

**MINUTES of The Annual General Meeting of
the ST. GEORGE'S SCHOOL'S PARENTS' ASSOCIATION
(the "JICS PA")**

*Held at The Dr. Eric Jackman Institute of Child Study Laboratory School
45 Walmer Road, Toronto, Ontario, on October 20, 2014, at 7:00 p.m.*

Present:

Tracy Pryce, President
Grant McCutcheon, VP
Steve Rayner, Communications Officer
Gillian Roberts, Immediate Past-President
Thecla Sweeney, Treasurer
Richard Messina, Vice Principal
Elizabeth Morley, Principal

Regrets:

Leticia Amaral, Volunteer Co-ordinator
Sheri Allain, Volunteer Co-ordinator

1. Welcome and PA Executive Introduction

Grant confirmed a quorum with 24 members in attendance. Tracy called the meeting to begin at 7:05 p.m., and introduced Thecla Sweeney our new Treasurer and the other returning members of the PA Executive.

2. Treasurers Report and Budget

Thecla referred to the summary excel spreadsheet sent to members on October 17th outlining the Budget for the 2014-2015 school year and past year. New items including the on-line donations set up costs (multi use for donations and tax receipts etc.), the external treatment of the Library and Patrick Harvey Arts Fund were noted. HDN 2014 amount was questioned due to the actual loss of ≈\$200 the rain day cancellation fee being covered by the school – the previous year's numbers were confirmed as being pro forma, but this will be adjusted.

Thecla noted the new treatment of HDN funds versus past years (2013, 2014) where it was declared as a \$2,000 expense despite this event being non-revenue/break-even, due to strong sales revenue and fiscal mindedness, which minimized or eliminated the drawdown of the "reserve". Moving forward this HDN line item will not be classified as an up front expense.

With no other questions, a motion to approve the budget (y-e Jun 30, 2015) was moved by parent Aviva Zukerman-Schure, and seconded by Grant McCutcheon. All present were in favour, none objected. The motion was carried and the budget was approved.

3. Committee Reports

Volunteering – More Indigo Book Night Volunteers are needed for event, which takes place Thursday, November 27th. Please sign up at: <http://vots.pt/sRnpxH>

Due to time constraints (re panel discussion at 7:30) the details of other committees were included in a hand out (see attachment) and class rep updates were deferred to a future meeting.

4. Report from the School

On behalf of teachers, Elizabeth thanked parents for their recent donations, noting their appreciation of this support for items not covered in the regular school budget. Donations greatly benefit the students.

Transitions

New parents transitioning into JICS and steps taken for families with Grade 5 and 6 students who are transitioning out of the school as they venture into Grade 7 and beyond, are considered deeply by the school. School staff meets with families beginning in Grade 5 to assist in the process and ultimately arrive at a decision for transitioning out of JICS that is best suited for each individual's needs.

School Building Transition

There has been a first response from the city, directly to the University department that handles building codes/by-laws. U of T manages the planning / project relationships with the City of Toronto and is marshalling the plan through the process. The project will be taken, as expected, to the Committee of Adjustment (re: underground portion which goes to the lot line and some above ground variances needing approval). The timing of the city's review has not moved as quickly as hoped, shifting the "shovel in the ground" window from January to March-April. Nonetheless, the grand opening target of September 6th 2016 remains the same. Parents can anticipate another update presentation with the architects in the future.

Principle Retirement and Replacement Transition

Elizabeth is transitioning to retirement and thanks everyone for best wishes expressed. Sharing her thoughts on the Dean's Special Advisory Committee, she assured parents that similar hiring processes have served the JICS community very well over the years. Closing remarks suggested the PA should not worry – the school and its current and future interests are in good hands.

Meeting Termination

Given that all business had been tabled, and that there were no further questions raised, Tracy moved to adjourn the meeting at 7:30 p.m. The motion was first moved by parent Belinda Longe, and seconded by parent Wai-Hin Chan

Tracy Pryce, Chair of the Meeting

Steve Rayner, Secretary of the Meeting

**MINUTES of The Meeting of
the ST. GEORGE'S SCHOOL'S PARENTS' ASSOCIATION
(the "JICS PA")**

*Held at The Dr. Eric Jackman Institute of Child Study Laboratory School
45 Walmer Road, Toronto, Ontario, on January 19, 2015, at 7:00 p.m.*

Present:

Tracy Pryce, President
Grant McCutcheon, VP
Steve Rayner, Communications Officer
Thecla Sweeney, Treasurer
Sheri Allain, Volunteer Co-ordinator
Richard Messina, Vice Principal

Absent:

Leticia Amaral, Volunteer Co-ordinator
Gillian Roberts, Immediate Past-President
Elizabeth Morley, Principal

1. General Update

CRA Status and Reorganization Initiatives: Tracy Pryce called the meeting to order at 7:10 p.m. with 29 parents in attendance (including 5 from the Executive) and repeated the good news about last summer's re-instatement by the Canada Revenue Service of our charitable status, allowing for the issuance of tax receipts for donations made in the 2013-2014 school year (sent in September 2014). The progress and changes the PA Executive has made to improve its financial management and reporting which, amongst other things, will improve transparency to the parent community were described. Of note, the meeting was advised of: the segregation of funds between Library, Patrick Harvey Arts, and "general"; a move to accommodate online donations; and improved processes related to budgeting and expense approvals. Tracy commented that the Executive is committed to providing a more clear quantification and review of the use of donations and the impact they have on the daily experience of children at the school. She further noted that the changes being implemented should facilitate the Charity meeting its annual reporting and other obligations, which are particularly sensitive within an organization where the Executive changes frequently. **See Appendix 1: Jackman ICS PA Expense Approval Process** (recently reviewed and approved by the PA Finance Committee).

New Principal Search: The Principal Interview process continues as per the timing outlined in the Terms of Reference, with an announcement of the new Principal to come in February. Tracy reported that parent representation has been valued by the committee at all stages of the process to date – the Executive and the Nominations Committee thanks all parents for input, support and feedback in achieving this representation during the process.

As well, the results of the parent feedback survey on the new Principal search regarding qualities and challenges expected in the new leadership will be presented to the new Principal in raw form (i.e. in the words of the parents who responded).

2. Finance Update

Thecla Sweeney advised the meeting that the Charity's banking had been moved to the BNS branch at Bloor and Spadina as the closest bank to the school. She further advised that the capital of the Charity was now segregated in accounts dedicated to "general funds", "Library" and "Patrick Harvie Arts". Discussion ensued as to the different ways in which these funds support the learning of students and their classroom experience including through annual classroom grants for all teachers, supporting events such as Parent Ed and the Fall Social, arts-focused field trips (e.g. Stratford), Lice Check (Pediculosis), etc. Despite the decrease in donations this past fall, Thecla noted a strong positive capital balance that will be reviewed by the Executive and allocated accordingly. As part of the Process Review initiative, the Treasurer has worked toward the implementation of an online donations platform to make donations easier and with the convenience of immediate tax receipt capabilities – this was formally proposed and approved by the PA Executive in the Fall, and is expected to be rolled out in time for February's Read-a-Thon fundraiser. **See Appendix 2: Financial Update.**

A parent inquiry regarding tuition increases and budgetary transparency on the part of the school and related to other funding led to a discussion that the Executive felt could not be addressed as comprehensively as the topic deserved given the Council meeting agenda and Parent Ed event immediately following. Tracy undertook to have the Executive consider the issue and consult with the Administration on finding ways to improve transparency and communication on the school's costs and budget.

3. Executive Slate

PA Executive Nominations Committee: A call has been made for parents to come forth with interest to sit on the PA Executive next school year. A reminder will be sent following March Break, and the Nominations Committee (Jennifer Baichwal, Nathalie Feiner, Grant McCutcheon, Tracy Pryce, Elizabeth Morley, and Richard Messina), will devise a slate to be put forward to the parents for a vote at the May Council meeting.

All parents with interest were encouraged to come forward – officially constituted roles will be filled, with the continued flexibility of having parents contribute in ways that parents and the PA sees fit.

4. Update From the School

Faculty and Staffing: Richard reported that grade 5/6 teacher Julia Murray (Cain) will be taking maternity leave later in the school year, and will be replaced by Phys. Ed teacher Mike Martins, who in turn will be covered by a contracted hire. New JK Teacher Pamela Beach is easing nicely into her role, following the departure of our long time JK teacher, Julie Comay.

Kiss n' Ride: The local Annex Residents' Association has expressed issue with those not following the oft-communicated Walmer Road drop off rules. Richard reminded all parents and guardians that in order to ensure the safety of all children, all drop-off rules are firmly established and must be observed at all times. These include: following the one way north rules for drop off/pick ups, not dropping off on the west side of Walmer, and not blocking driveways or leaving cars unattended during drop off/pick up times.

New Building Update: We are in the final approval stage with the City of Toronto. Expect approval and tender very soon and hope for shovels in the ground by March. It is reasonable to expect that some of the delay with city approval is a result of Annex Residents voicing concerns of the imminent construction.

Elizabeth Morley Retirement Festivities: More volunteers are needed for this Spring 2015 event - please visit the link to sign up for this amazing event taking place on Thursday, May 21 at 7:00 p.m. at Hart House – The Great Hall, U of T Campus. Volunteers are needed for two committees: Event Committee and Gift Committee. Visit the link to sign up: <http://vots.pt/sRnpxH>

Richard acknowledged the hard work of the PA Executive over the past 18 months in its efforts to improve expense, approvals and accountability measures to help parents see how the funds are managed and why donations are so important to students, parents and teachers alike.

Transitions: The process is underway for families of Grade 5 and 6 students beginning to plan for the transition out of Jackman ICS. The school considers this process very deeply, and school staff meets on a regular basis with families beginning in Grade 5 to assist with the decision-making process.

5. Committee Reports

Due to time constraints, parents were referred to the handout outlining updates from Library, Patrick Harvie Arts Committee, Dean's Advisory Committee, Parent Ed Committee, and Volunteer Report. **(See Appendix 3: PA Committee Report)**. It was noted and agreed upon that an update from the Diversity Committee should be included – this will be included in meeting updates going forward.

6. Class Rep Updates

Class reps from each grade gave reports of the activities from each of their classes. ***The PA Executive thanks the class reps for coming these meetings, working with and keeping parents informed, and supporting the school in so many ways.***

7. Meeting Termination

With all business concluded and no other business brought forward, Tracy moved to terminate the meeting at 7:45 p.m.

Tracy Pryce, Chair of the Meeting

Steve Rayner, Secretary of the Meeting

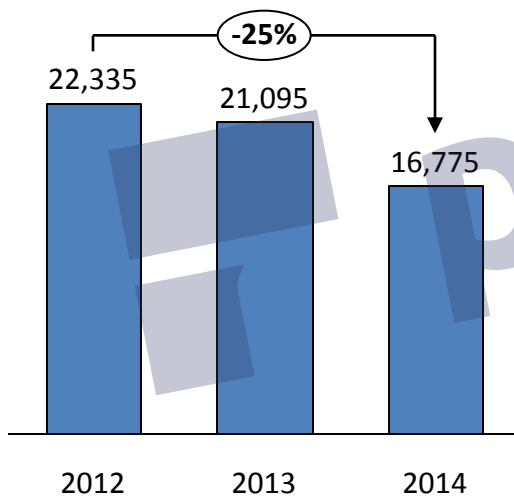
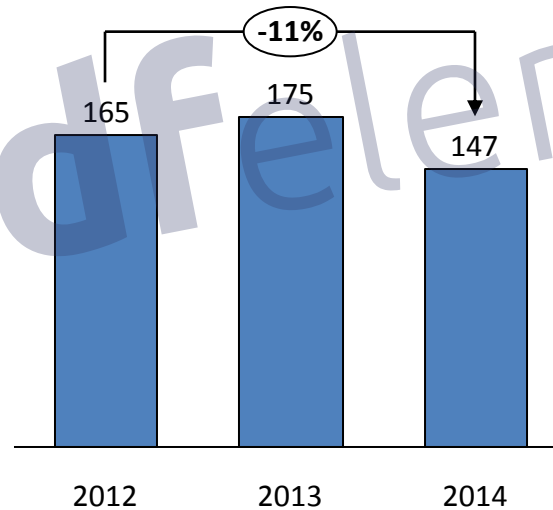
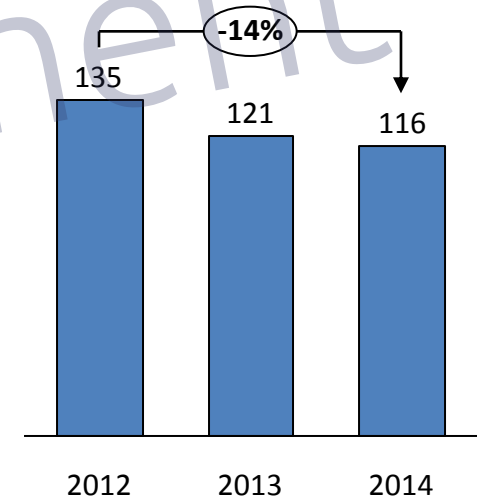
ICS Parents' Association Finance Committee Meeting

January 8, 2015

Executive Summary

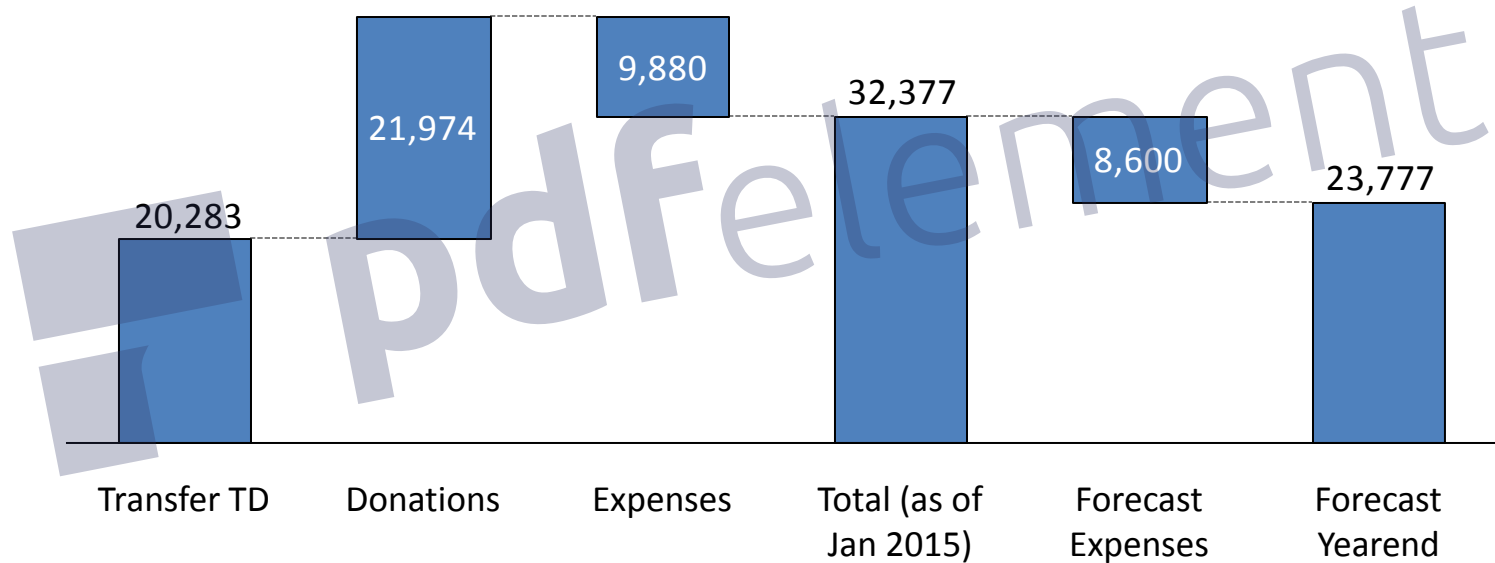
- The 2013-2014 Tax Returns were filed in December 2014
 - Bookkeeping and Return prepared by Jon Judges
 - Return reviewed by Executive and outside Tax Accountant (parent Fred Casano) prior to submission
- We will move forward with a new Return preparation process for next year
 - Have sourced a local bookkeeper / accountant to prepare return to reduce cycle time and errors (recommended by Fred Casano)
 - Executive and outside Tax Accountant will review return prior to submission
 - Goal is to submit return by September rather than wait until year end
- 2014 tax receipts to be distributed to Parents by end of January by mail
- Online tax receipt process implementation for Q2

Summary Financials

Total Donations (\$)**# of Donors****Average Donation (\$)**

Note: 2014 figures reflect forms received to date; # of donations and average donation is by child

Cash Flow Statement



Recommendations

- Survey parents and staff to elicit feedback on activities they want the PA to fund and whether the parents would be interested in an online option
- Emphasize monies received are a charitable donation, help fund classrooms and extracurricular activities and are eligible for tax deductions
- Purchase basic accounting software to track revenue and expenses (e.g. QuickBooks Small Business Online \$9.00 month)
- Financial oversight for all PA funded committees and initiatives to transfer to PA (e.g. budget review and expense approval)
- Establish standalone bank accounts for major pools of fundraising activities (e.g. PHAC, Library)
- More robust reporting from Treasurer to committee and parents on status of financials, trends and use of funds
- Engage accountant to review and submit tax returns
 - Confirm that allocation of the fee vs. donation (i.e. why is 100% of the amounts received not eligible assuming a minimum contribution)

ICS Parents' Association Finance Committee Meeting

April 2015

Executive Summary

- 2014 tax receipts distributed to Parents by end of January by mail
- Online tax receipt process implemented for the 2014 Read-a-Thon with good participation
- “Catch-up” for additional classroom donations received
- Forecast year-end cash balance of approximately \$20,000 in General account
- Need to develop a plan to address surplus in general account

YTD Actual vs. Budget

Income Statement (\$)	YTD Actual Apr-15	Budget Jun-15	Notes
Fees	3,675	3,725	\$25 per student
Interest			
Other Revenue			
Parent Association Donations			
Basic Donations	14,000	14,125	\$100 per student
Other Donations	1,975		all other categories
Classroom Donations	1,625	2,150	directed to classrooms
Total Income	21,275	20,000	
Administration	463	300	postage, stationary
Bank Charges	328	100	new checks and monthly fees
Online Donation Setup Fees	847	1,000	setup of gifttool
Bookkeeping / Tax Receipts	1,017	1,500	expenses for prior year
Classroom Grants (includes \$400 per class plus specialty)	5,659	7,200	
Additional Classroom Donations (actual to date)	1,658	2,150	
Special Events (Hot Dog night etc.)	90		terry fox run
Earth Day		546	
Graduation	730	2,081	costs from previous year
PA Meeting Refreshments	80	100	
September Social	1,554	1,525	
Newsletter	796	1,791	
Pediculosis Screening	1,377	1,477	
Parent Education	600	1,000	
Other Expenses	250		cost of reinstatement with CRA offset by donation
Total Expense	15,448	20,770	
Net Income	5,827	(770)	

YTD Cash Flow

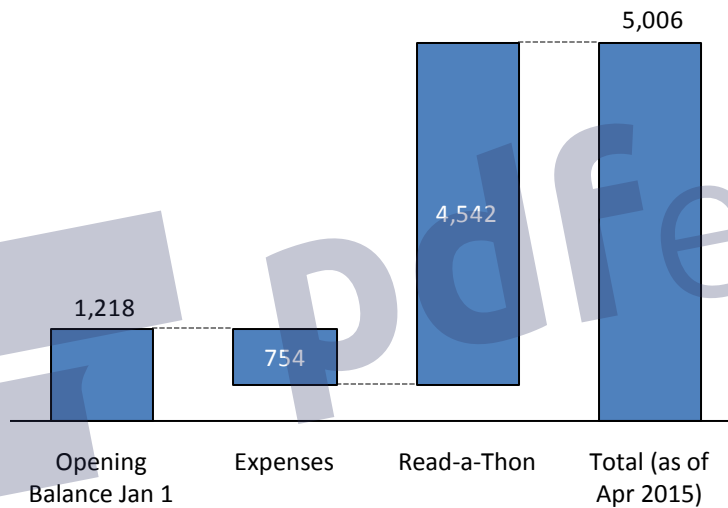
Cash Flow Statement (\$)	YTD Actual Apr-15
Deposits	
Transfer from TD	21,973.81
Deposits from Donations	20,275.00
Deposit Adjustment	8.19
<u>2nd Deposit</u>	<u>665.00</u>
Total Deposits	42,922.00
Withdrawals	
Classroom Grants	(5,658.99)
Additional Classroom Donations	(1,658.30)
September Social & PA Refreshments	(1,633.18)
Bookkeeping	(1,017.00)
Transfer Library	(1,032.52)
Admin, Bank Charges and Other	(1,130.74)
Online Donation Setup Fees	(846.68)
Graduation	(730.25)
Newsletter	(795.60)
Pediculosis Screening	(1,377.47)
<u>Parent Education</u>	<u>(600.00)</u>
Total Expenses	(16,480.73)
Subtotal	26,441.27
Forecast Expenses	
Budgeted Amounts	(3,781.00)
Wishlist	(1,500.00)
Special Event	(2,000.00)
Total	(7,281.00)
Estimated Yearend Balance	19,160.27

Surplus

- Unclear what the trend on donations will be next year; need to keep some reserve funds for declining participation and/or unforeseen events
- However still substantial amount in the account which should be invested in the school this year and in increments over the next few years
- Committee to discuss how to include the general parent community – solicit input and /or communication in the PA meeting as to the plans for the funds

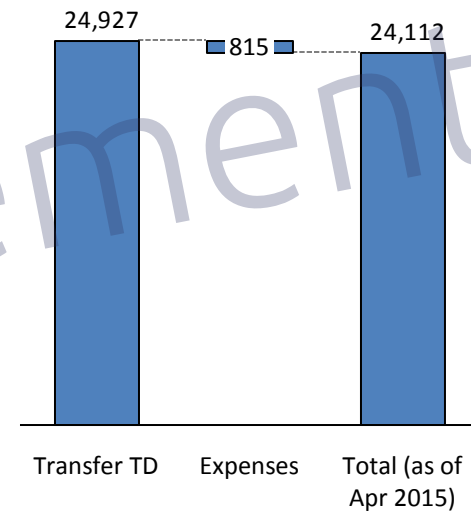
Cash Flow Statement - Other

Library (\$)



- Read-a-Thon amounts include a \$1,200 transfer from the General Account comprised of
 - donations \$1,350
 - less \$250 for reimbursement for storyteller and
 - less \$67.48 in transaction fees
- Net proceeds online for the Read-a-Thon \$1,282.52

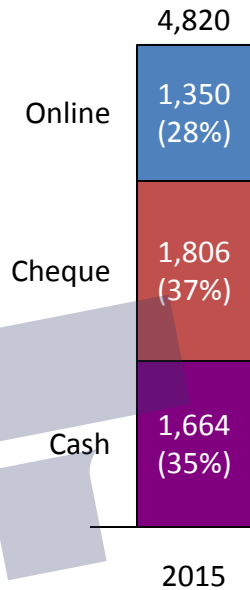
PHAC (\$)



- The savings account for the PHAC only – this does not include the GIC of \$15,180.29
- Expenses include
 - \$48 in bank service charges
 - Cheques in the amount of \$766.86

Read a Thon Results


Read A Thon Donations (\$)



- Three Classes with full participation
- Total amount raised greater than years prior
- 39 participants with online tool
- 30 online tax receipts issued on April 22
- TBD on cash/cheque tax receipts

Sample Online Tax Receipt

Official Donation Receipt For Income Tax Purposes
Reçu officiel de don aux fins de l'impôt sur le revenu



Jackman ICS Parents' Association
St. George's School's Parents' Association
45 Walmer Road, Toronto, ON, Canada, M5R2X2

Amount/Montant: \$100.00 CAD
Date Received/Date reçue: 2015-02-28
Issue Date/Date d'émission: 2015-04-22
Receipt #/ No de reçu: 15008
Order ID/Code de la commande: P00000506847

Thank you for your generous contribution
Merci de votre générosité

Thecla E Sweeney
94 walmer road
toronto, ON
Canada, M5R2X7

Thecla E Sweeney
Thecla E. Sweeney - Treasurer
Authorized Signature / Signature autorisée

Charitable Registration #/ Numéro d'entreprise de l'organisme de bienfaisance: 119175537PR0001 Date: 2015-04-22

Thecla E Sweeney	Qty	Price	Tax Deductible	Total
I would like to participate in the Read-A-Thon and create my own fundraising page	1	\$0.00	\$0.00	\$0.00 CAD
Pledgeathon Donation	1	\$100.00	\$100.00	\$100.00 CAD
Total taxes: Total des impôts:				\$0.00 CAD
Total amount of cash received by charity: Montant total reçu par l'organisme de bienfaisance:				\$100.00 CAD
Value of advantage (fair market value of property or services): Valeur de l'avantage (juste valeur marchande du bien ou des services):				\$0.00 CAD
Eligible amount of gift for tax purposes: Montant admissible du don aux fins de l'impôt sur le revenu:				\$100.00

Location Issued/Lieu de la délivrance du reçu: 45 Walmer Road, Toronto, ON

For information on all registered charities in Canada, visit the Canada Revenue Agency: www.cra.gc.ca/charities
Pour obtenir des renseignements sur tous les organismes de bienfaisance enregistrés au Canada, veuillez visiter l'Agence du revenu du Canada: www.cra.gc.ca/bienfaisance