

**JACKMAN SCHOOL COUNCIL
MEETING: 9 JANUARY 2012, 7PM
MINUTES – DRAFT 1.1 UNAPPROVED**

Attending

Members: Astrid Jacques, Antonia Guidotti, Jen Cumming, Gaylene Edmondson, Shaune Palmer (principal), Ryan Granville-Martin, Mia Sheard, Kathryn MacDonald, Stephanie Eaton, Kunle Bristow, Julie Dale, Jeff Lennon, Michele Pollack, Michelle Nelson, Kamran Jafry, Lisa Farun, Karen Jungjohann, Muriel Deschenes, Joel Brody; Vice Principal: Freddy Frenette; Parent: Adrienne Lee

Absent

Aerin Guy, Helen Hawketts, Karyne Finlason, Lissa Mitchell, Kunle Bristow, Grace Chao (teacher)

Agenda Item	Decision/Action Taken	Follow up: Person(s) Responsible/Timeline
1. Approval of minutes – Dec 5 2011	Approved	
2. Principal's Update		

3. Council Budget – Presentation and Discussion	<ul style="list-style-type: none"> • Presentation made outlining Council budget. Incl. recent history and current issues arising and options going forward. Presentation slides are available [circulated with minutes]. • Central decisions to be made were: 1) How will Council deal with the TDSB fundraising/budget rules as presented?; reframed: will Council change from a two-year cycle to a one-year budget process?; and b) If Council changes the budget process and requires a lesser carry-over, how will it deal with the carry-over?; reframed: should Council continue to spend more than raised in a year until carry-over depleted, or identify an immediate project, or identify a longer-term project to earmark funds towards? <p>In relation to 1) above:</p> <ul style="list-style-type: none"> • Motion, Antonia Guidotti, seconded [insert]: That Council will continue to use a 2-year budget process. Not carried. • Motion, Ryan Granville Martin, seconded Stephanie Eaton: That Council will use a modified 1-year budget process and relevant Bylaw changes be made; understanding that a more detailed version of the Motion be drafted and voted on in February. Carried. <p>In relation to 2) above:</p> <ul style="list-style-type: none"> • Discussion was not completed due to lack of time. Suggestion was made around procuring additional in-class resources to support equitable and inclusive schools. 	<p>Joel in collaboration to draft detailed budget Motion for vote Feb 2012.</p> <p>Table discussion and decision re: how to handle carry-over for next meeting's agenda.</p> <p>Co-chairs</p>
4. Frankland Community Pool update		
5. Website Update & MailChimp Demo	Tabled (time constraints)	Add to Feb agenda?
	Next meeting February 6, 2012	

January 24, 2012

Detailed budget Motion arising from Council meeting Jan 9 2012

Drafting group: Jeff Lennon, Stephanie Eaton, Gaylene Edmondson, Jennifer Cumming, Ryan Granville Martin, Joel Brody

¹ As the decision making time frame is compressed, it is suggested that Council passes useful ideas and documents along to the following year's Council. Also suggested is that Council develops a plan to orient new members at the outset of the year and may consider running a Council retreat early in the year.

² The core budget is comprised of expenditure support (i.e. funding) for key programs as designated by the School. At time of writing, examples of core programs include: Classroom Materials, Scientists in the School and Library Acquisitions.

Motion - Ryan Granville Martin, seconded by Stephanie Eaton

That: Council revise its budgeting processes.

That: The new budget Policy and Procedures are outlined below and will replace existing practices and the related Council Bylaws. Budget Bylaw 8.0 (including subsections 8.1, 8.2, 8.3) is therefore revoked in its entirety. Current and future Councils may revise the new Policy and Procedures at any time as the need arises.

Budget Policy & Procedures - Feb 2012

Summary: Funds raised by Council in any particular school year will be spent by the end of that year. An exception is made for budget items put forward by the School as being most important to it. For planning purposes, the School would like to know in advance, i.e. for the following school year, the budget available for these items.

Policy

Council uses an *in-year* budgeting process. This means that funds raised by Council in any particular budget (i.e. academic/school) year are to spent in that same year. In establishing and managing its budget, Council will give priority to supporting *core items* as specified by the School. The School requires lead time for planning purposes, therefore an exception is allowed to the in-year process, whereby funds may be carried over from one budget year to the next in support of core items identified by the School.

Procedures

- ❖ In September/October, Council will, with the School, develop and approve the year's budget. Council will review the core budget as received from the previous year's Council, and make any required changes should there be extenuating circumstances or compelling rationale. Council will develop and approve all remaining components¹ of the year's budget. The budget will be finalized prior to the deadline for submitting a fundraising report to TDSB.
- ❖ In May/June, Council, with the School, will develop a draft budget of core items² for the following budget year.
- ❖ As an exception to the in-year norm, revenue generated from fundraising activities run later in the budget year may be designated to support core items for the following budget year. All other programs will be supported by revenue generated during the current budget year.

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