



2022-2023 Wilkinson School Community Council

November 7, 2022

Meeting Minutes - Approved

The 2022-2023 Co-Chair, Dayna Tekatch called the meeting to order at 6:35 pm.

Agenda

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|--------------------------------|----------------------|---------------------------|
| 1. Land Acknowledgement | 5. Committee Updates | 6. New Business |
| 2. Approval of November Agenda | - Budget Approval | - SSoN Approval |
| 3. Approval of October Minutes | - ARE Committee | - Meeting Format |
| 4. Principal's Update | - Lice Checks | - Eco-pouches |
| | - Health and Safety | - Clothing Drive |
| | - Communications | - Storage Room |
| | | - Wood Car Derby |
| | | - Fun Fair |
| | | - Upcoming: PRO Grant |
| | | 7. Equity and Inclusion |
| | | 8. Adjournment of Meeting |
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Attendance

Present:

Liz Albrecht-Bisset (Principal)
Dayna Tekatch (Co-Chair)
Bath Martin (Co-Chair)
Vince Chan (Treasurer)
Shanna Breslin (Secretary)
Zoya McGroarty (Secretary To Be)
Anthea Moreau (Dandylion)
Stephanie Lamb
Angeli Mehta
Brenda Ohngemach
Nicholas Palmer
Pratik Shah

Jennifer Stiff
Lisa Zivontsis

Guests:

Kristin Lin
Tory Cadotte
Amy Cole
Lindsay Reimers
Nikki Gouzopoulos
Rob Jefferson

Regrets:

Emily Davidson
Deborah Shub
Sharon Scanlon

Absent:



1. Land Acknowledgement

2. Approval of November Agenda

- Vince and Brenda approved.

3. Approval of October Minutes

- Lisa and Beth approved.

4. Principal's Update: Liz Albrecht-Bisset

- Some classes have started painting their welcoming signs that the Council provided supplies for. They should be going up soon!
- Liz did a preliminary decolonization walk with Dayna and Beth last week. They had many ideas, which will be discussed with the ARE Committee update.
 - Student reps from each class will do a similar activity. They will be looking at the hallways and rooms like the gym and library to decide how can we make the building feel more current as opposed to the school it was in the early 1900s.
- The school was allocated an additional lunch supervisor and has reallocated two other support staff to the room during lunch. Boardgames and puzzles that didn't sell at Fall Fest are now being used by the kids during lunch. This has helped with inappropriate lunch behaviour.
 - To make the lunchroom a more kid-friendly space, one plan is to have parent volunteers paint about 7 bulletin boards in Pride colours. The student clubs and teams will hang things on their assigned board to make this more their space. We'd also like to start playing music while kids are eating.
 - *Painting will take place on Friday, Nov. 18: If you're interested in helping, please email council@wilkinsonps.org.*
 - Note that in the large lunchroom, we have two HEPA filters. In the small lunchroom, we have a HEPA filter and a Corsi-Rosenthal box, which was donated by a parent.
- Student absences are rising but are still within the typical level for this time of year and are not all illness-related (10-20% of the student population). We are tracking this even though we no longer report to the Ministry. More people are wearing masks in the school these days.
- We were allocated a 0.5 Drama/Core French teacher as part of the reorganization. They will teach French to our new junior English class, drama to our kindergarten students, and drama in French for our Grade 4 Immersion students.



- The Grade 6 students along with our Grade 4/5 class will partner with our social worker and two others in an anti-racism and anti-bullying pilot program. All staff are receiving the same training (not just the staff from those classes). The school may roll this out further if the pilot is successful.
- Some of our junior students are participating in the University of Waterloo Beaver Computing math [contest](#). It is problem-solving contest with a focus on computational and logical thinking. The contest is being organized by Mme Jim, Mr. Wong and Mr. Kotsampouikidis.
- Mr. Kotsampouikidis is also leading our Student Council this year, which involves Grade 6 class representatives.
- We are all very happy to be going back to regular learning tomorrow! School staff spent a lot of time over the weekend getting ready to roll out devices in the case of prolonged at-home learning.
- Question: Do you think there is a possibility this might happen again? Anything is possible, but we are more ready to pivot now.
- Island School: Gr. 6 teachers will organize a parent info session that will likely be online.

5. Committee Reports

Committee members provided an update of upcoming and ongoing initiatives.

Budget Approval: Vince Chan

- The Council is working with the figures from 2019-2020 (the last pre-COVID budget).
- We made some changes following last month's discussion.
- Movie Nights: Can you confirm that we have a budget for the event? Yes.
- Motion to approve this year's budget. *Motion carried.*

Anti-Racism and Equity (ARE) Committee: Dayna Tekatch

- While Dayna and Beth were at the school for the decolonization walk, they had a chance to hear some of the announcements.
 - For Islamic heritage month, the student announcers were reading daily facts about people who have made global contributions. The kids had difficulty pronouncing some of the names and began to giggle, which is an understandable reaction to feeling embarrassed or making a public mistake. But for kids who have similar names, this can feel humiliating and is an example of a type of microaggression.
 - The ARE is working with the school on a project called Portrait of a Name. each student will get their own canvas and they will draw/paint their name on it,



however they would like, with a phonetic pronunciation below. They will then decorate the piece. Classes will work within the same framework, but each student will put an individual spin on it.

- We'll be using some of the Arts Committee budget for this and are meeting with the superintendent to source the materials.
- The finished pieces will be hung all throughout the main floor hallway.
- The school will hang the beautiful quilt that was donated in the front hallway to make our front entrance reflect who we are currently. Signs that were decorated at Fall Fest by students will also be hung until the permanent installations are ready.
- We are going to paint the Pride colours on the ceiling arch leading up to the front hallway steps (between the principal's office and the stairs leading to main floor). The idea is for the community members to see all those colours as they walk into the school.
- The Greening and Grounds Committee is thinking of using some of the TD Friends of Environment grant money to hire an indigenous artist to create a mural within the stairwell by the gym. The plan is for this to be an interactive project with students. The piece will incorporate the seasons, plants, and animals into an educational, creative, and artistic experience. We are approaching possible artists now.
- There are two tattered looking flags in the gym (Canadian and UN). We would like to replace them with Pride and "Every Child Matters" flags. We may also take down some of the old sports banners and archive them. We're trying to add more items based on health and well-being to the gym, so the space isn't completely focused on winning sports competitions.

Lice Checks: Shanna Breslin

- The committee would like to bring back the lice check program. Normally, in September, we would ask families to consider donating \$5 per child to the program with the goal of doing 2 or 3 checks in the year, depending on the amount of money raised. The Council has a budget for checks to ensure that we can do two per year regardless.
- Since we're starting late, we'd like to do at least one (maybe 2) in the new year.
- In the past we have asked families to consider contributing \$5 per student for this program. Since we may only get one check done this year, we'd like to ask for \$2 per student.
- We're aiming to book a date in January/February > *Shanna to coordinate with Liz.*
- We also need another one or two members for the committee (currently, Deb and Shanna are the only members). Please note, responsibilities include taking attendance and counting students, recording cases, and sending home letters for positive cases. We



do not check heads for lice – Lice Squad employees do that. Daytime availability is required > *Lindsay can help.*

Health and Safety: Shanna Breslin

- The Health and Safety (or Safe Schools) Committee last met with Principal Kelly in 2018 or 2019. There has been interest from a few parents in getting this committee back up and running.
- In the past, we met once or maybe twice per year. We'd usually spend half of the first meeting doing a walkaround of the yard.
- Do we have plans to meet this year? There is also interest in working to make this a more robust committee (e.g., more meetings and projects).
- Comment: There is a staff committee that has already met and there are normally parent reps on that. Now that COVID restrictions have been removed, we can add parent reps to the meetings.
- The Health and Safety Committee is chaired by a school staff member (as opposed to a Council member), and there are TDSB rules and [guidelines](#) for the functioning of this committee and how to deal with health and safety issues.
- Some of what this committee does now overlaps with ARE committee work.
- *Shanna sent Liz contact info for the parents interested in joining.*

Communications: Shanna Breslin

- The Committee pays for two accounts: a hosting plan for our website and a Google Apps account that gives us a non-Gmail address and lots of storage space (for the years of conversations we have saved).
- Both accounts were paid for and in the name of Rob Jefferson, a past Council member. We have been working to transition both accounts to someone else.
- The hosting account has been renewed for 3 years and expires on May 29, 2025. If we no longer want to continue with that contract, it will need to be cancelled before the expiry date or it will auto-renew. They do notify us via email before this happens.
- The account is under the Council email and school phone number.
- The account information is kept in our Google Drive: My Drive > Communications Committee folder > "Communications and Affiliate Shopping Links.docx". The file is password protected – the Communications Committee has the password.
- The Google Apps account is charged to a credit card monthly. Currently, the cost is \$8.80 (includes HST).
- The school's credit card is now the payment method for both accounts. Invoices should



be sent to the school's Office Administrator, and big account changes should be discussed with the school's principal.

- By putting both accounts in the Council's name with the school credit card, they are no longer tied to an individual. This means that as people come and go from the school and Council, whoever has access to the Council email and shared drive can act as the account administrator.

6. New Business

School Statement of Needs (SSoN) Approval: Shanna Breslin

- Information about this document was circulated with last month's minutes and this month's agenda.
- Each year the Council updates the SSoN, which is used by our superintendent in the event that a new principal or vice principal needs to be hired (it can also be used when hiring staff). It captures the school/community's priorities so that an appropriate candidate can be matched with the school.
- More information can be found on the [PIAC website](#).
- Some edits were mentioned at last month's meeting, and the revised document was circulated before this meeting.
- Motion to approve the document. *Motion carried.*
- *Update: The approved document was signed by a Co-Chair (Beth) and has been submitted to the superintendent.*

Council Meeting Format: Dayna Tekatch

- We sent out an anonymous survey after the last meeting to determine if the Council should continue doing virtual meetings, move to in-person, or try a hybrid version.
- The results were distributed with this month's agenda.
- Currently, most people are interested in Zoom or hybrid meetings and would only like to alternate between Zoom and in-person meetings until a good hybrid option is available.
- As case numbers are rising again, the Executive Committee feels that perhaps we should continue meeting via Zoom for now and revisit meeting in person in the spring. It would be great to meet at the school in May or June, if numbers are looking better. Perhaps we can meet outside!



Silicone Eco-Pouches: Shanna Breslin

- In April of 2019, Wilkinson's EcoTeam announced a student-led [initiative](#) to eliminate single-use plastics at the school. To help promote this, they ran a logo contest requesting that students create a logo about the environment and phasing out single-use plastics.
- The Parent Council partnered with the EcoTeam to put this logo on an eco-friendly product - silicone snack bags.
- We promised that once we made back what we spent on the bags, all profits would be donated to the EcoTeam for projects of their choosing.
- There are two important things to note going forward:
 - 500 eco-pouches were purchased for \$2,333. **The cost per pouch was \$4.67.**
 - The pricing was set at: 1 pouch for \$8 or 2 pouches for \$13
 - The rationale was that, even if we don't sell them all, we will still break even at some point and have money to give the EcoTeam.
 - They're expensive. We could talk about lowering the prices, but we do need to remember to charge more than \$5 each if we want to break even.
- Second, the pouches are their own line item on our budget. We want to start selling them again at our events, but it's really important that we make sure to write down how many were sold and how much money was made each time we sell them.
- This amount needs to be reported to Vince, so that we can properly track them and figure out when we've made back our money.
- If you sell them at an event, please remember to record what you sell and subtract it from the total event income at the end.
- There is a folder in the shared drive with the eco-pouch information: My Drive > WSCC Legacy Planning and Committees> Silicone Eco-Pouches folder.
- Friendly Reminder: Now that we are running events and programs again, please follow the steps in the "WSCC Finance Process" document on the Council [page](#) of our website.
- For all events and programs, you'll need to fill out:
 - Committee Budget Tracker: track the expenses and income. This should be sent to council@wilkinsonps.org after your event/program.
 - School Council Non-Board Funds Disbursement Voucher: to be reimbursed for all expenses and to withdraw a cash float
 - School Council Non-Board Fund Deposit Voucher: to deposit any income (cash/cheques) collected



- Event and Activity Form: if you're selling something through SchoolCash Online (e.g., pizza lunch registration, selling a physical item).
- The documents are all posted on the Council [page](#) of our website and instructions for all of these documents are included in the "WSCC Finance Process" document
- Will there be a music concert? Yes, it will be in December (date TBD)! Perhaps we can sell them there.
- How about if we revise the prices to: \$7 each, 2 for \$12, and 3 for \$18? Agreed.
- When they were initially sold, we had order forms. Could we do this again? *Shanna will set this up in SchoolCash Online and send an email before winter break.*
- There is an Eco Fair (through Crystal Basi) planned to take place at the school. This would be a perfect tie-in for a bulk sell.

Clothing Drive: Shanna Breslin

- Before COVID, we partnered with Textile Waste Diversion to run a clothing drive fundraiser. Sadly, they went out of business during COVID.
- However, I spoke with Diabetes Canada and their clothing drive fundraisers are back up and running.
- We will collect textiles at the school for about a month and have their truck come to pick everything up.
- As with the previous fundraiser, they will not only accept items in good condition for resale but will also accept textiles that need to be recycled. The goal is to keep everything out of landfill.
- They are looking to get scales installed on their trucks, but currently pay by the number of standard-sized garbage bags full of textiles. They pay us about \$1.50 per bag up to 199 bags. If we collect 200 or more, they will give us \$2.00 per bag.
- We will send out full program details letting everyone know what is and isn't accepted (e.g., yes to sheets, pillows, purses, and belts but no glasses or hats.)
- Can we please pick a date to run this, using the gym stage as storage? Earth Day (Saturday, April 22) is a very busy time for them, so we should try to avoid the few weeks around that day.
- I would also like to contact Mme Jim about having the EcoTeam help out with posters and moving bags to the stage. As well, since they pay based on full garbage bags, maybe the EcoTeam could help move clothes around to fill bags. I will also need help on collection day with counting the bags and loading them into the truck.



- The Council has agreed to launch the collection around Earth Day in April and schedule the pickup for May.
- Dandylion may be able to help store donations.
- *Shanna to coordinate with the school and EcoTeam.*

Council Storage Room: Dayna Tekatch

- The Council used to use the boys' changeroom in the basement as our storage room and the girls' changeroom was the staff storage room. Our stuff was moved to the girls' room when the boilers were replaced. During COVID, the extra furniture taken out of classrooms to make more room for distancing was put into the boys' room.
- It is very difficult to access our stuff in the current room. Now that we're running events again, we need to better organize the storage room so it's actually accessible.
- Is there any way to do something with the extra furniture so we can move our stuff back into the boys' room in an orderly fashion? That would also leave the girls' room free for staff and school storage.
- In the spring, the teachers removed what they wanted of the furniture, so the school can get rid of the rest. *Liz will coordinate this with the custodian and TDSB Facilities.*
- Once the furniture is gone, we will ask for volunteers to help reorganize the room.

Wood Car Derby: Dayna Tekatch and Rob Jefferson

- We're excited to get this event back up and running!
- Students build and decorate wooden cub car kits. There is a huge wooden gravity-fed track that the cars race down.
- There are prizes for race winners, top fundraisers, and best in show for decorations.
- There are also concessions, and every Wilkinson student can participate – JK to Grade 6.
- The suggested date is Friday February 24th, 2023.
- We will need the Council to apply for a gym permit from 5pm - 9pm for this date. Mr. Kasaval has permitted the gym for every Friday evening for programs, so he will be happy to give us the space (for this and Movie Nights). *Liz will attend, so the permit is free.* Thank you, Liz!
- Event runs between 5pm and 9pm. Before that, we need to send communications and sell cars. We start to advertise after coming back from the holidays. And then sell cars in the second or third week in January. We typically need 4-6 people who can sell cars for a period of 2-3 days (over two weeks usually).
- Can we do this through SchoolCash Online and deliver the cars? Yes, that would be great! The entrance fee is \$10.



- There is also a fundraising aspect to the event. Participants ask family and friends to sponsor their cards in the race. We usually have a grand prize of Raptors tickets for the family that raises the most money. There are prizes for second and third prize too. The sponsorships don't impact the race portion of the event (students can participate even if they have no sponsors).
- We also need volunteers for the event itself, setup, clean-up, crowd control, races, and concessions. *Brenda will run concessions and organize volunteers.*
- Rob is not currently a Council member, so we'll need someone to join the committee and help with planning. This would involve tracking the budget and reporting back at Council meetings > *Nick and Angeli will help out and Dayna and Shanna can help with pre-event planning.*
- For those who have never been to a Derby, here is a video of a past event:
<https://www.youtube.com/watch?v=O6MQvvML88Y>

Fun Fair: Dayna Tekatch

- The Council wants to bring people joy! We have no interest in taking away crowd favourites like the dunk tank and bouncy castle but do want to bring in new ideas.
- Dayna reached out to Melanie Doane about a live ukulele performance by the students.
- An idea is to use art to connect people through performances and making art together (e.g., beading).
- In the past, we've had community organizations run demos, like Danforth Karate and Alborz Tae Kwon Do. We can do a series of community presentations.
- Lisa is sharing resources as she worked on the last one with April, so we can get started with planning. As we've done in the past, we'll have various people act as area leads to plan small pieces of the event.
- The next plan is to pick a date in May or June.
- Many Fall Fest parents would like to help again. Typically, the event needs about 100 volunteers, so we will be looking for lots of hands to share the load!
- Last time, the Council was looking to plan through stronger eco-lens and would like to continue this.
- Please feel free to pass along ideas and things you'd like to see at the fair to
council@wilkinsonps.org.



7. Equity and Inclusion

- This is a space for people to share stories or incidents related to equity and inclusion.
- Any small incidents can be addressed so the school can take action.

8. Council meeting adjourned at 7:55 pm.

**The next meeting of the 2022-2023 Council will be held on
Monday, January 16, 2023, at 6:30pm.**

2022-2023 School Council Budget

 Approved at the October 3rd meeting. *Note: proposals approved after October will get added in as they are approved.*

* Amounts highlighted yellow are not confirmed yet

Expenses: School Programming	2022-2023		2021-2022		Notes
	Actuals	Budget	Actuals	Budget	
Scientists in the School or Equivalent		\$4,000.00	\$812.17	\$4,000.00	21/22: Gregg LeRock
Field Trip Subsidy		\$3,500.00	\$2,959.72	\$3,500.00	21/22: Grad: \$1518.72 (picnic), \$275 (ice cream truck), \$10 (extra for yearbook)
Visiting Authors/Speakers		\$1,000.00	\$0.00	\$1,000.00	
Forest of Reading Program		\$1,300.00	\$1,300.00	\$1,300.00	21/22: Actual Cost: \$1793.31
Graduation		\$1,000.00	\$97.66	\$1,000.00	21/22: School donated the decorations
Yearbook		\$800.00	\$810.00	\$800.00	
Ukelele Program		\$1,500.00	\$1,500.00	\$1,500.00	
Performing Arts & Visual Arts		\$4,000.00	\$0.00	\$0.00	
Garden Educator			\$0.00	\$0.00	
TDSB School Budget Allocations - School Council		\$471.00			https://www.tdsb.on.ca/About-Us/Business-Services/Budgets-and-Financial-Statements/School-Budgets/SchoolNo/5282
Council Operations		\$800.00	\$0.00	\$0.00	Includes babysitting
Photocopying					
Babysitting					
Wil-kitchen			\$0.00	\$0.00	
Greening Initiatives		\$200.00	\$90.58	\$200.00	
Emergency Fund		\$200.00	\$0.00	\$200.00	
Communications Website + Apps		\$130.00	\$790.06	\$650.00	
Google Suite	\$ 8.80	\$130.00	\$273.18		21/22: Includes charges from April 2019-June 2022
Web hosting + Domain			\$516.88		Every 3 years - Renews May 29, 2025
Total Expenses: School Programming	\$0.00	\$18,901.00	\$8,360.19	\$14,150.00	

Expenses: Council Events / Initiatives	Actuals	Budget	Actuals	Budget	Notes
Fun Fair		\$6,000.00	\$0.00	\$3,000.00	
Pizza Lunches	\$ 876.85	\$5,000.00	\$0.00	\$2,500.00	248-cookies, 628.85-pizza
Movie Night		\$3,500.00	\$0.00	\$0.00	
Fall Fest	\$ 711.71	\$700.00	\$0.00	\$0.00	
Sweetheart Bake Sale		\$200.00	\$0.00	\$0.00	
Car Derby		\$3,000.00	\$0.00	\$3,000.00	
Lice Checks		\$2,300.00	\$0.00	\$0.00	
Eco Pouches		\$0.00	\$0.00	\$0.00	
Cookbook			\$1,598.88		
Silent Auction		\$300.00	\$290.15		
Rain Barrels			\$0.00		
Trivia Night			\$0.00		
Move & Groove			\$0.00		
Total Expenses: Council Events / Initiatives	\$1,588.56	\$21,000.00	\$1,889.03	\$8,500.00	
New Funding Requests					
Library Books			\$0.00	\$3,000.52	
Total New Funding Requests	\$0.00	\$0.00	\$0.00	\$41.52	
Total Expenses	\$1,588.56	\$39,901.00	\$10,249.22	\$22,691.52	

Income From Events/Initiatives (Gross)	Actuals	Expected	Actuals	Expected	Notes
Fun Fair		\$12,000.00	\$0.00	\$9,000.00	silent auction income moved to separate line for 22/23
Pizza Lunches	\$ 4,794.00	\$9,000.00	\$0.00	\$4,500.00	
Movie Night		\$4,000.00	\$0.00	\$0.00	
Fall Fest	\$ 2,102.10	\$1,000.00	\$0.00	\$0.00	
Sweetheart Bake Sale		\$1,500.00	\$0.00	\$0.00	
Car Derby		\$7,000.00	\$0.00	\$7,000.00	
Eco Pouches Sales	\$ 32.00	\$1,339.45	\$0.00	\$0.00	Still have \$1307.45 inventory, \$32 sold at fall fest. Purchased 500 for \$2333 in 2019/20. Once we break even, profit goes to EcoTeam
Lice Fund		\$800.00	\$0.00	\$0.00	
Shopping Fundraisers		\$300.00	\$548.40	\$300.00	
Direct Donations (Other)		\$1,000.00	\$1,110.00	\$200.00	
Trivia Night			\$290.15		
Move & Groove			\$2,410.00		
Cookbook			\$2,402.00		
Silent Auction		\$8,000.00	\$8,538.65		Includes \$290.15 donation for platform
Rain Barrels			\$304.00		
Fundraising Income (gross)	\$6,928.10	\$45,939.45	\$15,603.05	\$21,000.00	
Net Income	\$5,339.54	\$6,038.45	\$5,353.83	-\$1,691.52	
Opening Bank Balance (Aug. 1, 2021)				\$14,186.51	
Closing Bank Balance (July 18, 2022)			\$21,085.14		
Add Our Direct Donations			\$3,810.00		
Less Our Expenses for the Year*			\$5,648.81		
Total as of July 18			\$19,246.33		

In a separate account

*Expenses: anything not taken directly from our account (year-end transfer items, communications, greening)

Year-End Transfer to School

Field Trips		\$1,156.00
Science		\$812.17
Ukelele		\$1,500.00
Forest of Reading		\$1,300.00
		\$4,768.17

Ministry Grants (GL41500)

Parent Outreach (\$500)		\$323.91
Lunana Shirt Indigenous Speaker Series		\$141.43
Alexis Dawson		\$60.50
Wood for Inclusive Signs		\$84.69
Printing/Laminating for Paper Posters		\$37.29

School Council Operations (\$)	\$ 471.00	\$372.51
Paint for Inclusive Signs		\$327.32
Sign Supplies for Greening and Grounds		\$45.19

Supposed to purchase these items through the TDSB Purchasing Department