



William Burgess Parent Council Meeting Minutes
October 16, 2018

Date:	October 16, 2018
Time:	6:30 pm to 8:30 pm
Location:	William Burgess Library
Present:	See Annex A for list of attendees
Guest(s):	

Agenda Item		Discussion	Action
1.0	Call to Order/ Statements from Co-Chairs	<p>Co-Chair (Michael):</p> <ul style="list-style-type: none"> • At September meeting it was erroneously stated that Julie Trakos was the Co-Chair of the fundraising committee, as she received the second highest number of votes via secret ballot; however, as per the existing Council by-laws there cannot be two chairs for fundraising. As a result, Julie has agreed to lead the Hot Lunch fundraising and will also be an alternate to Shannon Crookston, the Fundraising Chair, as necessary. • Going forward, Council meetings will adjourn at 8:30PM sharp, with a time limit placed on individual items under discussion to achieve this objective • In terms of decorum, those who wish to address the Committee are asked to raise their hand and one of the Co-Chairs will call upon individuals to speak in order of request. Each person will be allocated a maximum of 2-3 minutes to speak • Those who wish to bring an item forward for discussion should contact Co-Chairs in advance of next meeting to determine if proposed items can be added to existing agenda - latter decision will be at discretion of Co-Chairs • Existing agenda items will trump any new items that are brought forward following the agenda's release. During the 	

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		<p>meeting, if time permits new items can be added to the agenda under ‘New Business’. It will be up to the Chairs to determine if newly proposed items should be included under existing agenda or moved forward to a subsequent meeting</p> <p>Co-Chair (Denise):</p> <ul style="list-style-type: none"> • A suggestion box will be implemented, allowing individuals to identify ideas to be placed on future agendas for discussion • In future, the Chairs will endeavor to issue agendas for upcoming meetings in a more timely manner 	
2.0	<p>Reading of Minutes/Committee Reports</p>	<ul style="list-style-type: none"> • Executive members were introduced to the Council • Holiday Hamper volunteers are wanted, with approximately 25 families to benefit from this year’s initiative • The draft minutes will be updated to identify Jennifer Coccimiglio as a voting member <p>Communications (Peter):</p> <ul style="list-style-type: none"> • Major work is being completed on the new website. The old website will be decommissioned but will continue to exist to ‘point’ to the new website <p>Co-Chair (Michael):</p> <ul style="list-style-type: none"> • Existing Council by-laws are the 2010 version and there are many grey areas. For example, the fundraising position, which is currently chaired by Shannon Crookston as a result of the September 18th secret ballot, is not an Executive position as per the existing by-laws. This will be changed once the by-laws are updated 	<ul style="list-style-type: none"> • Matt to finalize draft minutes and post to website

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	<p>Principal (Colleen):</p> <ul style="list-style-type: none"> • The school has officially hired a fifth JK teacher as noted in the previous Council meeting • The school is following through with its well-being plan, which includes the teaching of specific learning skills. The first skill which was focused upon was responsibility. This module will soon be completed and will culminate in an assembly on Friday, October 19th with certain students to be rewarded for their related work. The next learning skill, self regulation, will begin on Monday, October 22nd and will culminate in a related assembly on November 20th. Teachers will co-create success criteria for the self-regulation learning skill and further information will be provided to parents. • In-school plans need to establish goals for: 1. Achievement 2. Well-being and 3. Equity. • Parents can support children in learning these skills by: <ul style="list-style-type: none"> - not doing homework for their children; - reading with them; - making connections between the curriculum and real life situations, for example, counting at the grocery store; - modeling resilience, for example by demonstrating patience; - encouraging a growth mindset, for example, when children say they ‘don’t know how to do something’, a parent could re-affirm that they ‘don’t know how to do it yet’; - modeling a positive outlook; - model responsibility by incorporating regular routines into their children’s lives, for example, letting their children 	

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	<p>enter the school on their own and giving them specific responsibilities at home</p> <ul style="list-style-type: none"> • There will be a stress-coping workshop held on November 20th • WB Girls soccer team won and is going to the Finals. The boys team will play Thursday, October 20th, and will also proceed to the Finals if they win • PALS is off to a successful start, with the implementation of fun and engaging games. Kids can sit on friendship benches, which will be painted in rainbow colours <p><u>Committee Reports – Fundraising</u></p> <p>Shannon:</p> <ul style="list-style-type: none"> • Fresh from the Farm went well. A movie night will be held on November 15th and will be hosted by Dan and Jay, Tanya and Tyler. It was noted that this is the same date as Parent/Teacher night • An upcoming fundraising initiative will involve a box of 33 cards, which can be birthday or all occasion. There are 33 cards in a box, which will cost \$33, with \$11 from each box going to the school. The company providing the cards will also be offering prizes for sales. A distribution plan will be developed for the prizes to ensure equity given some students may be in a position to sell more boxes than others • If people wish to put forward a fundraising event, they will be able to complete an application form. A fundraising page has been added to the WB website to facilitate the identification of potential events and related communications • The fundraising committee will meet the first Tuesday of each 	

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	<p>month. During these meetings, the committee will go over event ideas. The approach will be to get any fundraising events formally approved through the committee. The overarching goal is to encourage inclusive (e.g., non-denominational) and health-oriented activities, for example, those with a focus on exercise or healthy eating</p> <ul style="list-style-type: none"> • Jump Rope for Heart is an upcoming event that is organized through the Heart and Stroke Foundation. For every \$1 raised, the school can accrue points which can be used towards the purchase of new gym equipment <p>Julie:</p> <ul style="list-style-type: none"> • The Hot Lunch Committee was created in 2017. The committee held popcorn sales, which will be coming back as these were successful fundraising vehicles. There is a subsidization component, whereby students that are unable to participate in the program due to financial limitations will still be eligible to participate. This is also done for pizza lunches. It is expected that the program, which raised \$2,500 from January – June 2018, will have more kids this time around (i.e., higher subsidy demand). • Question: Is it well known that lunches are subsidized? Is there an option of putting a ‘tick box’ on the Hot Lunch application form to allow parents to subsidize the program directly? • Spiritwear is closing on October 26th. Proceeds from Spiritwear do not go back to the school; the objective is to instead promote engagement and school pride. Julie will be available for sizing Thursday after school. • Julie visited an event held at LaserQuest and booked a tentative 	<ul style="list-style-type: none"> • Confirm estimated number of kids for Hot Lunch Program to inform fundraising goal.

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		<p>date for the school to participate in a LaserQuest event. There will be a related adult event. These events are available to the school at no charge, but Julie is proposing to charge a small fee with proceeds going towards Council initiatives.</p>	
3.0	Budget	<p>Treasurer (Crystal):</p> <ul style="list-style-type: none"> • The focus on fundraising is important, but funds raised need to be allocated on an ongoing basis as opposed to an annual allocation. • Total funds available for 2018-19 are \$31,000 minus \$200 earmarked for petty cash; however, approximately \$21,000 of this has been allocated to General Yearly Expenditures, including approximately \$12,000 approved last year and set aside for upgrades to the school grounds (Phase II). The school yard upgrades were voted upon by previous council, as such, these amounts have been allocated and need to be honoured. <p>Discussion: General Yearly Expenditures</p> <ol style="list-style-type: none"> 1. <u>Meeting/childcare</u> - Reduced from \$600 to \$280, representing 6 meetings at \$40/meeting for childcare with an additional \$40 contingency added. 2. <u>School Ground Maintenance</u> – Line item name was changed to ‘School Ground Phase 2’ to more accurately reflect related activity. <ul style="list-style-type: none"> • Allocation for line item was changed from \$1,000 to \$12,000 as this was a transpositional error; \$1,000 was intended for ‘Garden Club’ line item. 	

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	<ul style="list-style-type: none"> • Upgrading will include construction of 2 ‘kindy’ tri-hoops – where a ball is thrown into a large overhead bucket with three holes, allowing the ball to come out of one of the holes. TDSB have to install and contract out for the job. TDSB have preferred contractors. Costing to be confirmed during procurement phase. <p>3. <u>Picnic Tables</u> - Original quote was \$3000/table, but the final price was approximately \$900/table. This item was not in initial budget document, but was added to finalized budget following debate.</p> <ul style="list-style-type: none"> • New picnic tables took about a year to install from the point of project inception. Tables were made from reclaimed ash wood and milled by students at Danforth Collegiate. • Other General Yearly Expenditures are as follows: Hot Lunch (\$1,262.94); Graduation (\$1,000); Holiday Hampers (\$2,480); Running Costs, Hospitality, Compassion, Volunteer Support (\$600) <p>MOTION: General Yearly Expenditures approved (put forward by Shannon, seconded by Julie)</p> <ul style="list-style-type: none"> • With the available ~\$10k balance, the Council reached out to the community with the overarching goal of benefitting as many students as possible. <p>Discussion: Requests (discretionary items)</p>	

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	<ul style="list-style-type: none"> • See Annex B for finalized Budget reflecting discussion <ol style="list-style-type: none"> 1. <u>Snack Program</u> – it was agreed that funding for this item would be maintained at the existing amount. MOTION: Snack program added to General Yearly Expenditures (put forward by Julie, seconded by Helen) 2. <u>Hatching Program</u> – the notional allocation was \$1200 based on the \$700 spent last year with an upward adjustment for additional incoming students <ul style="list-style-type: none"> • Shannon noted that certain items, such as the Hatching program could utilize an Easter fundraising event and/or bake sales throughout the year. It was agreed that the Hatching program allocation could be reduced from \$1200 to \$600 for this reason. 3. <u>Mini Gym Upgrade</u> – current gym is sparse and contains dilapidated equipment. JK/SK only have 1 period/week in the large gym, so these upgrades are considered important. The objective is to procure equipment that will enable 5 new activities that promote the development of gross motor skills (e.g., climbing). Nothing has been added to the mini gym in 10 years. <ul style="list-style-type: none"> • Question: can parents donate items to the mini-gym? Response: Safety and durability is an issue as these items experience heavy use. The Daycare YMCA uses the gym as much as the school and is unable to use some of the existing items. Their input is important as there could be some cost- 	

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	<p>sharing opportunities</p> <ul style="list-style-type: none"> • TDSB vendor offers a 10% discount. Certain organizations are also willing to provide donations, but purchased items would have to promote physical activity • Shannon: can we take \$1200 from RazKids for the mini gym, seek donation for mini gym from one of the organizations and, if successful, then re-allocate the funds set aside for mini gym back to RAZKids? Regardless, Shannon expressed confidence \$1,200 notional allocation for RazKids could be raised for through fundraising. • \$2,500 allocated for Mini Gym Upgrade for the purchase of up to 5 pieces of new equipment <p>4. <u>Pride Assembly Speakers</u> – WB has launched a gay-straight alliance. One of the culminating tasks for the group will be a Pride assembly. One element that has worked well is panels of speakers, particularly youth presenters. TDSB can pay up to \$50 for non-TDSB vendors. Melissa Dicicco noted that she works for the YMCA and is involved in the SPROTT program and will discuss further speaking engagement opportunities with Mr. Nore.</p> <ul style="list-style-type: none"> • \$300 allocated for Pride Assembly Speakers <p>5. <u>RazKids</u> -It was agreed that the \$1200 set aside for RazKids, which is an allocation for next year’s programming, should be maintained in the current budget for accounting purposes notwithstanding fact that this amount will function as a temporary set aside for the Mini Gym Upgrade (see above).</p> <ul style="list-style-type: none"> • Crystal reached out to Mathletics, and confirmed that TDSB 	

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	<p>has implemented Knowledge Hook, which covers all of the primary math tools.</p> <p>6. <u>LEGO</u> – LEGO robotics program was a great success. The objective would be to expand the program at a cost of \$200/additional student. The program would be available to students in grades 2 – 4, which would allow multiple classes to use the equipment at the same time. TDSB library has kits you can get on loan for 5 weeks, but there is greater flexibility if the school owns the kits.</p> <ul style="list-style-type: none"> • Decision on LEGO kits was initially deferred before being added back to the Budget with an allocation of \$800. <p>7. <u>IT Projectors</u> – 4 are required.</p> <ul style="list-style-type: none"> • The number of required IT projectors was reduced from 4 to 2 and the requested allocation was adjusted to \$830 representin 50% of the initial ask as the remaining projectors will be requested through school budget process <p>8. <u>Writing Folders</u> – In previous years, Council funded the folders which are given to each student and contain their writing samples. These samples are provided to each student’s teacher the following year on a go forward basis to facilitate learning continuity/portfolio development.</p> <ul style="list-style-type: none"> • The initial \$250 allocation was reduced by 50% as half of the cost will be funded through pizza sales <p>9. <u>Ice Rink Rentals</u> – many students learn to skate for the first</p>	

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	<p>time through the school. The identified cost is used to rent the east York arena as well as costs associated with the hockey team and referees. Extra skates are available for students who don't own their own skates. Pizza lunches helped to subsidize ice rentals last year as well as field trips</p> <p>10. <u>Field Trips</u> – Question arose as to whether field trip subsidization costs can be lowered? It was agreed lowering the subsidy for families in need is problematic as the promotion of equitable engagement is an objective of the school and Council. Allocation was raised from \$11/student back to \$15/student.</p> <ul style="list-style-type: none"> • 375 students @ \$15/student = \$5,625 allocation <p>❖ Final Budget Balance = -\$2,280</p> <p><u>General Deliberations</u></p> <ul style="list-style-type: none"> • There was some debate around having a budget deficit vs. requiring a balanced budget. The Co-Chair (Michael) noted that a deficit is permissible as sources of fundraising could cover any reasonable shortfall, provided the Council identified notional fundraising opportunities in advance. • School budget will be deliberated at the end of the month. Items available for funding must be learning-related. As such, any items on the Council budget that are learning-related could potentially receive funding from the School budget. • TDSB prefer budget to be spent within year. Identifying and approving how funding is to be used ahead of a specific fundraising initiative will demonstrate use of funds to potential donors, which could increase level of interest. 	

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		<p>MOTION: Budget passed with a deficit (motion put forward by Dan and seconded by Shannon)</p>	
4.0	By-laws Committee	<ul style="list-style-type: none"> • Objective is to have by-laws completed by year end. Current by-laws are 8 years old. They provide governance framework for Council including a description of the Executive positions, Council mandate, code of ethics, etc. • The by-laws were created by parents under the auspices of the Council and were subject to a vote. There was an attempt to refresh the by-laws last year, but it did not come to fruition. • Basic structure of by-laws are in place. The approach recommended by the Co-Chairs is for a By-law Committee to review the proposed changes, debate, edit and put forward a final version. This should entail no more than 1 – 2 meetings with the objective of approving the updated by-laws by the next committee meeting • By-law Committee members (13) confirmed at the meeting are as follows: Denise Georgiou-Newell; Helen Lo; Julie Trakos; Karen Ung; Lindsay Baker; Mara Lewis; Matthew Wilson; Merrill Newell; Michael Bluestone; Peter Brugnatti; Amy Jones; Sarah Mennell; Shannon Brookston 	

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	<p>New and Other Business</p>	<ul style="list-style-type: none"> • Jen Scully, a child psychologist who has a child at the school, is offering training sessions for parents, staff and other interested parties. The sessions will cover emotion coaching and validation as well as improved communication and connection with children. The sessions will utilize a workshop format. Jen will be asked to submit something to Peter in writing to allow him to prepare communications which provide an overview as well as a sign-up sheet • Additional sub-committees would be useful. For example, a sub-committee to lead the teacher appreciation night is one possibility. It was noted that the teacher appreciation dinner was usually held by the parent council. This year, Julie will lead and Lindsay will assist. The tentative plan is to hold the dinner before parent/teacher night on November 20th. • Need volunteers for movie night. Formal call out for volunteers should be managed through website. • The Council may be missing opportunities to apply for grants. Members agreed that a lead to help identify grant opportunities and complete grant applications was desirable. • Peter is creating spaces for each committee on the updated website. Once membership is confirmed to Peter, he will grant access to appropriate parties. • Shannon is the lead for the Holiday Hampers initiative. The Hampers go out on December 22nd, with teachers distributing the Hampers as needed. A problem in the past was the challenge of determining a family's specific needs. For example, purchasing groceries is difficult as families have very different food requirements. As such, every family now receives a gift card for groceries. There will also be outreach to 	<ul style="list-style-type: none"> • Denise to follow up with Jen • Peter to work with Shannon to ID events and create sign-up sheets with drop down attributes (event characteristics, qualities of volunteers sought, etc.)

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		<p>the local retail community for in kind and other donations. Electronics will not be included given the high cost. Focus will be on gift cards, clothing, toiletry and other essentials.</p> <ul style="list-style-type: none"> • If you want to make a donation, you can make it in cash but you will not receive a tax receipt. • There is a module on the TDSB website that will allow you to make an electronic donation and you can choose to allocate the donation to the Holiday Hamper initiative. Any excess donations for the gift baskets will be redirected towards the holiday hamper initiative, as these donations are similar. • At present, no meetings are planned for December, January and March, however, it was agreed that it is not feasible to have 2 consecutive months with no meeting. As such, the December or January meeting is likely to be put back on the agenda. 	<ul style="list-style-type: none"> • Crystal will provide online donation module instructions to Peter, who will prepare a related communication.
6.0	Next Meeting	November 20, 2018	
7.0	Adjournment	Meeting adjourned at 8:00pm	



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ANNEX A – MEETING ATTENDANCE

#	NAME	VOTING MEMBER (YES/NO)
1	Amy Jones	TBC
2	Crystal Kraft	Yes
3	Dan Tomlin	Yes
4	Daryl Morgans	Yes
5	Denise Georgiou-Newell	Yes
6	Desiree Watkin	Yes
7	Helen Lo	Yes
8	Jane MacPherson	Yes
9	Jennifer Brugnatti	Yes
10	Jennifer Coccimiglio	Yes
11	Joanne Wilson	Yes
12	Joy Henderson	Yes
13	Julie Trakos	Yes
14	Karen Ung	Yes
15	Laura White	TBC
16	Lindsay Baker	Yes
17	Lindsay Williams	Yes
18	Mara Lewis	Yes
19	Marci Morgans	Yes
20	Matthew Wilson	Yes
21	Melissa Diccico	Yes
22	Merrill Newell	Yes
23	Michael Bluestone	Yes
24	Peter Brugnatti	Yes
25	Sarah Godfrey	Yes
26	Sarah Mennell	TBC
27	Sarah Noble	Yes
28	Shannon Crookston	Yes



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29	Sophie Sudano		Yes
30	Tristan Chudyk		Yes
31	Valentina Parker		No

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