



2018-2019 Wilkinson School Community Council

February 11, 2019

Meeting Minutes - Approved

The 2018-2019 Chair, Angelina Diassiti called the meeting to order at 6:30 pm.

Agenda

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| 1. Approval of January Agenda | 4. Committee Updates <ul style="list-style-type: none">- Derby- Pizza Lunch- Expense Policy | 5. New Business <ul style="list-style-type: none">- PIAC Event- Plastic Bottles |
| 2. Approval of November Minutes | | 6. Adjournment of Council Meeting |
| 3. Principal's Update | | |
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Attendance

Present:

Jenny Georgiou (VP)
Angelina Diassiti (Chair)
Stephanie Lamb (Vice Chair)
Ben Elling (Treasurer)
Shanna Breslin (Secretary)
Anthea Moreau (Dandylion)
Sophie Barbier (Staff)
Elizabeth Dhuey
Rob Jefferson

Elizabeth Manafò
Brenda Ohngemach
Michela Pasquali
Jennifer Stiff
Dayna Tekatch
Julia Warrender
Safran Lafeer
Lilian Ling

Regrets:

Allan Kelly (Principal)
April Moon
Lisa Zivontsis
Fernanda Perdikaris

Absent:

1. Approval of February Agenda

- Julia and Michela approved.

2. Approval of January Minutes

- Stephanie and Dayna approved.



3. Principal's Update: Jenny Georgiou

- Lunchroom: The new model was put in place as of Jan 21.
 - We've ironed out some transition issues and continue to deal with any new challenges that arise.
 - All classes have big new bags to transport lunch bags > bigger and have labels.
 - Indoor lunch during bad weather: The Primaries are in the gym and the Juniors are split between the two lunch rooms.
 - New games and balls have been purchased to keep the kids busy.
 - The students still have 30 minutes of eating time.
 - What feedback do parents have? Some Juniors are very hungry by lunch time since they eat later and are taking a bit of time to adjust to the new schedule.
 - The Primaries seem to be happier with the situation > indoor recess is much better.
- The Gregg LeRock concert has been rescheduled to Feb 26th @ 1pm.
- Lice Checks: Our second set of checks took place on January 24th and 25th.
- They went really well and were very smooth.
- The school really likes Lice Squad > very detailed information is provided and they are professional and discreet. They are very fast and do a very thorough job. From a school's point of view, we feel they are worth the money. We had fewer cases this time than in October. Re-checks are tomorrow at 9:30.
 - Update: The re-checks have to be rescheduled due to the weather. Lice check results are posted once re-checks are done at wilkinsonps.org/lice-fund.
- Webinars: School Council webinars are available through the Board.
 - There are three coming up (Feb 28th, March 26th and April 10) > *Jenny will send us the links.*
- Soap: At the last Safe Schools meeting we discussed the possibility of adding soap dispensers to the bathroom walls because the dispensers attached to the round sinks are often difficult for students to use (especially smaller students). Has there been any progress on this? > *Jenny will look into it.*
- Snow Days: An email went out from the TDSB director. In essence, we should check the website in the morning for closure info but it would be very rare for schools to be closed.
 - Busses get cancelled first, both because of dangerous driving conditions and because kids are left waiting outside for periods of time in very cold weather
 - Schools are rarely closed because it can cause undue hardship for families where kids have no place to go with supervision.



- If parents are able to get kids to school safely, schools stay open. The decision is made at a high level (not at the school level) in consultation with other boards. Local weather is a factor as to why some boards close and others do not.
- Snow Clearing: It seems like the sidewalk in front of the school was not cleared for many days after the last big snowfall and it was difficult for people to walk along it. Why don't we have more equipment to help with this? We don't have a snow-blower or other type of machine for this purpose.
 - Could we buy a snow-blower and if we do, do the caretakers need training? The machine would have to be Board-approved and the caretakers would have to be trained on it. 311 seems to think it's the school's responsibility, but at this point we have a single caretaker during the day and a huge amount of land for him to deal with alone and with no motorized equipment.
 - Looking at the City of Toronto snow clearing map, we seem to be in a zone where the sidewalks are not cleared by the city.
 - Can we hire a service? It tends to be very expensive because they accept the liability. It also doesn't guarantee that they will be there when we need them in the morning.
 - *Jenny will ask Facility Services about this to find out how we can get it cleared or get more equipment as this is a safety issue.*
 - We will also consider contacting Paula Fletcher > the more people contacting her, the better.
- Winter Walk Day has been rescheduled for Feb 27th.

4. Committee Reports

Committee members provided an update of upcoming and ongoing initiatives.

Wood Car Derby: Rob Jefferson

- We sold 150 cars for the event, which is awesome. Thank you to all the volunteers who helped to sell them during registration!
- We sent out a link for volunteers to sign up to help on the night of. We need 12-20 people in total and have only about 3 so far > Feb 22 from 5pm to 9pm.
- Are we comfortable having teenagers help out with things other than concessions? As long as they are responsible.
- We were sad to lose our Car Cut-out event, but Mr. Pirso ([Pocket Woodwork](#)) has very generously cut out about 32 cars for us. We'll allow people who have already purchased cars to exchange theirs for the cut cars.



- Rob is going to get started with track repair and maintenance > *Rob to coordinate with Jenny/Allan when that will be.*
- Teachers have often helped with crowd control, which has been really great > *Jenny will see if anyone is available.*

Pizza Lunch: Michela Pasquali

- We had the pizza delivered twice last week to accommodate the split lunches.
- This system had many issues so we're going to go back to a single delivery. We'll keep the warming bags to keep the pizza warm for the second group and will then drive the bags back to the store after.
- Last term, about half of the registrations were done online. This time the majority were online and only about 50-60 were paper registrations.

Bake Sale: Lilian Ling

- We are on track for this week and have the usual amount of volunteers in place.
- We'll send the younger kids before recess and have the older kids come later.
- An announcement will be made on Wednesday morning reminding kids to bring reusable containers.
- There's a shared spreadsheet for entering announcement information > can we access it? *Update: We have been given access through the Council email.*

Expense Policy: All

- **Background:** We decided to remove the specifics of expense reimbursement from the constitution and have a separate policy for this information.
- This will allow us to update the policy as needed without having to update the entire constitution.
- The current policy is as follows (taken from the 2013/2014 and 2015 constitutions):

No member or officer of the Council will be paid for serving on the Council.

Members, officers, volunteers, and staff will be reimbursed for expenses incurred in Council approved projects. Reimbursement occurs only on pre-approved expenditures.

Two members of the Executive may approve expenses under \$150. Expenses over \$150 must be approved by the Council or by a committee of Council undertaking a particular function on behalf of Council.



- **Previous Discussion:** What is the purpose of changing this policy? We'd like it to reflect the way we've actually been functioning over the last number of years and make it more flexible and functional.
- It is generally agreed that items over \$150 should get approval from somewhere outside of the committee itself in order to keep people accountable and encourage people to stay within budget > we would like to remove the end of the last sentence, "or by a committee of Council undertaking a particular function on behalf of Council"
- This also ensures that people will stop and think before making larger purchases > we may already own the item we'd like to purchase or may be able to get it cheaply through a Council member.
- It's also been suggested that in cases of time sensitivity, two members of the Executive may approve expenses over \$150 via email with a request in writing > this is how we've been functioning for a while.
- There should be a parameter for people running events, for example, an overall budget, but why should a change over \$150 require people to come back to the Council? For the Derby, we needed to do track repairs that were well over \$150. And say, for example, we wanted to take money from one part of the budget and purchase something different, like a camera to capture photo finish results. Shouldn't we be able to purchase these things at our own discretion?
- In these cases, approval would just require an email to the Executive to keep people in the loop.
- Last year we added t-shirts to the event, which were not in the budget. If I moved things around to fit them into the budget, I should have that flexibility as the event organizer.
- However, the Derby was over budget last year. For events like that with a number of moving parts, a team lead may not understand the amount available to move from one part of the budget to another until many of the receipts have been submitted and expenses have been tallied.
- Another example: in the past, an event sub-committee lead once purchased a BBQ without speaking to the overall event lead. The event went over budget as a result. For larger events, if sub-committees all spend a bit more at their own discretion, it's easy for the entire event to go way over budget.
- Sometimes when planning an event, we realize that things need to go over budget. How do we accommodate this? We should budget a little higher to make room for unexpected additional items.



- The TDSB makes it clear that this is not our money and we should be spending it responsibly. We should be operating as though we're a non-profit.
- While we don't want to micromanage committees, if we get into a situation where the spending is abused, we need to have something that we can go back to.
- We are accountable and should have specific language on record.
- Perhaps we can adjust this to state that when going above the approved budget, approval is required for new purchases.
- **Revised Wording for Tonight's Discussion:**

For expenses which fall outside of the approved budget, two members of the Executive may approve expenses under \$150. Expenses over \$150 must be approved by the Council using the General Funding Request Form (found on the [forms page](#) of our Website), ~~or by a committee of Council undertaking a particular function on behalf of Council.~~ In time-sensitive cases where items need to be purchased before they can be approved by Council at the next meeting, two members of the Executive may approve expenses over \$150 via email.

In order to update this policy, copies of the proposed amendments should be circulated to the membership at least 10 days before the meeting when voting takes place.

Decisions must be made by a majority vote of 2/3 of those present.

- Should the amount requiring approval be \$150 or a percentage of the budget?
- Two years ago the Derby track got damaged before the event and the repairs were expensive. If the approval amount was a percentage of the event, it would make more sense because then we could do the repairs without needing approval.
- Generally in an emergency situation like that, the purchase will be approved so it's really the act of keeping people accountable by having them check in before making such purchases.
- For larger events like Fun Fair, if we were to use a percentage of the budget then very large purchases could be made with no approval.
- It's very easy to send off a quick email to get things approved. There are four Executive members > two should be able to respond quite quickly.
- The policy is also there to prevent duplication if someone new comes in and goes to purchase things that we already have. It helps people pause and give things a second thought so we aren't purchasing things that aren't needed.



- Do we need to follow a 2/3 vote? That statement was added because it's the policy around updated the constitution so it's used here for consistency. Typically our votes are unanimous or very close and we discuss issues until we're on the same page, but if it comes down to it, we need a rule to fall back on.
- Motion to approve the new Expense Reimbursement Policy. *Motion carried. Update: The new policy has been posted on the [Council page of our website](#).*

5. New Business

PIAC School Council Appreciation Event: Angelina Diassiti

- We have one Council member registered and we have another spot if someone else would like to attend. The last day to register is February 15th.
- Here is the [link to the event](#), which is on February 21.

Plastic Bottles: All

- The school is looking to ban single use plastic bottles from lunches.
- Council events will need to comply with this policy > what ideas do we have?
- There are three filling stations in the school: near the Girls' bathroom in the basement, on the second floor and on the third floor.
- We could use biodegradable cups for certain events and have people use the refill stations with the cups and their own reusable bottles, but for things like Movie Night (sitting on the floor in the dark) or Fall Fest (when we have no access to the school) that is not practical.
- Encouraging kids to bring their own drinks to Pizza Lunch has been working well so far.
- At Movie Night we sell cans and we do sell water bottles, but not many.
- It will likely be a gradual process of educating people and letting them know that we're going without single-use plastic. It will take time for people to remember to bring their own bottles to events > it make sense to begin in the new school year.
- At U of T we do this but instead of water, people now bring in cans of pop and juice and then are drinking healthier things in recyclable containers as a result. We don't want to encourage that.
- It's really about getting people to use reusable bottles.
- Maybe we could sell branded bottles as a fundraiser.
- A quick search of wholesale branded reusable and recyclable plastic bottles: 400 bottles cost about \$1.50 plus a one-time \$65 art fee and shipping.



- Can we add a strip under the logo so that people can write their name with a sharpie?
- The school that Brenda works at gives out metal bottles to new students > *Brenda will look into the wholesaler and pricing.*
- We could sell them pre-filled.
- We could also purchase some of those very large water dispensers (think Gatorade) and refill them for some of our events > this may be labour-intensive to have to keep refilling them.
- We will keep thinking of ideas, but think this is a great idea.

Other: Sophie Barbier

- Has the Food Rescue program started yet?
- Volunteers have been collected and passed on but we haven't started to claim emails yet, which is why volunteers haven't been contacted yet.
- We are aiming for more produce than anything else and so far have seen mostly bread products.
- It should get going fairly soon.

6. Council meeting adjourned at 7:45pm.

**The next meeting of the 2018-2019 Council will be held on
Monday, April 1, 2019 at 6:30pm in the Library.**