



## 2016-2017 Wilkinson School Community Council February 13, 2017

### Meeting Minutes - Approved

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The 2016-2017 Chair, Angelina Diassiti called the meeting to order at 6:34 pm.

### Agenda

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|---------------------------------------|--|---|
| <b>1.</b> Approval of February Agenda | <b>4.</b> Committee Updates <ul style="list-style-type: none"><li>- Council Financials</li><li>- Legacy Planning</li><li>- Car Cut-Out Recap</li></ul> | <b>5.</b> New Business <ul style="list-style-type: none"><li>- Funding Proposal</li></ul> |
| <b>2.</b> Approval of January Minutes |  | <b>6.</b> Adjournment of Council Meeting  |
| <b>3.</b> Principal's Update          |  |   |
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### Attendance

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#### Present:

Allan Kelly (Principal)  
Angelina Diassiti (Chair)  
Shanna Breslin (Secretary)  
Safran Lafeer (Treasurer)  
Manpreet Chana (Dandy Lion)  
Joel Krentz (Staff)

Lilian Ling  
April Moon  
Brenda Ohngemach  
Michela Pasquali  
Julia Warrender

#### Regrets:

Carmen Doyle  
Rob Jefferson

#### Absent:

Yasmin Buhariwala (VP)  
Dan Dumistrescu (Vice Chair)  
Sharon Hennessey  
Raihana Ingar  
Paula Kahn  
Kris Kearns  
Erin Vaillancourt

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### 1. Approval of February Agenda

- April and Julia approved.

### 2. Approval of January Minutes

- April and Julia approved.



### 3. Principal's Update – Allan Kelly

- Technology: every class on floors 1 to 3 now has a Smart TV projection system.
  - Room 3, the library and the staff room will have one as well.
  - We are working with the TDSB to bring in more wifi hotspots for these devices.
- Ward Council Rep: is anyone interested?
  - Attend monthly ward council meetings which rotate through different schools in our ward and update the Council at our meetings.
  - This month's is Feb 27 "Council 101"
  - The position is not mandatory, but is good for networking with other parents
- Painting inside the school should be finished up this week.
- Staffing Allocations: next month we'll have French and staffing numbers/projections for September.
- Trees: some sick trees were removed from the yard last year > they will be replaced by the Board.

### 4. Committee Reports

Committee members provided an update of upcoming and ongoing initiatives.

#### Council Financials - Angelina Diassiti

- Motion to approve Safran as Treasurer > approved by all in attendance.
- In order to withdraw money from the Council account, we use a cheque that's signed by two people, one being the Principal or Vice Principal.
  - **Please keep this in mind for floats/reimbursements - they cannot be done last minute.**
- When submitting payment details for reimbursement, original receipts are required.
  - To speed up the process, scans can be submitted by email first and then originals to the Council mailbox ASAP c/o Safran.
- Our bank account accepts deposits from anyone, but only withdrawals from people with signing authority (Chair, Treasurer, Principal and Vice Principal).
  - People should be depositing cash/cheques ASAP after collection and not holding on to them at home.
  - Allan can also keep money in the school safe until it can be deposited by Safran. If you choose this option, email Safran to let him know that it's there.



- For some events we've been paying vendors in cash, but it's preferable to start using cheques or credit cards so that we don't have to hold large amounts of cash > e.g. paying for pizza delivery.
  - Vendors can either be paid using personal credit cards or, if the total amount is known in advance, a school cheque can be requested from the Treasurer.
  - Personal cheques may be used if they're accepted by the vendor, but many will not accept them so please check in advance of payment.
  - Whether using cash, credit card or cheque, all original receipts must be submitted.
- Make sure that anything going in the Council mailbox is clearly labelled and don't pick up other people's stuff (or email the other person to let them know that you have it).
- If you are going to the bank with cash, please deposit any cheques as well > provide documentation of what was deposited by scanning cheques and sending Safran details about each one (name, cheque number, amount).

#### **Legacy Planning - Shanna Breslin**

- We've talked about introducing Legacy Planning documents at a number of our past meetings and they are now being sent out.
- The purpose of the documents is to capture details of our events, processes and committee responsibilities so that new people can take over easily.
- The documents will also help people returning to roles year after year as we'll have all of the details documented.
- The documents will be kept in the Council Google drive and will be sent for editing to team leads > please take the time to enter in as many details as possible.
- We realize that it's a fair amount of work, but it only has to be done once - year after year, only changes have to be recorded.
- We are spending a good deal of time entering as much info as we have into the templates before sending them out to make the process easier.
- The documents will come to you from Shanna/Council email.
- Thanks in advance for your cooperation!



#### **Car Cut-Out Recap - Julia Warrender**

- We had 28 participants and many expressed gratitude at having the opportunity to use the templates and tools.
- We collected \$42 in the donation jar > we would like to ask for a suggested donation next time in an attempt to recover more of the event cost.
- The 7-8pm time slot was very popular > next time we might do 6-8pm and 7-9pm slots.
- It was a fun and successful event > recommendation to do it again next year.

#### **5. New Business**

##### **Funding Proposal - EcoTeam Butterfly Garden**

- Proposal details have not come in yet > *Allan will follow up on this.*

#### **6. Council meeting adjourned at 7:15pm.**

**The next meeting of the 2016-2017 Council will be held on  
Monday, April 3rd, 2017 at 6:30pm in Room 3.**