2016-2017 Wilkinson School Community Council
November 21, 2016

Meeting Minutes - Approved

The 2016-2017 Chair, Angelina Diassiti called the meeting to order at 6:33 pm.

Agenda

1. Approval of November Agenda
2. Approval of October Minutes
3. Principal's Update

4. Committee Updates
   - Meeting Dates
   - Communications
   - Legacy Planning
   - Call For Members

5. New Business
   - Funding Proposal
   - Babysitting
   - Parent Class Reps
   - Class Contact Lists

6. Adjournment of Council Meeting

Attendance

Present:

Yasmin Buhariwala (VP)
Angelina Diassiti (Chair)
Dan Dumistrescu (Vice Chair)
Shanna Breslin (Secretary)
Rob Jefferson
Safran Lafeer

Lilian Ling
Brenda Ohngemach
Erin Vaillancourt
Julia Warrender
Josie Hughes (guest)

Regrets:

Allan Kelly (Principal)
Carmen Doyle (Treasurer)
Sharon Hennessey
Kris Kearns
Paula Kahn
April Moon
Manpreet Chana (Dandylion)

Absent:

Michela Pasquali
Raihana Ingar

1. Approval of November Agenda
- Shanna and Julia approved.

2. Approval of October Minutes
- Erin and Angelina approved.

3. Principal's Update – Yasmin Buhariwala
- Technology: the new projection system TVs have been installed in 15 classrooms so far and are being connected by IT.
    - All of the computers in the classrooms will be connected to the TVs so that students and teachers can give presentations.
- Safe Schools: the meeting has been moved to November 29th so there is no update.
- Music: the Winter Concert will be on December 15th, details to follow.
- Staffing: Sue Buchan, our part-time secretary, has moved to Earl Gray full time to fill in for someone who is currently on leave.
    - We have a temporary secretary in now and are looking to fill her position with someone permanent.
    - Sue may come back if the person she is filling in for comes back to their position.

4. Committee Reports
Committee members provided an update of upcoming and ongoing initiatives.

2016/2017 Meeting Dates - Angelina Diassiti
- Meetings have been scheduled on the first Monday of each month, except for February.
- Suggested meeting dates for the year:
  January 16
  February 13
  April 3
  May 1
  June 5
- *Meeting dates are approved by Council.*
- Comment: a lot happens around Feb/March so we might want to add a March meeting > if the Feb meeting gets cancelled due to weather or we find that we need to add in a meeting, we will meet on March 6.
- *All are agreed that we'll make this decision at the February meeting.*

Communications: Shanna Breslin

- We want to run through the process for getting emails out so that everyone understands what needs to be considered when promoting events and programs.
- If you're involved in an event/program, please send us as much information as you can as soon as possible. **council@wilkinsonps.org**
- General Notes:
    - All emails (even if we're given the text and don't need to compose copy) need to be formatted in MailChimp and sent to the Council Chair for approval. The Principal and/or Vice Principal need time to look over the email as well.
    - New events also require the creation of email and website graphics.
    - Next emails are scheduled > to improve our readership, we try not to send more than one a day and try not to send them every day.
    - For all of this to work smoothly, we need to receive information a number of days in advance.
- A Note About Events:
    - Typically for events, we're given information and left to turn it into copy.
    - We'll compose an email and send a draft to the event team lead for approval > to make sure that all of the information is correct and that nothing needs to be added or removed.
    - The team lead can then pass the draft to the rest of their team for input > please only have one person get back to us with all of your changes.
    - Once approved by the team, the email goes through the process outlined above.
    - ***Please allow at least 1 week for this whole process, i.e. please get in touch with us at least 1 week (preferably more) before your first email needs to go out.***
- Ideally, for a *smaller event* like Movie Night or learning Garden Cleanup, *the minimum amount of notice we should be giving the school community is 2 weeks.* That allows us to send out one stand-alone email and one reminder. *This means that we need to get all of your information and begin creating your email 3 weeks before the event date.*
- For larger events like Fall Fest, the Derby and Fun Fair, we should be giving the community much more than 2 weeks notice in order to get a good turnout and community/volunteer participation .

Legacy Planning - Angelina, Julia, Shanna

- We want to make sure that as people come and go from Council, all of the knowledge we've collected over the years gets passed to the next group so that our events and activities can continue to run smoothly with new people leading them.
- *We're creating a legacy planning template to capture this information which will be sent out to both event and committee leads.*
- Event Information: details around what goes into planning and running the event, what needs to be done before and after (set-up/clean-up, where things belong), which vendors are typically used, quantity and age of volunteers needed, where the budget comes from (e.g. the learning garden cleanup is paid for by the school), any helpful tips or details etc.
- Committee Information: roles and responsibilities (e.g. pizza lunch and Derby registration, sending weekly emails), what's involved in each project (e.g. where to find the PRO Grant application, what time of year things are done), preferred vendors, budget information etc.
- Please send completed documents to **council@wilkinsonps.org** to be kept in the Council's GoogleDrive.
- We don't want to create a large amount of work for anyone, but the more information we can collect, the easier our transitions will be.

Call for New Members: Where Do We Need Help? - Angelina Diassiti

- We would like to send out another call for membership to the school community > where do we need more help?
- In order to do this, we need to update our committee descriptions so that people know what they're getting into when they sign-up > descriptions will go on our website.
- We would also like to make sure that we have a current list of committee members so that we know who to contact when needed.
- *Committee descriptions and member lists will be circulated to Council for edits.*
- While compiling committee descriptions, we noticed that the Fundraising Committee currently has no members.
- Based on council legislation, we need to have this committee. It should include the treasurer to ensure that funds are used appropriately and accounted for.

- In the past, the committee's function has been over-aching > it's helped to manage events (remind people of the often forgotten details), schedule events for the year and manage inventory so that we know what we have and where it is.
- It has also created conflict > maybe this can be a committee that comes up with new ideas instead?
- General feeling that we do not need this committee > specifics can be captured in our legacy planning templates and the Council as a whole can fill the role.
- *Angelina will speak to April about recording and tracking inventory.*

Where do we need help?
- Derby: Julia has volunteered to help with event administration.
  - Rob has a lot of volunteers > no additional help needed at this point.
- Movie Night: Martin will be stepping down after this year, more volunteers are needed on the night of.
  - Brenda is joining the committee.
  - Martin will ask for volunteers at the next Movie Night.
- Pizza Lunch: needs a new co-chair.
  - *Josie will speak to Michela about helping out. Michela will let Shanna know where more help is needed.*
- Education: committee now has one member who is new and not on Council.
  - Committee needs new members > *Erin to provide an updated description for circulation.*

5. New Business

Funding Proposal - Car Cutout Night: Julia Warrender and Rob Jefferson
- As part of the Wood Car Derby, we'd like to host a car cut-out night at the Toronto Tool Libarary (www.torontotoollibrary.com).
- The goal is to make the Derby more inclusive by giving families who don't have access to power tools a chance to participate.
- The company provides staff members (who have experience working with children) to instruct and oversee equipment use > we would also require that each child has one-on-one adult supervision.
- Event would be Pay-What-You-Can with a suggested donation amount so that everyone can participate.

- The cost for the space is $265 (+HST) for two hours. Based on the level of interest, we may wish to extend that to three hours.
- We can accommodate 12 families at a time for a total of 25-30 over the 2-hour window > will have to do a sign-up.
- Will there be a limit to what can be done at the workshop? It includes only cut-out and we will likely provide a few basic templates for people to choose from and work on.
- Event would be held in the evening > could we do a PA day? Maybe in January? That excludes the parents who have to work.
- Tentatively, we'd like to request the pre-approval of funds up to $500 with the understanding that any donations received will be attributed back towards the cost.
- If this is successful, we'd like it to be an annual event as part of the Derby.
- If there are a lot of people that sign up, could we offer a second night?
  - Motion to approve $500 for first night and the addition of a second night (for another $500) if there is enough interest. *Carried.*
- Do we have any volunteers to sell Derby cars? *Erin, Lilian, Shanna*
- *Angelina and Erin to look into getting sports tickets (for prizes) donated to reduce the cost of the Derby.*

Babysitting: Angelina Diassiti
- This will be discussed next month > cost and booking policy.
- Concern that costs are too high > could we get the babysitters to work as part of their volunteer hours? Can we reduce hourly rate?

Parent Classroom Reps and Class Contact Lists: Angelina Diassiti
- Many other schools have this > is it something that would be useful?
- Role: use as Council outreach to talk to parents in smaller groups in order to get more involvement and build more community spirit.
- Reps would also coordinate an opt-in class contact list so that parents can get in touch with each other for things like birthdays and plans.
- There is a privacy issue with giving a parent the class contact list > there are TDSB regulations around this and around what parents can be contacted for.
- Could we start with simply getting class lists and letting parents talk amongst themselves? TDSB has very strict rules around this and it is not possible at this time.
- *Angelina to get a template for an opt-in class contact list from another school that we can use to investigate privacy rules.*
- Instead of parent reps, what are other methods for community building? How can we bring our school community together as a whole?

- Could we do an event in September for new parents to meet us and each other?
- How about a monthly event that changes each month to involve more people (cricket night, monte carlo night, bingo night) > we need more day time events in order to be inclusive, but permits are more expensive on weekends.
- We will send a message to the community asking for new ideas > what kinds of events would you like to see at the school? *Shanna, Julia and Angelina to create.*

Reaching Out To New Parents
- Although we were at Kindergarten Night signing people up for our emails, we did not reach a lot of the new parents > new people don't know about our emails and website.
- We will send out a backpack stuffer with our Direct Donation letter in September and again between January and March letting parents outlining this information.

6. Council meeting adjourned at 7:55pm.

The next meeting of the 2016-2017 Council will be held on Monday, January 16th, 2017 at 6:30pm in Room 3.