



## 2018-2019 Wilkinson School Community Council November 5, 2018

### Meeting Minutes - Approved

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The 2018-2019 Chair, Angelina Diassiti called the meeting to order at 6:34 pm.

### Agenda

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|---------------------------------------|--|--|
| <b>1.</b> Approval of November Agenda | <b>4.</b> Committee Updates <ul style="list-style-type: none"><li>- Constitution Update</li><li>- Lice Check Fund</li><li>- Expense Policy</li><li>- Areas of Need</li></ul> | <b>5.</b> New Business <ul style="list-style-type: none"><li>- Safe Cycling</li><li>- Agora Coffee</li></ul> |
| <b>2.</b> Approval of October 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)  
Jenny Georgiou (VP)  
Angelina Diassiti (Chair)  
Stephanie Lamb (Vice Chair)  
Ben Elling (Treasurer)  
Shanna Breslin (Secretary)  
Anthea Moreau (Dandylion)  
Rob Jefferson  
Lilian Ling

April Moon  
Fernanda Perdikaris  
Jennifer Stiff  
Julia Warrender

#### Guests:

Sadia Gohar  
Sajjad Gohar

#### Regrets:

Elizabeth Dhuey  
Elizabeth Manafò  
Brenda Ohngemach  
Michela Pasquali  
Dayna Tekatch  
Lisa Zivontsis

#### Absent:

Safran Lafeer

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### 1. Approval of November Agenda

- Shanna and Julia approved.

### 2. Approval of October Minutes

- Rob and Angelina approved.



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

- School Improvement Plan: We have a working plan with three areas of focus: student achievement, well being and equity.
  - Student Achievement: The main goal is to raise math confidence and scores by focussing on math fundamentals.
  - Well Being: The main goal is to build staff and student awareness around self regulation and mental health.
  - Equity: The main goal is to provide greater opportunities to students who are learning differently.
  - We have a team that meets regularly to make decisions regarding the plan. Some decisions are voted on by all school staff. > The plan gets updated on a yearly basis.
  - Math has been a special focus over the last few years. Although our scores are higher than the TDSB and Ontario averages, they're lower than our other areas.
  - Last year, high school and middle school math teachers came in to observe our teachers so they could all share information about what's being taught at each level in the hopes of enabling consistency across the levels.
  - We will be updated on the status of this plan as the year progresses.
- Lunch Program: A parent group has been a driving force behind change regarding noise and overcrowding and the issues associated with these factors.
  - The school administration has met with the group and some suggestions were presented and discussed.
  - Ratio of supervisors to kids (1:99) will not change as this is determined by the TDSB.
  - We'll try a few of the suggested ideas from now until the end of the calendar year.
  - November: For one week, the juniors (Gr. 4-6) will eat in their classrooms, supervised by adults.
  - December: For one week, we'll try a split lunch. Gr. 4-6 students go outside at 11:30 while the primary students eat lunch, split between the two lunchrooms. When the primary students go outside, the junior students will come inside to eat.
  - Kids who have programs will eat in the program locations.
  - Kids who are at daycare for lunch are supervised by the daycare staff for the entire lunch hour so they are not impacted by this.
  - After testing both ideas, we'll look at how things went and will decide how to move forward.
  - We will add a note in the newsletter about the pilot program to let parents know that we are testing things out.



- Safe Schools Committee: We'll be meeting on Nov 14th at 11:30 am
  - The committee is comprised of the school admin, parents and staff members who meet to discuss safety in the building, the school code of conduct, and safety around the building and in the schoolyard.
- Update: Seven sanitary disposal units have been installed in the girls washroom and more will be added as they come in.
- Our evacuation plan has been updated and our evacuation site is Holy Cross School.
- Does the school still do vision screening? It's not a regular thing like dental and is usually at a cost to parents since it's done by a private company. Since vision testing is covered by OHIP, there is not much need for a paid service.
- The School Statement of Needs has been submitted.
  - included with the Statement package is information about the fact that parents are able to participate in the Vice Principal screening and hiring process for the Board in general (not for specific schools). There is training required. We are going to circulate info in the newsletter about it.
- Parent Involvement Makes a Difference conference : Nov 17th. We will circulate information about it. People who have attended in the past have found it very informative.

#### 4. Committee Reports

Committee members provided an update of upcoming and ongoing initiatives.

##### **Vice Chair: Angelina Diassiti**

- Stephanie Lamb would like to be our new Vice Chair. Hoorah!
- Motion to elect her as Vice Chair. *Motion carried.*

##### **Constitution Update: Shanna Breslin**

- Edits to the constitution were made, beginning in June, and the latest revision was sent out after the last meeting on October 1st.
- Suggestion: As part of the funding approval process, we ask that people submit funding requests in time to be included in the agenda for the next meeting. Can we make this specific and ask that they be submitted at least a week before the next meeting, for example, so that people have more time to consider them?
  - We usually know about big funding requests in advance, but it can sometimes be hard for people to submit other requests a week in advance.



- If we receive a request that can't be accommodated in time for a meeting, we will let people know that it won't be considered until the next meeting.
- There have been cases where we've gotten funding request information the day of and have been able to approve requests. There have also been cases where we've felt that we didn't have enough information to approve a request and we've tabled it for future discussion.
- We do appreciate getting funding requests as far in advance as possible so that we have time to look through the details. We will change the wording to request them "in a timely manner".
- The Chair and Vice Chair roles seem to be very similar. Is there a difference?
  - The Vice Chair role is often seen as a training role for someone who will eventually take over as Chair, but it's traditionally been up to the people in those roles to decide how they will split the responsibilities.
  - We prefer the term "Vice" as opposed to "Co-Chair" because often people are looking for one name to assign things to, for example, the TDSB and the bank are looking for the Chair as a signatory and people and organizations often look for a single contact person. While that may currently be the Chair, going forward, the Vice Chair may take on some of these roles.
- We make the constitution fairly general in case roles and details change in the future.
- Motion to approve the new constitution. *Motion carried.*
- *It will be formatted and posted on our website.*

#### **Lice Check Fund: Shanna Breslin**

- So far, we've raised \$1,425, which amounts to donations from approximately 181 families with 224 kids.
- This is enough to fund one full lice check with a little money left over.
- October check results: 491 of 502 students were checked (this is amazing > very few absent students).
  - We had 16 cases in total > this is a little higher than average.
  - Six of them were active cases (lice and/or eggs were found). Ten were inactive (empty egg casings), indicating a past case of lice. Empty casings are thought to attract new cases of lice and it's possible that a few viable eggs could still exist somewhere on the head. A case of lice is not considered fully treated until all lice, eggs and casings have been removed.



- More information about lice can be found in the [information sheet](#) on the [Links & Resources page](#) of our website.
- During our re-checks (ten days later), two active cases remained and viable eggs were found on three of the previously inactive cases.
- Lice check dates do book up quickly, so we will aim to book a spring (third) lice check date and pay for it with the lice fund money. If this is not possible, we will put the lice fund money towards our January check.
- *Update: Our third lice check has been booked for April 16th and 17th.*

#### **Expense Policy: All**

- At the last meeting it was suggested that we remove the specifics of expense reimbursement from the constitution and have a separate policy for this information.
- After trying to come up with better wording for the policy as part of the last round of constitution revisions, it became clear that we need to have a Council discussion about the details of the policy.
- We have decided to separate it so that the rest of the constitution can be approved and, in the future, the expense policy can be updated as needed without the need for a constitution revision.
- The current policy is as follows (taken from the 2013/2014 and 2015 constitutions):

No member or officer of the Council will be paid for serving on the Council.

Members, officers, volunteers, and staff will be reimbursed for expenses incurred in Council approved projects. Reimbursement occurs only on pre-approved expenditures.

Two members of the Executive may approve expenses under \$150. Expenses over \$150 must be approved by the Council or by a committee of Council undertaking a particular function on behalf of Council.

- What is the purpose of changing this policy? We'd like it to reflect the way we've actually been functioning over the last number of years and make it more flexible.
- It is generally agreed that items over \$150 should get approval from somewhere outside of the committee itself in order to keep people accountable and encourage people to stay within budget > we would like to remove the end of the last sentence, "or by a committee of Council undertaking a particular function on behalf of Council"



- It's also been suggested that in cases of time sensitivity, two members of the Executive may approve expenses over \$150 via email with a request in writing > this is how we've been functioning for a while.
- There should be a parameter for people running events, for example, an overall budget, but why should a change over \$150 require people to come back to the Council? For the Derby, we needed to do track repairs that were well over \$150. And say, for example, we wanted to take money from one part of the budget and purchase something different, like a camera to capture photo finish results. Shouldn't we be able to purchase these things at our own discretion?
- In these cases, approval would just require an email to the Executive to keep people in the loop.
- Last year we added t-shirts to the event, which were not in the budget. If I moved things around to fit them into the budget, I should have that flexibility as the event organizer.
- However, the Derby was over budget last year. For events like that with a number of moving parts, a team lead may not understand the amount available to move from one part of the budget to another until many of the receipts have been submitted and expenses have been tallied.
- Another example: in the past, an event sub-committee lead once purchased a BBQ without speaking to the overall event lead. The event went over budget as a result. For larger events, if sub-committees all spend a bit more at their own discretion, it's easy for the entire event to go way over budget.
- Sometimes when planning an event, we realize that things need to go over budget. How do we accommodate this? We should budget a little higher to make room for unexpected additional items.
- The TDSB makes it clear that this is not our money and we should be spending it responsibly. We should be operating as though we're a non-profit.
- While we don't want to micromanage committees, if we get into a situation where the spending is abused, we need have something that we can go back to.
- We are accountable and should have specific language on record.
- Perhaps we can adjust this to state that when going above the approved budget, approval is required for new purchases.
- We will circulate new wording and discuss it at the next meeting.



### **Committees - Areas of Need: All**

- We began discussing this at the October 1st meeting.
- Summary of what was previously discussed:
- New Permits and Babysitting Coordinators are now in place.
- Arts Committee: Doesn't need new members at this time.
- Constitution Review: Should be done every 2-3 years, we'll recruit next year.
- Education: There is little interest at this point.
- Fall Fest: Needs new members, would like to recruit in June to plan the next event.
- Fun Fair: Always need more people, especially in the leadership roles.
- Fundraising: Currently this is done by our event leads but this used to be a committee on its own in the past. Will need more discussion in the future.
- Lice Checks: Looking for new members, info has been provided.
- Movie Night - Needs new members.
  - The event started 14 years ago as a community builder.
  - It gets new parents involved with the community and the school > allows families to interact with each other and to learn about Council.
  - It typically attracts kids from Kindergarten up to Grade 3, but alumni come back to volunteer after moving on to junior high and high school so it's a really nice way to bring the community together.
  - A fairly easy committee:
    - Before: choose the movie, book the permit, contact regular volunteers and go through inventory (order as needed).
    - Day of: set up from about 4-5pm (need about 5 people to arrive 1.5 hrs early), make announcements, clean up with the help of attendees after the movie.
  - This is a much-loved event and we would like to keep it going.
- Plan is to do separate recruiting appeals for each of these programs.
- Getting involved may seem overwhelming, but we do have opportunities to fit everyone's schedules.

## **5. New Business**

### **Families and Educators for Safe Cycling: All**

- Information was sent to the school and passed on for consideration.
- Families & Educators for Safe Cycling works to raise awareness about the benefits of cycling for transportation, the City of Toronto's Cycling Network Plan, and the municipal,



provincial, and federal funding dedicated to cycling infrastructure. They train local champions and organize families and educators in support of cycling infrastructure projects like school bike racks, upgrades to crosswalks, arrows on quiet streets, and physically-separated bike lanes on main streets.

- They are looking for opportunities to present at school council meetings or similar events.
- The goal seems to be about educating people so that they can then advocate for safer cycling programs in different areas of the city and work to get more kids cycling to school. They are associated with Culture-Link, a government agency.
- Our EcoTeam does some work around bike education which may be similar to this.
- *Ben will look into this.*

#### **Agora Coffee: All**

- This fundraising opportunity came through the Council email account > is there any interest in pursuing it?
- It does not appear to have an online option and would require: a) students to sell products, b) a parent volunteer to manage the program.
- We are not interested in this type of program.

#### **6. Council meeting adjourned at 8:00pm.**

**The next meeting of the 2018-2019 Council will be held on Monday, January 14th, 2019 at 6:30pm in the Library.**