

Dunlace Parent Council Meeting Minutes - November 7, 2022 from 6:30pm to 8:07pm

Minutes are prepared by: Pete Korogonas

Council Executive from 2021-2022 school year: Jonathan Krieger (Co-Chair), Pramod Parvel (Co-Chair), Pete Korogonas (Secretary), Iris Scales (Co-Treasurer), Azadeh Kalhori (Co-Treasurer), Rasheed McClean-Barrow (Constitution / Bi-law Rep), Naadia Mirza (Canadian Parent for French Rep/Extra Curricular Activities Rep/Grade 5 Chair)

Attendees (some are online names - in the order they showed up on Zoom screen): Julie Kwon (Principal), Vanessa Weston, Jonathan Krieger, Pramod Parvel (Co-Chair), Pete Korogonas, Iris Scales, Azadeh Kalhori, Rasheed McClean-Barrow, Naadia Mirza

1. Chair Message

- a. Jonathan and Pramod both introduced themselves and provided a positive message for the year.

2. Minutes & Approval of Agenda

- a. May 25, 2022 meeting minutes – Parsi Mina approved the minutes and we need a second. need two people to approve – we'll need to send by email to get the two. (November 9, 2022 email from Loveleen Thind clarified that the May 25, 2022 had been approved. Naadia updated the September 29, 2022 minutes to reflect this.)
- b. Sept 29, 2022 meeting minutes – Pete motioned to approve the minutes. As Naadia prepared those minutes, and with no one present from that last meeting, an email will be sent out to those who attended to get a second to approve the minutes. (Loveleen Thind - second the approval of the minutes in a follow up email dated November 9, 2022)

MOTION: Approval of Agenda – Naadia motioned to accept the agenda for today's meeting and Azadeh seconded the agenda. The motion passed with nothing added to the agenda.

3. Principal Updates (by Julie Kwon)

- a. Julie provided an update of the upcoming events at Dunlace. They included:
 - Heading back to school tomorrow after the school being closed from the recent labour dispute
 - Volleyball tryouts begin for the Grade 4/5 students
 - The Grade 3 students finished the Canadian Cognitive Testing. This was completed without too much grief and we can expect results by mid-to-late December.
 - Fire and lockdown drills have been completed for the fall. Reminder that we do three fire drills and one lockdown in the fall, and three in the spring, with one more lockdown over the winter.

- School improvement – staff continue to look at data and look at improvement in achievement, equity, and mental wellness. We are looking at belonging; what does it mean to belong. We believe when students have a feeling belonging, it sets themselves up for success. Julie provided examples of positive feedback from the children that exemplifies how Dunlace is providing a positive environment.
- For the month of November, it is Indigenous Education month. We will continue to learn more about Truth and Reconciliation. The teachers want to infuse what they learn and incorporate it into our classrooms and daily curriculum.
- November 8, 2022 – Photo retake day
- November 11, 2022 (Remembrance Day) – Dunlace is having an assembly. The challenge is the space in the gym. Parents will be asked to limit their family attendance and an email will be sent out.
- Holiday Concert this December – This is the first in person one in a couple of years due to the pandemic. Details to be provided as they are known.
- Progress report cards will be handed out on Nov 15. Throughout the week there will be interviews (in person or by phone) and we are encouraging parents to come into the school.
- Extracurriculars up and running. There are a variety of activities and they will be offered over the course of the term to the end December. There will be new activities starting in January. One special note is that Dunlace's junior choir is going to carol at the legislature on December 6. People are encouraged to attend. The extracurriculars are further discussed in a later agenda item.

4. Budget (presented by Iris & Azadeh)

- a. Iris and Azadeh introduced themselves as new members
- b. In starting the budget process, Iris explained how she prepared the budget for the 2022/2023 period and then compared the actual vs budget results from the 2021/2022 period (as the 2021/2022 budget vs actual hasn't been done yet)

Iris explained that the opening balance / closing balances reconcile, however there is a slight discrepancy from that seems to be carried forward from the 2020/2021 fiscal period.

- Bank statement – closing balance last year doesn't match; don't know how to fill in information and Iris needs help to reconcile the approximate \$1,800 discrepancy.

ACTION ITEM #1– TREASURY NEEDS ASSISTANCE RECONCILING PRIOR PERIOD DISCREPANCY

- c. Budget for the 2022/2023 fiscal period

Income/Revenue

- Iris explained how we need to make sure we have enough money to cover the events.

The largest revenue/income driver is the pizza lunch. We may have a potential corporate sponsor that may contribute to the income side.

- Other income revenue items budgeted for the 22/23 fiscal period include funds from the school clothing sales; popcorn sales; donations for the Dream program (about \$2/parent). Overall we budget expected receipts to be approximately \$30,000.

Expenses

- The buses for the field trips remains are largest expected expense.
- Computers / Tech expense is expected to be approximately \$13,000. This will be driven by the purchases of four new TVs and two projectors.
- Performing Arts – Julie has booked three performances; first is scheduled for December and is expected to cost \$1,300 (Tribal Vision -indigenous dancing); second is scheduled for the end of January and it will be a bilingual puppet show; third is a Cameroon storyteller. Overall, the Parent Council pays for two and the school pays for one and it can be expected that the cost will be approximately between \$1,000 and \$1,500.
- Gym - \$5,000 per session – for the dream program
- Bovait McDermid – things not related to STEM
- Popcorn – last year the grade 5 students wanted to take leadership role; they had an amazing time and enjoyed it; it doesn't have to be grade 5;
- It was noted that the pizza cost \$2,000 and we made \$20,000; it is a great revenue driver.
- Pete asked if the budget considered the inflationary pressure that we are experiencing in our everyday lives. Jonathan explained that a lot of the budget items are true to costs and that there is some cushion in the net results.
- Naadia asked for clarification on the budget. The expenses exceed the income; Pramod answered that we are aware that we are using the cash reserves for this year's budget.
- Reserves from 2 years ago remain outstanding; Maneesha was treasurer last year; has Iris asked her?
- Iris – would like to have her email to ask her directly to explain the \$1,843 discrepancy and it was recommended that Iris also contact Josephine.
- Julie mentioned that maybe Roger (last name??). Julie said that it was the beginning of cash online. There was a TD account that we closed and funds were transferred into this existing account; Julie has the binders that can be looked at as there wasn't one central fund. It is likely not missing.
- TDSB account - \$319 that is the funds that we would use to pay babysitters through TDSB;

- Julie stated that we have started to run out of medium, large and x-large shirts. These shirts are given to all new students to the school. We are running low and if we continue this tradition, we will need to replenish the inventory. Julie will ask about the prior clothing order prior. There was discussion about how we could try something different like water bottles sales? Jonathan recommended that every student should get a t-shirt, regardless of whatever other items we decide to put for sale.
- Iris asked about the Bovait and Stem – Pramod – it was explained how the two were not duplicative.
- Naadia - potential fundraiser (Flip Give) we ran during Covid. Naadia explained that she didn't see it in the budget. It was about \$100. Further, was this cheque deposited? Iris confirmed that the cheque was deposited on June 13, 2022.
- Pramod – pizza is a revenue generator – maybe we do more pizza fundraiser? Iris – suggested providing the students a healthy option as well.
- Movie night – Naadia said that we are planning a movie night, but there isn't a revenue inclusion. Iris to add movie night to the expense column. Naadia explained it was a revenue generating event, but doesn't know what the cost will be. Jonathan asked whether or not we would require a license to play it inside. Julie reminded the council that the library is a pretty small venue if they were to host a movie night there and added that the cost was \$602 from prior years and the movie night in prior years was not a revenue generator. Julie recommended that a board game night might be a better revenue generator event. In prior years, the board game night was profitable as funds were raised from the sale of pizza. Julie further explained that the movie night was a more community event not intended to make money. Jonathan suggested a bowling night or something as a community to do together.
- Jonathan made mention – our spending has been spending over the income; there is a trend; budgeted expenses tend to always be higher than actual.

MOTION: Jonathan – motion pending we look into cost/revenue of another additional event; (Based on our discussion, Iris put in a placeholder of additional revenue of \$1,000 and additional expenses of \$700); Naadia seconded; approved unanimously.

5. Movie Night / Valentine Gram / Other type of events

- a. There are three separate committees and Vanessa is penciled to chair each one. We need to discuss if this is appropriate and whether there should be sub chairs assigned to assist Vanessa. Jonathan suggested putting event dates and so we can get permits, if required.

Vanessa – family is new to the neighbourhood. Vanessa further explained that her profession has provided her with the necessary organizational skills, however, she does not have the experience required as an event planner. Vanessa asked where there were materials from past events that she could leverage from. Further, is there a calendar of events from prior years that she could reference, as a starting point.

Julie explained how usually Council hosts similar events around the same time each year, but that said, it doesn't have to. For instance, the Fun Fair is at the end of May; during the winter Council hosts an evening of games or a movie night. However, whatever we choose, just look at the school calendar so there aren't any conflicts with other school events. For instance, on Thursday nights there is volleyball in the gym and we can't use the gym on Thursday. Julie recommends floating some dates, but can be flexible/negotiable.

Jonathan explained that he is hoping that there will be more people to express interest in joining these committees. Jonathan recommended that he and Vanessa should meet and they can discuss how they can reach out to the group of parents who have expressed interest to help. This way they could see who is interested from those who put their names down.

It was discussed how the Fun Fair is a massive undertaking, from past experience provided by Loveleen. The sooner that event starts to get underway, the better. The other potential events (e.g., Valentine/Movie/Board games) require less leg work and less planning. Pramod suggested that we use the list of people we have and reach out to them first and give them a chance. Azadeh further recommended sending out an approximate date for the events. This will help the parents to see if they can commit and volunteer

Vanessa explained that her preference would be to have in-person meetings. Jonathan agreed and added that they can also shift the times and have babysitting offered in the gym for people to bring their kids.

Julie reminded Council that Denlow also has a Fun Fair so just make sure we aren't competing. Julie mentioned that Council may want to consider a Fun Fair on a Saturday, but we did an evening event at the end of the school day that ran for 3 hours after the school ended. The carnival evening last year was well attended and it was after school.

ACTION ITEM #2: JONATHAN AND VANESSA TO MEET TO ENGAGE GROUP OF VOLUNTEERS. JULIE TO ASSIST TO CLARIFY SOME CONTACT INFORMATION AS SOME NAMES CANNOT BE READ DUE TO POOR PENMANSHIP.

ACTION ITEM #3: JULIE TO PROVIDE A CALENDAR OF EVENTS FROM RECENT YEARS

ACTION ITEM #4: JULIE TO PROVIDE CONTACT INFORMATION FOR THE DeNLOW PRINCIPAL AND ITS PARENT COUNCIL

6. PAID EXTRACURRICULAR ACTIVITIES

- a. Naadia discussed in the past, pre covid, we had paid extracurriculars during pre school, lunch and post school. These activities included ukulele; chess club; soccer; tennis – various ideas. The costs were borne by the parents. Back then we had a similar debate – should we have extra cost programs during the school day? Naadia did not want to interfere with any other extra curricular activities already provided by the teachers at lunch time and suggested maybe offer an option for parents to pay for extracurricular activities at Dunlace pre and/or post school hours. The concept would be similar to a daycare. Naadia explained that in a previous school that her kids attended offered something similar and it was very positive. There were programs such as robotics and chess and people participated.

Azadeh asked if we could get teachers involved. Naadia explained that she doesn't want to create work for the teachers.

Jonathan asked if it was an extracurricular activity or one driven from fundraising? Fundraiser? Naadia explained that the parents pay for service.

Jonathan asked about the liability around those events. For instance, if they are playing soccer and they break their legs? How far is Council, school, or TDSB away from the liability?

Naadia explained that the companies providing the extra curricular activities have already been vetted by the TDSB and they have partnered with the school board. (Julie has access to the list of TDSB approved vendor partners.) Naadia explained that once those companies are approved, we can coordinate with them. The parent registers directly with the company and we are a facilitator for the vendor while on school grounds.

Naadia further explained that she didn't think lunch time would be appropriate, but it would be for the convenience of the parents to enrich the kid's experience before and after school.

Rasheed clarified we will be facilitating at the school; not what the vendors are doing.

Julie emphasized that she has participated with this before and she hesitates implementing it again. From her experience, the vendors didn't respect the school. Further, the vendors would leave the school after the activity was over and leave the kids with Julie. These are young kids. Julie explained that this is her experience, even with the pre-approved vendors. Julie further explained how the demographics of the families attending the school are changing. Dunlace is registering more kids from refugees who may not be able to afford these activities for their kids. Julie said that if parents want enrichment, there are so many other programs outside of the school. Further, she has never seen a program cost less than \$50; based on her personal experience. Even if there are free spots available, families are proud and private and don't take advantage of those free offerings.

Jonathan agreed as it created an issue of inclusivity.

Naadia suggested Council do a survey to the parents to see whether or not there is interest first.

Jonathan explained how Dunlace is relatively small; to go through the time to facilitate this may be challenging. Naaida said that she is willing to take on this role as she has personally heard other parents complain to her about how there are not enough programs for their kids and how she thinks there is a demand out there.

Rasheed – we need as a committee to ensure there is someone present to facilitate these events. They should have to deal with the vendors, not Julie (or the school). Naadia agreed to take on that role and lead this initiative.

MOTION: PRAMOD MOTIONED FOR NAADIA TO SEND OUT A SURVEY TO PARENTS TO GATHER INFORMATION TO GAUGE THE INTEREST FROM THE PARENTS. RASHEED SECONDED. PASSED UNANIMOUSLY.

ACTION ITEM #5: NAADIA TO SEND OUT SURVEY TO PARENTS.

7. By-laws

- a. Rasheed explained that he has to meet with Jonathan and Pramod to go through the bylaws. Rasheed explained how Council has until December 22 to for the TDSB review process. There is a template to follow and he has gone through the regulations already. Rasheed is now trying to see if there are any amendments and what Council should keep for our committee for this year.

ACITON ITEM #6: RASHEED, JONATHAN AND PRAMOD TO MEET TO REVIEW CHANGES AND SEE WHAT THEY WANT TO KEEP FROM THE PRIOR YEAR. DEADLINE TO SUBMIT IS DECEMBER 22

8. Grade 5

- a. Naadia explained that it was too early to talk about graduation for the grade 5 students. Typically this is started early in the new year for the June graduation. However, the one question Naadia had was whether or not they were doing an overnight trip this year. If yes, she would start planning earlier.

Julie stated that she did not know of any plans to do an overnight trip this year. Julie explained that they did discuss this, but no plan for an overnight trip. Believes parents aren't as comfortable; especially with covid. Further, as this is a collective agreement, Julie is not sure if teachers are going to agree to an overnight trip. This is something we'll look at other trips in lieu of an overnight trip (similar to last year).

Julie suggested that Council might want to consider whether we've held onto the botanical garden by providing a deposit, however we haven't renewed the venue for this year. The cost in the past for the botanical garden venue was \$2,400 for the one day event. Julie recommended Council to book it early or bring it to the school. Julie provided other suggestions, such as Dunlace or Windfields. However, there are no issues if they choose to host the event at the school.

[SIDE NOTE: Julie spoke to the Treasurers and explained that \$388 dollars was collected for the haunted house.]

ACTION ITEM #7: Naadia will send out a survey in the new year to see who will volunteer for the grade 5 graduation.

9. Other business

- a. There was no additional business.

MOTION: Jonathan motioned to adjourn the meeting at 8:22 PM; Naadia seconded.

Next Meetings are tentatively scheduled:

- January 26, 2023
- April 20, 2023
- May 25, 2023