



## 2015-2016 Wilkinson School Community Council February 1, 2016

### Meeting Minutes - Approved

---

The 2015-2016 Chair, Erin Vaillancourt called the meeting to order at 6:32 pm.

### Agenda

---

- |                                |                        |                                |
|--------------------------------|------------------------|--------------------------------|
| 1. Approval of February Agenda | 5. Committee Updates   | 6. Dandylion Daycare           |
| 2. Approval of January Minutes | - Movie Night          | 7. New Business                |
| 3. Principal's Update          | - Derby                | - Legacy Planning Template     |
| 4. Chair's Update              | - Communications       | - Ads and Sponsorship Policy   |
|                                | - Sweetheart Bake Sale | - Fall Fundraising Initiatives |
|                                | - Fun Fair             | 8. Adjournment of Meeting      |
|                                | - Direct Donations     |                                |
- 

### Attendance

---

#### Present:

Allan Kelly (Principal)  
Erin Vaillancourt (Chair)  
Dan Dumistrescu (Vice Chair)  
Sharon Hennessey (Treasurer)  
Shanna Breslin (Secretary)  
Manpreet Chana (Dandylion)  
Batya Levy (Teacher)  
Angelina Diassiti  
Anna McDonald

Kathryn Underwood  
Kris Kearns  
Lilian Ling  
Michela Pasquali  
Natalie Kauffman  
Raihana Ingar  
Rob Jefferson

Brenda Ohngmach

#### Regrets:

April Moon  
Julia Warrender  
Jill Spellman  
Christina Dumitrescu  
Carmen Doyle

#### Absent:

Yasmin Buhariwala (VP)  
Paula Kahn  
Yashmeen Nakhude  
Sultana Yeasmin Uddin

---

### 1. Approval of February Agenda

- Angelina and Kris approved.



## 2. Approval of January Minutes

- Angelina and Anna approved.

## 3. Principal's Update – Allan Kelly

- Roofing: Work is going slower than anticipated > we do not have an accurate ETA for project completion. Air quality has been continuously checked > no issues so far.
- Milk Program: About 280 kids stay for lunch and 90 are enrolled in the milk program.
  - Those currently enrolled are getting milk for free > we are using the excess funds from the kindergarten snack program to pay for this for as long as the funds allow.
  - A letter will be sent home this week to see if any other children want to sign up while we are offering milk free of charge.
  - Will continue to offer free milk while we can, but the cost of snacks is going up and if more children sign up, the free program will run for a shorter duration.
  - Does the school ever provide snacks for students who cannot bring from home? It's sometimes done for smaller groups, but typically not offered to all classes. Volunteers manage the current snack program and we do not have enough volunteers or excess funds to provide snack for more than the kindergarten kids.
  - Perhaps we could purchase non-perishable snacks to have on hand in case other students come in without enough food from home? When kids come in without a lunch, there is always frozen food left from pizza lunches and some fruit and veggies on hand in the fridge to give them.

## 4. Chair's Update - Erin Vaillancourt

- Please see the committee updates section.

## 5. Committee Reports

Committee members provided an update of upcoming and ongoing initiatives.

### Movie Night - Erin Vaillancourt

- We are looking to change the way that Movie Nights run to ensure that the evenings are as organized and enjoyable as possible.



- Dan, Erin, Carmen and Martin took over as the new Movie Night committee as of last week's event > it ran much more smoothly but there was a smaller turnout.
- Carmen will be sending Sharon the financials > last week's event grossed about \$550.
- At what point do we assess whether the program is working and whether it should continue to be offered?
  - Turnout seems to depend on movie choice, plus kids have a ton of access to movies at home so there may be less interest.
  - Suggestion to do fewer movies in a year so that people see it as a special event. There would be less effort needed and we may make more money in the end. We could link them to a theme, like Halloween etc.
- We would like to give it to the end of the year now that there is a new team running the event. At that point we will reassess.

#### **Derby – Rob Jefferson**

- The date is being changed to Friday, April 8 > plan to launch communications March 1st.
- Are we going to send out a note looking for people to help with the event? At this point, Rob is asking the people from last year to help. He would really like a co-chair to help organize and facilitate legacy planning.
- Rob will put a plan together and send out a note so that people can volunteer for specific tasks > Allan will ask for staff volunteers to help.
- Plan to sell the cars the weeks before and after March Break. Last year we only had three dates to do it > Allan will look into getting a staff member to do it so that we have someone selling every day for a period of time.
- Can we pre-order and have a teacher hand them out? Currently, that's too hard to manage as buying the cars also involves registering the child in the event.

#### **Communications – Rob Jefferson**

- The main purpose of the committee meeting on Jan. 25 was to discuss getting information on to the website and how to keep it current going forward.
- We agreed to get basic content up before adding in extras > the information from the old site will have to be vetted and cleaned up before moving it over to the new site.
- Rob suggested that Julia and Michela act as overall site managers. Committee members were assigned sections of the website for management and upkeep:
  - Julia: the home page (events, news, past newsletters from this school year)



- Angelina: Calendar and the Important Dates section of the home page, More Page
- Shanna: the sections under the About menu (Council Page, Staff Page, School History and Ecoschools page), Direct Donation page
- Michela: the front page blurb/intro
- Lilian: work on migrating content from the old site - what's missing/what to omit
- Reminder that people can check out the website's progress at [wilkinsonps.org](http://wilkinsonps.org)
- Shanna and Lilian would like to create an updated "package" for new parents which can be available online and perhaps in hard copy if funds are available. This would involve updating the parent handbook > Yes - we should move forward.
- Question about online registration and payment for things > Carmen will give an update in the coming weeks about doing a free trial of the software she has been researching. The issue may be getting people onboard at the same time - not everyone will be going online for things in the beginning.

#### **Sweetheart Bake Sale - Erin Vaillancourt, Raihana Ingar**

- The bake sale is Feb 11 and we are in need of more bakers and volunteers.
  - So far we have 8 volunteers and we need 8 more > another email is going out this week about the event and a reminder will go out in the following weekly update.
- Ms Di Iorio's students have made lovely posters for the day of the sale.

#### **Fun Fair – Angelina Diassiti**

- Date is set for Saturday, May 28.
- April is reaching out to team leads from last year to see who is available this year and will inform Council of gaps.
- April, Julia and Shanna will be doing event communications.
- Angelina is in charge of the sponsorship and silent auction > if anyone has ideas for either, please contact Angelina before approaching people as she has an approved letter for distribution (she can be contacted personally or via [council@wilkinsonps.org](mailto:council@wilkinsonps.org)).

#### **Direct Donation - Erin Vaillancourt**

- We launched the campaign two weeks ago and so far have received around \$800 (compared with \$680 for all of last year) > great support so far!
- Personal thank you notes will be sent to everyone that donates.



### **Arts Committee - Natalie Kauffman**

- The Grade 3/4's had a program with BOOSTAN Multicultural Collective today.
- BMC came in to do a walking tour of the neighbourhood as well as various visual arts projects > this will be communicated to the community via email shortly.
- BMC is knowledgeable about the neighbourhood - we are considering bringing them back for the 100th anniversary celebration to present something along with the Grade 3's and 4's > we will gather feedback from today's event before moving forward.

### **Kindergarten Registration**

- Angelina and Erin have volunteered to take shifts at the Council information table.

## **6. Dandylion Daycare - Manpreet Chana**

- There was no update.

## **7. New Business**

### **Legacy Planning: Request and Template - Julia Warrander**

- Julia will do this at the next meeting as she was unable to attend tonight.

### **Advertising and Sponsorship Policy - Erin Vaillancourt, Rob Jefferson, Shanna Breslin**

- At our communications meeting, a discussion came up around moving the Mabel's Labels fundraising banner to our new site. Some committee members felt uncomfortable putting these kinds of banners on our website and we wondered what our policy is around this.
- We do not have a formal advertising policy. Some companies (like Mabel's Labels) will give us very small kick-backs. Maybe we should either choose to post a number of such companies on our site or post none.
  - The website is not TDSB-run, it is community-run so we have to decide what we are comfortable putting on it.
  - Perhaps we can add company kick-backs as a page with links instead of putting banners on the site? This is an acceptable idea.



- Last year Burger Stomper asked to sponsor the Derby - is this something that we are okay with?
  - It would depend on what exactly they want in return as a sponsor. We have no issues with sponsorships for events and get numerous sponsors for the Fun Fair.
- We also want to reach out for donations for pizza lunch.
  - The letter will need to be approved.
  - We also need to check with Angelina to make sure that we aren't asking the same people/companies involved in sponsoring the Fun Fair.

#### **Fall Fundraising Initiatives - Erin Vaillancourt**

- Would like to see Harvest Fest back up and perhaps an adult night out. What are people's thoughts about planning a fall event this year as it is very hard to do at the beginning of the school year? We all think this is a good idea as Harvest Fest was a great community event.
- We need to find a project lead for this - Brenda might be interested.
- Erin and Brenda will also work on putting this out to the community - to ask for help organizing an event. They will let Shanna know of any communications to be sent out.
- Suggestion to get some high school students (alumni) involved to help out or students from an event planning program (we have used Centennial College in the past) - Kathryn will ask Ryerson.

#### **Next Meeting - Erin Vaillancourt**

- Council typically does not meet in March --> we are adding a meeting date on March 7

**9. Council meeting adjourned at 7:51 pm.**

**The Next Scheduled Council Meeting Will Be Held On  
Monday March 7 , 2016 At 6:30pm In Room 3.**