

JICS Parents' Association Meeting

October 17, 2016

6:00pm - 7:00p.m.

AGENDA

1. President's Report
 - a. Welcome
 - b. 2015 - 2016 Areas of Focus
 - c. Finances Overview
 - d. PA Budget
2. Class Rep Reports
3. Volunteer Report
 - a. Dates on the horizon
 - b. Spots to fill
4. Committee Reports
 - a. Patrick Harvey Fund
 - b. Parent Education
 - c. Library
 - d. Dean's Advisory Committee
 - e. Healthy Eating Committee (...coming soon)
5. Principal's News

Reminder – Parent Ed Event to Follow at 6:45pm

- Parent Education Evening (all parents invited) - Panel of Grade 11 & Grade 12 Jackman ICS Graduates to speak about transition from JICS 7:00 – 8:30 pm free babysitting provided – please RSVP with Zoe R. at

...Some light food will be available.

MINUTES OF A MEETING OF THE MEMBERS OF THE ST. GEORGE'S SCHOOL'S PARENTS' ASSOCIATION (the "Association" or "JICS PA")

Held at The Dr. Eric Jackman Institute of Child Study Laboratory School 45 Walmer Road, Toronto, Ontario, on Monday, October 17, 2016, at 6:00 p.m.

1. Chair and Secretary

A quorum present, Grant McCutcheon, President of the Association, took the Chair and called the meeting to order. Beth Corcoran acted as Secretary.

2. President's Report

Grant welcomed all present, including those participating by online access. He provided an overview of the Association's activities year-to-date and areas of focus. He was pleased to report that some exciting Wish List purchases including approx. \$10,000 for iPads had been approved relying on parent fees and donations, along with the annual classroom and special ed grants now increased to \$500/class for a total of \$8,400.

He reported on the exciting progress being made on the priority of improving PA **Communications** through the hard work of Casey Dabiet and Erin Kirby in the design and build of a parent website working with OISE's IT group.

He announced a new focus for the Executive of examining **parent giving**, which seemed timely as the new building approaches substantive completion, but will need additional funds to complete its kitchens and library and to outfit the theatre and gym. As well longer-term projects such as a refurbishment of the playground can be anticipated as needing to be organized and implemented. He also noted that it seems worthwhile to assess if parent giving could enrich the school's club programs with 7 related to sports, 4 related to library, including Social Justice and Newsletter, and 4 related to creative such as choir, rock-band and technology.

On the horizon he noted that three Executive positions (Treasurer, Volunteer Coordinator(s) and Vice President) would be coming open in the spring and encouraged parents to give thought to these roles.

3. Financial Report

Thecla Sweeny provided an overview of the PA Finances, her detailed overview having been circulated. She reviewed with the meeting the overview of historical comparatives as well as the current school year's budget. A specific focus was given to the "Summary of Financials – Key Metrics" and details of the expenses made possible by parent donations. She noted year-over-year declines in total revenues (fees and donations) as well as a drop in participation while average donation amounts have remained stable. The cash balances for each of the PA General account, Patrick Harvie Arts Fund and Library were noted along with the most significant year-to-date sources and uses of funds for each and looking forward.

A question was asked about the loss on Hot Dog Night and why this event does not make money as a fundraiser. Thecla advised that the event is not regarded as a fundraiser and intended to breakeven as a fun, social, interactive school community event. In this regard, she noted that school support staff and teachers are invited at no cost to them.

Thecla expressed her continuing desire to see increased use by parents of online donation opportunities, including as it facilitates receipt generation and bookkeeping.

4. **Class Rep Discussion**

Beth Corcoran addressed the meeting and gave an overview of some of the plans and discussions ongoing to enhance this key role in the parent community. She articulated a desire of both the school and the Executive to better define the role, look at what the class rep is most valuable for, ways to best use reps to engage parents especially new families to JICS and how to streamline communication to and from parents. Richard Messina noted to the meeting his intention of holding a Community Knowledge Building Chat specifically to discuss this role.

5. **Volunteer Report**

Grant introduced Leticia Amaral to give her report and thanked her and Kimberley Ling for their always very successful efforts to engage parents. Leticia noted to the meeting the success of the Terry Fox Run, the high level of volunteer sign-up for all events posted through the year, and reviewed events on the horizon, such as Book night.

She thanked all the many volunteers for their efforts and enthusiasm.

6. **Communications Report**

Casey Dabiet gave a detailed overview of the ongoing JICS website rebuild by OISE's IT team, noting some of the new design features and functionality. She was excited to let parents know that the password protected parent area of the website will host many useful resources and allow greater online form completion.

Grant thanked Casey for all the time and effort she had spent through the summer on the website design working with OISE and with Erin Kirby would be spending on this important project through to its completion.

7. **Committee Reports**

a. **Patrick Harvie Arts Fund**

Tracy Pryce provided an enthusiastic overview of the May 12 gala fundraiser and thanked parent Ginger Sobara for generously hosting the evening at her home. Richard Messina advised the meeting that an Artist in Residence had not yet been identified for the current school year and noted that this year is a tuition support fundraising focus for the school.

b. Parent Education

Alessandra Sanchez provided an overview of the events planned for the year, including this evening's panel of JICS graduates who would be speaking about their experience transitioning from JICS to middle and high schools. She commented that the committee was looking at topics to do with science.

8. Principal's Report

Richard Messina provided a brief, sky is the limit, positive update.

He expressed his gratitude to teachers and staff for their tremendous efforts to sweep the construction dust from the building in time for the start of school. He thanked parents for their gracious understanding of any disruptions.

He spoke to parent giving as a focus of the Executive and school with his intention of increased transparency of relatively small "wishes" and longer-term bigger needs as discussed by Grant. He wanted assure all parents that the curriculum and school program are fully funded.

He enthusiastically discussed 2016-2017 as a tuition support fundraising year and hoped parents would volunteer and participate and ensure the fundraising gala will be a big success. He was pleased to report that currently 13% of families receive some financial support.

Richard was asked to consider if the school could generate revenue from the approximately 700 visitors it hosts every year. He advised that it is under consideration.

9. Other Business

None was raised

Upon motion duly made and unanimously approved, the meeting was terminated.

Grant McCutcheon, Chair

Beth Corcoran, Secretary

JICS Parents' Association Meeting

Monday, January 16, 2017

5:30 p.m. at 45 Walmer Road

AGENDA

1. President's Report
 - a. Welcome
 - b. 2016 - 2017 YTD Review
 - c. Looking forward
2. Treasurer's Report (with handout)
 - a. Finances Overview YTD
 - b. Budget vs. Actual
3. Volunteer Report
 - a. Dates on the horizon
4. Committee Reports
 - a. Parent Education
 - b. Library
 - c. Dean's Advisory Board
 - d. Nominations Committee (4 positions)
 - Vice President, Treasurer, Volunteer Coordinators (2)
5. Principal's News
 - a. Building update
 - b. 2017-2018 Staffing plan

Reminder – Parent Research Night to Follow at 6:30pm

...Some light food will be available.

MINUTES OF A MEETING OF THE MEMBERS OF THE ST. GEORGE'S SCHOOL'S PARENTS' ASSOCIATION (the "Association" or "JICS PA")

Held at The Dr. Eric Jackman Institute of Child Study Laboratory School 45 Walmer Road, Toronto, Ontario, on Monday, January 16, 2016, at 5:30 p.m.

1. Chair and Secretary

A quorum present, Grant McCutcheon, President of the Association, took the Chair and called the meeting to order. Tracy Pryce acted as Secretary.

2. President's Report

Grant welcomed all present, and, having circulated minutes of the October 17, 2016 meeting to those in attendance, provided an overview of the Association's activities to date and areas of particular focus. He noted the events and initiatives of the first term, made possible by parent volunteers who generously donated their time. **Terry Fox Run** and **Sandbanks** trip were well coordinated and participation on the part of both students and parents was (not surprisingly) abundant and enthusiastic. **Student photos**, now taken in fall versus the spring, were well coordinated. Grant thanked parents for their generous contributions of time, effort, and enthusiasm.

Lots to come with many big events including HDN, Earth Day, Games Day, Graduation, and excitement among the Grade 4, 5, and 6 students is growing as they participate in a design competition for the **new Jackman Jets logo**. Can you hear the crowds cheering from the stands as our logo-sporting teams take the floor in the new school auditorium?

Grant noted that the new format for the school's November library fundraising event, the **JICS Book fair**, was very well received and successful in terms of the experience for children and families and the funds raised (noted in more detail in the below Library report). The efforts of our Librarian Krista Spence and the dedicated and creative committee of parent volunteers (Valerie Gow, Julia Rackal, and Noam Tomczak) were applauded for their efforts.

Grant reported on the progress continuing to be made by parents Casey Dabiet and Erin Kirby in their shared efforts to expand upon the efficacy and scope of **PA Communications**, especially and including the work that Casey is spearheading on the design and build of the new dedicated parent website that will make communications much easier and more efficient for families. Casey's written report was circulated to the meeting.

In other news, the **Alumni Echo Newsletter**, although in progress, has been temporarily pushed back (initially scheduled for publication in the Winter term), while efforts of staff and other editorial contributors are dedicated to the completion of the second edition of **Natural Curiosity: A Resource for Educators**, the Lab School's widely acclaimed pedagogical resource. Funded in part by TD Friends for the Environment, the second edition will incorporate an Indigenous Lens, drawing upon the inherent connections of the institute's environmental inquiry pedagogy and Indigenous perspectives (also planned for publication and official launch later this year).

Alumni Echo past issues:

http://www.oise.utoronto.ca/ics/Laboratory_School/Laboratory_School_Alumni.html

Natural Curiosity website:

<http://www.naturalcuriosity.ca/pdf/NC2-Promopkg.pdf>

Parent Donations: While more detail of PA Finances would follow by PA Treasurer Thecla Sweeney in the Treasurer's Report, Grant noted the low response to **Teachers' Wish List** items despite extensive efforts put forward by Principle Richard Messina. Excellent parent feedback on the importance of language and process around encouraging donations was consented to. While describing the way an appropriate rise and its justification could be carefully devised and communicated, the key point is that we should aim to tap into available funds while making sure that accessibility remains of paramount importance. The PA Executive and Finance Committee continue to discuss fundraising for PA items and new possibilities like the concept of targeted donations.

Nominations Committee Process: With the coming of the Spring term, details of the Nominations committee process will be circulated shortly. Parents should begin to think about their own interest and that of others, as four new positions will be open for the 2017/18 school year:

- Vice President
- Treasurer
- 2 Volunteer Coordinators

3. Financial Report

Thecla Sweeney provided an overview of the PA Finances, her detailed report having been circulated. She noted the \$1,000 balanced in the General account, which will be spent by the end of the school year. As touched upon by Grant, the PA expects to end the year at close to a \$0 cash balance, which may increase to \$5-7k in the event of an HST recovery being investigated by Thecla and JICS parent Jon Newton. As the surplus that the PA has enjoyed over the past several years has been depleted, only the current budget that funds many key items (the valued teachers' grants, lice screenings, student newsletter production costs, and PA events including Parent Education) will be satisfied, sacrificing the **teacher's wish list**. There will also be a low cash balance in the **arts fund**, which covers a lot of unique and enriching programs that are delivered to our children (field trips, artists in residence, etc.).

Tax Returns and Financial Reports: Thecla described the implementation of a new process around filing the PA's tax returns (being a registered charity) and preparing financial statements, having hired the services of a **bookkeeper**. The bookkeeper filed the charity's tax return in December (YE June 30), and is now setting up the books to be managed ongoing, preparing financial statements to be sent out to the PA. Thecla expects all to be in order with the bookkeeper by August of this year, leaving an efficient, well-organized process in place for the new Treasurer.

Thecla further described other areas of **savings and increased efficiency:**

- The folding of the three separate accounts (PA General, Library, Patrick Harvie Arts) managed by the PA into one, reducing fees and unnecessary banking steps
- Dispensing with the use of Gift Tool for online donations, justified by insufficient activity to warrant the fees. Investigating the Canada Helps platform, which is less expensive and caters to different needs.

Responding to a query on the topic of Hot Dog Night, the Treasurer confirmed that there is a cushion of funds designated to cover costs – in addition to the school's support – for HDN that parents on the planning committee can dip into. Thecla noted that while last year resulted in a \$1k deficit (due to higher food quality and options), the previous year netted a \$2000 surplus. The difference typically lies in how much alcohol is sold to pay for costs. Executive VP Beth Corcoran wisely pointed out that ticket sales for this annual event have historically remained stagnant, so perhaps there is an option to increase costs to hedge against losses.

Class gifts were also noted as an area that could be developed, both in the amount collected and the ways in which participation is encouraged. All this with the important priority of **confidentiality and optional participation** being considered by all.

Many agreed that the value of discussion among community members, particularly from class reps to their class cohorts, remains an effective way of disseminating news and enhancing community spirit. Revisiting the roles of class reps to tap into their underutilized skillsets and talents was agreed upon by all as a good way forward, and is being discussed by the Executive as a task to be carried out this year.

4. **Volunteering**

Leticia reminded members that the use of Volunteer Spot for HDN is the most efficient way to organize the event, and continues to be the tool for coordinating our wonderful parent volunteers.

5. **Committee Reports**

a) **Library**

Librarian Krista Spence reported on the new library fundraiser model which, as noted by Grant, was very well received. The well-curated selection of books

provided diversity in authors, themes, and genres, the price points were good, and aside from the (happy) chaos that ensued at drop off, the event yielded a total of **\$ 2,909** (an increase of ~\$700 from last year's event) raised for the JICS library program:

- Book fair hosted by *Another Story* netted proceeds to JICS totalling \$1,380
- Online Indigo sales directed proceeds back to school in amount of \$1,515

In addition, the raffle baskets supplied by families and raffled off at the December Sing-a-Long resulted in \$826 of sales, 100% of which support library programming (visiting authors, storytellers, illustrators).

The Library also received two sizable donations of Canadian books from Jim Fleck, a contact of JICS Director, Clare Kosnik, valued at over \$1,300. An assortment of eco titles and novel non-fiction stories and mysteries made a great addition to the library collection.

Parent feedback on the new model is encouraged by Krista and Principal Richard Messina, such as to continue improving upon this fundraiser, and parent feedback during this meeting including the possibility of seeking out other options for online giving/matching/shopping (in place of Indigo), perhaps with our book fair partner *Another Story*.

Karima Amin, African American Folktale storyteller, writer, and educator, and Heidi Dahlsveen, Norwegian folktale storyteller are scheduled to visit the school during the JICS April read-a-thon event. Further, JICS students will again be participating in The Forest of Reading, which introduces new Canadian authors, illustrators and publishers nominated in various categories to young readers. JICS kids will read 10 picture books with special friends, voting on their favourite.

b) Dean's Advisory Board

Parent Esther Benzie, one of two parents on the Dean's advisory board (with parent Nadia Thomas) gave an overview of the board, which giving non-binding advice to the Dean on missions and policies affecting the Lab School. The board follows a broad mandate and involves 12 people representing all constituents of the Lab School (alumni, 2 current parents, Principal Richard Messina, JICS Director Clare Kosnik, and teachers), meeting twice a year.

The board's recent agenda include input from our parent reps, specifically related to how the Lab school could impact upon OISE's current strategic planning process. This level of input is a new development at meetings that have been historically shaped by an agenda set by the Dean. Parent representative Nadia Thomas tabled the need to find ways of continue to promote the economic diversity at JICS, and to get a better sense of how OISE is valuing the school. Esther expects more to be discussed on this at the next meeting.

c) Parent Education

Chair and parent Alessandra Sanchez gave details on the line up of Parent Ed events circulated earlier in the term by the school:

- **Math Morning** on February 16th (8:30-10:30)
- **Parenting boot camp**, a popular event returning to JICS the weekend of February 4th-5th. Hosted by notable parenting expert Alyson Schafer, this event is one that parents must register for (watch for detailed on registration and an early bird rate from the school).
- ***New* Book Club** initiative, which will invite parents to read together and share ideas. The first novel is *The Whole Brain Child*, by Daniel Segal, and will be discussed at the March 2nd Parent Ed event.

Alessandra noted the need for new members to come forward to be part of the committee for next year.

6. Principal's Report

Staffing News:

Job notices posted and applications received/under review for:

JK: Principal Richard Messina confirmed that the JK Hire process is moving ahead as expected for this position to be filled by March to replace current JK teacher Raadiyah Nazeem for her maternity leave.

Grade 3 and 5: similarly, the process continues as expected for the replacement of the seconded grade 3 position (now at the end of its 3-year term), and the grade 5 teacehr position, as current Grade 5 teacher Michael Martins will be returning to the role of Gym teacher.

7. Other Business

None was raised

Upon motion duly made and unanimously approved, the meeting was terminated.

Grant McCutcheon, Chair

Tracy Pryce, Secretary

**MINUTES OF A MEETING
OF THE MEMBERS OF THE ST. GEORGE'S SCHOOL'S
PARENTS' ASSOCIATION (the "Association" or "JICS PA")**

*Held at The Dr. Eric Jackman Institute of Child Study Laboratory School 45 Walmer Road,
Toronto, Ontario, on Monday, May 1, 2017, at 5:30 p.m.*

1. Chair and Secretary

A quorum present, Grant McCutcheon, President of the Association, took the Chair and called the meeting to order. Tracy Pryce acted as Secretary.

2. President's Report

Grant welcomed all present, and, having circulated the minutes of January 16, 2017 meeting, suggested that Principal Richard Messina give the School Report ahead of the PA formal business (see next item). Returning to the PA formal business after the school report, Grant addressed the transitioning PA Executives (effective the charity's Y/E June 30, 2017), a new slate being put forward to the members of the JICS PA later in the meeting.

Refresh and Reorganization: As begun back in 2014/15, significant effort on the part of the PA Exec has gone into formalizing, rethinking, and renewing the processes and mandate of the PA. Grant thanked Thecla Sweeney, PA Treasurer, for reorganizing the charity, creating a robust model of processing and reporting that could be easily assumed as new executives come on board.

Grant noted the **enhancement of PA Communications** under Communications officers Casey Dabiet and Erin Kirby, including the launching of the new website project led by Casey, who has made significant progress on the creation of a new platform with enhanced functionality, relevancy, and effective design.

Grant thanked VP Beth Corcoran for her extensive work heading up the **healthy eating** committee and implementation of the well-received hot lunch program.

Ongoing, the PA Executive will consider ways to stimulate **parent giving**. Noting that these funds have significant impact and are relied upon by the teachers, Grant also noted that a new approach to larger, more specifically focused funding has been on the table for quite some time as a possible way to stimulate more donations and interest, and create value for the PA generally.

3. Principal's Report

During his School Report, Principal Richard Messina noted the following major initiatives underway:

- Diana Rankin tuition support gala. There is much excitement related to the upcoming May 11th gala: thanks to the gala committee for hard work.
- Building renovation. Unexpected construction delays are slowing completion and interruptions to the summer renovation, but the school is working on a contingency plan with the staff. This plan is nearly finalized.
- New daily schedule. The staff is working on a new daily schedule that will see the day extended, possibly to 3:30 p.m., in part to accommodate the new Phys. Ed program being considered in light of the new gym.
- Staffing news. The grade 3 and 5 teacher positions for the 2017/18 school-year have been filled. Richard thanked the hiring committee involved: Grant McCutcheon (PA President); Dr. Clare Kosnik and Dr. Bev Caswell (OISE); Chriss Bogert (JICS VP); Judith Kimmel (JICS Special Ed teacher); Robin Shaw (Gr 4 teacher); and Ben Peebles (Gr 6 teacher), and introduced the new hires:
 - o Grade 3 teacher: Shanti Harris: an experienced teacher, graduate of JICS MA Teacher Ed Program, well-known by JICS staff and considered an exceptional educator.
 - o Grade 5 teacher: Tanya Demjanenko: exemplary Grade 5/6 teacher from Equinox Alternative School, a popular mentor in the JICS MA Teacher Ed Program, coming with many years of teaching experience.

4. Financial Report

PA Treasurer Thecla Sweeney provided an overview of the PA Finances, her detailed report having been circulated prior to the meeting and provided again to attending members. She noted that all tax receipts had been issued, and financial statements are up to date. Having closed out the books at the end of the calendar year, the **tax return** is complete and putting the balance sheet for the beginning of the new school year in order, the PA is in a good rhythm to keeping things on track and current as Thecla moves on.

The Treasurer is in the process of collecting all receipts hitherto, in order to take advantage of **HST rebates** (currently totaling approximately \$2500), a step now part of the formal process on a go-forward basis.

Having previously implemented the Gift tool platform as an **online giving solution**, the Treasurer decided to move to the Canada Helps platform, a transitional online payment solution that has a donation button embedded right into the new website, making things easier for accounting and reporting. With optionality for e-transfers for events, it is a much better option.

5. Volunteer Report

Grant thanked Leticia Amaral and Kimberly Ling for their ongoing commitment to the shared Volunteer Co-ordinator role. He noted that as the core of the PA is in cultivating and mobilizing the community spirit that comes from directing

parents about how to get involved, theirs is a crucial role. They will be moving on to allow new parents to come on board via the new slate.

6. Communications Report

Casey Dabiet provided an update on the new website project, noting that the PA is no longer working with OISE on development, going forward independently. This new arrangement is working well, promising an amazing new tool for parents and the school to benefit from. Immediate updates, effective communication, and convenience of online forms will be features, to be implemented sometime between now and the beginning of the school year.

7. Committee Reports

a. Parent Education

Committee Chair Alessandra Sanchez noted her transition out of the committee, delivering under budget (!), and the arrival of a new chair – Malik Martin (father of Solomon in JK) with new energy, new ideas. Alessandra noted the exploration of sharing events and/or speakers with The Mabin School, in order to increase interest, profile, etc., yet noted the importance of ensuring feasibility in relation to need in order to ensure the turnout matches the efforts of organizing.

b. Library Report (see attached).

Lab School Librarian thanked parents for their donations during the school's "Book Day" fundraiser, featuring a book fair hosted by Another Story, and the Indigo gift card fundraiser. Proceeds from these efforts resulted in thoughtful, intentional (theme, genre, focus) purchases for the classrooms and funding for great new storytellers. See report for more detail.

c. Dean's Advisory Board

DAB Parent rep Nadia Thomas and Esther Benzie have requested more detail on the valuation process 2008, which they have argued should include the goodwill the Lab School brings to the Institute in addition to the teaching and research. OISE has in past seemed amenable to opening up the valuating process, and providing more detailed information to our reps, yet have subsequently declined to discuss, opting to address in a private budgeting meeting with the Lab School (Richard). Their general view is that the Lab School is getting a "deal" on the subsidy model, assigning us a value of \$250,000, a number based on square footage and use of services (on a general framework applied across the board). Nadia and Esther challenged this number, requesting substantiated calculations, which were promised but have since been denied. Nadia noted the need for elevated visibility within the university and champions who might argue among the higher political echelons at the U of T for the

Lab School to be recognized as a valued entity. OISE does not seem to share the concerns that continued rising tuition may price the school out of the market. In addition to pressing for a stop to tuition increases on behalf of JICS families, Richard is actively questioning OISE's application of cost buckets to the Lab School for things such as legal services and admin costs, while Lab School Director Clare Kosnik has been working hard to demonstrate JICS value on level of Masters program.

8. Election of the Executives for July 1, 2017

Beth Corcoran reported that the **Nominations Committee** having gone through due process has netted four great additions to the executive, and with that, the slate for the new 2017/18 Executive was presented for a vote. The following motion was then made.

WHEREAS a meeting of the Members of the St. George's School's Parents' Association (the "Association") was held on Monday, May 2, 2016 at which the current officers were elected or confirmed;

AND WHEREAS the Association's Constitution provides that each voting member of the executive shall hold their position for two years from July 1 of the year elected and is eligible for re-appointment;

AND WHEREAS each of the President, Past President, Treasurer and Volunteer Coordinators terms will end effective July 1, 2017;

Wai Hin Chan moved to approve the slate.
Grant McCutcheon seconded the motion.
All were in favour of this motion.

BE IT RESOLVED that as of July 1, 2017 the executive offices shall be filled by the individuals as set forth below:

Office	Name
President	Beth Corcoran
Vice President	Deepta Rayner
Past President	Grant McCutcheon
Treasurer	Karin Treiberg
Volunteer Coordinator	Awet Sium
Volunteer Coordinator	Amy Cheung
Communications	Casey Dabiet
Communications	Erin Kirby

9. Other Business

None was raised.

Upon motion duly made and unanimously approved, the meeting was terminated.

Grant McCutcheon, Chair

Tracy Pryce, Secretary



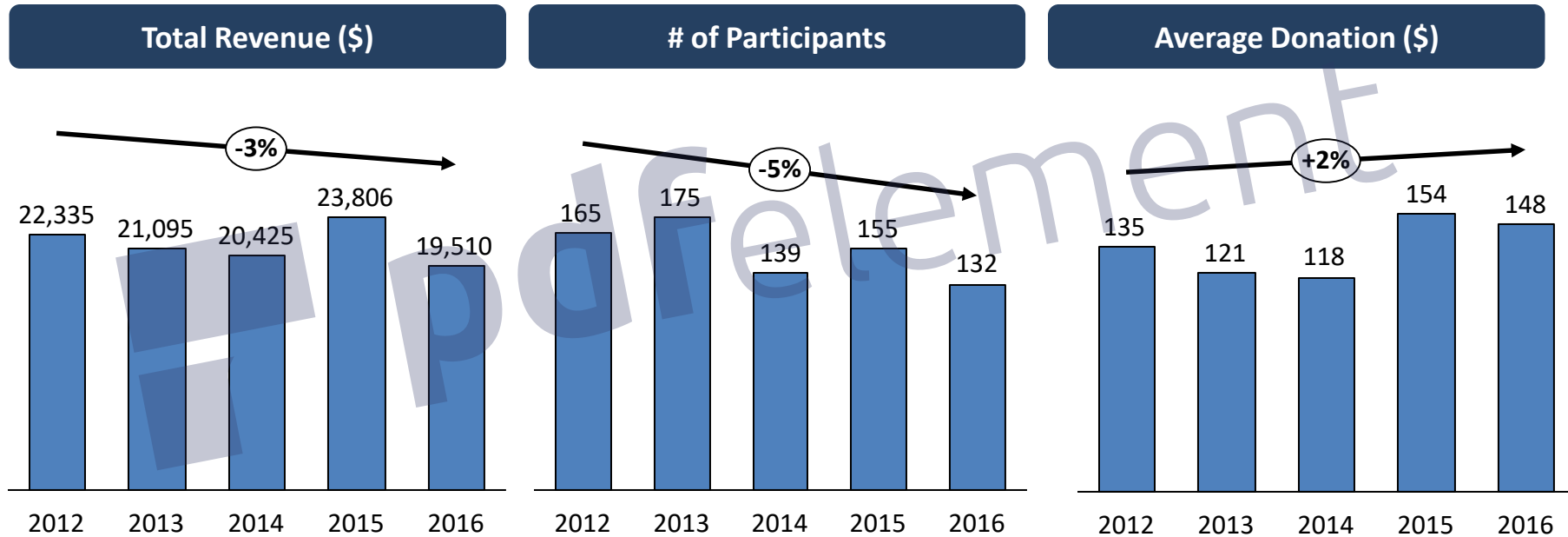
**ICS Parents' Association
Finance Committee Meeting**

September 23 2016

Executive Summary

- Majority of donations still made by cheque – need to reevaluate the current online platform and the administration burden of receiving and receipting cheques
- Should review annual costs of maintaining 3 separate accounts (\$576 per year versus \$192)
- Donations lower than prior years – still may receive more donations
- Need to find a new long term solution on bookkeeping and tax returns

Summary Financials



Note: 2016 figures reflect forms received to date; # of donations and average donation is by child

2016-2017 General Budget

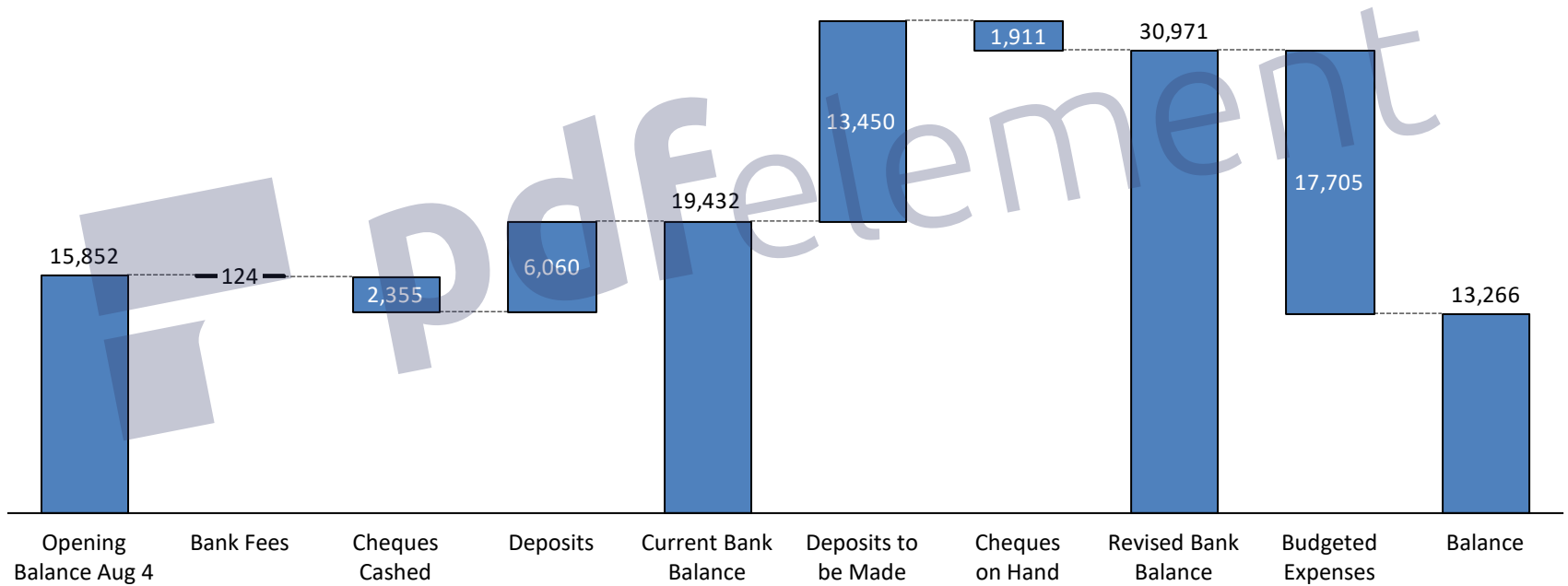
Jackman ICS Parents Association

Income Statement (\$)	Budget Jun-17	Actual Jun-16	Proforma Jun-14	Actual Jun-13	Actual Jun-12
Revenue	19,510	23,806	25,395	23,535	26,400
Administration	100	96	300	345	245
Bank Charges	500	455	100	18	26
Online Donation Setup Fees		777			
Bookkeeping / Tax Receipts	1,300	1,250	1,500	254	1,421
Classroom Grants (includes \$400 per class plus specialty)	8,400	6,451	6,800	6,452	7,515
Additional Classroom Grants	1,450	677	6,050	4,862	7,522
Other Directed Donations		3,983			
Special Events (Hot Dog night etc.)		1,215		1,883	
Earth Day	600	-	600	463	574
Graduation	2,200	2,282	2,200	2,171	1,872
PA Meeting Refreshments	1,000	917	95	119	
September Social	1,525	1,535	750	651	651
Newsletter	750	671	2,000	1,313	2,060
Pediculosis Screening	1,400	1,381	2,000	1,000	1,431
Parent Education	2,000	1,855	1,000	1,511	1,034
Other Expenses		603			350
Total Expense	21,225	24,146	23,395	21,042	24,701
Net Income	(1,715)	(340)	2,000	2,493	1,699

General Funds

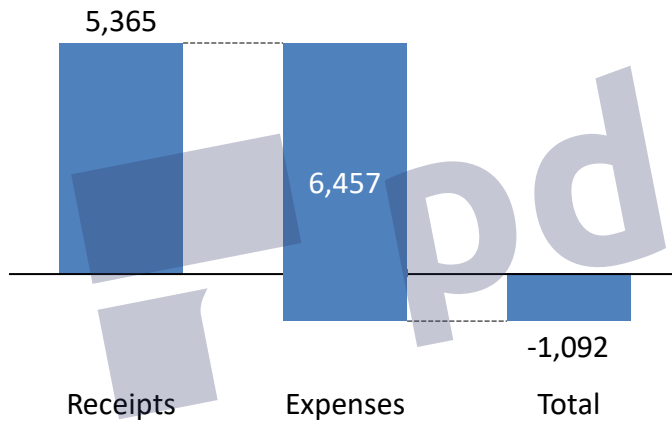
2016 Bank Activity to Date (\$)

2016-17 Forecast



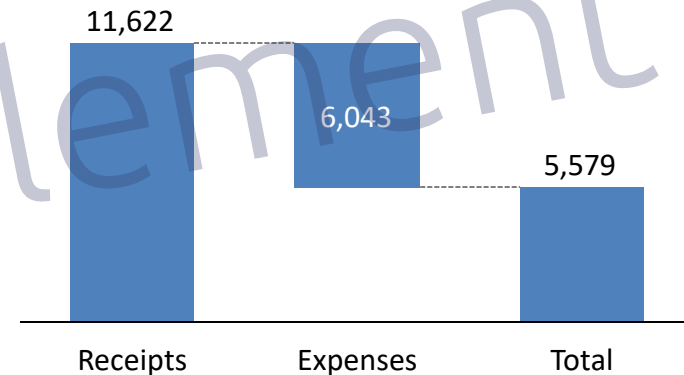
Patrick Harvie Arts Soiree and HDN

Hot Dog Night (\$)



- Event was well-received particularly the inclusion of varied foods
- Event generated a loss with a “lessons-learned” collated by the committee to pass on
- In order to be break-even new committee should consider raising ticket prices

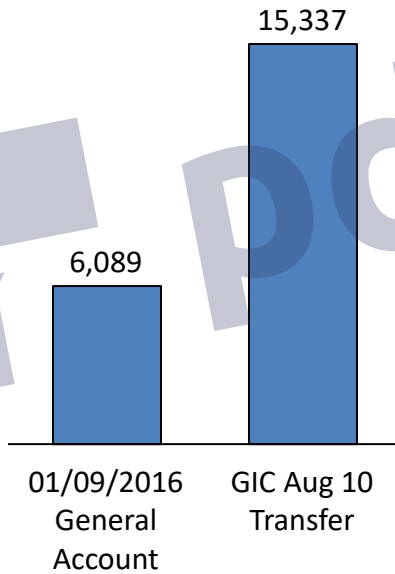
PH Arts Soiree



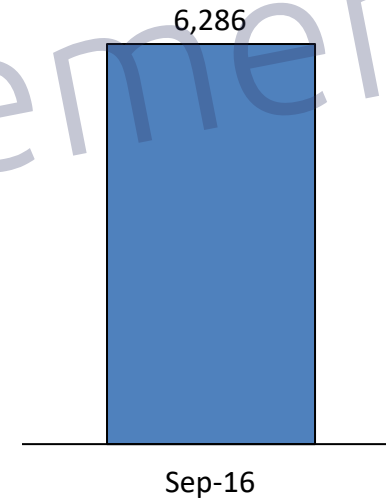
- Event raised \$5,579 for the Fund
- Receipts includes \$3950 of donations – to be receipted at year end
- Current account balance at \$6,088.64 plus GIC
- Question whether \$1800 should be transferred to the GIC

Recent Bank Statements

PHAC (\$)



Library (\$)



Online Donation Adoption

	Gift Tool		Canada Helps	
Total Amounts	\$	6,060.00		
Participants	\$	31.00	\$	31.00
Transaction Fees	\$	215.63	\$	236.34
Monthly Fee	\$	339.00		
Total Costs	\$	554.63	\$	236.34
Average Cost per Transaction	\$	17.89	\$	7.62

- 31% of donation dollars received are administered online (37% last year)
- 31 transactions and \$6,060 in total donations received
- Given lower adoption of online (vs expectation that we would move to 100% online donations) and higher monthly fees Gifttool is no longer a cost effective option
- Recommend we move to CanadaHelps which is a straight 3.9% of \$ received with no monthly costs

ICS Parents' Association Meeting

January 12 2017



pdfelement

Executive Summary

- New books set up and tax return filed with assistance of new bookkeeper Denine Snowden and Jonathan Newton (KPMG)
 - Denine Snowden
 - Snowden Support Services
 - "Your Extra Pair of Hands"
 - 1501 Woodbine Avenue, Apt 704
 - Toronto, ON M4C 4H1
 - Phone: 416-425-6226
 - Fax: 416-425-8804
 - dsnowden@sympatico.ca
- New process is Denine will maintain the books on an ongoing basis which should ensure i) proper categorization of expenses and ii) less cumbersome / time consuming process for year end.
- Have asked to collapse the 3 Scotia accounts (\$576 per year versus \$192) into a single account to save costs. New process with bookkeeper makes the separation redundant
- Cancelled the GiftTool subscription due to high cost / low usage. Have sent inquires to move to CanadaHelps by February.

Tax Recovery for Charities

- Denine raised the issue of our tax exemption status which was followed up and confirmed by Jon
- There is in fact an opportunity to recover a portion of both the 5% GST and the 8% provincial tax that comprise the 13% HST.
- The federal rebate is applied for on Form GST66. As a registered charity, the organization should complete Line 305. A 50% rebate of the 5% GST is available. <http://www.cra-arc.gc.ca/E/pbg/gf/gst66/README.html>
- The provincial component is claimed on Form RC7066. Again the tax should be reported on Line 305. An 82% rebate on the 8% provincial tax is available. <http://www.cra-arc.gc.ca/E/pbg/tf/rc7066-sch/README.html>
- We can go back 4 years and claim our rebates. There would be two tax filing periods for each year: Jan 1st - Jun 30th and Jul 1st to Dec 31st.
- Denine to extract the HST paid for these two periods for each year from 2013-2016, and KPMG will handle these catch up filings and get the process set up.

Classroom Grants and Wish List

Category	Recipient	Status	Amount
Classroom Grant	Robin Shaw	Paid	-\$ 401.33
Classroom Grant	Nick Yong Song	Paid	-\$ 229.59
Classroom Grant	Renee Smith	Paid	-\$ 500.91
Classroom Grant	Lisa Sherman	Paid	-\$ 500.39
Classroom Grant	Sarah Murray	Paid	-\$ 467.88
Classroom Grant	Tara Rousseau	Paid	-\$ 133.95
Classroom Grant	Ben Peebles	Paid	-\$ 449.50
Classroom Grant	Christel Durand	Paid	-\$ 269.08
Classroom Grant	(Christel Durand) Beguiling Books	Paid	-\$ 134.19
Classroom Grant	Carol Stephenson	Paid	-\$ 225.52
Classroom Grant	Carol Stephenson	Paid	-\$ 392.97
Classroom Grant	Tara Rousseau	Paid	-\$ 365.42
Classroom Grant	Chriss Bogart	Paid	-\$ 650.65
Classroom Grant	Raadiyah Nazeem	Paid	-\$ 596.23
Classroom Grant	Zoe Donahue	Paid	-\$ 502.16
Classroom Grant	Robin Shaw	Paid	-\$ 92.13
Classroom Grant	Krista Spence	Paid	-\$ 492.14
Classroom Grant	Norah L'Esperance	Paid	-\$ 498.60
Classroom Grant	Michael Martins	Paid	-\$ 478.59
Classroom Grant	Judith Kimmel	Paid	-\$ 124.32
Classroom Grant	Judith Kimmel	Paid	-\$ 96.97
Classroom Grant	Russell	O/S	-\$ 472.32
Total			-\$ 8,074.84

Wish List Spent	Amount
Ipads	\$ 9,966.60
Outdoor Equipment	\$ 472.38
SandToys	\$ 383.33
Total	\$10,822.31

Budget Reconciliation

as of January 12 2017

Budget Reconciliation

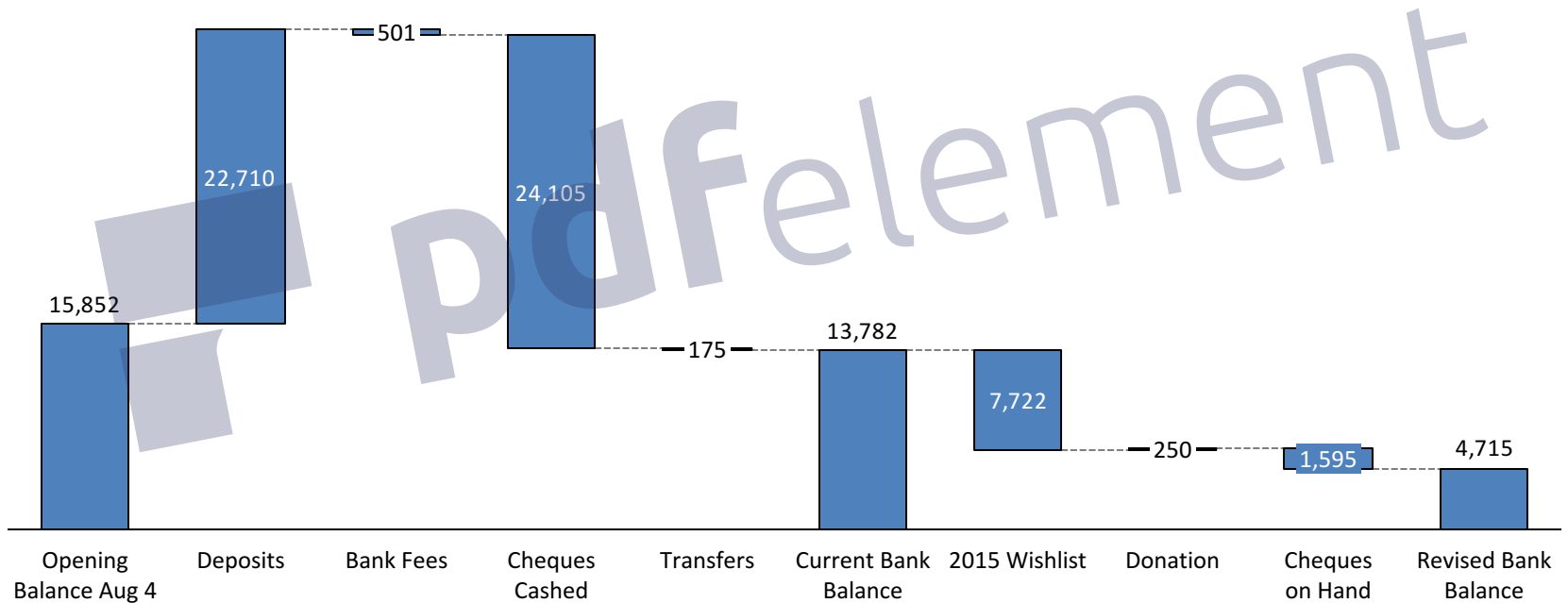
	Budget	Actual	Delta
Donations	\$ 21,360.00	\$ 22,960.00	\$ 1,600.00
Wish List	\$ 10,000.00	\$ 10,349.93	\$ (349.93)
Refreshments	\$ 1,000.00	\$ 471.80	\$ 528.20
Lunchroom Trays		\$ 491.25	\$ (491.25)
Bank Fees	\$ 500.00	\$ 668.70	\$ (168.70)
Classroom Grants	\$ 8,400.00	\$ 8,074.84	\$ 325.16
Total	\$ 19,900.00	\$ 20,056.52	\$ 1,443.48

Cheques Outstanding

Lice Check	-\$ 395.50
Senior Music	-\$ 472.32
Refreshments (Holiday Sing)	-\$ 67.80
Class Rep Gifts	-\$ 168.14
Lunchroom Trays	-\$ 491.25
Total	-\$ 1,595.01

General Funds – Cash Flow

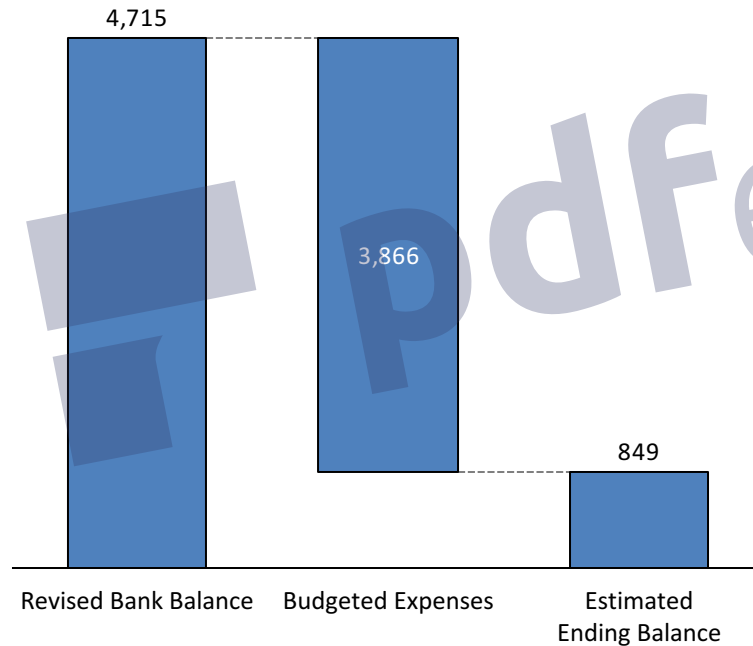
2016-2017 Bank Activity to Date (\$)



- Note we were billed for the Wish list items from last school year in January 2017; despite much follow-up last year the invoice from U of T IT didn't arrive until Dec 2016

Cash Flow Forecast

Estimate as of June 30 2017



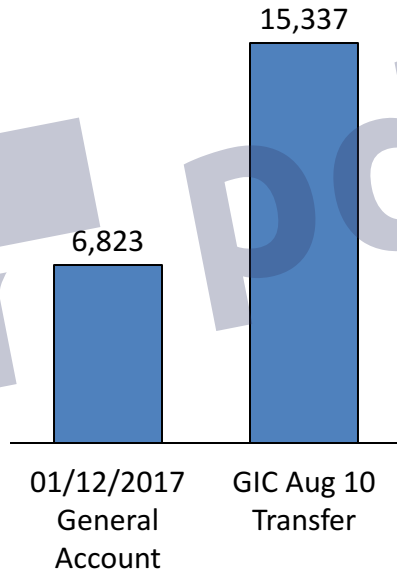
Budgeted Outstanding Expenses

	Amount
Graduation	-\$ 2,200.00
Lice Check	-\$ 545.72
Parent Education	-\$ 880.00
Earth Day	-\$ 600.00
Bank Charges	-\$ 168.00
Refreshments	\$ 528.20
Total	-\$ 3,865.52

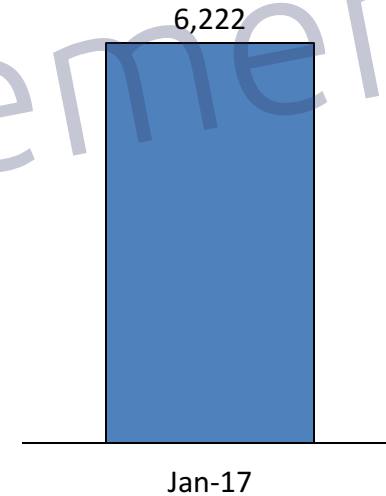
Note: includes bank fees until August 31 2017 and assumes 1 account

Recent Bank Statements

PHAC (\$)



Library (\$)



**Jackman ICS Parents' Association
PA Executive Committee Meeting**

Thursday September 29, 2016

8:15 a.m. to 9:45am

President: Grant McCutcheon

Vice President: Beth Corcoran

Treasurer: Thecla Sweeney

Past President: Tracy Pryce

Principal: Richard Messina

Vice Principal: Chriss Bogert

Communications: Casey Dabiet

Erin Kirby

Volunteer Coordinators: Leticia Amaral Noguiera

Kimberly Ling

The Class Reps

Item AGENDA (times best efforts)

- A Approval of Agenda and Appointment of Secretary
- B Approval of minutes: Jan 14 and April 28, 2016
- C Class Rep Welcome and Discussion (15 mins)
- D **Treasurer's** Report: (15-20 mins)
- 2016-2017 Budget
 - Review details, including prioritized Wish List expenses and classroom grants
 - Approve budget
 - Cash balances (PHAF, Library, General)
 - Status of Fee and Donation collection
 - Fee / donation follow-up
- E **Volunteer** Coordinators discussion (10-15 mins)
- Status of Parent Volunteers for:
 - Patrick Harvey, Parent Ed, (committees)
 - Upcoming events e.g. Terry Fox
- F PA **Communications** discussion (10-15 mins)
- Parent Website update
- G Report from the **School** with Q+A (10 mins)
- Year ahead overview
 - Community Knowledge Building Chats
- H Other Business:
- Annual CRA filings confirm status and timing
- I Date of next meeting: - To be confirmed for October

**MINUTES OF A MEETING OF THE EXECUTIVE OF
THE JICS PARENTS' ASSOCIATION
(the "Association" or "JICS PA")**

*Held at The Dr. Eric Jackman Institute of Child Study Laboratory School 45 Walmer Road,
Toronto, Ontario, on September 29, 2016, at 8:15 a.m.*

Present:

Grant McCutcheon, President	Richard Messina, Principal
Beth Corcoran, Vice President	Chris Bogert, Vice Principal
Tracy Pryce, Past President	5 Class Reps
Leticia Amaral, Volunteer Co-ordinator	
Kimberly Ling, Volunteer Co-ordinator	
Casey Dabiet, Communications	

Absent: Erin Kirby, Communications

1. Welcome and Quorum

Grant McCutcheon acted as Chair of the meeting and, with the consent of the meeting, acted as Secretary. Notice having been properly provided and a quorum being present, the Chair declared that the meeting was properly constituted for the transaction of business.

The Chair welcomed the participation of all present, especially the Class Reps.

2. Approval of Minutes

Minutes of the meetings held January 14 and April 28, 2016 having been previously distributed to the Executive were moved and unanimously approved.

3. Class Rep Welcome and Discussion

The Class Reps were welcomed to the meeting and a general discussion about their key role in the supporting the many school activities dependant on enthusiastic parent participation ensued.

"Dates to Note" in the school year were discussed and a class rep role overview distributed.

4. Treasurer's Report

Thecla Sweeney reviewed with her detailed and thorough overview of the Association's finances, previously distributed to the Executive, with details on fees and donations received to date, use of the online donation tool, donation participation metrics, allocations of donations, and the Scotiabank balances for each of the General Account, PHAF and Library. It was noted

that participation and total funds raised to date seemed to be in a downtrend while average donations were trending up.

Wish List - The detailed Wish List prepared by Chriss Bogert was reviewed and discussed in detail. The executive confirmed the Finance Committee's approval of over \$17,000 of purchases, including approximately \$10,000 for iPads.

2016-2017 Budget - The draft 2016-2017 budget as approved by the Finance Committee was presented to the meeting. Discussion ensued and,

IT WAS RESOLVED:

That the 2016-2017 budget be approved, including for distribution to Members of the Association.

5. Volunteer Co-ordinators' Report

Leticia Amaral with Kimberly Ling reviewed the status of volunteer sign-ups and efforts to facilitate broad participation by parents. Discussion included the benefits of the of the parent website being developed.

Patrick Harvie Arts Committee – Leticia and Kimberly noted the strong volunteer interest in this committee from parents with significant experience in the arts. This led to a discussion about seeking to have this committee develop a vision and long-term plan for the PHAF. Tracy volunteered to assist with a transition of her experience with a new parent Co-chair.

Volunteer Sign-up – Leticia noted that this continues to be paper based requiring considerable manual transfer to electronic and asked that the parent website provide for volunteer sign-up. She was pleased to report that 70% of volunteer spots had been filled, a terrific start and positive sign of parent engagement.

6. Communications

Casey provided a detailed update on the development of the parent website and her work with the developers inside OISE who she assured were very engaged and competent. She expected the shell to be completed within a week and the main JICS website to be launched in January 2017. The parent resource area will have a lot of functionality as to forms, information, calendar, etc. with room to grow.

It was noted that the parent website would require a parent to provide ongoing maintenance and updating, raising the question of how to ensure this would be done in a timely and competent manner.

Grant expressed a big thanks to Casey on behalf of all parents for her time over the summer and ongoing working with OISE and the school.

7. Report From the School

Richard Messina was pleased to report a smooth start to the year with some unanticipated staffing changes in place after an intensive staff and teacher clean-up of the dust and debris of the summer renovation work.

Higher Learning Next Steps after JICS - He announced a new event to be held in the evening on October 13 for grade 5 and 6 parents to discuss the transition to grade 7. He noted that this would dovetail well with the Parent Ed event on October 17 where JICS alumni now in grade12 would discuss their transition to schools after JICS.

CKBC's – Richard announced his intention to focus on the parent and Class Rep roles at JICS with a view to helping shape these roles, including their importance to connecting new families with the school and its community and many opportunities.

Wish List – Richard expressed his thanks and gratitude for the expense approvals made by the executive. He presented the meeting with a draft note he proposed to send parents including the Wish List to inform them of how their donations / fees to the charity are being spent and invite them to contribute to items on the list that they might feel are important.

Tuition Support – Richard noted that the school alternates fund raising year to year between the arts and tuition support with this year being a tuition support year. He expressed his excitement that parents and the school would combine to make a very successful spring fundraising event. It was suggested that analyzing the “Galaxy of Giving” that incorporates the actual and potential universe of donor money impacting JICS would be useful in setting goals, defining objectives and targets.

8. Other Business

Thecla Sweeney reviewed the status of the preparation and timing of the delivery of the annual CRA filings.

The meeting sent its love and support to grade 2 teacher Cindy Halewood while she focuses on winning her battle with cancer.

9. Termination

UPON MOTION duly made and unanimously approved, the meeting was terminated.

Grant McCutcheon, Chair

Beth Corcoran, Secretary

Jackman ICS Parents' Association
Executive Committee Meeting
 Monday December 5, 2016 8:45 a.m.

- | <u>Item</u> | <u>AGENDA</u> |
|-------------|---|
| A | <p>Approval of 2016 minutes:</p> <ul style="list-style-type: none"> ○ Members: Jan 18, May 2, Oct 17 ○ Executive: Sept 29 |
| B | <p>Volunteer Coordinators</p> <ul style="list-style-type: none"> ○ Update |
| C | <p>Communications:</p> <ul style="list-style-type: none"> ○ Parent Website update and next steps ○ Web Master (new parent role?) ○ Identify initial content, e.g. PA documents, financials, forms, etc. ○ “Go Live” communications plan |
| D | <p>Executive:</p> <p>1) Role Descriptions</p> <ul style="list-style-type: none"> ○ Comments on drafts circulated by Beth (finalize Jan 12) <p>2) Plan for 2017-2018</p> <ul style="list-style-type: none"> ○ Three positions to fill (identify candidates) ○ Nominations committee (need to confirm who and when) ○ Tracy Pryce retirement soiree... |
| E | <p>Fundraising:</p> <ul style="list-style-type: none"> ○ Results of Book Fair to date (how to promote Indigo Gift Card) ○ Wish List – status and how to promote uptake? ○ Basket raffle - to do's? ○ Tuition Support Gala – Communications support |
| F | <p>Class Reps</p> <ul style="list-style-type: none"> ○ Finalize role description ○ Plan “thank you!” get together and feedback session |
| G | <p>Questions for the School:</p> <ul style="list-style-type: none"> ○ Logo selection ○ Lunch trays ○ Online payment options (tuition, Wed program, etc.) |
| H | Other Business |
| I | Date of next meeting: January 12, 2017 |

**MINUTES OF A MEETING OF THE EXECUTIVE OF
THE JICS PARENTS' ASSOCIATION
(the "Association" or "JICS PA")**

*Held at The Dr. Eric Jackman Institute of Child Study Laboratory School 45 Walmer Road, Toronto,
Ontario, on Monday December 5, 2016, at 8:15 a.m.*

Present:

Grant McCutcheon, President	Richard Messina, Principal
Beth Corcoran, Vice President	Chris Bogert, Vice Principal
Tracy Pryce, Past President	Erin Kirby, Communications
Kimberly Ling Volunteer Co-ordinator	Casey Dabiet, Communications

Absent: Thecla Sweeney, Leticia Amaral

1. Welcome and Quorum

Grant McCutcheon acted as Chair of the meeting and, with the consent of the meeting, Erin Kirby acted as Secretary. Notice having been properly provided and a quorum being present, the Chair declared that the meeting was properly constituted for the transaction of business.

The Agenda was amended to defer the Volunteer Coordinator Update and Class Rep discussion.

Haiku Challenge: Grant noted that in the previous week Grade 5 had the remarkable experience of a guest haiku expert "Makoto" from Japan teach and inspire them in writing haikus. So inspired, he invited attendees to write a haiku rather than doodle during his sometimes pedantic remarks. Chriss helpfully noted that progressive Haiku guidelines do not adhere to the 3-5-7 syllable pattern, instead use a 17 syllable cap and seek to evoke emotion without words of emotion. Haiku doodles are appended.

2. Minutes

Minutes of the Executive meeting held September 29, 2016 and Members' meetings held January 18, May 2, and October 17, 2016 having been previously distributed to the Executive were moved and unanimously approved.

3. Fundraising

Library - Grant passed along Krista's delight that the Book Fair with Another Story Bookshop generated \$6,886 in sales resulting in a store credit of \$1,380. Gift Card sales at Indigo generating another \$820 to date. These amounts are in-line with previous years when the event was held at Indigo. It was discussed that there was apparent confusion around the library fundraising bundled as Book Day, an

Indigo role, and Raffle Draw being included in many communications without sufficient clarity as to the nature of each, the benefits and timing with the Holiday Sing Along.

Tuition Support Gala - Richard gave a brief overview of the energetic planning going into creating a fantastic evening. He suggested it would be beneficial to have a PA Executive member on the Gala Committee to ensure cohesion and alignment. Erin graciously volunteered to join the planning committee to much applause.

Wish List – Richard reviewed the response to his email inviting parents to donate funds to meet Wish List items. To date the response was limited. Discussion ensued as to why and how to better encourage a response. Chris would gather updated information.

Holiday Sing - Beth drew attention to the Holiday Sing booklet as a great place to “Thank” parents and highlight donations to meet the Wish List to date. Chris would ask Suzanne if the PA could have the back page of the program or perhaps create an insert in the Booklet. It was decided to thank the Parents using the sing-a-long booklet and also highlight Upcoming Events.

Inevitably, Grant took the conversation to Hot Chocolate (and hot cereal with maple syrup) noting how enthusiastically received Hot Chocolate was at last year’s sing-a-long. He encouraged doing this again this year as parents arrive at JICS before walking to the church. Many volunteers enthusiastically agreed to assist. It was agreed not to serve hot chocolate to the children. Bring your own mug would be encouraged. Grant made one final push for a selection of hearty hot cereals ...to deaf ears.

4. Questions for the School

Email Traffic / Online forms - Chriss mentioned that the school is investigating and meeting with different CRM modules companies to compare their products to avoid many repetitive emails, streamline forms, organize alumni information, etc. The cost was expected to be \$15,000. The parent Executives expressed their strong support for this and that it should be paid for inside the school’s budget.

Casey kindly offered to use her expertise and network to assist the school with their review of CRM offerings. Grant suggested we seek the advice of institutions like Ski Clubs, Golf Clubs, etc.

Lunch Trays – it was noted that continued complaints were being voiced about eating on the floor. Beth kindly offered to organize making a tray available to children from Ikea that costs \$12 noting that only 45 students eat at one time.

Online payment functionality – it was noted to the school that parents would appreciate online payment options as is now ubiquitous. Richard advised that for reasons he does not fully understand UofT is saying “no” at this juncture.

Team Logo – the school was asked about the status and reported that a process was in place for students to create a “Jets” logo.

5. Communications / Parent Website

Casey updated the meeting on the parent Website progress, noting that aesthetically it needs work, will have a great calendar function and her enthusiasm for it having great functionality overall. Development has been slowed due to firewall protections of U of T but she anticipates a 'hand off' from OISE in the near future and launch possibly as early as January. Casey and Chriss to meet with OISE (Rob) to discuss parameters.

The parent resource area will have a lot of functionality as to forms, information, calendar, etc. with room to grow. Casey noted that the parent website would require a parent to provide ongoing maintenance and updating, raising the question of how to ensure this would be done in a timely and competent manner.

Grant expressed a big thanks to Casey on behalf of all parents for her time over the summer and ongoing working with OISE and the school.

6. Other Business

Parking - Ongoing parking challenges were discussed with Beth suggesting staggered school start times between 8:15-8:45 as a way to alleviate congestion.

Exec Roles - Tracy raised the value of describing Exec roles to ensure clarity for new people taking on these roles. The descriptions should be detailed but allow incumbent executives to feel they can adapt the roles. The meeting discussed creating a repository on Googledocs for documents like these along with meeting minutes.

Winter Pajama party – Beth encouraged hosting a PJ party at the school to give parents a night-off during the busy Festivals of Light season. Tracy asked why not make it a parent pj party...?

7. Termination

UPON MOTION duly made and unanimously approved, the meeting was terminated.

Grant McCutcheon, Chair

Erin Kirby, Secretary

Fall leaves swirling - Coffee fueled ideas shared 'round	We like hot chocolate Before the holiday sing Oh let the bells ring
Q7 sits Empty cold winter silence No Kiss No Ride	Fall leaves swirling - Coffee fueled ideas shared 'round

**Jackman ICS Parents' Association
Executive Committee Meeting**

Friday January 13, 2017

8:45 a.m. to 9:45am

Laidlaw Room 3rd Floor

President: Grant McCutcheon

Vice President: Beth Corcoran

Treasurer: Thecla Sweeney

Past President: Tracy Pryce

Principal: Richard Messina

Vice Principal: Chriss Bogert

Communications: Casey Dabiet and Erin Kirby

Volunteer Coordinators: Leticia Amaral Nogueira and Kimberley Ling

Item

AGENDA (times best efforts)

- A **Welcome** and Appointment of Secretary
- B **Approval of minutes:**
 - Dec 5, 2016 PA Exec
- C **Treasurer's Report** (15 mins)
 - Update Presentation: cash balances and Actual to Budget
 - Finalize Role Description
 - CRA 2014-2015 filing update
 - Wish List uptake update
 - 2017-2019 replacement candidate search
- D **PA Executive / PA Role Discussion** (40mins)
 - ***"Review, Rethink, Renew"*** Power Point discussion
- E **Jan 18 PA Members Meeting at 5:30pm** (5 mins)
 - Discuss Format and Agenda
- F **Class Reps** (5 mins)
 - Organize feedback and role discussion session
- G **Other Business** (5 mins)
- H **Date of Next Meeting** - April 27