



2015-2016 Wilkinson School Community Council December 7, 2015

Meeting Minutes - Approved

The 2015-2016 Chair, Erin Vaillancourt called the meeting to order at 6:30 pm.

Agenda

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| 1. Approval of December Agenda | 5. Committee Updates <ul style="list-style-type: none">- Communications- Arts- Movie Night- Sweetheart Bake Sale- Direct Donation- Pro Grant- Derby Fundraiser | 7. New Business <ul style="list-style-type: none">- Lunch Program- Syrian Refugee Crisis- Other New Business |
| 2. Approval of November Minutes | | 8. Community Communication <ul style="list-style-type: none">- Items From Meeting- Special Events or News From Teachers |
| 3. Principal's Update | 6. Dandy Lion Daycare | 9. Adjournment of Meeting |
| 4. Chair's Update <ul style="list-style-type: none">- Holiday Food Drive- Wil Kitchen Dec 14th- School Statement of Needs | | |
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Attendance

Present:

Allan Kelly (Principal)
Yasmin Buhariwala (VP)
Erin Vaillancourt (Chair)
Dan Dumitrescu (Vice Chair)
Shanna Breslin (Secretary)
Angelina Diassiti
Carmen Doyle
Jill Spellman
Julia Warrender
Lilian Ling
Michela Pasquali
Raihana Ingar
Rob Jefferson

Joanna Sadoff
Jo Sharma
Steve Russell
Susan Jim
Batya Levy
Sadra Sultana
Brenda Ohngemach
Melinda Anderson
Julie King
Pauline Dekker
Aisha Bhayat
Stacey Kinley

Regrets:

Christina Dumitrescu
Sharon Hennessey
(Treasurer)
Manpreet Chana (Dandy Lion)
Anna McDonald
April Moon
Katherine Underwood
Kris Kearns
Natalie Kauffman
Paula Kahn
Yashmeen Nakhude
Sultana Yeasmin Uddin



1. Approval of December Agenda

- Angelina and Julia approved.

2. Approval of November Minutes

- Julia and Shanna approved.

3. Principal's Update – Allan Kelly

- Facilities: north half of the roof is being replaced in late January (depending on weather). The south half doesn't need replacement yet. The project is expected to last 1-2 months.
 - Be advised that there will be a lot of equipment and noise etc. Someone will be on-site daily testing air quality and all big machines will be used before or after school hours. updates will be sent out before and during the construction.
- Wed, Dec 16 will be the first meeting of the Safe Schools Committee. Results will be reported in next Council meeting.
- Ms. Levy will be presenting an IT proposal from the staff technology committee later on in the meeting. Mr. Kelly fully supports the proposal.
- Starting in January, the lunch time milk program will be free of charge until the end of the school year. It will be paid for using surplus snack money.
 - The two lunchroom supervisors currently devoted to administering the program will now be free to supervise the kids instead > we will be utilizing an additional lunchroom to reduce over-crowding.
 - Need to figure out what level of interest there is for this new program among people not currently enrolled as we cannot support the entire school population > Carmen and Erin will help with this.
 - Reminder that the program is only available to students who eat lunch at school.
 - The program will remain the same (in terms of what is being offered), but the logistics will have to be revised.
- Washroom Policy: we currently only have washrooms in the basement and have been noticing that kids are spending an extremely long time during washroom visits or have been going many times per day. The distance to the washrooms has always been an issue for the kids on the third floor.



- Adding a new washroom is not feasible, but perhaps we can use one of the staff washrooms on the third floor for the kids > to be discussed by the Safe Schools Committee.
- Lunch/After School Paid Extra Curricular Programs: a survey needs to go out to community to determine the level of interest > Shanna will do this.
 - In the past, there have been numerous issues with program conflicts and supervision. We will need parent volunteers to supervise as this can't be left solely to third party program staff.
- New Teacher: Christine Dorcin is a bilingual special education resource teacher who will be working with students both in and out of the classrooms.

4. Chair's Update: Executive Elections - Erin Vaillancourt

Holiday Food Drive

- Reminder that Room 18 (Ms. Stelmanis) is running a food drive in support of the Daily Bread Food Bank.
- The collections bin will be in front of Room 3 from Monday, December 14 - Thursday, December 17, 2015 (non-perishable food items - no glass, please).

Wil Kitchen

- A free event where participants make and decorate truffles, samosas and sugar cookies.
- We are trying to get a parent who is a professional baker in to help with decoration.
- Items are taken home that night > program leads: Ruby Lederman and Raihanna Ingar.
 - *Rob: we need to pick a lead for all programs so that questions can be forwarded to them. Please notify the Communications Committee of program leads.*

Statement of Needs

- This document is used to give the superintendant information in the event that there is a change in principal. The document was redone last year and was sent to all Council members for review prior to this meeting.
- Is there a channel for parent feedback? Emails to Council are welcome with suggestions.
- Are there any changes? Yasmin will update the details.



5. Committee Reports

Committee members provided an update of upcoming initiatives.

Communication – Rob Jefferson

- Workflow: a template is being created for all communications requests (it is an online form) > used for anything that needs to be sent out the community.
 - The link to this form can be found [here](#)
 - Reminder that Erin and Allan/Yasmin must approve all communications.
- Hoping to launch the new website in January, which may not have 100% functionality at the time of launch > wilkinsonps.org - people can check out our progress
- Julia has been coordinating the Mail Chimp email distribution account. Suggestion to switch to a weekly rundown email in the hopes of retaining subscribers by avoiding information overload (too many emails).
 - Unless there is something urgent to go out, things will wait until the weekly email.
 - Once the website is live, we will be pointing people to the website instead of sending attachments in emails.
- Michela has created a template for people to use when proposing a project or event > it will be added to the website as a form.
- Rob thanks everyone on the committee for their participation and commitment.
- Reminder: Always send all communications to the council email address [council@wilkinsonps.org] and they will be distributed to the appropriate team member. Rob manages that email account.
 - As mentioned previously, the Communications Committee needs to know who is heading each initiative so that we can reroute any questions/concerns to the appropriate person.

Arts Committee – Erin Vaillancourt On Behalf Of April Moon

- Committee has booked 4 of this year's 5 performances. Reviews from the first performance (on Dec 4) will be coming out soon.
- The entire budget (\$3500) has/will be spent this year



Movie Night - Erin Vaillancourt

- Currently only one person is managing this program and he needs support so that it can be more successful. We have added 3 council members to the committee who will be trained to help with the event > Erin is sending a plan/proposal to Allan.

Sweetheart Bake Sale - Erin Vaillancourt

- Raihanna is going to get a shopping list put together and will give us details to communicate to the community in the new year.

Direct Donation - Erin Vaillancourt

- This year's letter has been created. Had planned to launch before Christmas but it is now too late so we are thinking of launching in January. Charitable donation cut-off for this tax year was this week.
- Suggestion to hold on to it until later as donations are going to be collected for the Derby in Jan/Feb. Concern that we will be asking too much at once.
- Allan feels it can be set out at any time, regardless of other events and fundraising initiatives - will send out at the end of January. As well, the letter is informational and outlines all of the council initiatives > might be nice for people to see.
- The letter and information will reside on the website permanently once it's live. Online donation will not be functional when the website launches in the new year.
- A Paypal account will have to be created for all of our financial initiatives. Could we create this now and have a Pay Now button up for the time of launch? Direct donations go through the Board so Allan will find out if/how this can be done.

Pro Grant - Erin Vaillancourt

- Will be a workshop around helping parents teach money lessons at home. Dates have been worked out and this will be communicated when details are finalized.

Derby Fundraiser - Rob Jefferson

- Two dates have been submitted: Feb 19 and March 4 > based on discussion, Feb date appears to work better. Rob will need 4 volunteers to help with sign-up and form distribution (take money and give out forms) > Lillian, Julia, Angelina, Stacey Kinley.
- Allan will ensure that the gym is made available.



6. Dandylion Daycare

- No representative was present.

7. New Business

Lunch Program - Erin Vaillancourt

- We have a parent who would like to bring in a paid hot lunch program. This program needs to be parent-run; it cannot be lead by school staff.
- Things that need to be done before the program can launch: logistics determined, sign-ups/interest determined (program needs about 50 students to run), money collected, parent contact named for questions/concerns.
- Is there a volunteer to help this parent will all of the research and set up? Carmen can volunteer next year.

Syrian Refugee Crisis, School Support - Erin Vaillancourt, Steve Russell

- Steve is with a group of Wilkinson parents and teachers (The Group) who are interested in sponsoring a refugee family.
- Would like to launch it through the school - inspired by Dewson Public School which started the 1000 Schools Initiative
 - The TDSB has since introduced new rules to manage the process, including requiring a Sponsorship Agreement Holder (SAH) to be utilized. SAHs are often religious/cultural organizations which handle all of the money and usually have their own defined process/rules.
- The Group would like to get the word out and get organized. They will then need to get a large group committed and fundraise at least \$30,000 > this fundraising is completely separate from all Council fundraising activities.
- If this becomes a Wilkinson initiative, Allan and The Group feel that it would benefit the students tremendously.
- Question: Sponsorship is a huge undertaking and we already know of many families in the community doing this. Is there not a way that the school can support these families instead of starting with a new family? This will be determined once The Group has contacted the school community about interest.
- The Group will operate as a self-contained entity, but the Council will help with the communication (at least initially). Steve will send the Council the information that the group would like to send out.



Pizza Lunch - Carmen Doyle

- Carmen and Michela coordinate the pizza lunch. As they are new to chairing the program, they've been talking to other schools to find out how it's run in other places.
- They would like to begin using an online sign-up tool and have been comparing two programs that were created by parents in BC. Carmen will be showing a demo at the January meeting so we can all vote on which one to use. One is free and the other is \$90 for the rest of the school year.
- The software can link to our website (has to be separate as data is being stored) and can be used for other program sign-ups as well.
- For parents with no computers, paper forms would always be available.
- Links will be sent to communications team for testing etc and then will be sent out to whole Council.

Technology - Batya Levy

- The staff Technology Committee is submitting a proposal for funding
- Priority 1: there are not enough computers in the classrooms for Grades 4-6. Currently there are 20 Chromebooks for 200 and something students > would like to purchase 40 more Chromebooks (recommended by Mr. Krentz) and a computer cart to house and secure the computers. Total cost \$13,000.
- Priority 2: new projection systems. Primary teachers are currently using iPads and would like to be able to project them to a larger screen for things like demos, videos and books as it is very hard for people to gather around a small monitor. Would like this available for each class (school-wide) - currently we have 7 projection systems to share and would like to add 13. Total cost \$19,000.
- Priority 3: access to iPads for junior teachers (primary teachers use them for assessment and documentation needs). Would like to purchase 13 iPads for junior teachers. Total cost \$4,000
- Total for all 3 initiatives is \$37,000. Each year, each school gets \$5000 from the Board for IT needs > this will be added to Council funds. Currently, we do not have enough money for all three initiatives, but the Council with work with the Tech Committee to determine the best way to proceed. A discussion and vote will happen in the New Year once our financials are determined.
- Rob suggests that we take this to an electronic vote. He will put this together if the proposal is sent to him in PDF format.



8. Community Communication Plan

Items From The Meeting

- Time did not permit this discussion at this meeting.

Special Events Or News From Teachers

- Time did not permit this discussion at this meeting.

9. Council meeting adjourned at 8:12pm.

**The Next Scheduled Council Meeting Will Be Held On
Monday, January 11, 2016 At 6:30pm In Room 3.**