



HA Halbert Jr PS

School Advisory (Parent) Council

25 Halbert Place, Toronto, ON M1M 0E1

416-396-6300

Meeting Minutes

Monday, November 18, 2019

Present: Karlo Cabrera, Lorna (Penny) Chung, Carmen Guerrero, Nazia Ibrahim, Shawna Mitchell, Jessica Smith, Dennis Smith, Michelle Tassie, Emma Tunney, Hanna Tunney

Regrets: Jesse Bergeron, Hugh Keane, Joanne McMichael, Nimanyu Singh

Meeting commenced shortly after 5:30 pm

A. Welcome

- Penny welcomed council members to second meeting

B. Acknowledgement of Traditional Territories

- Read by Karlo

C. Review of October 9, 2019 minutes

- Minor corrections to be made

ACTION: Nazia (in Secretary's absence) will make changes noted at meeting and send to Penny

D. Principal update on teacher job action and playground improvement

- **Job Action:**

- o Karlo provided an update about the three bargaining units up for new contracts (CUPE, ETFO and OSSTF); CUPE has ratified an agreement; ETFO and OSSTF have yet to reach an agreement and a possible work-to-rule may occur as of Tuesday, November 26th; school will remain open during a work-to-rule
- o Any work-to-rule that occurs should not affect holiday concerts, or trips with students

- **Playground:**

- o Karlo provided update on amended plan for playground and storage bunker so that area will not need to be dug up twice to fulfil original plan (handout provided)
- o TDSB was advised that the school cannot raise amount originally proposed

- Proposal recently submitted to TDSB regarding amended plan – their decision is pending

E. Review of By-laws

- Thank you to Shawna for reviewing and editing
- Council reviewed edits and discussed comments **up to paragraph 6(b)**

ACTION:

- ***At next meeting, continue to update By-Laws where last ended [6(b)]***
- ***Shawna will review regulations to see what, if any there is a minimum amount required for council***
- ***Karlo will follow up with Michelle Munroe regarding:***
 - ***Whether subgroups can be added (paragraph 3)***
 - ***What basic requirements, if any, are required of those seeking to be the Chair, or Treasurer***

F. Review of Action Items for 2019/2020

a. Annual Financials of SAC

- Michelle reported that only the playground enhancement is in the TDSB financials document
- Michelle provided update on current financials and outstanding funds from community night in September (handout provided)

ACTION: *Some funds are yet to be put into account other funds yet to be cashed out – Michelle will update accordingly*

b. Move-A-Thon – October 31, 2019

- Michelle provided update to group on amount raised through envelopes (\$ 3,000)
- Karlo advised that tickets are ready for students
- Karlo advised that donations that require charitable tax receipts must be completed before the Holiday break in December

ACTION:

- ***Karlo asked that Carmen, Michelle, Hanna and Emma attend school to complete excel spreadsheet for brown envelopes and tax receipts***
- ***This coming week, students will be given tickets for prizes***

c. Corporate Donor Letter

- Karlo reported that Business Services has approved the corporate donor letter and it is ready to be shared

ACTION: *Karlo requested that we provide the name of any business to him before we approach them for donations with the letter*

d. Winter Concerts – Open/Planning and Assignment-

- Still scheduled for December 11 (Grades 4/5-6) and December 12 (Grades JK-3/4)

- Karlo reported that the start time for the kindergarten students is still not confirmed due to logistics – the times will be determined soon; security has been requested from the TDSB; security will only attend if there is no job action from the unions
 - Thank you to Jessica who has donated treats for holiday treat bags that will be sold for \$3-\$4 and to Emma and Hanna who have done the tags
 - Discussed that motif should be generic respecting celebrations of the holiday/winter season
 - Discussed not doing raffle this year as it was not well received last year
- ACTION: Penny will connect with Jesse about logistics of bake sale and connect with Karlo so he can update teachers***

e. Fundraising Opportunities

- One letter already went to Walmart – as it is their year-end, waiting until January 2020 to hear about donation
- ACTION: Michelle will send out letter to council members***

f. Pizza Lunch updates:

- Carmen and Hanna confirmed dates as noted in minutes from last meeting
 - Big Brothers now offering same price but need to ensure pizza is the same size
 - Michelle advised that she spoke to owner about pizza lunches and playground
 - January pizza lunch should be with Big Brothers instead of Pizza Pizza
 - Last pizza lunch brought in \$700 (after expenses)
 - Families will now have the option to pay online
 - January pizza lunch should be with Big Brothers
 - Hanna advised that the school has Pizza Pizza points
- ACTION: Emma will continue to work with Pizza Pizza to ensure that points are not lost – perhaps they can be redeemed for another upcoming event***

g. Additional suggestions of events/activities

- TBD at next meeting

G. Completion of School Generated Funds Plan 2019/2020

- Karlo clarified that the school is not in debt as discussed last meeting; rather the TDSB was late in providing the funds
- Funds have now been received in the amount of \$50,433 – Karlo went through the various allotments (handout provided)

H. Completion of School Statement of Needs

- It was discussed that this document needs to be started
- ***ACTION: Michelle will start the document and pass along to parent members in similar fashion to by-law editing***

I. School Improvement Planning – Literacy

- Karlo shared 'Achievement Goal' regarding literacy with group
- Shawna and Nazia suggested that reference to "boys" be removed for an inclusive goal
- Karlo advised that this was specifically put in as the data shows a large gap in literacy for boys overall; the gap is wider for younger readers and does seem to decrease in higher grades
- Carmen asked if teachers have enough resources – Karlo advised that teachers have asked for more texts in the classrooms that are at different levels to engage students further (Nelson texts, magazines at specific levels)

ACTION: Karlo will provide an executive summary to the group when he is able

J. Other Business

a) Sub-groups for events

- Item discussed within review of By-Laws
- Determination of feasibility pending

ACTION: Karlo will find out if sub-groups are feasible (see comments in item 'E' above)

b) Central shared storage for SAC documents (i.e. Drop Box, Google Docs)

- Shawna advised that Drop Box is easily accessible by any email address, whereas Google Drive requires a Gmail address
- Discussed on-boarding of new SAC members and how to better support them/acquaint them with council and its purpose/work done in the past
- Michelle reminded council members that green binder in office holds all financials, agendas and minutes from prior meetings

ACTION: Karlo will see if there is a Drop Box already in place through the TDSB; Michelle will share a document with the group detailing roles and expectations, etc. from the TDSB/PIAC

c) Chair and Minute - Taker schedule and requirements

- Nazia suggested that call-out for items should be done by a certain date before upcoming meetings and that minutes from meetings should be sent out within a certain timeframe (suggested week after the meeting)

ACTION: Penny will reach out to secretary to discuss role and requirements of secretary

Meeting adjourned at 7:45 pm

NEXT MEETING: January 13, 2020 at 5:30 pm