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DURHAM DISTRICT SCHOOL BOARD

ACCOUNTING FOR

SCHOOL COMMUNITY COUNCIL (S.C.C.)

FUNDS

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November 7, 2016

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School Community Council Fund (Account 34000)

All elementary schools with an active School Community Council (the SCC) are required to establish the restricted fund: **School Community Council Fund** through which all transactions (monies raised or expenditures incurred) must be channelled. All fundraising initiatives must be pre-approved by the schools administration before they can occur. **No transaction, under any circumstances, is to be executed in the fund without the authorization of the SCC Chairperson/Treasurer or authorized representative).**

Fundraising Accounts

34001 – 34099 will accumulate all the fundraising proceeds as well as the direct costs associated with the fundraising activity. The transactions will be grouped under **Revenue** or **Expense** for each fundraiser.

Allotments To The School (Transfers Out)

All allotments to the school will now be made via transfers from the individual fundraising accounts. The allotments will be grouped under **Transfers Out** for each fundraiser.

Balances Carried Forward

Under the new system, modest amounts to cover start-up costs for the ensuing year will still be carried forward. However, these amounts will remain in the respective fundraiser account under **Balance Forward**.

Cash Receipts and Deposits

All proceeds from School Community Council fundraising initiatives must be detailed on an SCC deposit slip (**Appendix A**), and supported by a tracking sheet – substantiating the monies collected. **All monies collected must be counted on school premises by at least two persons;** and turned in to the school office for further processing. Where arrangements have been made for the cash receipts to be deposited at the bank by a SCC representative, all cheques included in the deposit should be restrictively endorsed (that is, stamped **“For Deposit only to Account # _____**). All cheques must be detailed on a list showing the name on the cheque and the related student where applicable. The stamped bank deposit slip must be returned to the Head Secretary for entry in the school bookkeeping system. Copies of the documentation should be retained by the SCC for its records. **All funds must be deposited intact,** that is, no expenditures shall be paid from cash collected.

Cash Disbursements

An S.C.C. cheque requisition (**Appendix B**) shall be prepared and signed by the S.C.C. Chairperson/Treasurer, or designate, each time a cheque is requested. The original invoice, or related documentation, must be attached to the cheque requisition. A photocopy of the cheque requisition should be retained by the S.C.C. for its records.

Petty Cash Fund

A petty cash fund may be established at the discretion of the Treasurer of the School Community Council. The float shall have a maximum of \$400.00 and no one purchase shall exceed \$100.00. To set up a float a cheque requisition (with related documentation) in the treasurer’s name should be submitted to the school secretary. The cheque should be cashed and the float kept in a cash box in the school safe. Only the Treasurer, or designate, will have access to the petty cash box. The float must be maintained on an imprest basis (i.e. the total amount of cash plus petty cash vouchers must be equal to the float). The secretary, in the presence of the Treasurer, shall spot check the petty cash twice a year. All disbursements must be supported by original detailed receipts; and a petty cash voucher

(Appendix C) must be completed each time a payment is made.

Cash Advances

In those instances where purchases need to be made and only an approximate cost is known, (e.g. when shopping for groceries and supplies for an upcoming event), a cash advance **(Appendix D)** may be arranged. A Cheque Request supported by a note accepting responsibility for the advance, shall be prepared. The cheque shall be made payable to the purchaser and he/she shall be responsible for returning the receipts and any remaining cash, along with a completed expense form to the Secretary for further handling. **(Appendix E)**

S.C.C. Transfer Form

An S.C.C. transfer form **(Appendix F)** should be used to make authorized transfers (allotments agreed upon at the S.C.C. meetings) of funds from the S.C.C. accounts to the school General Fund Accounts. **The form should be completed and authorized by the S.C.C. Chair Person/Treasurer or designate, before any funds are transferred.** Copies of the documentation should be retained for the SCC records.

Treasurer's Responsibilities

Two weeks in advance of the S.C.C. meeting, the treasurer shall request from the school secretary a detailed printout **(Reports #2&5 with transfers displayed)** of the SCC Fund account, which catalogues all S.C.C. transactions processed year to date. **(Appendix I&J)** Armed with these reports, and copies of all deposits, cheque requisitions and S.C.C. transfers processed in the reporting period, the treasurer should proceed with the reconciliation of the SCC Fund. A copy of report #5 should be provided to the membership. In the event that discrepancies are found, an appointment should be arranged with the secretary to resolve the problems. Meanwhile, the Annual SCC Treasurer's Report (#5 from school cash) **(Appendix I)** detailing the results of S.C.C. operations for the school year is required to be submitted to the Board no later than September 30th. This report must be approved by the Chairperson, Treasurer, and the Principal; and forwarded to the Superintendent responsible for the Parent Involvement.

Carry Forwards

The Board requires that **all monies raised be spent on a timely basis** to ensure that the maximum benefit accrue to those students during whose tenure the monies were raised. Put simply, monies raised in one year should be spent in that year-except where funding of a special project (e.g. a significant outlay on electronic equipment, special out-of-province trips, etc.) requires more than one year to accomplish the goal.

As a general rule, monies carried forward should be limited to a modest amount – no more than 10% of the monies raised in the year – to cover start-up costs for the ensuing year.

Fundraising Procedures

SCC Committee first meeting should include approving a Budget and Wish list for the coming school year. Also a plan and schedule of fundraising events or activities. Before fundraising begins a Fundraising Proposal form (**Appendix G**) should be completed, submitted to the committee and the Principal for approval. Upon conclusion of a fundraiser a Fundraising Proposal Summary (**Appendix H**) should be completed and submitted to the committee and the Principal.

DDSB Policy #5131 – Deposit & Safeguards

The Board has adopted the following policies relating to cash deposits and safeguards with which all School Community Councils are required to comply:

- **5131N-6.1** *Two individuals should count all funds collected. All cheques should be stamped For Deposit Only to Account#_____.*
A deposit form shall be completed and signed by both counters and verified by the Treasurer, or designee, present at the counting. The funds collected shall then be deposited to the school's bank account for full credit to the SCC.

- **5131-6.2** *All funds collected shall be deposited intact, that is, no expenditures shall be paid from cash collected.*

- **5131-6.3** *All funds collected on school premises shall be counted there and deposited on a timely basis – at a minimum, once a week, more frequently when large amounts are involved. If the event is held off school premises the funds should be counted at the event and deposited immediately. All undeposited funds shall be kept in the safe*

School Name (No.) - SCC

DEPOSIT SLIP

YOUR NAME: _____ DATE: _____

FOR OFFICE USE ONLY:

DEPOSIT TO: ACCOUNT NAME: _____ ACCOUNT #: _____
 ACCOUNT NAME: _____ ACCOUNT #: _____
 ACCOUNT NAME: _____ ACCOUNT #: _____

REASON FOR DEPOSIT: _____
 (Name of FUNDRAISER)

DATE OF FUNDRAISER: _____

CHEQUES (more space provided on reverse)			BILLS			
Name on Cheque / Student full Name	Amount					
Name on Cheque			X	\$5.00 =		
Student:			X	\$10.00 =		
Name on Cheque			X	\$20.00 =		
Student:			X	\$50.00 =		
Name on Cheque			X	\$100.00 =		
Student:						
			ROLLED COIN			
Name on Cheque			X	\$0.05 (\$2.00) =		
Student:			X	\$0.10 (\$5.00) =		
Name on Cheque			X	\$0.25 (\$10.00) =		
Student:			X	\$1.00 (\$25.00) =		
Name on Cheque			X	\$2.00 (\$50.00) =		
Student:						
			LOOSE COIN			
Name on Cheque			X	\$0.05 =		
Student:			X	\$0.10 =		
Name on Cheque			X	\$0.25 =		
Student:			X	\$0.50 =		
			X	\$1.00 =		
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXX	X	\$2.00 =		
TOTAL CHEQUES			TOTAL BILLS & COIN			
DEPOSITOR'S SIGNATURE: (Teacher/Submitter)			TOTAL DEPOSITED			
SECOND SIGNATURE:						

**SCHOOL NAME S.C.C.
CHEQUE REQUEST**

Appendix B

DATE:	DATE CHEQUE REQUIRED:
--------------	------------------------------

ISSUE CHEQUE TO: (name of person/company that the cheque is to be made out to)

.....

.....

.....

REASON FOR PAYMENT: (state events & dates where possible - attach receipts & invoices)

.....

.....

.....

ACCOUNT NAME	ACCOUNT #	AMOUNT	HST
.....	\$......	\$......
.....	\$......	\$......
.....	\$......	\$......
.....	\$......	\$......

CHEQUE REQUESTED BY:

GIVE CHEQUE TO REQUESTER:		or MAIL CHEQUE TO ABOVE ADDRESS:	
----------------------------------	--	---	--

For Office Use Only

SCC AUTHORIZATION:	
PAYMENT AUTHORIZED BY:	
ISSUED ON:	BY:
CHEQUE NUMBER:	ACCOUNT BALANCE:

PETTY CASH VOUCHER

DATE PAID: _____

RECIPIENT: _____

DESCRIPTION OF PURCHASE(S)

AMOUNT RECEIVED:

SIGNATURE OF RECEIPT

PETTY CASH VOUCHER

DATE PAID: _____

RECIPIENT: _____

DESCRIPTION OF PURCHASE(S)

AMOUNT RECEIVED:

SIGNATURE OF RECEIPT

PETTY CASH VOUCHER

DATE PAID: _____

RECIPIENT: _____

DESCRIPTION OF PURCHASE(S)

AMOUNT RECEIVED:

SIGNATURE OF RECEIPT

PETTY CASH VOUCHER

DATE PAID: _____

RECIPIENT: _____

DESCRIPTION OF PURCHASE(S)

AMOUNT RECEIVED:

SIGNATURE OF RECEIPT

School Name

Advance Request

Name of Recipient: _____ Date: _____

Anticipated Event / Purchase Date: _____ Category: _____

These funds are required to pay for expenses for:

I agree that the actual expense will be detailed on an Expense Report and will be submitted no later than 3 days following the event or purchase. I hereby authorize the Durham District School Board to deduct the advance from my salary (Employees Only) if I do not report actual expenses on such form in an acceptable and timely manner.

Signature of Recipient

Printed Name

Date

Principal/Designee

Printed Name

Date

SCC Treasurer/Chair (if applicable)

Printed Name

Date

**“School Name”
ADVANCE EXPENSE REPORT**

**This Report must be completed within 3 days after event or purchase,
where advance funds were provided**

EXPENSE REPORT FOR: _____

DATE OF EVENT / PURCHASE: _____ Cheque # _____

CATEGORY: _____ (Attach original detailed receipts)

List of Expenses (include invoice # if available)	Amount
Amount of Cash Advance	\$
Total Amount Spent	\$
Balance remaining (\$ returned with this report)	\$
OR Balance Due to Recipient	\$

Submitted by: _____

Date: _____

Approved by: _____

Principal / V – P or Designate

Date: _____

Approved by: _____

SCC Treasurer / Chairperson (if applicable)

(Your School Name)
SCHOOL COMMUNITY COUNCIL

Insert Your School Logo Here

S.C.C. TRANSFER OF FUNDS FORM

Transfer #:	Date:
Requested by:	Requested by:

Nature of Transfer: (explain in detail) <hr/> <hr/> <hr/>

Supporting Documentation: <hr/>

S.C.C. Account	Amount to be Transferred	School Account

S.C.C. Authorized Signature

FOR OFFICE USE ONLY:

Entered by:	Principal=s Approval:
--------------------	------------------------------

SCHOOL NAME
& LOGO
FUNDRAISING PROPOSAL

S.C.C. Student Initiative Parent Initiative (not SCC) Staff Initiative

PERSON(S) IN CHARGE: _____ Date : _____

PURPOSE OF FUNDRAISER:

INSURANCE REQUIRED: Y / N INSURANCE PROVIDER: _____

TIME FRAME FOR FUNDRAISER Beginning _____ Ending _____

FUNDRAISING PLAN: Estimated Revenues: \$ _____

PLAN FOR EXCESS FUNDS RAISED:

APPROVED: Y / N Principal's Signature: _____ Date: _____

SCHOOL NAME

& LOGO

FUNDRAISING PROCEDURES as per DDSB Regulation #5131

All fundraising projects shall be consistent with the school plan and must be pre-approved by the Principal.

Before a major fundraising project begins the following steps must be completed:

- An Outline of the fundraising project proposed (see Appendix G) should be submitted to the Principal for approval. It should include the following:
 - The purpose for the fundraiser
 - Insurance requirements
 - Time frame (beginning and ending dates)
 - Estimated revenue to be raised
 - What it will be spent on (i.e. School programs, new resources etc)
 - Plan for excess funds raised over and above the expenditures/donation

- At the conclusion of the fundraiser the organizer shall prepare a summary report. (See Appendix H) The report shall include the results & notes, the amount raised and an Itemized list of expenditures from the fundraising money. This shall be submitted to the Office along with the proposal for audit purposes.

FUNDS RAISED ARE TO BE SPENT ON PRE-APPROVED ITEMS ONLY

All monies raised through fundraising initiatives shall be deposited INTACT (no expenses withdrawn) to the bank. Consistent with the Board's internal control procedures, any expenses incurred to fundraise shall be reimbursed by cheque or petty cash **NOT from cash collected.**

PLEASE REMEMBER THE SCHOOL FOOD AND BEVERAGE POLICY (Policy/program memorandum 150) requires that all food and beverages offered for sale in schools must comply with the nutrition standards and requirements set out with the policy.

SCHOOL NAME
& LOGO
FUNDRAISING RESULTS

S.C.C. Student Initiative Parent Initiative (not SCC) Staff Initiative

PERSON(S) IN CHARGE: _____ Date: _____

RESULTS OF FUNDRAISER & NOTES: (Net Profit - what it is being used for & what will happen to excess funds) \$

FUNDRAISING EXPENDITURES \$

AMOUNTS RAISED: \$

Reviewed by - Principal's Signature: _____ Date: _____

Green Acres Public School
 Royal Bank
 School Generated Funds

Category Umbrella Overview Report(Select Date
 Range)

Report #5

Date ... Range
 09/01/2016 .. 08/31/2017

	<u>Balance Forward</u>	<u>Expense</u>	<u>Revenue</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Balance</u>
Elem-Fundraising SCC						
SCC Operations						
SCC Fundraiser - Dance-A-Thon	34071	\$97.00	\$500.00	\$0.00	\$935.00	\$219.92
SCC Fundraiser - Fun Fair/BBQ	34072	\$0.00	\$0.00	\$0.00	\$0.00	\$438.73
SCC Fundraiser - One Time Events	34074	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
SCC Fundraiser - Pizza/Sub Days	34070	\$0.00	\$50.00	\$0.00	\$0.00	\$440.17
Umbrella Total:	\$1,625.82	\$97.00	\$550.00	\$0.00	\$935.00	\$1,143.82
Umbrella Type Total:	\$1,625.82	\$97.00	\$550.00	\$0.00	\$935.00	\$1,143.82
Grand Total:	\$1,625.82	\$97.00	\$550.00	\$0.00	\$935.00	\$1,143.82

09/01/2016 ... 08/31/2017
 Date ... Range
 2016-2017

Summary for: SCC Fundraiser - Dance-A-Thon
 Cat. #: 34071

Contact Person:
 Balance Forward: \$751.92

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
07/20/2017	Journal Entry JE16	Deposit 38 - incorrect posting should be sponsorship for Dance - a - thon not Grade 8 Trip		\$100.00			<input checked="" type="checkbox"/>	\$851.92
07/20/2017	Cheque 41	Cheeto Lays Snacks for dance - a - thon	\$22.00		\$2.50	\$2.08	<input checked="" type="checkbox"/>	\$829.92
07/20/2017	Cheque 42	Don the DJ DJ for Dance - a - thon	\$75.00				<input checked="" type="checkbox"/>	\$754.92
07/20/2017	Transfer 5	Fund Grad Trip from Dance - a - thon fundraiser	\$200.00				<input checked="" type="checkbox"/>	\$554.92
07/20/2017	Deposit 39	Sponsorships		\$80.00			<input checked="" type="checkbox"/>	\$634.92
07/20/2017	Deposit 40	Sponsorships		\$320.00			<input checked="" type="checkbox"/>	\$954.92
08/14/2017	Transfer 6	Funding School Activities per SCC Minutes	\$735.00				<input checked="" type="checkbox"/>	\$219.92
			\$1,032.00	\$500.00	\$2.50	\$2.08		\$219.92

Summary for: SCC Fundraiser - Fun Fair/BBQ
 Cat. #: 34072

Contact Person:
 Balance Forward: \$438.73

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
05/01/2017	NSF	Davis, Audrey, Insufficient Funds					<input checked="" type="checkbox"/>	\$438.73
								\$438.73

Summary for: SCC Fundraiser - One Time Events
 Cat. #: 34074

Contact Person:
 Balance Forward: \$45.00

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
							<input type="checkbox"/>	\$45.00
								\$45.00

Summary for: SCC Fundraiser - Pizza/Sub Days
 Cat. #: 34070

Contact Person:
 Balance Forward: \$390.17

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
03/08/2017	Journal Entry JE10	Principal Purchases for Office		\$50.00			<input checked="" type="checkbox"/>	\$440.17

SAMPLE OF COMPLETED ANNUAL REPORTS

Ajax High School

Brooklin High School

Brooklin Village Public School

Carruthers Creek Public School

C.E. Broughton Public School

Clara Hughes Public School

Elizabeth B. Phin Public School

Forest View Public School

Frenchman's Bay Public School

Goodwood Public School

DURHAM DISTRICT SCHOOL BOARD
SCHOOL COMMUNITY COUNCIL
ANNUAL REPORT
JUNE 2016/2017



School Name: Ajax HS

Opening Statement: We had a great year and a wonderful SCC group again.

Council Members:

An election was held on September 20, 2016

The following parents were elected or acclaimed (or attended at some point(s)):

Carolann Bell Prue, Chair

Alison Stinson, Vice Chair

Gloris Spence-Simms

Mr. and Mrs. Short

Mr. and Mrs. Henery

Mr. and Mrs. Lewis

Ana Marple

Zita Mineiro

Melodie Vaughan

Jenn Priest

Cindy Cresswell

Lisa Doran

Christine Farquhar-Kay

Natasha Johnson-Chung

Andrea Ellis

Chris Lawton

The teacher representative was: Daniel Gauci and Ronda Franco

The non-teaching representative was: none

The community representative was: Ana Marple

The student representative (if appointed) was: Matthew Frey and Liam Cresswell

Meeting Dates:

The School Community Council met 7 times during the school year.

Meetings were held on the following dates: Sept 20, Oct 18, Nov 15, Jan 17 (cancelled due to weather), Feb 21, Apr 18, May 16

Projects and Sub-Committees:

Projects undertaken during the year: We sought input on Well-Being in our schools and made suggestions to the ministry. We held a tech for parents night Presentation. We also provided awards (and our SCC Chair presented them) at Grade 8 Graduation Ceremonies for our families of schools.

Sub-Committees established by the SCC: None

Fund Raising:

The major fund raising activity undertaken was none

The amount of money raised was 0

Purchases from this money included _____

The total spent was \$388.32_____. We have \$111.68 left for next year.

Celebrating Successes and Accomplishments:

Please identify your successes and accomplishments over the past year

We had an increased amount of parent voice compared to the previous year.
Members of our SCC helped out at commencement with Gown Distribution again.
We also had a very informative Tech for Parents Presentation Night.

Financial Report

Account Name:	Account #	Budget \$\$		
SCC - Office	1-233-28-140-233-7-0	\$500.00		
Date	Teacher/Staff	Amount \$\$	New Total \$\$	Reason
	Office		\$500.00	Allocated Budget for this account for 2016
12/02/2016	Bawden	\$55.65	\$444.35	petty cash office supplies
12/15/2016	DDSB rebate	\$1.67	\$446.02	GST rebate Dec
12/15/2016	DDSB rebate	\$3.66	\$449.68	PST rebate Dec
11/07/2016	Pemberton	\$9.04	\$440.64	Pcard SCC refreshments
11/01/2016	DDSB J/E	\$11.55	\$429.09	J/E 61421 Pcard Pemberton refreshments
01/17/2017	Pemberton	\$55.31	\$373.78	Pcard SCC refreshments
03/29/2017	Pemberton	\$20.00	\$353.78	petty cash guest speaker gift
03/29/2017	Pemberton	\$29.30	\$324.48	SCC refreshments
04/17/2017	DDSB rebate	\$1.48	\$325.96	GST rebate April
04/17/2017	DDSB rebate	\$3.25	\$329.21	PST rebate April
06/20/2017	Pemberton	\$217.53	\$111.68	chq req Trophies Plus gr. 8 plaques
			\$111.68	

Summary / Other

Another phenomenal year with our amazing SCC!!

BROOKLIN HIGH SCHOOL

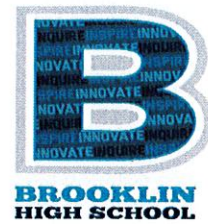
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School Community Council Annual Report 2016-2017

1. **Opening Statement:** The School Community Council (SCC) at Brooklin High School (BHS) was pleased to contribute and assist in continuing to create a positive, inclusive and caring learning culture. There was an excellent transition from last school year's SCC Committee to this year's SCC at BHS. All Council members promoted the best interest of the school community and maintained a school-wide focus on all issues. Once again this school year, it was great to see we had lots of parent interest, enthusiasm and excellent attendance at all meetings. We look forward to next and third school year at BHS!
2. **Council Members** included the following parents, student and staff:
 1. Anthony Ali
 2. Norma Berry
 3. Lorri Busch
 4. Lisa Campbell
 5. Effie Coughlan (Co-Chair)
 6. Tanja Coughlan
 7. Christine Evans-White
 8. Nadia German
 9. Rebecca Guest
 10. Ann Hartloff (Co-Chair)
 11. Eric Hartloff
 12. Brandy Harley
 13. Deanna Jaglowitz
 14. Rachel Likely
 15. Bonnie Lindsay
 16. Tamara MacKay
 17. Rob MacKay
 18. Tina Misev
 19. Connie Norton-Udell
 20. Lisa Slade-Mullin
 21. Ali Siddiqui (Student)
 22. Marilyn Smith
 23. Leanne Winkler
 24. Todd Wyndham
 25. Jason Beggs/Shane Stagg (Teacher Reps)
 26. Joe Branton/Peter Mintsininkis (Non-Teaching Reps)
 27. Warren Palmer (Principal)
3. **Election** Held on: Tuesday October 4, 2016

Administration
Principal: Warren Palmer
Vice Principals: Beth Mah, Fiona Tokie
Head Secretary: Kathy Smith



Superintendent
Jim Markovski
Trustees
Christine Winters
Kimberly Zeppieri

BROOKLIN HIGH SCHOOL

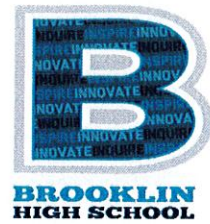
20 CARNWITH DRIVE WEST, BROOKLIN, ONTARIO L1M 0K7

Telephone: 905-655-2015 · Facsimile: 905-655-6234

E-mail: BrooklinHS@ddsb.ca

www.brooklinhs.ca

[@brooklinhs](#)



4. **Meeting Dates:**

Tuesday October 4, 2016

Tuesday November 1, 2016

Tuesday February 7, 2017 (Cancelled due to Inclement Weather)

Tuesday March 7, 2017

Tuesday May 2, 2017

5. **Projects and Sub Committees:** There were no projects or sub committees in our second year of operation, however, our Co-Chairs did assist with our first official Graduation Ceremony.

6. **Election Ad Hoc Committee:** If needed, two members of the School Community Council, Anne Hartloff and Effie Coughlan, have been appointed to coordinate.

7. **Fund Raising:** None

8. **Celebrating Successes and Accomplishments:** There were many successful events and accomplishments in the second year of Brooklin High School. Many of our members on the SCC attended school first day Orientation program, Art and Athletic events, Parent Nights, and the first Graduation ceremony on June 29, 2017. An enthusiastic Relay for Life Event was also attended by members of our SCC and it laid the ground work for future fundraising for the Canadian Cancer Society. We also received presentations and information about the following:

- a. Regular "Good News" Updates from Principal W. Palmer
- b. Regular Updates from the Safe and Accepting School Team
- c. Regular Student Parliament Updates from student representative Ali Siddiqui
- d. EQAO Initiatives and Preparation Plans for students
- e. School Climate Survey sharing
- f. Modified Calendar consultations
- g. Regional SCC events
- h. Provided input and advice on various issues, including:
 - i. School Year Calendar, 2017-18, Consultation
 - ii. School Characteristics and Qualities in a Principal exercise
 - iii. Parent Teacher Interview structure and software Reviews
 - iv. Volunteer of Distinction Consultation
 - v. Code of Conduct Review
 - vi. Bully Prevention Plan Review
 - vii. Course Selection and Career Cruising Demonstration
 - viii. School Self-Assessment and Improvement Plan Presentation
 - ix. School Cash On Line Plans
 - x. New Parent Student Absence Reporting System update
 - xi. Spring Commencement Consultation

Administration

Principal: Warren Palmer

Vice Principals: Beth Mah, Fiona Tokie

Head Secretary: Kathy Smith



Superintendent

Jim Markovski

Trustees

Christine Winters

Kimberly Zeppieri

BROOKLIN HIGH SCHOOL

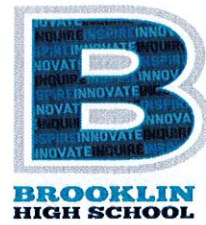
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[@brooklinhs](#)



Summary

The Brooklin High School Community Council for 2016/2017 school year was very successful. Our partnership with the administration, staff, teachers, students and community proved to be a fulfilling and rewarding experience for everyone involved. All efforts, both big and small, contributed to the overall success of this group's shared focus and goals and further exemplify our determination to be informed, be involved and make a difference in our children's education and school experience.

Thanks.

BHS School Community Council

Administration

Principal: Warren Palmer
Vice Principals: Beth Mah, Fiona Tokic
Head Secretary: Kathy Smith



Superintendent

Jim Markovski

Trustees

Christine Winters
Kimberly Zeppieri



DURHAM DISTRICT SCHOOL BOARD
SCHOOL COMMUNITY COUNCIL
ANNUAL REPORT
JUNE 2016/2017



School Name: Brooklin Village Public School

Opening Statement: Brooklin Village Public School SCC is committed to working in collaboration with the Administration staff to enhance the learning experience within our school community.

Council Members:

An election was held on September 27, 2016

The following parents were elected or acclaimed: Shani MacIntosh, Samantha Bedford Co-Chairs / Sean Follwell Web-Master / Erin McDonell-Oldman Treasurer / Daniela Poe Secretary

The teacher representative was: Mme. Mahepath

The non-teaching representative was: Mrs. Belanger

The community representative was: Susan Mayhue

The student representative (if appointed) was: N/A

Meeting Dates:

The School Community Council met 5 times during the school year.

Meetings were held on the following dates: Thurs Oct 20, 2016 / Thurs Dec 1, 2016 / Thurs Feb 9, 2017 / May 4, 2017 / May 29, 2017

Projects and Sub-Committees:

Projects undertaken during the year: Spring Dance / Gift Card Fundraiser/ Pizza Lunches/ Popcorn Fundraiser

Sub-Committees established by the SCC: Healthy Action Team/ Fundraising Committee/ Communications Committee

Members of sub-committee: Judith Nichols / Jennifer Diquer / Tania Geropoulos/ Sean Follwell

Example: Election Ad Hoc Committee

Members of the Ad Hoc Election Committee were appointed by the SCC on N/A.
The members of this committee were: N/A

Fund Raising:

The major fund raising activity undertaken was: Wednesday Pizza Lunches

The fund raising project began on September 28, 2016 and ended on June 28, 2017

The amount of money raised was \$18, 500.00

Purchases from this money included: Jungle Sport / Reading Program/ Music Instruments/ Gym Lighting/ Sports Jerseys/ Mathletics Program/ Kinder Play Area

The total spent was \$20, 850. We have \$500 (Approximately) left for next year.

Celebrating Successes and Accomplishments:

Please identify your successes and accomplishments over the past year

***Example:** A full week of Jungle sport was provided to EVERY student within our school. This week was enjoyed at every level of age, developmental skill and help to increase children's confidence throughout the week.*

Financial Report

As per the financial statement produced by the school office

Summary / Other



DURHAM DISTRICT SCHOOL BOARD
SCHOOL COMMUNITY COUNCIL
ANNUAL REPORT
JUNE 2016/2017



School Name: Carruthers Creek P.S.

Opening Statement: Carruthers Creek P.S. Community Council’s mission is to enhance the education experience of students through actively supporting the school, faculty, students, parents, programs and school events. The SCC’s function is to provide input to the school on a variety of subjects. The council’s input will allow the school to respond to its community, while assuming a major role in establishing a partnership with parents and others for the improvement of student learning.

Council Members: An election was held on October 6, 2016
 The following parents were elected or acclaimed:

- | | |
|---------------|-------------------------------------|
| Jenn Cha: | Chair |
| Hugh Jemmott | Treasurer |
| Brenda Cowan | Secretary |
| Aprile Joseph | Fundraising executive – Pizza lunch |
| Jen Key | Fundraising executive – Spirit Wear |

The teacher representative was: Mr. Andrew Rimar

The non-teaching representative was: N/A

The community representative was: Ms. Louise Fitzjohn

The student representative (if appointed) was: N/A

Meeting Dates:

The School Community Council met 6 times during the school year.

Meetings were held on the following dates: October 6th, November 10th, January 26th, March 1st, April 20th, June 1st

Projects and Sub-Committees:

Projects undertaken during the year: Fundraising pizza lunches

Sub-Committees established by the SCC: Math Committee

Members of sub-committee: Michelle Montgomery, David Nguyen, Brenda Cowan, Aprile Joseph, Helen Tweedie, Tina Tweedie, Karen Morrison

Example: Election Ad Hoc Committee

Members of the Ad Hoc Election Committee were appointed by the SCC on June 28th, 2017.

The members of this committee were: Tony Rizzuto, Ann Taylor, Jenn Cha, Brenda Cowan

Fund Raising:

The major fund raising activity undertaken was Pizza lunches

The fund raising project began on October 14, 2016 and ended on June 9th, 2017

The amount of money raised was \$ 63, 274.00

Purchases from this money included academics, music and visual arts, athletics, leadership and other – please see attached for breakdown

The total spent was \$ 60, 335.96 . We have \$ 2938.04 left for next year.

Celebrating Successes and Accomplishments:

Literacy / Technology

IXL Math Software

Mathletes (grades 3 to 6)

Rainbow resources

Robotics

Grade 1 Enclosure

Music supplies

Art presentations

Boys on Bikes

Scientists in the School

Grade 8 Graduation

Agendas (grades 1 to 8)

Security cameras

RADD program

Girls on the Go

Family Fitness Night

Art Club

Ice cream truck

Greening projects

Financial Report

As per the financial statement produced by the school office

Summary / Other

Annual report submitted on Tuesday, September 26, 2017 by Jenn Cha (Chair) and Hugh Jemmott (Treasurer).

Carruthers Creek PS Detailed Expenses 2016-17

Item	Details	\$ Requested / Approved
Literacy & Technology	Space Maker (All Grades)	\$4,000
Art Presentations	Guest speakers per Division	\$1,500
R.A.D.D.	Racing Against Drugs Durham	\$375
Website - IXL Math	Grades 4 - 8 Improves skills	\$2,000
Boys on Bikes	Repair Kits (Gr. 5-8)	\$500
Girls on Go (Gr. 4-8)	Run Entrance Fee Subsidy	\$500
Mathletes	Grades 3-6	\$1,200
Science	Scientists in the School	\$4,000
Family Fitness Night	Prizes / Materials (All grades)	\$350
School Banner	Various activities	\$400
Rainbow Resources	Booklets (All grades)	\$150
Grade 8 Grad	DJ / Decorations	\$1,500
Art Club	supplies	\$200
Robotics	2 EV3 Robotics Kits (Gr.5-8)	\$1,000
Agendas	Grades 1-8	\$3,200
Classrm Allocation	Ice Cream Truck (All grades)	\$1,200
Music	iPad mini & Headphones	\$1,000
Security Cameras	Inside school	\$1,900
Enclosures	Grade 1 Enclosure (Activity panel & 2 5' benches)	\$5,000
Total Expenses		\$29,975.00

Date ... Range
02/03/2016...09/26/2017

		<u>Balance Forward</u>	<u>Expense</u>	<u>Revenue</u>	<u>Balance</u>
Elem-Fundraising SCC					
SCC Operations					
SCC - Lunch Lady	34074	\$410.90	\$0.00	\$0.00	\$410.90
SCC - One Time Events	34072	\$0.00	\$0.00	\$0.00	\$0.00
SCC - Pizza Lunch	34071	\$2,963.86	\$54,622.10	\$53,758.75	\$2,100.51
SCC - Spirit Wear	34073	\$1,462.99	\$5,713.86	\$4,677.50	\$426.63
	Umbrella Total:	\$4,837.75	\$60,335.96	\$58,436.25	\$2,938.04
	Umbrella Type Total:	\$4,837.75	\$60,335.96	\$58,436.25	\$2,938.04
	Grand Total:	\$4,837.75	\$60,335.96	\$58,436.25	\$2,938.04



C.E. Broughton Public School

Loving to Learn Learning for Life

SCHOOL COMMUNITY COUNCIL

ANNUAL REPORT

2016/2017

School Name: C.E. Broughton Public School

Opening Statement:

We are a school with a small student body as well as a small SCC. However, size has never held our SCC members from being effective for C.E. Broughton Public School. Our school runs two different calendars – regular and modified. Our school works hard at unifying both groups of kids into one school. The SCC helps play their part in that as well. The SCC never runs events when any calendar is off, and all SCC meetings are held while both calendars are in. We stick to our Mission Statement:

The C.E. Broughton SCC will work to enhance the educational experience of its students. Through the interaction of Parents, Administration and staff, we will support the social and learning environment. We will promote an atmosphere where respect for self and others is demonstrated and students are valued for their uniqueness.

This year we had several new parents join our SCC. This helped to bring in fresh new ideas as well as new ways to think about our annual events.

Council Members:

An election was held on Monday October 3rd, 2016

The following parents were elected or acclaimed:

Executive

Laurie Bell (co-chair)

Keri Clark (co-chair)

Leanne Lloyd (October – December) (secretary)

Wendy Russell (January – June) (secretary)

Cheryl Parkes (treasurer)

Members

Amy Stacey

Kristy Mansour

Noosh Damani

Stephanie Ehret

Susan Blackwood

The teacher representative was:
Darlene Bacon

School Administration:
Karen McCready (principal)
Melissa Shields (vice-principal)

Meeting Dates:

The School Community Council met 5 times during the school year.

Meetings were held on the following dates:

October 3rd, 2016 (elections held)
December 5
February 6
April 3
May 1

Projects and Sub-Committees:

Projects undertaken during the year:

Healthy Selections
Chocolate Sales
Health and Wellness Night
Blind Auctions
Raffle Baskets
Boutique
Dance-a-thon
Yearbook

Sub-Committees established by the SCC:

Fundraising
Healthy Selections
Parent Engagement
Yearbook

Members of sub-committee:

Members of the Ad Hoc Fundraising Committee were appointed by the SCC on October 3rd, 2016. The member of this committee was:

Kristy Mansour

Members of the Ad Hoc Healthy Selections Committee were appointed by the SCC on October 3rd, 2016. The member of this committee was:

Noosh Damani

Members of the Ad Hoc Parent Engagement Committee were appointed by the SCC on October 3rd, 2016. The member of this committee was:

Susan Blackwood

Members of the Ad Hoc Yearbook Committee were appointed by the SCC on October 3rd, 2016. The member of this committee was:

Amy Stacey

Fund Raising:

Healthy Selection

Healthy Selections included pizza/pita lunches and popcorn days for the 2016/17 school year. These dates were set on the first SCC meeting held in September.

Pizza/Pita Lunch Dates		Popcorn Day Dates	
November 9 th and 23 rd	March 1 st and 29 th	November 17 th	March 24 th
December 7 th and 21 st	April 12 th and 26 th	December 16 th	April 21 st
January 18 th	May 10 th and 31 st	January 13 th	May 26 th
February 1 st and 15 th	June 14 th	February 10 th	

Healthy Selections was our second biggest contributor to our schools fundraising efforts this year.

Amount Raised	\$9,787.55
Expenses	\$5,879.21
Profit	\$3,908.34

Chocolate Sales

Chocolate sales at CE Broughton were not as profitable as we would have liked. This was our lowest fundraiser for the year.

Amount Raised	\$1,080.00
Expenses	\$ 653.14
Profit	\$ 426.86

Silent Auction

Teachers and staff at CE Broughton placed items up for silent auction on parents' night. Some of these items included teacher lunches, mystery bags and group sport activities at lunch time.

Amount Raised	\$541.00
Expenses	\$ 64.70
Profit	\$476.30

Raffle Baskets

Items for the raffles baskets were donated by family members within our school community. We provided each classroom a theme for their collections. The themes were as followed:

Arts and crafts fun	Let's play outside	All things boys
Fun and games	Movie night	All about tea and coffee
Weekend fun	All things super hero	Rainy day fun
Love of reading and writing	All things sports	All about snacking
Let's draw and colour	Candle comfort and relaxation	All about chocolate

With those fifteen basket suggestions, the SCC was able to make over twenty-five raffle baskets. They were all raffled off at the Winter Concerts.

Amount Raised	\$1,015.00
Expenses	\$ 0.00
Profit	\$1,015.00

Dance a thon

Our Dance a thon (known as the Broughton Boogie) was held on February 16th, 2017. We used the Presswood Entertainment group that called themselves Professor Jamz. They provide a black-light deejay event for all grades from kindergarten to grade 6 to enjoy. Money for this event is made through pledges given as well as sales from the cosmic store.

Amount Raised	\$2,574.05
Expenses	\$ 928.48
Profit	\$1,645.57

Broughton Boutique

The Broughton Boutique was held on December 12th-13th, 2016. Items that are suitable for parents, siblings and grandparents are purchased from discount warehouses. This event allows our students to shop independently for their families at Christmas time.

Amount Raised	\$1,638.45
Expenses	\$ 885.58
Profit	\$ 752.87

Yearbook

Yearbook was the only fundraiser that lost us money. This year the books were distributed to the students during the second week of June.

Amount Raised	\$1,916.00
Expenses	\$1,809.62
Profit	\$ 106.38

Health and Wellness Night (PRO Grant)

On Thursday October 10th, 2016, the SCC thanks to our PRO Grant hosted a free Family Wellness Night for all members of the Broughton community. Families were able to participate together at a vendor's marketplace and three breakout sessions. Families were able to choose from the following breakout sessions

Yoga	Self Regulation Toolkit
Zen Colouring	Healthy Family Routines (Game)
Hip Hop Dance	Healthy Food Taste Tasting (Game)

Purchases:

Items Purchased with Allocated Monies from 2015/16

Sound system

Canopy

Sports pinnies

Amount Allocated: \$10,000.00

Expenses \$ 9,220.50

Scientist in the Classroom:

The SCC gave 50% of the total needed for every class to bring in Scientist in the Classroom if wanted.

Expenses \$1,597.00

Author Visit:

Two authors were brought in to read and speak with the students. This year the authors were: Richard Scrimger and Kevin Sylvester

Expenses \$1000.00

Grade 8 Graduation Donation

Expenses \$500.00

Donation to DDSB c/o Race Against Drugs

Expenses \$200

Gift Certificates for retiring teachers and administration
Expense \$103.75

Allocated Amount: \$4,580
School sign

Celebrating Successes and Accomplishments:

This year largest fundraiser was through Healthy Selections. We had pizza or pita days as well as popcorn days. Approximately half the student population CE Broughton come from out of district. As a result, it can be difficult to get parents to return for a SCC planned event.

Financial Report

See Attached Sheet.

Summary / Other

Overall the SCC formed for 2016/2017 was a very active and productive committee. Everyone worked together for the greater good of the students at C.E. Broughton Public School.

CEB - SCC

C.E. Broughton Public School Statement of Receipts and Disbursements Year End 2016-2017

Year End Balance 2015 \$10,315.91

Receipts:	Description	Amount
	Silent Auction	\$541.00
	Raffle Baskets	\$1,015.00
	Boutique	\$1,638.45
	Dance A Thon	\$2,574.05
	Chocolates	\$1,080.00
	Healthy Selection	\$9,787.55
	Yearbook	\$1,916.00
	Transfer 43	\$303.75
Total Receipts =		\$18,855.80

New Balance = \$29,171.71

Disbursement	Paid To	Amount	Event
	DDSB	\$200.00	RAD SCC Donation
	Laurie Bell	\$103.75	Retirement White
	Silent Auction	\$64.70	
	Boutique	\$885.58	
	Dance A Thon	\$928.48	
	Chocolates	\$653.14	
	Healthy Selections	\$5,879.21	
	Yearbook	\$1,809.62	
	Transfer 23	\$4,024.94	Sound System
	Transfer 24	\$2,794.18	Sound System
	Transfer 25	\$38.55	Sound System
	Transfer 26	\$1,057.68	Canopy for School
	Transfer 27	\$1,305.15	School Finnies
	Transfer 28	\$500.00	Little Mermaid
	Transfer 31	\$500.00	Grad Donation
	Transfer 38	\$678.00	Author Visit
	Transfer 39	\$322.00	Author Visit
	Transfer 47	\$247.18	Grant for sign
	Transfer 43	\$303.75	Balance account
	Transfer 42	\$398.00	Scientists In School
	Transfer 41	\$1,199.00	Scientists In School
	Transfer 44	\$1,035.59	Grant for sign
	Transfer 45	\$446.57	Grant for sign
	Transfer 46	\$2,850.66	Grant for sign
Total Distribution =		\$28,225.73	

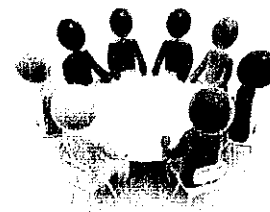
Allocated	Amount
Total Allotted =	\$0.00

Balance to Month End = \$945.98

Available Funds = \$945.98

Categories	Opening Balance	Expenses	Revenues	Transfer In	Transfer Out	Balance
SCC Operations						
ZDNU Pr Yrs Cfwd-SCC Operations - 34000	\$2,455.67			\$189.51	\$2,645.18	\$0.00
SCC Yearbook - 34005	\$0.00	\$1,809.62	\$1,916.00			\$106.38
SCC Administrative - 34018	\$0.00	\$303.75		\$303.75		\$0.00
SCC Family Night - 34020	\$666.06				\$303.75	\$362.31
SCC Fundraiser Fun Fair - 34070	\$2,794.18				\$2,794.18	\$0.00
SCC Healthy Selections - 34071	\$4,024.94	\$5,879.21	\$9,787.55		\$7,933.28	\$0.00
SCC Fundraiser Chocolates - 34072	\$0.00	\$653.14	\$1,080.00		\$228.06	\$198.80
SCC Fundraiser - Dance A Thon - 34073	\$0.00	\$928.48	\$2,574.05		\$1,645.57	\$0.00
SCC Fundraiser - Broughton Boutique - 34074	\$282.72	\$885.58	\$1,638.45		\$1,035.59	\$0.00
SCC Candy Grams - 34075	\$92.34					\$92.34
SCC Baskets and Silent Auction - 34076	\$0.00	\$64.70	\$1,556.00		\$1,305.15	\$186.15
	\$10,315.91	\$10,524.48	\$18,552.05	\$493.26	\$17,890.76	\$945.98

DURHAM DISTRICT SCHOOL BOARD
SCHOOL COMMUNITY COUNCIL
ANNUAL REPORT
JUNE 2016/2017



(Sample Format)

School Name: Clara Hughes PS

Opening Statement: Our SCC is actively involved in all areas of our school community and learning. We are grateful for their continued support and involvement in the daily classrooms and school environments but also across time in our school communities growth as a whole.

Council Members:

An election was held on September 19, 2016

The following parents were elected or acclaimed:

Chair: Barb Skinner

Co-Chair: Heather Rockbrune

Treasurer: Lindsay Benson

Secretary: Leslie Lang

The teacher representative was: Lauren Beyger

The non-teaching representative was: n/a

The community representative was: Sadie Patry

The student representative (if appointed) was: n/a

Meeting Dates:

The School Community Council met 6 during the school year.

Meetings were held on the following dates: September 19, October 24, November 14, January 11, February 13, April 11, May 29

Projects and Sub-Committees:

Projects undertaken during the year: Pizza Days, Dance a Thon, PRO grant, Apple Grant, Kindergarten yard enhancements, Technology purchases

Sub-Committees established by the SCC: n/a

Members of sub-committee: (names)

Example: Election Ad Hoc Committee

Members of the Ad Hoc Election Committee were appointed by the SCC on (date)

_____. The members of this committee were: (names)

Fund Raising:

The major fund raising activity undertaken was DanceaThon

The fund raising project began on October 13, 2017 and ended on October 31, 2017

The amount of money raised was (\$) 5 853

Purchases from this money included Laptops, furniture, Kindergarten yard enhancements

The total spent was (\$) 18538.57. We have (\$) 3837.22 left for next year.

Celebrating Successes and Accomplishments:

Please identify your successes and accomplishments over the past year

Example:

Technology purchases supported

RAZ kids supported

Field Trips subsidized for all students at CHPS

Family Math events and community engagement fully supported

PRO Grant, Apple Grant – community engagement

Music equipment and repairs

Financial Report

As per the financial statement produced by the school office

Summary / Other

Categories	Opening Balance	Expenses	Revenues	Transfer In	Transfer Out	Balance
SCC Operations						
Little Ceasars Pizza Fundraising - 33370	\$0.00	\$3,780.00	\$4,556.00	\$527.00	\$1,235.75	\$67.25
ZDNU School Allotment - 34002	\$216.46					\$216.46
SCC Fndr Pizza Day (expenditures) - 34070	\$0.00	\$1,097.07	-\$325.00	\$4,800.00	\$2,000.00	\$1,377.93
Dance-a-thon - 34072	\$2,642.62	\$5,560.61	\$6,453.57		\$1,370.00	\$2,175.58
Little Ceasars Pizza - 34074	\$0.00	\$2,000.00	\$527.00	\$2,000.00	\$527.00	\$0.00
	\$2,859.08	\$12,427.68	\$11,211.57	\$7,327.00	\$5,132.75	\$3,837.22



DURHAM DISTRICT SCHOOL BOARD

SCHOOL COMMUNITY COUNCIL

ANNUAL REPORT

JUNE 2016/2017



School Name: Elizabeth B. Phin Public School

Opening Statement: The 2016/17 school year was a great year for the Phin SCC. We had a small increase of membership, had a good fundraising year despite not doing our yearly chocolate sales and had a better year for parent engagement especially in our PRO-Grant event.

Council Members:

An election was held on: October 6, 2016

The following parents were elected or acclaimed:

Allison Zimmerman – Co-Chair

Christine Rozum – Co-Chair

Sue Puddy – Treasurer

Christy Parker – Secretary

The teacher representative was: Anne Dale

We did not have an appointed student representative but for a few meetings, students from our Equity Allies Team did present their plans and work for the year.

Meeting Dates:

The School Community Council met 6 times during the school year.

Meetings were held on the following dates:

October 6, 2016

November 2, 2016

January 19, 2017

February 22, 2017

April 12, 2017

June 1, 2017

Projects and Sub-Committees:

Projects undertaken during the year:

- Our annual Staff Appreciation dinner, held on the evening of Parent Teacher interviews (November 17th, 2016) – Jas Sahota, Maria Marchand, Julie Officer and Christine Rozum – and food/money contributions by other parents/families
- Staff appreciation breakfast held on May 12, 2017 (Christine Rozum, Christy Parker, Lisa Foisy, Lilani Kulathungam and Maria Marchand)
- Pizza lunch committee includes Christine Rozum, Julie Officer, Jas Sahota, Galina Zelenine, Ainee Wong, Meghan Richards, Erin Hearne, Sotole Cowan, Sherry Fler and Dimple Badhan)
- Guest speaker – Alison Potts came to the school to speak about the importance of mental health and the connection to zones of regulation used in the school while children were invited to watch the Disney movie Inside Out in the gym (February 2nd, 2017) – organized by Allison Zimmerman
- PRO Grant event - 3 nights of STEAM with Mad Science – organized by Christine Rozum
- SCC membership drive during Kindergarten orientation – organized by Christine Rozum and Allison Zimmerman
- PROGrant committee for the 2017/18 school year with Lisa Foisy, Dan Foisy, Julie Officer, Lisa Burry and Dimple Badhan

Fund Raising:

The major fund raising activities undertaken were :

Pizza Lunch sales – October 17, 2016 – June, 19, 2017

Net \$9,560.67

Holiday Basket Raffle – December 2nd , 2016 – December 23rd , 2016

Net \$3,283.70

Big Box of Cards – May 3rd, 2017 – May 30th, 2017

Net \$4321.85

Purchases from this money included:

- Scientists and Artists in the classroom programs
- Grade 8 Graduation night and awards
- Senior Kindergarten graduation
- Battle of the Books
- Racing Against Drugs
- Dance program for the Phys.Ed department

- Bussing subsidy for school trips for the 2017/18 school year
- Badminton Nets
- New raincoat for our crossing guard
- Sponsoring Phin Families in need (holiday program)
- Book Fair – to help support our teachers in materials for their classrooms
- Math manipulatives
- New innovative furniture for libraries and classrooms

The total spent was \$18,025.85 We have \$3,261.52 left for next year. By the time the SCC received the final accounting for the year, money that we had allocated to pay for some new classroom and library furniture had not been accounted for.

Celebrating Successes and Accomplishments:

- The SCC saw an increase in money raised through the pizza lunch program (due to raising our prices for the first time in over 3 years) and the holiday basket raffle.
- We also tried the Big Box of Cards and were very pleasantly surprised at the overwhelming support. Students sold 425 boxes of cards.
- The evening with Alison Potts as a guest speaker was a great success. The SCC will look for more opportunities to bring Alison and others back. We invited our family of schools and had over 35+ parent attendees and 50+ student attendees for the movie
- Our PRO Grant event of Mad Science took place over 3 consecutive weeks with 2 presentations and 1 night of workshops for a group of kindergarten children and another group of Gr. 1-6 students. We had great attendance with the workshops completely full – over the 3 days we had over 135 attendees

Financial Report

E. B. Phin SCC
Treasury Report
2016/2017 Summary

	Income	Expense	Current Year Profit \$	Prior Year Profit \$
Fund Raising				
Pizza Lunch	25,320.00	15,759.33	9,560.67	7,428.08
Chocolate Bars	-	-	-	6,383.87
Basket Raffle	3,311.95	28.25	3,283.70	3,038.50
Lunch Lady	189.40	-	189.40	-
Parent Engagement - Movie Night	78.75		78.75	
Big Box of Cards	14,786.85	10,465.00	4,321.85	
Net Fund Raising			17,434.37	16,850.45
Funding Costs				
Book Fair / Teachers		2,000.00	(2,000.00)	(1,800.00)
Scientist/Artist in the School		3,555.00	(3,555.00)	(2,346.94)
Grad Night and Awards		1,350.36	(1,350.36)	(1,200.00)
Battle of the Books		470.13	(470.13)	(600.00)
Character Ed Presentations		1,000.00	(1,000.00)	(1,500.00)
SK Kindergarten Grad		150.00	(150.00)	(150.00)
Racing Against Drugs		150.00	(150.00)	(150.00)
Dance Program (Phys Ed)		1,200.00	(1,200.00)	(1,200.00)
Sponsor Phin Families in need		450.00	(450.00)	
Math Manipulatives		4,254.85	(4,254.85)	
Mad Science (cost in excess of PRO grant)		39.60	(39.60)	
Bussing for School Trips 2017/18		3,000.00	(3,000.00)	

Badminton Nets	250.00		(250.00)	
Rain Coat for Crossing Guard	155.91		(155.91)	
Library TV		-	-	(1,416.44)
STEM/STEAM Program		-	-	(1,583.56)
KM Club Medals		-	-	(450.00)
Painting Pavement in Yard		-	-	(500.00)
Coding T-shirts		-	-	(500.00)
Total Funding Costs			(18,025.85)	(13,396.94)
TOTAL 2015/2016 ACTIVITY	43,686.95	44,278.43	(591.48)	3,453.51
Opening Balance	September 2016		3,853.00	399.49
	2016/2017		(591.48)	3,453.51
Closing Balance			<u>3,261.52</u>	<u>3,853.00</u>

Summary

Overall, the SCC had a very successful year. We continue to improve our level of communication with our school community via our Facebook page, the Synrevoice system and also using Google Suite Apps. We also implemented a bulletin board to post messages for those not as electronically connected. We saw no difference in our pizza sales despite raising prices. We also saw a significant increase in parent engagement through PRO Grant. We are encouraged and inspired to keep improving and building our school community council.

Categories	Opening Balance	Expenses	Revenues	Transfer In	Transfer Out	Balance
SCC Operations						
SCC Pizza Lunch - 34070	\$0.00	\$15,626.44	\$25,320.00		\$8,108.19	\$1,585.37
SCC Parent Engagement - 34071	\$0.00	\$1,039.60	\$1,078.75			\$39.15
SCC Holiday Basket Raffle - 34072	\$0.00	\$28.25	\$3,311.95	\$1,878.83	\$3,592.53	\$1,570.00
SCC Chocolate Bars - 34073	\$2,956.45				\$2,956.45	\$0.00
Phin Families - 34074	\$450.00	\$450.00				\$0.00
SCC Fundscript - 34075	\$347.15				\$347.15	\$0.00
Lunch Lady Rebate - 34078	\$99.40		\$189.40		\$288.80	\$0.00
SCC Big Box of Cards - 34079	\$0.00	\$10,465.00	\$14,786.85		\$4,254.85	\$67.00
	\$3,853.00	\$27,609.29	\$44,686.95	\$1,878.83	\$19,547.97	\$3,261.52



DURHAM DISTRICT SCHOOL BOARD
SCHOOL COMMUNITY COUNCIL
ANNUAL REPORT - JUNE 2016/2017



School Name: Forest View P.S.
285 Grandview Street South, Oshawa, ON L1H 7C6

Opening Statement: This Annual Report is respectfully submitted to the parents and community members that form the Forest View P.S. community outlining the activities of the School Community Council during the 2016-2017 school year.

Council Members:

An election was held on October 12, 2016

The following parents were elected or acclaimed:

Chair:	Kerri-Lynn Brazier
Vice-Chair:	Karen Leith
Treasurer:	Shannon Robertson
Secretary:	Katy Roherty
The teacher representative was:	Jill Bishop
The community representative was:	Joan Young
The student representative was:	Cameron Hart and Katelyn Cormier

Meeting Dates:

The School Community Council met 6 times during the school year.

Meetings were held on the following dates:

September 2016	no meeting
October 12, 2016	
November 15, 2016	
December 19, 2016	cancelled due to weather
January 14, 2017	
February 28, 2017	
March 2017	no meeting due to March Break
April 19, 2017	
May 24, 2017	

Projects, Fundraising during the year:

Grand Opening - June

Members of the SCC participated on the Decoration committee and Welcoming committee. The SCC Chair Kerri-Lynn Brazier and Vice-Chair Karen Leith provided a speech to announce the 2016-2017 SCC Student Achievement Award Cameron Hart.

School Snack Program - supervised by Rob Dicrescenzo, Vice Principal.

Snacks with Santa (Community Event) - Saturday, December 10, 2016

The members of this committee were: Bobby Jo Kennedy, Roberta Crombie Patterson, Shannon Robertson, Katy Roherty, Karen Leith, Jolene Hart, Joan Young, Kerri-Lynn Brazier. There was no money raised as this was a community event.

Fundraisers undertaken during the year:

Fresh from the Farm

The fund raising project began on Wednesday, September 21, 2016 and ended on Wednesday, October 5, 2016 with delivery of product in early November, 2016. The amount of money raised was \$1,434.40 (\$3,589.00 - \$2,337.60). There were no purchases from this money.

Dieleman Fundraising Sales (DFS)

The fundraising project began on Wednesday, October 21, 2016 and ended on Wednesday, November 5, 2016. The amount of money raised was \$1,855.60 (\$4,200.00 - \$2,344.40). There were no purchases from this money.

Dance-a-thon - February 10, 2017

money raised was \$3,721.00. There were no purchases from this money.

Celebrating Successes and Accomplishments:

It was the honour of active SCC members to attend Forest View P.S. Grand Opening on June 10, 2017 to celebrate the new school and the student ceremony on June 11, 2017. The students were so excited!

It was the privilege our active members to participate in the successful student led Grand Opening of Forest View P.S. As a community council the SCC committed to supporting STEM education with an option for each class to participate in either Scientist in the School or STEM programming and a view to continue this commitment in future. A ProGrant Application was submitted for a STEM - Math Night in February 2018.

In addition to the SCC ongoing support for Race Against Drugs, Graduation (engraving costs - motion approved 10/12/2016) and in collaboration with the Allied Activist Spirit Day events a luncheon was provided for a class in each division (Primary/Junior/Intermediate - motion approved 02/28/2017). In closing the 2016-2017 school year the SCC pledged funds establishing *Forest View Outdoor Improvement*

to support the Eco Club and promote outdoor learning (motion approved 04/19/2017).

Financial Report - As per the financial statement produced by the school office:

Opening Balance 2016-2017 was \$227.47 (LaMontagne fundraiser \$99.00 and Fun Fair fundraiser \$128.47).

Expenses this year in the amount of \$34.79 for Allied Activist Spirit Day luncheon was approved by motion on 02/28/2017. Funds for this expenditure were received from the LaMontagne fund carried over balance (\$99.00 - \$34.79 = \$64.21 remaining).

The SCC approved the following disbursements:

STEM Learning in the amount of (\$200 x 20 = \$4,000.00) was approved by motion 02/28/2017 and was received from Fresh from the Farm (\$1,434.40) and Dance-a-thon (\$2,565.60).

Grade 8 Graduation (awards/engraving) in the amount of \$1,500.00 was approved on 10/12/2016.

Race Against Drugs (RAD) in the amount of \$150.00 on 02/28/2017.

Forest View Outdoor Improvement fund in the amount of \$1,000.00 was approved 04/19/2017.

Closing Balance 2016-2017 was \$553.68

The final financial statement for the 2016-2017 school year is attached hereto.

		<u>Balance</u>	<u>Expense</u>	<u>Revenue</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Balance</u>
		<u>Forward</u>					
Elem-Fundraising SCC							
SCC Operations							
SCC Fundraiser-dance-a-thon	34071	\$0.00	\$150.00	\$3,721.00	\$0.00	\$3,565.60	\$5.40
SCC-DFS	34075	\$0.00	\$2,344.40	\$4,200.00	\$0.00	\$1,500.00	\$355.60
SCC-Fresh from the Farm	34072	\$0.00	\$2,337.60	\$3,772.00	\$0.00	\$1,434.40	\$0.00
SCC-Fun Fair	33374	\$128.47	\$0.00	\$0.00	\$0.00	\$0.00	\$128.47
SCC-Fundraiser-snacks With Santa	34070	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SCC-La Montagne	34074	\$99.00	\$34.79	\$0.00	\$0.00	\$0.00	\$64.21
SCC-Raffle Tickets	34073	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Umbrella Total:	\$227.47	\$4,866.79	\$11,693.00	\$0.00	\$6,500.00	\$553.68
	Umbrella Type Total:	\$227.47	\$4,866.79	\$11,693.00	\$0.00	\$6,500.00	\$553.68
	Grand Total:	\$227.47	\$4,866.79	\$11,693.00	\$0.00	\$6,500.00	\$553.68

Frenchman's Bay School Community Council

Annual Report – 2016/ 2017

The Frenchman's Bay Public School ("FBPS") School Community Council ("SCC") had a very rewarding 2016/ 2017 school year. The SCC held regular meetings throughout the year and worked on various issues and projects during the year, as summarized herein. These meetings were open to the public to encourage input from parents and other members of the school community.

1

Council Members

An election was held on September 22, 2016 for SCC executive roles. The following parents were elected or acclaimed for the 2016/ 2017 school year:

- Ronda Franco and Anita Mueller acclaimed as Co-Chairs.
- Katrina Kinnear acclaimed as Vice Chair.
- Jennifer Rhind acclaimed as Secretary.
- Glen McFarland acclaimed as Treasurer.

Meeting Dates

The School Community Council met eight times during the school year. Meetings were held on the following dates:

- September 22, 2016
- October 20, 2016
- November 24, 2016
- January 12, 2017
- February 17, 2017
- April 6, 2017
- May 4, 2017
- June 1, 2017

Frenchman's Bay School Community Council

Sub-Committees

The following sub-committees existed during the current year:

- Fundraising - In consideration of the tremendous success of the chocolate sales campaign during the prior year, the fundraising committee decided to continue with a similar chocolate sales campaign this year. The event was once again highly successful, resulting in a net return to the school of over \$20,000.
- Career Day - A successful career day was held in May for grade 7 and 8 students. Once again this year, students from Fairport were included in the career day.
- Year-End BBQ – The year-end BBQ was a successful event, featuring student music presentations and an opportunity to enjoy some time with fellow students and parents on the school property.
- Eco – Garden work continued at the school this year to enhance the school environment.
- Cultural Diversity Night – A successful French cultural night took place in October 2016 for students and parents to enjoy.
- Spirit Wear – A successful spirit campaign was launched. The SCC supplemented the cost of t-shirts for students resulting in hundreds of t-shirts being purchased.

Frenchman's Bay School Community Council

Fund Raising and Projects Financed

The major fundraising activities during 2016/ 2017, and approximate amounts raised, were as follows:

- Chocolate sales (\$20,200 net proceeds).
- Special lunches (\$3,200 net proceeds).
- Year-end BBQ (\$1,500 net proceeds).

3

The major projects financed during 2016/ 2017 related to student activities, totalling \$27,000 (including approximately \$4,700 in items budgeted and approved in the prior year where amounts were not paid until the current year). An additional \$10,800 of expenditures were planned and approved during the current year where funding will be provided during the 2017/ 2018 year.

Student activity funding included:

- field trip support to all grades
- classroom support to all divisions
- student presentations to all students (including Scientists in the School)
- graduation
- computers for the library
- school agendas for Grade 1 – 6 students
- club and team support (math, art, athletics)
- Canadian authored library books and resources
- water bottle filling stations
- yard bench
- subsidy for student purchases of FBPS t-shirts
- Ausie-X program (taking place in September 2017)

In addition to amounts expended, the SCC approved expenditure on the following student activity related items that are expected to be paid for subsequent to August 31, 2017:

- school agendas for Grade 1 – 6 students
- graduation
- banner with school name and logo
- an additional water bottle filling station
- books for the library

Frenchman's Bay School Community Council

In total, during 2016/ 2017, funds raised, net of directly related expenses, totalled approximately \$25,000. This figure is slightly lower than in the 2015/ 2016 when \$26,000 was raised. The decrease is attributable to a \$1,000 decrease in the chocolate sales fundraising campaign compared to the prior year.

4 Net expenditures for projects financed during 2016/ 2017 totalled approximately \$38,500, including approximately \$4,700 budgeted and approved in the prior year and expended in the current year, and \$10,800 budgeted in the current year but not expended at August 31, 2017. The change in expenditures relates to the timing of the payments related to budgeted and approved expenditures. The SCC maintains a policy of planning to use available funds to support appropriate projects that benefit the school community while maintaining a prudent budget surplus. Levels of expenditures vary year to year depending on the success of the fundraisers that take place.

The year commenced September 1, 2016 with a cash balance of \$16,6435.20. As at the August 31, 2017 year-end date, the cash balance was \$13,461.82. Included in this balance is approximately \$10,800 that was budgeted for expenditure during the 2016/ 2017 year, that is expected to be disbursed subsequent to August 31, 2017.

Frenchman's Bay School Community Council



Summary Financial Report – 2016/ 2017 school year

Description	DR (Expense)	CR (Income)
5 Opening balance		16,435.20
Special lunches - Pizza		3,225.82
BBQ		1,572.19
Chocolate sales		20,195.84
Spirit wear	289.10	
Student activities	27,678.13	
Ending balance		13,461.82

Frenchman's Bay School Community Council

A handwritten signature in black ink, appearing to read 'Glen McFarland', is written over a large, light-colored oval scribble.

Glen McFarland
Treasurer 2016/2017

DURHAM DISTRICT SCHOOL BOARD - SCHOOL COMMUNITY COUNCIL (SCC)

ANNUAL REPORT 2016/2017

School Name: Goodwood Public School

Council Members:

An election was held on October 19, 2016. The following parents were elected or acclaimed:

- Tania Pringle, Co-Chair
- Sabrina Niebank, Co-Chair
- Angela Chambers, Treasurer
- Sue Skovhoj, Secretary

The teacher representatives were Melanie Guy, Louise Cranfield, and Laura Cowen.

The non-teaching representative was Shelley Mintsinikas.

Meeting Dates:

The School Community Council met 7 times during the school year. Meetings were held on the following dates:

- September 14, 2016
- October 19, 2016
- November 23, 2016
- January 19, 2017
- February 22, 2017
- April 24, 2017
- May 31, 2017

Projects:

Our main projects included hosting our first family fitness night, our annual family spring BBQ and a family math night (using PRO grant funds).

Fund Raising:

Fund raising activities undertaken were pizza lunches, milk, Fresh from the Farm, family BBQ, Bag 2 School, maple syrup, and Otter Greenhouses.

Purchases from this money included iPads, STEM materials for each classroom, purchase of Gator Tribe t-shirts for all incoming JK students, recess play equipment bins, donation to Racing Against Drugs program, music program, Forest of Reading, Scientist in the School, classroom fund allotment, graduation awards, plants for flower beds, maintenance of the school garden and additional folding tables.

Celebrating Successes and Accomplishments:

Additional successes included facilitating a games lending library.

Financial Report: As per the financial statement produced by the school office.

Trial Balance (Umbrella Date Range)

016-09-01 .. 2017-08-31
Date ... Range

Goodwood P.S.
Royal Bank
^School Generated Funds

Categories	Opening Balance	Expenses	Revenues	Transfer In	Transfer Out	Balance
SCC Operations						
SCC Milk Program - 34070	\$2,167.44	\$1,499.31	\$2,473.00		\$2,773.89	\$367.24
SCC Hot Lunches - 34071	\$12,126.07	\$6,232.02	\$10,068.60		\$8,733.46	\$7,229.19
SCC Magazine Sales - 34073	\$0.00		\$588.98		\$588.98	\$0.00
SCC Barbeque - 34075	\$1,189.30	\$551.16	\$1,191.75	\$72.00	\$1,037.30	\$864.59
SCC-Fresh from the Farm - 34077	\$915.17	\$1,074.00	\$1,640.00		\$1,481.17	\$0.00
SCC Maple Syrup Fundraiser - 34079	\$0.00	\$1,079.00	\$1,407.00			\$328.00
SCC Bag2School - 34082	\$0.00		\$122.00		\$100.00	\$22.00
	\$16,397.98	\$10,435.49	\$17,491.33	\$72.00	\$14,714.80	\$8,811.02