



2015-2016 Wilkinson School Community Council January 11, 2016

Meeting Minutes - Approved

The 2015-2016 April Moon called the meeting to order at 6:05pm.

Agenda

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| <ol style="list-style-type: none">1. Approval of January Agenda2. Approval of December Minutes3. Principal's Update4. Chair's Update | <ol style="list-style-type: none">5. Committee Updates<ul style="list-style-type: none">- Financial Update- Derby Fundraiser- Communications and Billing Presentation | <ol style="list-style-type: none">6. Dandylion Daycare7. New Business<ul style="list-style-type: none">- Approval for Tech Funding8. Adjournment of Meeting |
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Attendance

Present:

Yasmin Buhariwala (VP)
Sharon Hennessey (Treasurer)
Shanna Breslin (Secretary)
Angelina Diassiti
Anna McDonald
April Moon
Carmen Doyle
Julia Warrender
Kathryn Underwood
Kris Kearns
Lilian Ling

Regrets:

Allan Kelly (Principal)
Christina Dumitrescu
Dan Dumistrescu (Vice Chair)
Erin Vaillancourt (Chair)
Jill Spellman
Raihana Ingar
Rob Jefferson

Not Present:

Paula Kahn
Natalie Kauffman
Yashmeen Nakhude
Michela Pasquali
Sultana Yeasmin Uddin
Manpreet Chana (Dandylion)

1. Approval of January Agenda

- Added: Anna to speak about PRO Grant and April to speak about Arts and Funfair
- Shanna and Lilian approved.



2. Approval of December Minutes

- Sharon and Angelina approved.

3. Principal's Update –Yasmin Buhariwala

- The Parent Involvement Advisory Committee (PIAC) is holding a School Council Appreciation and Information Evening on Feb 25. Two parents per school are invited to attend. The flyer will be sent to Council members to see who would like to attend.
- Roof repairs began today > should be done within 25 working days, weather permitting.
- There will be an Extended French info night for current Grade 3's on Thursday, January 21 at 6:00pm in Room 3 > mentioned to parents in our weekly email update already.
- Earl Grey Senior Public School is holding an info night for current Grade 6 students (going into Grade 7) on January 21st from 6-7pm.
- Kindergarten registration for 2016-2017 will be held in the mornings on February 8-10.
- The Safety Committee met and had a walkabout on January 7:
 - Roof Replacement: air quality will be tested and hazard assessed regularly to make sure that everything is done as safely as possible.
 - Third Floor Washroom: Committee spoke about allocating staff washroom on third floor to students > no decision has been made yet.
 - Kindergarten Playground: the fences are old and are a safety issue and some wooden beams need replacing. The covered sandbox needs to be either replaced or repaired.
 - Dandy Lion: there were a few items which are being handled by the daycare.
 - Classroom Ceiling: in one of the classrooms plaster is falling off of the ceiling. It will be repaired.
 - Code of Behaviour: discussion around rewriting it and getting it out to students more effectively. Perhaps a uniform set of rules should be posted around the school. Changes are going to be proposed at the next staff meeting for discussion.
 - Question: how does the code of conduct get presented? Universally applying rules for behaviour can be challenging for some kids, often it's best for staff to present the rules in a one-on-one basis > It's being presented at the staff meeting to get the input of all of the staff before making any decisions.

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4. Chair's Update - Erin Vaillancourt

- Erin was absent and there was no update given.

5. Committee Reports

Committee members provided an update of upcoming initiatives.

Financial Update – Sharon

- We are currently on budget.
- The Wil Kitchen budget was mostly used for the event in December - very little is left for a second Wil Kitchen.
- Pizza lunch funds are looking good.
- If all continues as planned, we should have enough money to fund the technology proposal (refer to December minutes for details on what was proposed) over a period of two or three years.
- Purchasing over three years gives us a larger safety net in terms of funds, but it will take longer to get the technology into the school.
- Council agrees to decide on a funding amount and let the Tech Committee determine how to spend it.
- Suggestion to give one lump sum this year. Treasurer does not believe that there is a bylaw for the amount of money that we need to keep in our account as a rainy day fund, but the group agrees that we need to make sure we have at least a \$5,000 buffer. Giving the max amount this year does not give us much wiggle room next year if there are additional unexpected funding requirements.
- Do the Health and Safety Issues mentioned above come out of our budget or out of the school budget? Will come out of the school budget.
- Question: do we have an idea of how often we are replacing these items? And what is our long term goal for these things? We should have a plan going forward for replacement.
 - Based on the technology currently in classrooms, school tech lasts quite a number of years before being replaced.
 - Council has approved adding a technology line item to the budget going forward so that we can budget for technology on a regular basis.



- Concern that if we approve the full tech proposal amount now, the funding requirements may change as of next year. Suggestion to give money for year one and approve the amount for year two pending a spending update. This way we can adjust the amount if needed.
- Motion to give \$20,000 this year towards tech proposal > Approved.
- Motion to allocate the remainder of the \$37,000 for next year's budget. Approval will depend on a spending update next year > Approved.

Derby Fundraiser – April Moon

- Derby is currently scheduled for Feb 19th, but the team lead is unavailable to participate in the planning until after March 18.
- We need 30 days between launch and the event to get ready > do we change the date?
- The 100th birthday celebration is May 14 and the Fun Fair is currently May 28 > moving the event will put it too close to other big events. There are many smaller events in March and April that conflict as well.
- Julia will speak to Rob about how we can work to keep the event on Feb 19th.

Communication/Billing Presentation - Carmen Doyle

- As mentioned at the December meeting, Carmen would like to begin using an online software (Hot Lunches) which was developed for schools to handle the admin and finances of fundraising events and school programs.
- It is a huge amount of work to organize and administrate current programs manually (e.g. money collection and record keeping).
- The software would significantly decrease the work load, decrease admin margin of error and would also allow people to pay on the spot at events like the Fun Fair.
- Carmen would be program administrator for the software for this year and next year.
- Software is free for the rest of this year and \$400 per year going forward.
- Leanne from Hot Lunches gave us a run-through of the program.
- How do the transaction fees work? The fees incurred are for using PayPal. \$0.3 + 2.9% fees per transaction/order. There are ways around it - if you can sell things in packages to parents (so they pay for 10 pizza lunches instead of 1 at a time), that cuts back on transaction fees. The system is set up so that PayPal fees can be embedded in the cost of the program (e.g. part of the cost of the pizza lunch or ticket sale)
- What are the payment options aside from PayPal - cheque or cash. We can manually record payments in the system.



- Many council members would gladly pay the PayPal fees for the convenience, but we need a paper format as well for those without computers or for those who have trouble using the software.
- Question: does the yearly fee cover the configuring of events? Is there a max number of events that we can set up? No maximum. When you register, we are given a url (Wilkinson.hotlunches.net). They will help us figure out the initial set-up.
- Carmen will take on the role of configuring and set-up. If she needs help, Hot Lunches does provide support. There are also a lot of user manuals provided within the software. Once you do the initial set-up, it's quite easy to continue on and events from previous years can be copied and adjusted for current years.
- The system will send out weekly reminders to parents about the programs they have registered for. You can also send out notes (e.g. credit for missing or cancelled items) and the system will target specific users based on your criteria.
- Question: Is there a way we can demo it ourselves so that we can look at it and come up with questions?
- Carmen will sign up for the free trial period (the rest of this year), assuming that we aren't then bound to sign up for next year. She will set up some events in the system and we will do a soft launch for only Council members to try it out before launching to the whole school. We can ask questions etc and hopefully launch before the next pizza lunch, which is in February > Approved.

6. Dandelion Daycare

- No rep present - no update given.

7. New Business

Arts Committee - April Moon

- Fun Fair permits are for Saturday, May 28. This is very close to the 100th anniversary celebration on May 14th > Council does not see an issue with this.
- As mentioned in the last weekly email update, Grade 1-3 students are attending a CORPUS Production of Camping Royale on Thursday, January 14. We hope that the teachers and kids will provide us with reviews and feedback as they did for the last arts program.



PRO Grant - Anna

- The workshop is scheduled for Tues, March 8. It will run about 1.5 hours and approximately 40 people can attend. Anna will speak to April about anything that is needed for the evening.

8. Council meeting adjourned at 8:00pm.

**The Next Scheduled Council Meeting Will Be Held On
Monday, February 1, 2016 at 6:30pm in Room 3.**