

# Lord Roberts School Parent Council Meeting Minutes

**Date:** November 3, 2025

**Time:** 6:00 p.m. onwards

**Location:** Lord Roberts Public School

**Recorded by:** Anamica Mithila, Secretary

## Introduction

### Attendees:

Nadia Mohammed, Anu Jeyanthan, Sujitha Pavananthan, Komathy, Kia Baptiste, Dawn Wickham, Dolores Turley, Christopher Jacob, Ena Vaughan, Cherish Basmayor, Judith Kramer, Juliana Jennings, Crystal Capalbo, Anamica Mithila, Ricardo Francis, Ms. Robinson, Thanuja Sankar.

**Not in attendance:** Council Member Khadijah Alrais

## 1. Meeting Opening

The meeting commenced with the election of Council positions.

- **Chair:** Nadia Mohammed
- **Secretary:** Anamica Mithila
- **Treasurer:** Sujitha Pavananthan
- **Community Rep:** Thanuja Sankar

## 2. Future Council Meeting Dates (Tentative)

- November 19, 2025

- January 20, 2026
- February 10, 2026
- *No meeting in March (Eid Holidays & March Break)*
- April 21, 2026
- May 20, 2026 – Election procedures begin
- June 16, 2026

**Note:** Treasurer documentation, including all expense records, must be finalized and submitted to the school by May.

### 3. Upcoming Elections

The new Parent Council Committee will be nominated by September 2026.  
Elections must be held with a 14-day prior notice in accordance with TDSB policy.

### 4. Principal's Updates (Ms. Capalbo)

- Presented the TDSB Multi-Year Strategic Plan.
- Discussed budget allocation and three-year forecast.
- Total School Budget: CAD \$52,182 for 341 students.
- \$5,000 deducted due to student dropouts.

#### Key Budget Focus Areas:

- **Library Refurbishment:** Creating a “Learn, Communicate, Belong, Thrive, and Achieve” environment (currently delayed – requires parental advocacy).
- **Library Usage Discussion:** The library has been divided into three sections. Refurbishment work is progressing slowly and requires parents’ voices to draw the authorities’ attention to expedite completion.

- **Technology & Robotics Kits:** Promoting coding and digital literacy.
- **Decodable Text Resources:** Supporting literacy for new students.

**Additional Notes:**

- \$8,000 budgeted for robotics and tech support.
- \$500 reserved for families requiring financial assistance for outdoor activities.
- No music program improvements planned this year.
- A **Visual Art Program** has been added with materials funded under the annual budget.
- **ESL Teacher:** Ms. Voughan.
- **New Teacher Representative:** Ms. Vaughan.
- No pending vendor payments; all accounts settled.

## **5. Community Feedback and Engagement**

- Parents suggested establishing **continuous feedback** (weekly or monthly).
- **Decision:** Create a Google Form to collect feedback from parents.
- **Goal:** Strengthen connection between school, community, and fundraising initiatives by clarifying fundraising purposes.

## **6. Fundraising and Grants**

**Fundraising Guidelines:**

- Funds must be spent within **two years**.
- Activities must use **TDSB-approved vendors**.
- Any unspent amount under \$100 must be returned to the fundraising account.

**Innovation / School Council Innovation Grant (SCIG): [entrepreneurial innovation grant](#)**

Although previously mentioned as an “entrepreneurial innovation grant,” the publicly listed program is the School Council Innovation Grant (SCIG).

This grant focuses on parent/caregiver and school-council initiatives rather than purely student entrepreneurial ventures, but it remains innovation-oriented.

**Key Details:**

- Each School Council may submit one request per year for up to CAD \$1,500.
- Supports projects and activities that engage parents/caregivers and build their capacity within the school community.
- The final submission period is November to December 12.

**Environmental Legacy Fund (ELF): [Environmental Legacy Fund \(ELF\)](#)**

Type: TDSB Internal Grant

Who Applies: School staff and/or School Council

Typical Funding: CAD \$500–\$3,000

Focus: Supports schoolyard greening and sustainability projects that enhance environmental learning and community engagement.

**Other Grants:**

Additional TDSB grants are available for school-community initiatives.

**Approved Fundraising Activities:**

- Pizza lunches and movie nights to be handled by the Parent Council (sugar-limit days permitted).
- Scholastic Book Fair – school receives rebate, not direct cash.

- Encourage entrepreneurial fundraising ventures for students.

## **7. School Vision and Improvement Goals**

Vision: “**Belonging** in a Diverse Community.”

Focus Areas:

- Building inclusive environments.
- Strengthening Math and Literacy achievement.
- Aligning initiatives with the Belonging Vision.
- Preparing students for middle school readiness.

## **8. Committees and Participation**

Council encourages parent involvement in:

- Community Participation Committee
- Caring & Safe Schools Committee
- Staffing Committee
- School Improvement Committee

Schools should introduce committee members and outline their responsibilities.

## **9. Parent Council Recommendations**

- Consider hosting virtual meetings for accessibility.
- Prepare a list of repairs and maintenance issues.

- Create a petition form to raise concerns with City Council for school facility improvements.

## **10. Meeting Adjournment**

The meeting extended beyond 7:30 p.m., and several Council agenda items were not addressed.

These will be carried forward to the next meeting on November 19, 2025.

The meeting concluded with appreciation for all attendees and their contributions.

Next Meeting: November 19, 2025