1. OPENING REMARKS

- Goal of the meeting was to review all funding requests to date and to bring forward the recommendations to full council at the December 10th meeting.
- Kirsten Wright and Margaret Roberts have already reviewed the requests in light of available school funding.
- Greg Smith inquired as to whether prior recipients had expectations of automatic continuation of funding each year. Response was that some prior requests are strong candidates for repeat funding but that this was not to be treated as automatic approval.

2. REVIEW OF REQUESTS

2.1 Playground

Requested By: Margaret Roberts
Amount Requested: $2000
Purpose: Maintenance and upkeep of the Spirit Playground
Recommendation: To put $2000 in reserve for the playground pending resolution to the bank account signing question and reconciliation of fund usage. Leave the money in the current account for now. Go ahead and pay the maintenance washing bill of $256.00.

Actions or Other Comments:
- Some funding & support for the playground comes from the Board
- Board Policy – once built, it is the responsibility of the Board to ensure it is okay; maintenance & upkeep is the responsibility of the school
- $’s in the bank, tagged for the playground maintenance, should be in a non-Board funds account
- Council feels that the use/accountability of the designated playground funds is unclear and needs to be understood in more detail

Action: Naren Leava to discuss the signing authority requirements for the playground funds with Kevin McBain at the Board office (Business Administration)

Action: Margaret Roberts to provide a copy of the detailed expenditures for the playground maintenance and upkeep in prior years.

2.2 Yearbook

Requested By: Yearbook Committee
Amount Requested: $
Purpose: To support the preparation of the school yearbook, as in prior years.
Recommendation: To approve an amount of $500

Actions or Other Comments:
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2.3 Awards
Requested By: S. Carothers & D. Croker
Amount Requested: $1000
Purpose: To purchase awards for students K-8
Recommendation: To approve a preliminary amount based on last year’s allocation, equal to $700, and to increase if extra $’s are available.
Amendment: Amount approved was increased to $775 to match last year’s allocation.

Actions or Other Comments:
- There are more Grade 7/8’s this year

2.4 Grade 8 Graduation
Requested By: Grade 8 Teachers
Amount Requested: $750
Purpose: To offset costs of Grade 8 graduation;
Recommendation: To approve an amount of $500
Amendment: Amount approved was increased to $650 to match last year’s allocation.

Actions or Other Comments:
- $700 was provided last year. Amendment: $650 was provided last year.

2.5 Music
Requested By: Sam Carothers
Amount Requested: $2000 + $1581.25
Purpose: $2000 - To finance instrument rentals and repair costs as in past years
$1581.25 – To purchase an alto clarinet that has been on loan to Highview from GW Williams.
Amendment: $3500 in total was provided last year.

Recommendation: To approve the $2000 now. To decline the request for the instrument purchase at this time.
Amendment: To approve $2000 now, of which $1600 can be used to purchase the requested alto clarinet. The remaining $400 would be available for repairs and maintenance. Further funding will be considered in the Spring time frame dependent on funds availability.

Actions or Other Comments:
- Money is used mostly for repairs to instruments. Additional funding has been provided in past years from the school budget.
- Without funding for the purchase of the alto clarinet, additional funding will need to be provided out of the school budget again this year.

2.6 Literacy
Requested By: Carol Alanko, Jodi Sepkowski, Kerry Grossinger
Amount Requested: $2000 + $5000 + $3000 = $10,000 total
Purpose: To support the Literacy initiative of YRDSB through enhancement of the guided reading materials for Junior (Grades 4/5/6) and Intermediate (Grades 7/8) classes both within the classroom and in the library. Specific focus on the Red Maple/Silver Birch programs, guided and independent reading materials, and novel sets.

Recommendation: Approval of an initial allocation of $2500 for use across both the Junior and Intermediate grades. Additional funding to be considered once other requests are assessed and further clarification is received about the Red Maple/Silver Birch programs.

Actions or Other Comments:
- Literacy requests could be spread out over semesters versus up front expenditures.
- Board funding for text books (approximately $27 per head) is not adequate to support the full needs of the Literacy program
- The Red Maple/Silver Birch programs are ongoing year after year. There is some confusion as to whether the costs involved are for books or just to stay in the program. It is also not known as to how many children participated in this program in prior years.

Action: Kirsten Wright to follow up with Carol Alanko for clarification on the costs of the Red Maple/Silver Birch programs and the level of participation.

2.7 Phys. Ed.
Requested By: Debbie Durno
Amount Requested: $2000
Purpose: For Phys. Ed. Equipment (pilons, scooters, playballs, goggles, volleyballs) and track team shirts.

Recommendation: Defer funding until a plan is presented to manage the ongoing inventory and a breakdown is provided on how much of the $2000 is intended for equipment versus shirts.

Actions or Other Comments:
- Inventory of equipment is currently being taken.
- Would be beneficial to know what equipment goes missing most often and under what circumstances.
- A process is required to monitor the inventory of equipment on an ongoing basis that establishes accountability for lost or stolen equipment.
- Suggestion that the individuals who use the equipment be made financially responsible for it.

2.8 Kindergarten
Requested By: Kindergarten Teachers
Amount Requested: $1200
Purpose: To purchase drying racks for paintings, scooters for use in Kindergarten Phys. Ed., and CD players to enhance the music program.

Recommendation: Denied pending investigation into alternative sources.

Actions or Other Comments:
- There are likely families in the Highview community who would be willing to donate CD players.
- Concerns raised about the provision of scooters (scooter boards) for safety/liability reasons.
- While drying racks are recognized as a requirement for the kindergarten rooms, the feeling is that there must be a cheaper way of addressing this need than to purchase at $379 each.

Action: To solicit donations from Highview families through the school council newsletter for CD players.
Action: To investigate alternative sources (possibly construction by parent volunteers) of drying racks.

2.9 Performing Arts
Requested By: Nancy Newman
Amount Requested: $2000
Purpose: Funding to enable a reservation of Prologue Performing Arts for the 2003/2004 school year. Enables pre and post performance activities by students as part of their arts curriculum.

Recommendation: Treat the $3000 council funding reserve as a retainer for this request. Include discussion, as a Council agenda item, to look at the arts program and the best funding approach with a goal to providing a response in time for an April/May reservation for the fall of 2003 time frame.

Actions or Other Comments:
- Council is committed to the program. Needs to be reviewed in Feb/March.
- Need to consider co-sharing with, or fully funding of the costs by, parents.

2.10 Printing Costs
Requested By: Margaret Roberts & Steve Porretta
Amount Requested: $2500
Purpose: For printing costs, through the Board’s printing department, of A Handbook for Parents containing grade level curriculum, school policies, etc.

Recommendation: Defer until assess other options for distribution to parents … eg. through the Internet via the Board Web site; through alternative printing services provided through parent volunteers; paid for by parents.

Actions or Other Comments:
- Format varies by grade.
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- 45 pages, double sided. Would need about 850 copies.
- Need to find out the status and location of the document from Steve Poretta.

Action: To include an item in the school council newsletter to parents explaining the costs involved in printing the parent handbooks and asking for input on alternative printing services and/or on treating this document as a purchased item.

2.11 Supply Teachers
Requested By: Sports Coaches (Gabriel, Lindberg, Durno, Keith, etc.)
Amount Requested: $1750 throughout the year
Purpose: To reimburse school for the cost of 10 supply teachers to allow staff to accompany students to sports meets
Recommendation: Approve $900 to cover costs to date this year (about 6)

Actions or Other Comments:
- Board requires that staff attend. Cannot leave responsibility with parent volunteers due to liability issues.
- There may be a need to establish a form of cost sharing with parents.
- Parents need to be made aware of the costs involved … supply teachers, tournament fees, bus

Action: Notify parents, through the newsletter, that team members may be asked to help cover the cost of supply teachers.

2.12 Report Card Administration
Requested By: Matthew Biemiller
Amount Requested: included in $1750 above
Purpose: to reimburse school for the cost of a supply teacher when report cards need to be printed (1 – 1.5 days per term)
Recommendation: Request denied. School needs to cover this cost

Actions or Other Comments:

2.13 Angel Fund
Requested By: Margaret Roberts
Amount Requested: $1500 throughout the year
Purpose: To assist students to participate in school trips and events, whose families are unable to pay.
Recommendation: To approve $750 as per last year

Actions or Other Comments:
- Last year approximately $800 was used from the Angel Fund

Action: Sue Walmer & Debbie Killins to put together wording for December council newsletter to suggest options for the Angel Fund … eg. donations at school events or as alternative to teacher gifts at Christmas

Action: Sue Walmer to explore funding sources from community groups, such as the Optimists Club or the Lions Club through discussion with Steve Granger.

Action: Council to work out criteria for usage of Angel Fund.
2.14 Tables for New Computers
Requested By: Carol Alanko & Matthew Biemiller on behalf of colleagues
Amount Requested: $4153.91 asap + $5803.13 asap
Purpose: Tables to house computers being placed in the classrooms & in the library
Recommendation: Defer decision until after alternative sources are assessed
Action: Debbie Killins to research availability of tables from surplus outlets.
Action: Make mention of the need for computer tables in the next school council newsletter.

2.15 Additional Computers
Requested By: Margaret Roberts
Amount Requested: $5975.40 based on 3 computers @ $1732 each plus taxes
Purpose: To increase the # of computers in each classroom.
To take advantage of the Board’s computer cost sharing program.
Recommendation: Defer decision until Spring
Actions or Other Comments:
- ideal number of computers per classroom would be 4 to 6
- John Charleson has offered to donate 12 computers; Margaret Roberts plans to accept them. Caveat is that the Board won’t support these units; they would have to be setup and maintained by a teacher or parent.

2.16 Illuminated Sign
Requested By: Greg Smith
Amount Requested: $6000 asap
Purpose: To display notices to parents & community
Recommendation: Defer approval pending inquiry with the Board by Margaret Roberts.
Actions or Other Comments:
Action: Margaret Roberts to inquire with the Board about provision of a sign for Highview, since all new or renovated schools did get an illuminated sign.

3. SUMMARY OF RECOMMENDED DISBURSEMENTS

<table>
<thead>
<tr>
<th>Requested Item</th>
<th>Amount Requested</th>
<th>Amount Recommended for Approval</th>
<th>Follow On Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playground</td>
<td>$2000</td>
<td>$2000 to be held in reserve</td>
<td>Gain clarification of bank account signatory requirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gain clarification of funds utilization in prior years.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Category</th>
<th>Initial Request</th>
<th>Amendment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Awards</td>
<td>$1000</td>
<td>$700 initially</td>
<td><strong>Amendment:</strong> $775 initially</td>
</tr>
<tr>
<td>Grade 8 Graduation</td>
<td>$750</td>
<td>$500</td>
<td><strong>Amendment:</strong> $650</td>
</tr>
<tr>
<td>Yearbook</td>
<td>$500</td>
<td></td>
<td></td>
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<tr>
<td>Music</td>
<td>$2000</td>
<td>$2000</td>
<td><strong>Amendment:</strong> $1600 for instrument purchase; $400 for repairs &amp; maintenance</td>
</tr>
<tr>
<td>Literacy</td>
<td>$10,000</td>
<td>$2500 initially</td>
<td>To gain further understanding of the Red Maple/Silver Birch programs</td>
</tr>
<tr>
<td>Supply Teachers</td>
<td>$1750</td>
<td>$900</td>
<td>To inform parents, though the school newsletter of the possibility that parents may be asked to help fund this for students who participate in sporting events.</td>
</tr>
<tr>
<td>Angel Fund</td>
<td>$1500</td>
<td>$750</td>
<td>To review the qualification criteria</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,581.25</strong></td>
<td><strong>$9850</strong></td>
<td><strong>Amendment:</strong> $10,075</td>
</tr>
</tbody>
</table>

### 4. CLOSING COMMENTS
- Naren suggested that the school pay all bills and that the council then reimburse the school. This would save the 7% GST on purchases, which could help cover occasional overruns on budgeted items. In order to do this, the school would need to submit a cheque requisition to the Board, which takes time, and will get photocopies of the invoices only. Naren was comfortable with this practice.