



2020-2021 Wilkinson School Community Council

June 7, 2021

Meeting Minutes - Approved

The 2020-2021 Co-Chair, Lisa Zivontsis called the meeting to order at 6:33 pm.

Agenda

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| 1. Approval of May Agenda | 4. Committee Updates
- Equity and Inclusion | 6. Adjournment of Council Meeting |
| 2. Approval of March Minutes | 5. New Business
- School Cash Online
- Ministry Outreach Funding | 7. AGM |
| 3. Principal's Update | | |
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Attendance

Present:

Kim Jensen (Principal)
Lisa Zivontsis (Co-Chair)
Angeli Mehta (Co-Chair)
Vince Chan (Treasurer)
Shanna Breslin (Secretary)
Anthea Moreau (Dandylion)
Stephanie Lamb
Brenda Ohngemach
Deborah Shub
Jennifer Stiff

Chantal Sweeting
Dayna Tekatch
Rose Ullah

Guests:

Angelina Diassiti
Wendy Boyle
Yoona Merdzik

Regrets:

Amy Cole
Shirin Shahrokni

Absent:

Rob Jefferson
Fernanda Perdikaris
Lindsay Reimers
Norah Shaughnessy
Erin Vaillancourt
Ryan Wozniak

1. Approval of June Agenda

- Vince and Brenda approved.

2. Approval of May Minutes

- Stephanie and Rose approved.



3. Principal's Update: Kim Jensen

- Welcome to Kindergarten Night – virtual event on June 8th (Lisa will join to introduce families to the Parent Council).
- Welcome to Middle French Immersion – virtual event on June 15th.
- Teachers are going in to organize essential belonging pick-up (items as opposed to notebooks and work). Last year less than 50% of belongings were picked up, but there is much less this year.
- Week of June 21st: Drop-off devices. This is done before the end of school because there are a couple hundred that need to be collected, tested, and serviced. If families need to hold on to them until the end, we can arrange this.
- Reports and IEPs will be electronic and sent via email. It will come from Kim's platform with the hope that fewer end up in Spam.
- Grade 6 Graduation: Virtual graduation will be shared with graduating students and their families on June 22.
 - If grad events had gone ahead in person, it would be students only and no family attending. Our valedictorians have been preparing their speeches, and the staff have been recording videos. The video link has privacy settings and will only be active for a week. It will be sent to student email addresses only.
 - Our lawn signs are coming tomorrow, and the yearbook is being printed. The hoodies are ready as well.
- Class Placement: This year, we cannot indicate classroom placements on report cards because the virtual decision date is in August and things are going to change between now and September.
 - This year we have 370 out of 500 students learning in-person. Our staffing plan right now is based on 500 learning in-person and will be adjusted once we know how many plan to learn virtually.
 - Kim would like to do a virtual info session in August before the decision date to answer questions from families. We will have a better idea of how things will work then. Great idea!
 - This year there have been more requests for class and teacher assignments than ever before. Class placement is a complex scenario incorporating many factors. If there is something very specific for your child's learning needs, we can perhaps discuss, but cannot manage general friend and teacher placement requests. We will also have to reorganize several times over the next few months.



- Teacher Gifts: Can we make recommendations for parents to give e-gift cards or donations (for those who would like to give something)? As long as all the protocols are being followed, parents can do what they feel comfortable doing. TPH health measures need to be adhered to and parents won't have an opportunity to see the teachers in person.
 - Should we send this out in a Monday email? While it may be helpful for parents who plan to give something, it may make others who don't/can't feel very uncomfortable.
- Has a Pride flag ever been flown at school? Kim purchased one last year > confirmed that it is up currently.

4. Committee Reports

Committee members provided an update of upcoming and ongoing initiatives. We did not have any committee updates this month.

Equity and Inclusion Committee: Dayne Tekatch

- Our official name is the Anti-Racism and Equity Committee (ARE).
- We have based our committee mandate and definition on the TDSB definitions of anti-racism and equity. *Committee information is now up [on our website](#).*
- Some ideas for next year: fundraising for anti-racism workshops (we have been building relationships with about 5 different schools in the community and will work together on this), art installations, creating a library hub for meetings and speakers, connecting with more families from racialized communities and those that do not feel represented on our Council, and working with the Council on these initiatives.
- We hope to be a support system and network for the staff as well.
- We have been meeting about once per month > everyone is welcome to join us.
- Because this is a new committee that should have diverse representation, the Communications Committee would like to advertise it through our newsletter and through Kim to ensure that all members of our community feel included and able to lend their voices > *Dayna has submitted a Committee Creation form. The information is now on our website and will be emailed by both Communications and Kim.*
- Indigenous Gardening Update: the entire medicine crop, the three sisters, sage, and strawberries have been planted and are being watered by the daycare. We are also applying for a TDSB environmental grant.



5. New Business

School Cash Online: Angeli Mehta

- We have been thinking about changing to a different bank for several years. Because we had to add all new signatories on our account this year, it seemed like the best time to do this. We recently met with our TDSB Finance Officer who mentioned that the board is trying to get as many schools as possible moved over to the School Cash Online system. After speaking with her, we believe this is the best option. The school administration is in agreement.
- Benefits: 10.84% HST rebate (less merchant fees) back to the school's operating budget, we no longer have to add signatories to a bank account each time the Council executive or the school admin change, the Council no longer signs cheques, we no longer have to submit the PSAB financial report to the TDSB yearly, and less reconciliation > everything will be in one place.
- The drawbacks are that we lose a level of control as we no longer access the back end of the system. We will have to rely on Debbie in the school office to run reports for us (registrations for programs, spending related to events, etc.,) and to set up our events and programs.
- We'll put together a document outlining our new processes > most will stay almost the same. For example, if we need to be reimbursed for out-of-pocket expenses or pay a vendor, we submit our invoice/receipts to the four Executive Committee members. They record it and issue a cheque which is signed by the Chairs and school admin. In the new system, once the Executive receives an invoice/receipt, they will record it and pass it along to Debbie for payment. Instead of taking cash and cheques to the bank, we'll take them to Debbie.
 - To Simplify: Anything that we previously did through the bank will now be done through Debbie (cash floats, deposits, payment, reimbursements) and the Executive will pass things to Debbie once recorded and approved.
 - We'll also set up a form that event leads will fill out when an event has to be created or updated in the system > Debbie does this (e.g., package options for events like Pizza lunch and Derby registration).
- Everything will have to be done according to TDSB protocol and with TDSB-approved vendors (we do this most of the time anyway). There are some workarounds for things. For example, we are not allowed to spend Council money on staff appreciation events or gifts. Many schools will build staff appreciation into a community BBQ (like our Fall Fest). Because families are also invited, that spending is okay.



- The system accepts credit cards, but not Interac. For families without credit cards, we can still accept cash and cheques and Kim and Debbie can also waive certain fees for families in need.
- We still need to track our finances, but the system will involve less administrative work for Council members. It will, however, involve more work for Debbie and the school office > we need to ensure we request things well in advance and provide clear details, so she doesn't have to chase people for information.
- There are definite advantages: the school takes and deposits all the proceeds from events, we won't have multiple runs to the bank, people won't take any cash home, and the accounting will be easier, which is a huge benefit, especially considering there has been a lot of turn-over in the Treasurer role over the last several years.
- How would this work at after-hours events since we would require school staff to lock any cash or cheques in the school safe for deposit? Could we set up a locked drop-box? Kim makes it a point to be at all events, so this should not be an issue. Debbie feels that if we stay on top of things, this system will be much easier than what we've been doing. Kim and Debbie feel this is beneficial, regardless of the extra workload for the school.
- We could potentially trial soliciting donations online ahead of time instead of having people carry cash to events.
- We can also use Square payment (attached to Cash Online) at events. (The school buys a reader for around \$75 and it is stored in the school safe). It would be great for events like Fun Fair when there is typically a lot of cash on-site.

Ministry Outreach Funding: Kim Jensen

There are [three sources of money](#) that councils have access to:

- School council budget line in the school operating budget: the Ministry gives \$1.25/pupil annually (min. \$300, max. \$1000 > this year we got \$641) for school council operations.
- Mid-year, the Ministry gives another \$500 for parent outreach and involvement. We need to use TDSB-approved vendors and produce receipts from expenditures.
 - Examples include speakers, magnets promoting reading, tip sheets and pamphlets, "Meet the Council" events, and info sessions with school administration.
 - If we do not use this \$500, the Ministry takes it back.
- The third source is the [PRO Grant](#) (Parents Reaching Out). Criteria is posted and applications are usually accepted around October/November.
 - In the past, we've used this money for seminars and equipment for Wilkitchen.
 - This funding would be a great fit for the new ARE committee.



- Perhaps we could use the \$500 for a year-end appreciation event for families and staff this month. It would be a virtual event, hosted by a third-party (e.g., a paint night, yoga class, or speaker).
 - We could include staff, but truthfully, teachers are teaching online until the end of the month, so participation in an evening/weekend online event would not be great.
 - Perhaps we should think about something for September as there will be more uptake in the fall. If anyone would like to help with this, please email council@wilkinsonps.org.
 - Could we use this money for our library books? Likely not because the spending has to specifically involve parents. Our science workshops did not qualify even though they were “community workshops” because they were really an activity for our students. The books are also for our students.

6. Council meeting adjourned at 7:26 pm

7. AGM

Please see the attached AGM Report (to be approved in September).

Have a wonderful summer!