to action to visit the website (Public Health) on the letter and ensure that the records that public health have are up to date and represents the accurate records of your physician. These will need to be updated by end of February.

Communications update: - Rosita

- There was a Science evening on both November 12th, 2015 and November 19th, 2015. Following these events there was an email send to all participants looking for feedback on their experience.
 - We will take this information collected and move forward into 2016 and decide if we want to do this again.
 - These sessions were paid for using a Pro-Grant

Chair Report

- Rocks ad Rings – Tanya will be coordinating these with the teachers
- Popcorn ordering will be online on a go forward, this will be done using the same system (HotLunches.net) as pizza orders. This will eliminate a lot of administrative time behind this program
- “Proud to be me” – this is an anti-bullying movement, that focuses on standing up for people. Cynthia has all of the details on what is next and when the next session is, they usually are held during the day time. Cynthia can look into a Grant for this program to come into our school.
- School Photo’s 2015/2016- there was some feedback about the quality of pictures and there were some people who were not pleased with the quality of work. Cynthia is going to reach out with the company to see what can be done.
 - It is important to note that there is no contract and with that there is an opportunity to seek out another photographer for next year.
- Entertainment books
 - We needed to sell 150 books in order to capitalize on the profits (20% profit vs 40%). We purchased the delta as council and will use them for gifts for people who support us throughout the year in addition to raffling some off at FFD.
- Constitution – we need a total of 3 volunteers to review the 17 page document. From there they will need to offer changes and validate what the document houses. We have until the end of June to complete the assessment. The Maple Ridge Constitution was last reviewed in 2013.
 - The three volunteers that will play point on this are Tracy, Robin and Rosita

Financial Report (Appendix 1)– Wil

- Review given and documents were provided with the breakdowns. No actual updates

Fundraising efforts -

- Samko toy sale will be part of our fundraising efforts next academic year. What this means is that anyone who shops at the Samko sale in November 2016, will be able to tell the cashier and we will get a 5% of sales for the school.
- Boston Pizza – we will be looking into what fundraisers we can have at the Boston Pizza. This will be for closer to Spring
- Dance –a – thon, the proposed event will be brought forward to the teachers and we will re-visit the logistics next meeting.

December 8th/2015 meeting minutes approved by MRES council:

Executive Signature

Date

Appendix 1.

Maple Ridge - Parent Council Income Statement (as of December 7, 2015)

	Jul '15 - Jun '16	Jul '14 - Jun 15
Income		
Hot Lunch		
Revenue	11,664	31,428
Expense	(6,170)	(16,535)
Total Hot Lunch	5,494	14,893
Entertainment Book		
Revenue	3,240	4,288
Expense	(2,182)	(2,604)
Total Entertainment Book	1,058	1,684
Movie Night		
Revenue	0	983
Expense	0	(231)
Total Movie Night	0	752
Family Fun Day		
Revenue	0	6,739
Expense	0	(3,757)
Total Family Fun Day	0	2,982
Other		
Grants	1,500	2,500
Art vermessage	0	0
Other revenue	0	1,315
Other expense	0	(581)
Spirit day revenue	0	0
Total Other	1,500	3,234
Total Income	6,052	23,545
Expense		
Interest, bank charges	14	111
Miscellaneous	35	75
School - activities	1,784	1,727
School - books & equipment	2,190	2,717
School - greening	0	31,551
Total Expense	4,023	36,181
Net Income	4,028	(12,636)
Cash, beginning of year	3,822	16,458
Cash, end of year	7,851	3,822
Reconciliation		
Balance per bank	42,634	31,737
Outstanding cheques	(2,198)	0
Outstanding deposits	1,661	2,085
Commitment (School Yard)	(29,246)	(30,000)
Commitment (Activities/Equipment)	(2,700)	0
Future payments (hot lunch, etc)	(2,500)	0
Cash, end of year	7,851	3,822