

MINUTES

Castor Valley Elementary School Council Meeting

September 13th, 2012 6:30pm – 8:30pm

Meeting began at 6:35pm

Attendance:

Voting Members (reached quorum) – Alka Moorjani, Chrystal Brown, Heather Wyche, Jen Danby-McDonald, Kim Sheldrick, Laurel Perry-Hapli, Lesley Chen, Leslie Segal, Luisa Kuca, Marg Clunie, Melanie Bennett, Natasha Robb-Burrows, Shannon Bain, Susanna Penning, Tammy St. Jean, Tania Salvi, Tracy Lager, Wendy Spenst,

Non Voting Members: Sherri Bonneville (Principal) and Kim Holmes (Teacher Rep), Chantal Collar, Claire Johnstone, Rhonda Lasalle and Shannon Oaks

New Members: Connie Ng, Jane Desrosiers, Julie Byles-Lang, Juliette Klein, Katie Levesque, Lynn Mills, Maria Armas, Pamela Grieve, Tammy Beaudry, Tara Starzomski and Barry Bennett as visitor

1. Welcome, Introductions & Acknowledgements

Leslie Segal (outgoing Chair) welcomed everyone, introduced Sherri Bonneville, our Principal, and Kim Holmes, our Teacher Representative. Leslie outlined how the meeting was going to work, and then introduced Jen Danby-McDonald, who organized an ice breaker activity (which was fabulous!)

2. Outgoing Chair's Report

As outgoing Chair, Leslie Segal announced that the 2011-2012 Annual Report, including Financial Statement of Revenues and Expenses, would be put up on the Council website in early October for review, and also submitted to the OCDSB as part of Council's year-end reporting. She announced that Council rose over \$26,000 last year, almost all of which went back into programs and items for the school.

Leslie also announced that CVESC had been award with the Parents Reaching Out Grant for the 4th year and that we had been awarded the maximum amount of \$1000 (last year we only received \$800).

A discussion was held about #9 on the agenda: Constitution Amendments. It was decided that the outgoing Council should approve their Constitutional Amendments because the amendments included changes to the Council Execute Structure (2 Vice Chairs), and the new Council couldn't vote in these new Vice Chairs if the positions didn't exist yet. We agreed to move #9 up to #3, and then the new Council could approve the changes to the agenda.

3. Constitutional Amendments

Leslie sent out an email with the Constitutional amendments 2 weeks ago, giving Council members 2 weeks to review and make suggestions. No additional amendments were given, and so the amendments are ready to be incorporated.

The proposed changes include:

- A few minor word changes
- Addition of a few associations/committees to our Affiliations section
- Under Elections, it now says No person shall concurrently hold 2 or more **Executive** positions and that ***Holding 2 or more positions non-Executive positions within Council will be at the member and Executive discretion***
- Under 'Optional Portfolios' the Portfolio names have been changed to reflect our new structure
- In Appendix A under Officers and Members at Large, 2 new Vice Chair positions have been added, and the Members with Portfolio descriptions have been changed

All Council members approved of these changes. Leslie made a motion to approve the amendments to the constitution that were presented via email on August 31st. Kim Sheldrick 2nd. Motion carried. The amendments will be written in the constitution and the updated Constitution will be available on the Council website.

4. Dissolution of Council - Principal

The Principal thanked the outgoing Council for their hard work and dedication and then formally dissolved Council.

5. CVES Council Overview & Distribution of Self-nomination Forms – Leslie

Leslie thanked everyone for coming and gave an overview of CVESC and emphasized the positive relationship between parents and the school; that being a member of Council should be fun and fulfilling. She explained why the 2 Vice Chairs were created (to help distribute the workload) and explained why some of the roles had already been recruited for, and filled (some positions needed to be filled before school started, such as Class Rep Coordinator), as we wanted to start working on class reps before the first Council meeting.

Leslie also went over the various options for Council membership:

Combination of these 3 can't exceed 30

- **Members of the Executive (Chair, Vice Chairs, Treasurers, Secretary)**
- **Members with Portfolio (does not have to be a voting member – but it helps!)**
- **Member at Large (votes but not on Executive, doesn't have a Portfolio)**
- **Non-Voting Affiliate member**

Leslie also emphasized that although everyone is encouraged to join Council, it is important that if you choose to be a voting member; that you commit to attending the 8 Council meetings so that there is never an issue reaching quorum

Nomination forms were handed out to be filled out during the election of the 2012-2013 Council Members.

6. Nominations & Elections of 2012-2013 Council Members

The following people volunteered to let their names stand for Council:

Executive Officers

- Chair: **Leslie Segal**
- Vice Chair - Parent Involvement, Volunteers & Inclusive, Safe & Caring Schools: **Jen Danby-McDonald**
- Vice Chair - Fundraising, Programs & Events: **Marg Clunie**
- Secretaries (shared): **Tara Starzomski and Lynn Mills**
- Treasurer(s): **Alka Moorjani and Lesley Chen**

Members with Portfolio

- Fundraising Committee Lead: **Marg Clunie**
- Inclusive, Safe & Caring Schools Committee Lead: **Jen Danby-McDonald**
- Communications Coordinator – **Leslie Segal**
- Playground Leaders in Schools (PALS) & Lunch Monitor Program Coordinator – **Laurel Perry-Hapli & Shannon Oaks**
- Intermediate Engagement Committee Leads – **Luisa Kuca and Tania Salvi**
- Parent Information (PRO Grant) Session Committee Lead - **vacant**
- Volunteer Coordinator – **Jane Desrosiers**
- Hospitality Committee Lead – **Julie McDonald**
- Community Liaison Officer – **Kim Sheldrick**
- Environment/Playground Coordinator – **Shannon Oaks**
- Website Coordinator – **Katie Levesque**
- Parent Class Rep Coordinator – **Lesley Rideout**
- Ottawa Carleton Assembly of School Councils (OCASC) Representative – **Alka Moorjani**

Leslie Segal makes a motion to adopt the above people into positions. Kim Sheldrick seconds. Motion carried. All positions were acclaimed.

A complete list of everyone who offered to help out on the various Council Committees, Events, Programs and functions can be found on the attached Council Organizational Chart.

The following 24 people nominated themselves as a voting member of Council (allowed 30 as per Constitution):

Shannon Bain, Tammy Beaudry, Chrystal Brown, Julie Byles-Lang, Lesley Chen, Marg Clunie, Jen Danby-McDonald, Jane Desrosiers, Melanie Fleury Bennett, Juliette Klein, Luisa Kuca, Tracy Lager, Katie Levesque, Lynn Mills, Alka Moorjani, Susanna Penning, Laurel Perry-Hapli, Lesley Rideout, Leslie Segal, Kim Sheldrick, Wendy Spenst, Shannon Oaks, Tara Starzomski, Tammy St. Jean

7. Approval of Agenda

New Council makes a motion to approve the new agenda with changes noted above. Heather Wyche motions, Alka Moorjani seconds. Motion carried.

8. Approval of June minutes

The June minutes were approved. Melanie Bennett made the motion. Natasha Robb-Burrows seconded. Motion carried.

9. Appointment of Signing Officers

A motion was made by Jen Danby-McDonald to maintain the current CVESC signing officers: *Alka Moorjani, Lesley Chen and Marg Clunie*. Heather Wyche seconds. Motion carried.

10. Treasurer's Report

- Financial Reports and Summary of 2011-2012 – Lesley Chen
- Proposed Budget for 2012-2013 – Lesley Chen
- Approval for Budgeted Expenditures? – Alka Moorjani
- Ad Hoc Planning – Alka Moorjani

2011-2012 Talent fest monies – \$687 – These funds will remain allocated to “Arts in the Classroom” as the Music Teacher, Kristeen Kemp, is using the funds to purchase music supplies.

See Financial Reports attached.

Motions:

- Motion to approve \$185 expenditure for 2012-2013 School Liability Insurance??
- Motion to approve \$35 expenditure for OCASC membership renewal
- Motion to approve \$60 expenditure for CPF membership renewal
- Motion to approve \$50 expenditure for PFE membership renewal

Council decided that the motions above were not necessary to pass because information on the School Liability Insurance will not be available until October, and so will wait until the next meeting to approve this expenditure; and the three membership renewals do not require a motion because they are earmarked annual expenses in the 2012-2013 budget.

Requests for Council funds can be made by completing a "Request for Funds" form available through the Council website. All forms are to be returned to the CVESC mailbox in the school office by **Thursday October 11th, 2012**. This information will be forwarded onto teachers and staff via e-mail and to parents via the electronic Council newsletter. The Ad Hoc Finance Committee meeting will be held on **Thursday October 18th, 2012 at 6:30pm in the library** to review the Requests for Funds submitted. All are welcome.

11. Chair's / Vice Chair's Report

- **PRO Grant Award – looking for ideas and/or a theme**

Ideas for Information Evenings can be sent to Leslie. If we don't come up with a theme or ideas for this year then the money can be used for engaging parents through the Inclusive, Safe & Caring Schools and Intermediate Engagement Committees.

- **Volunteer Survey**

Leslie, along with Jen Danby-McDonald and Jane Desrosiers, will be updating last year's survey and will send it out this month via Constant Contact.

- **Council Insurance**

We are expecting the Board to send out information on this in early October, at which time we will purchase Council insurance. This will be approved at October's meeting.

- **Classroom Resource Fund cheques to teachers**

The Classroom Resource Fund cheques were given to most of the teachers at the Meet that Teacher evening. A special thanks to Lesley Rideout for the amazing scrapbooked cards she created for all the teachers. Information on class reps and how they can be used, as well as information about Council and the Ad Hoc Funding process was also included.

- **New Initiatives: CVESC Buttons, New Family Welcome Package**

We have purchased 100 CVESC Volunteer buttons for our volunteers to wear at events and while volunteering at the school. These will be available in the school office and at events.

We also created a Welcome Package for new families – everything you need to know about being a CVES family, including a calendar of all the events (school AND Council) throughout the year. These were sent home to all the JK families as well as new families to the school. A copy of this will be available on the Council website.

12. Principal, Teaching & Support Staff Reports

Principal: see attached Principal's Report.

Teacher Rep: Kim Holmes thanked Council on behalf of the teachers for the Classroom Resources cheques.

Support Staff: see attached Support Staff Reports

13. Fundraising/Programs/Events Report

- **Outline of fundraising plan for the year / fundraising incentives**

New OCDSB rules state that we have to be clear with parents about our reasons for fundraising. As such, on our fundraising flyers we will be indicating that funds raised will be used to support Council initiatives such as special arts performances and workshops for the students, and updating classroom and school technology (mobile computer labs, wireless keyboards and mice).

- **Entertainment Books - volunteers needed**

Marg Clunie will be stuffing Entertainment Books into bags and affixing labels on the evening of September 18th and would love help!

- **MacMillan's Frozen Products Sale – Susanna**

Susanna will be coordinating MacMillans again this year. She has a few dates for delivery and will confirm with Sherri. Flyers and forms are expected to go home to Youngest and Only mid October.

- **Milk Program / Lunch Program**

Milk forms have already gone out and Lunch Programs will be going out next week. Eleanor and Trudy will be looking for help with both of these programs this year.

- **Other**

We are also continuing our Mabel's Labels and QSP online programs – accessible through our Council website.

14. Round Table including updates from:

- ***Class Rep Coordinator***

Lesley Rideout has successfully taken over as Class Rep Coordinator and all teachers have been assisted a Class Rep. Email lists have already been sent out and Class Reps are currently confirming their lists. Next step will be creating social contact lists for each class.

- ***Environment/Playground Committee***

Shannon Oaks will be looking at ways to beautify our school grounds this fall. More information to follow.

- ***PALS/Lunch Monitor Coordinator – Laurel Perry-Hapli***

We've had 27 grade 5 students sign up to be PALS this year! Training with the Community Health Nurse is happening soon.

We also had 55 grade 6 students sign up to be Primary lunch monitors this year!

Laurel and Mme Aboud are working on an information letter to go out to the parents of the grade 1-3 and the grade 6 via email (class reps.). This will let the parents of the grade 1-3 students know the names of their lunch monitors and will let the parents of the grade 6 students know what class their child will be monitoring. Also, Mme Aboud is working on a label to be placed on the desk of any students with allergies to ensure all lunch monitors are aware of them.

- ***Communications & Website Coordinators – Leslie Segal***

Newsletter is scheduled to go out by September 16th – please forward any items to Leslie

Leslie is working on the school-wide email spreadsheet.

Thanks to Shannon Oaks who decorated our Council Info Board in the foyer!

- ***Community Liaison Officer – Kim Sheldrick***

No updates

- ***OCASC – Alka Moorjani***

OCASC will be offering training for Councils in October. Anyone who is interested is invited to attend.

15. New Business

No new business to report.

16. Important Dates

- Photo Day /Family Photo Night - Thursday September 20th
- Entertainment Books go home - Thursday, September 20th
- Terry Fox National School Run Day Thursday, September 27th – Toonie for Terry

18. Adjournment & Next Meeting: Thursday, October 11th

- At our October meeting, we will have a 30 minute presentation by a Consultant from the Student Support Leadership Initiative who will outline initiatives in mental health both locally and provincially along with resources on where to find more information.

Heather Wyche motions to adjourn the meeting. Susanna Penning seconds.

Meeting adjourned at 8:50pm

**Principal's Report
School Council Meeting
September 13, 2012**

- Great start to the new school year. Some minor adjustments were needed to timetables, but everything appears worked out.
- There were also some minor issues with bussing, which have also been settled.
- Gr. 6 lunch Monitors are in place. Gr. 5 PALS have had a meeting for interested students. The training will take place in late September to have the program up and running by October.
- Intermediate Extra help sessions/ Work room schedule is up and running. The sessions take place at last recess every day of the cycle. Student need only check the schedule to find out in what room is being used on any given day.
- We will be sending out a letter through the parent email system this Friday about the **voluntary** school fees. We are asking \$8.00 for students in grades 1-3 for their agenda and \$15.00 for students in grades 4-8 for their agenda and a USB stick.

Staffing:

- Mme Nancy Nadeau who was hired for the .5 Gr. 1 Phys. Ed/Health/Arts assignment has accepted a full-time position at Agincourt P.S. Mme MacLean is currently covering the assignment. The position will be posted on the September vacancy list on September 27. The new teacher will be in place on October 1st.
- We have two new EAs in addition to Mme MacQueen and Mrs. Shaver. Mrs. Allison Humphreys is with us in the afternoon. Mr. Ralph Baptiste is here in the morning while Mrs. Shannon Beach is on parental leave.
- As of today, we have 619 students.

Meet the Teacher:

- Successful MTT evening. Many parents commented of the informal atmosphere that allowed them to come for a few minutes and still meet other obligations in the evening.
- SIPSA presented to small group of interested parents.

SIPSA 2012-2013:

- Plan with frequent updates, as needed, will be posted to school website.
- Tips and references for parents on how to support their child's learning will be included in monthly school newsletter.

EQAO School Results:

- Grade 3 students (current gr. 4s) performed exceptionally well on the Assessment of Reading, Writing and Mathematics. Here are the results for students meeting and or exceeding the provincial standards: Reading: 83%, Writing: 87%, Maths: 84%.
- Grade 6 students (current gr. 7s) also performed exceptionally well on the Assessment of Reading, Writing and Mathematics. Here are the results for students meeting and or exceeding the provincial standards: Reading: 96%, Writing: 92%, Maths: 76%.
- The grade 6 students, who participated in the grade 3 Assessments in 2008-2009 maintained their performance in Reading 96% and 96%, in Writing: 85% to 92% and a slight dip in Math: 78% to 76%.
- Individual Student Reports have not yet arrived and will be distributed to the students when they do.
- EQAO information will also be shared through the next school newsletter.

Parent Resources for Students in Combined Grades:

<http://www.edu.gov.on.ca/eng/parents/combinedClassrooms/combinedClassrooms.pdf>
<http://www.ocdsb.ca/med/pub/Publications%20%20Updated/combined%20Grades.pdf>

Please find attached the information regarding our exciting Speakers' Series Event -
An Evening with Sir John Jones:

Engaged Parents, Happy Students: Strategies for Weaving Student Success and Well-Being

The evening will take place on Wednesday October 3, 2012 at Longfield-Davidson Heights Secondary School, 149 Berrigan Drive, Nepean. The evening is part of our ongoing Creative Leadership initiatives bringing together parents, students, and community in a spirit of collaborative and creative learning.

Support Staff Report September 13, 2012

Coreen Atkins-Sheldrick, Lib. Tech.

Library up and running. All is starting well

Jeff, Chief Custodian

All is starting off smoothly

Office

WELCOME BACK to everyone. Laurie and I are happy to be part of this great school!

- Today's enrolment stands at 619. This is the first year without the Late French Immersion Program that the OCDSB phased out, which included students from Osgoode Village. Osgoode Village is no longer in Castor Valley's catchment area. There was some confusion on the OCDSB's website which has been corrected by the OCDSB Planning Department.
- Transportation has had a few glitches but on the whole concerns have been dealt with in a timely manner between CVES and OSTA. It will be reiterated again next June that it is important for parents to make changes and check for accuracy before the new school year begins as issues can be resolved at OSTA during the summer when the schools are closed. For our new families, please be aware there is no traveling on a school bus other than the designated one.
- End of day dismissal so far is more orderly than using the call-out list.
- We are receiving completed permission forms with some confusion on the OCDSB Communications and Information Services 'Media Permission Form.' If a parent checks the DO NOT consent, they must be aware that this includes the class photo and yearbook photo. A note should be made to indicate permission would be included for this instance only.
- A note to parents that if an hot item is put in a thermos for nutrition break it could very well seal causing a great deal of difficulty opening it for your child. Some are on so tight they cannot be opened even by an extra strong staff member! Thank you for your consideration in this matter.
- Kindergarten ID bands will be received next week from OSTA. This is a safety initiative started last year to ensure kinder children are met at the bus stop by an adult. A flyer will be sent via kinder class rep for information purposes

FINANCIAL REPORTS

**Castor Valley Elementary School Council
Cash Flow Statement - Operating Fund
For the period June 16 – July 31, 2012 (in dollars)**

	Cash Inflows	Cash Outflows	Net Increase (Decrease) in Cash
OPERATING FUND			
Programs			
Food (note 1)	14	(10)	3
Milk (note 2)	137	(1,874)	(1,737)
Fundraising			
MacMillans	33	-	33
Fun Night	-	(164)	(164)
Admin Expenses			
Bank Charges	2	(51)	(49)
Staff Recognition	-	(143)	(143)
Bus Driver Gifts	-	(242)	(242)
Student Recognition	-	(251)	(251)
Other			
Field Trip Donation – Hawthorne Public School	-	(500)	(500)
Ad Hoc Approved Items	-	(1,388)	(1,388)
Total - Operating Fund	186	(4,622)	(4,436)
Cash - Opening balance (Jun 16/12)			22,028
Cash - Closing balance (Jul 31/12)			17,591

Note 1: Food - Monies are collected from students for the food program at the beginning of the school year. Payments are made to suppliers throughout the school year as costs are incurred.

Note 2: Milk - Monies are collected from students for the milk program three times per year. Payments are made to suppliers throughout the school year as costs are incurred.

**Castor Valley Elementary School Council
Cash Flow Statement - Summary of all Funds
For the period June 16 to July 31, 2012 (in dollars)**

	(A) Cash - Opening Balance (Jun 16/12)	Cash Inflows	Cash Outflows	(B) Net Increase (Decrease) in Cash	(A) + (B) = (C) Cash - Closing Balance (Jul 31/12)
OPERATING FUND	22,028	186	(4,622)	(4,436)	17,591
EARMARKED FUNDS					
2012-13 Class Resource Fund Reserve	3,800	-	-	-	3,800
Mulch/Playground Plaque Reserve	2,246	-	-	-	2,246
Arts in the Classroom	687	-	-	-	687
2012-13 PALS/Lunch Monitor Reserve	100	-	-	-	100
2012-13 Playground and Environment	250	-	-	-	250
Emergency Reserve Requirement	1,000	-	-	-	1,000
Total Earmarked Funds	7,833	-	-	-	7,833
TOTAL - ALL FUNDS	29,861	186	(4,622)	(4,436)	25,425

**Castor Valley Elementary School Council
Fundraising Report
For the period September 6, 2011 to Jun 15, 2012 (in dollars)**

	Revenue	Expenses	Net Income
Entertainment books	12,502	(6,876)	5,626
MacMillans	14,450	(10,686)	3,764
Fun Night	7,814	(2,308)	5,506
Used Book Sale	956	-	956
Christmas Shopping Day	1,077	-	1,077
Magazines (on-line only)	779	-	779
Boomerang	67	-	67
Samko Toy Sale	104	-	104
On-Line Business Directory	230	-	230
Mabel's Labels	289	-	289
Milk Program	26,281	(22,804)	3,477
Food Program	27,957	(23,606)	4,351
NET FUNDS RAISED	92,538	(66,443)	26,095



5677 OSGOODE MAIN ST PO BOX 727
OSGOODE ON K0A 2W0

30486 29

826-2003

1ST CLASS MAIL

SBDDA10200_6237149_001 E D 30486 05536
CASTOR VALLEY ELEMENTARY SCHOO
6500 HARVEST GROVE DR
GREELY ON
K4P 1E8

ACCOUNT NUMBER
30486 00150 16

STATEMENT OF
BUSINESS ACCOUNT

FROM
JUN 29 2012

TO
JUL 31 2012

PAGE
1

DESCRIPTION	WITHDRAWALS/DEBITS	DEPOSITS/CREDITS	DATE M. D.	BALANCE	
BALANCE FORWARD			0629	27525.83	
CHQ* 155 3100615129	10.32		0703	27515.51	
CHQ* 163 3100013226	459.05		0704	27056.46	
CHQ* 162 3100334467	142.60				
CHQ* 157 3100334468	251.20				
CHQ* 164 3100351604	273.33		0706	26389.33	
CHQ* 146 3100216450	100.00		0723	26289.33	
SERVICE CHARGE	2.50		0731	26286.83	
"UNCOLLECTED FEES AND/OR ODI OWING:" \$0.00					
"The Bank of Canada will be releasing new \$20 polymer notes. Note: Operational changes may be required. For more information, please visit www.bankofcanada.ca ."					
NO. OF DEBITS	TOTAL AMOUNT - DEBITS	NO. OF CREDITS	TOTAL AMOUNT - CREDITS	NO. OF ENCLOSURES	MORE ITEMS ON PAGE
7	1,239.00		.00	6	



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Castor Valley Elementary School Council
Cash Flow Statement - Operating Fund
For the period September 19, 2011 – July 31, 2012 (in dollars)

	Cash Inflows	Cash Outflows	Net Increase (Decrease) in Cash	Budget for 2011-2012
OPERATING FUND				
Programs				
Food (note 1)	27,957	(23,606)	4,351	4,000
Milk (note 2)	26,281	(22,804)	3,477	4,000
School Ready Supplies	136	-	136	145
Fundraising				
Entertainment Books	12,502	(6,876)	5,626	
MacMillans	14,483	(10,686)	3,797	4,600
Fun Night	7,814	(2,472)	5,343	2,000
Used Book Sale	956	-	956	1,000
Christmas Shopping Day	1,077	-	1,077	1,000
Magazines (on-line only)	779	-	779	500
Boomerang	67	-	67	
Samko Toy Sale	104	-	104	
On-Line Business Directory	230	-	230	75
Mabel's Labels	289	-	289	400
Admin Expenses				
Bank Charges	65	(732)	(667)	
Constant Contact E-mail Service	-	(352)	(352)	(400)
Photocopying	-	(165)	(165)	(250)
Staff Recognition	-	(143)	(143)	(250)
Bus Driver Gifts	-	(242)	(242)	(200)
Staff Appreciation Lunch	-	-	-	(200)
Student Recognition	-	(251)	(251)	(200)
Miscellaneous	-	-	-	(75)
Other				
Talentfest Expenses	-	(236)	(236)	
Class Resource Fund	-	(3,800)	(3,800)	(3,800)
Grade 8 Graduation Ceremony Donation	-	(100)	(100)	
Field Trip Donation – Hawthorne Public School	-	(500)	(500)	
Ad Hoc Approved Items	-	(14,945)	(14,945)	(21,655)
2012-2013 PALS/Lunch Monitor Reserve	-	(100)	(100)	
2012-2013 Playground and Environment Reserve	-	(250)	(250)	

Total - Operating Fund	94,040	(89,338)	4,701	
Cash - Opening balance (Sep 19/11) (note 3)			12,640	
Cash - Closing balance (Jul 31/12)			17,341	

Note 1: Food - Monies are collected from students for the food program at the beginning of the school year. Payments are made to suppliers throughout the school year as costs are incurred.

Note 2: Milk - Monies are collected from students for the milk program three times per year. Payments are made to suppliers throughout the school year as costs are incurred.

Note 3: Opening cash balance on Sep. 19, 2011 was based on the Scotiabank opening balance less outstanding cheques and earmarked funds.

**Castor Valley Elementary School Council
Cash Flow Statement - Summary of all Funds
For the period September 19, 2011 to July 31, 2012 (in dollars)**

	(A) Cash - Opening Balance (Sep 19/11)	Cash Inflows	Cash Outflows	(B) Net Increase (Decrease) in Cash	(A) + (B) = (C) Cash - Closing Balance (Jul 31/12)
OPERATING FUND	12,640	94,040	(89,338)	4,701	17,341
EARMARKED FUNDS					
2012-13 Class Resource Fund Reserve	3,800	-	-	-	3,800
Mulch/Playground Plaque Reserve	2,246	-	-	-	2,246
Arts in the Classroom	1,185	528	(1,026)	(498)	687
2012-13 PALS/Lunch Monitor Reserve	-	100	-	100	100
2012-13 Playground and Environment	-	250	-	250	250
Emergency Reserve Requirement	1,000	-	-	-	1,000
Total Earmarked Funds	8,231	878	(1,026)	(148)	8,083
TOTAL - ALL FUNDS	20,871	94,918	(90,364)	4,554	25,425
Outstanding Cheques #137,#156,#165 (as of Jul 31/12)					862
Closing Bank Balance (Jul 31/12)					26,287

Castor Valley Elementary School Council
Proposed Budget
2012-13 School Year
(in dollars)

Updated: 10-Sep-2012

CASH – Opening Balance – August 1, 2012	25,425
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CASH INFLOWS

Fundraising		
MacMillans	12,000	
Entertainment Books	10,000	
Fun Night	6,500	
Christmas Shopping Day	1,000	
Used Book Sale	800	
QSP Magazines	500	
Mabel's Labels	200	
On-Line Business Directory	175	
Samko Toy Sale	100	31,275
Programs		
Food	28,000	
Milk	26,000	54,000
Grants		
PRO Grant	1000	
Parent Involvement Grant	500	1,500
Total Projected Cash Inflows		86,775

CASH OUTFLOWS

Fundraising		
MacMillans	- 9,000	
Entertainment Books	- 5,500	
Fun Night	- 2,000	
Christmas Shopping Day	- 200	- 16,700
Programs		
Food	- 23,500	
Milk	- 22,500	- 46,000
Admin		
Bank Charges	- 600	
Student Recognition Lunch	- 500	
Constant Contact Email Service	- 400	
Photocopying	- 250	
Staff Recognition	- 250	
Staff Appreciation Lunch	- 200	
Bus Driver Gifts	- 250	
Liability Insurance	- 185	
Other	- 75	- 2,710
Memberships		
Canadian Parents for French	- 60	

People for Education	-	50		
OCASC	-	35	-	145

Ad-Hoc Expenditures	-	15,000		
2012-2013 Class Resource Fund	-	3,600		
PRO Grant	-	1,000		
Arts in the Classroom	-	687		
2012-2013 Playground and Environment	-	250		
2012-2013 PALS/Lunch Monitor Program Reserve	-	100		

Total Projected Cash Outflows	-	86,192		
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Estimated End-of-Year Bank Balance				26,008
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Less: Earmarked Funds

2013-2014 Class Resource Fund Reserve	-	3,800		
Mulch/Playground Plaque Reserve	-	2,246		
Emergency Reserve Requirement	-	1,000		
2013-2014 Playground and Environment Reserve	-	250		
2013-2014 PALS/Lunch Monitor Program Reserve	-	100		

Total Earmarked Funds	-	7,396		
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TOTAL PROJECTED CASH AVAILABLE FOR 2013-14				18,612
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