



William Burgess Parent Council Meeting Minutes
November 20, 2018

Date:	November 20, 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 and Principal	<p>The majority of the meeting consisted of Lori McKay (Interim Principal) updating parents on what she has observed since she took over for Colleen in terms of the state of repair of the facilities, operations including budget, and the work of the WB Council. She also took questions from the floor throughout the discussion.</p> <p>Lori’s remarks have been organized thematically for ease of reference:</p> <p><i>Budget</i></p> <ul style="list-style-type: none"> • In terms of budget initiatives, school administration (teachers, principal, etc.) tends to come to parents with budget initiatives. If school can earmark fund, it can come to Council for technological support, in terms of funding • WB budget was \$60,808 which is pre-set by the TDSB. Additional funding, usually up to \$14,000, is available through grant writing, normally grade 7-8 are successful in obtaining grants. Can also look at pilot programs as a potential opportunity to acquire additional support/tech, etc. • Technology should be purposeful, it should ‘bring the outside world in’ • Carts, which are 30 laptops contained in a mobile cart, are 	

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	<p>good but only with teaching presence to ensure usage is directed towards instruction (i.e., a learning tool). In appropriate usage can degrade infrastructure. Carts are \$15,000. The supporting infrastructure is in place in terms of wall-to-wall WiFi.</p> <p>Question: Where do Colleen's and Lori's budget/priorities overlap?</p> <ul style="list-style-type: none"> • Lori confirmed that she spoke with Colleen and identified: <ul style="list-style-type: none"> ○ \$6,000-7,000 for math-focused items ○ \$5,000 for the library ○ Each classroom is allocated an amount based on number of students • There is also a pending budget allocation for the new kindergarten room. The related funding will be spent and the allocation will 'catch up' to ensure classes can proceed. Generally \$1000-\$1,500 to start up a new class • Music and drama are important classes, but currently no specialist for drama <p><i>Facilities</i></p> <ul style="list-style-type: none"> • WB is an older school and the Team Leader for the facility maintenance crew has been there for many years • There are pockets of freezing and very hot spaces throughout the school which is an issue in terms of airflow and the cooling system. The airflow vents around the office and gym have been identified as an issue. A new system has been installed, but there is an issue with the connections. • Replacement of the steam boilers and the heating system are in queue, but this represents capital funding (\$11 million fund) – items that have not yet been tendered are currently 	

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	<p>frozen by the Provincial Government</p> <ul style="list-style-type: none"> • If capital spending is allowed to proceed, the boilers, heating and window replacement can proceed. The hook-up of the connections for the newly installed system is repairs only and requires no further tendering • There is erosion to one side of the school by the slides – a notification number went in to trigger a repair • Kindergarten tri-hoops: need to get the parents involved to identify the most appropriate location. The funding is set aside and can be accessed, just need to trigger work <p><i>Safety</i></p> <ul style="list-style-type: none"> • WB is an ‘easy access’ school as parents can enter and a daycare is located on site. Need to ensure appropriate identification and the daycare is working on the mirror issue. Door #1 (north side kindergarten entrance) is defective • Evacuation/Emergency plan: completed and stored on site in firebox. Plans are critical, particularly in the case of students with special needs • No evident rodent problem. Twice-month spray for cockroaches and other pests (no glue, as spray is safer) • Lice policy is dated; there is always an influx of parents challenging lice policies. Generally, parents are asked to ensure lice are alive when checking to confirm existing risk. Contentious debate, as parents are concerned of spread, but at the same time, sending kids home leads to policy being challenged by parents as well 	

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	<p><i>School Performance Data</i></p> <ul style="list-style-type: none"> • Board website lists comparative data including socioeconomic/educational data about different schools (parent census data, school ‘report card’) • School Statement of Needs (SSON) – everything channeled through two Chairs). The SSON is used to identify competencies for principal <p><i>Fundraising</i></p> <ul style="list-style-type: none"> • All fundraising plans must be submitted to Board • ‘Cash Onlin’ allows parents/guardians/others to make online e-transfers using a personalized account to fund school initiatives. This helps avoid use of envelopes coming home with kinds • ‘Speak Up’ grant was identified as one grant available through Future Shop and other organizations; they are very competitive grants. Parents often have greater success at applying for these grants, but they need to write them in collaboration with school administration <p><i>Council Administration</i></p> <ul style="list-style-type: none"> • Do not need monthly Council meetings, particularly in December given holidays • Certain points during the year have greater value for Council debate, including April when staffing models are developed based on allocated number of teachers which is important for determining classroom organization <p><i>Events</i></p>	

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		<p>Question: Will there be a book fair?</p> <ul style="list-style-type: none"> Typically, book fairs are run by parents in coordination with the librarian, often run concurrently with other activities during the XMAS holiday <p><i>Person of Responsibility (PORs)</i></p> <ul style="list-style-type: none"> Two PORs were identified – Janet Campbell and Heather Foley. They will assist Lori with different deliverables including tracking implementation and execution <p><i>Communications</i></p> <ul style="list-style-type: none"> Lori asked if teachers were using different applications to communicate with parents. While she recognized that teachers had preferred communication platforms (e.g., some will not email), it is also important to standardize to limit potential miscommunication A parent representative for each class was a possibility raised by one member. Under this approach, one parent rep would be established with the teacher of each class and would be privy to the student list (parent emails) to disseminate communications to the parents 	
2.0	Committee Reports	<p>By-law Committee</p> <ul style="list-style-type: none"> New by-laws to be completed during 2019 <p>Treasurer</p> <ul style="list-style-type: none"> \$1,180 from the silent auction during last year’s Carnival event was discovered, including four cheques. The owners of the related accounts have been notified. This amount will 	

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	<p>help to reduce the budget deficit</p> <ul style="list-style-type: none"> • Council has asked for its own mailbox to store cash/cheques; however, a standalone box represents an insurance risk. The box must be attached to something or put in a safe • Joy and Dan confirmed there were no additional expenses incurred for Movie Night • Remaining balance for the hatching program is \$802 • Crystal reminded Council members that cash procedures need to be followed e.g., two people must be present for counting. She also confirmed that a non-board disbursement fundraising voucher is available for claim non-board reimbursement as appropriate (admin costs incurred by members) <p>Communications</p> <ul style="list-style-type: none"> • Based on lack of uptake, Peter proposed decommissioning the forum component of the website given the amount of effort required to run this component of the site, which negatively impacts the rest of the site from a time management perspective. The proposal is to keep limited items available for the Council Executive. There was mixed views on this item, with Michael (Co-Chair) expressing concern with moving on this proposal too quickly • Peter noted that at present, communications are entirely Council-focused and asked if there is desire for greater coordination • Peter confirmed that he wants the weekly email blast to be forward looking to stay current on events, and the frequency 	<p>Value of forum component to be re-visited by Council Executive</p> <p>Going forward, Lori to email Peter to add on items for joint communication</p>

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	<p>of communications should be strategically limited to avoid intended recipients not opening emails</p> <ul style="list-style-type: none"> • Lori noted that in her previous role, school business was communicated through a private Facebook page where it could be finalized before being sent out to parents/guardians (etc.) through formal communication channels <p>Fundraising</p> <ul style="list-style-type: none"> • Dan, Joy and Tyler were commended on the success of Movie Night • Desire to keep detailed records going forward in terms of stats/trends to determine what works best in terms of revenue, interest, etc. This was done for Fresh from the Farm and Big Box of Cards • Shannon (Chair) will work on Comms strategy in coordination with the teachers • A fundraising plan was created and submitted to the Board. Plan outlined number of events, type, etc. An important consideration around events is equity • Upcoming fundraising includes Pointsettas (hot lunch funding), Movie Night in January (hatchling funding, with a kindergarten-focused film), • A drop-down menu of volunteer roles will be developed • Holiday Hampers initiative: 13 families have been identified for support. Ages and genders of kids cannot be published to ensure anonymity. Related initiatives include: <ul style="list-style-type: none"> ○ Collection of new upwrapped toys, scarves, hats, mitts (6-month to adult sizes) ○ A coin drive will also be implemented next week, with 	

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		<p>kids able to drop coins of various denominations off in the office (progressing from nickels to dimes, quarters, loonies and toonies as the week goes on)</p> <ul style="list-style-type: none"> ○ Details re: a donation portal will be announced shortly; can earmark funding for Holiday Hampers ○ Can donate gift cards <ul style="list-style-type: none"> ● Hot lunch: there was some confusion over the amount of required funding, as a\$7,000 estimate was initially proposed; however it was noted that this was based on 30 students, while the current subsidy is for 11 students @\$7/week for each student. Lori noted that while the structure and exact dollars need to be determined, it is clear people are committed to the initiative going forward ● The application form for the Hot Lunch program is sent twice a year. A question from a previous meeting which was re-raised was whether the form could include a box for parents to identify desire to donate additional funds to directly subsidize the program 	
3.0	Stress and Coping Workshop	<ul style="list-style-type: none"> ● Jen Scully is a psychologist who has offered to provide free workshops to parents (offering these workshops to teachers was an item that was raised and supported by members) ● The workshops, which are intended for parents and other caregivers focus on children’s emotional stress and the regulation of emotion and how it manifests in their behaviour and how parents/caregivers can help support children by validating their emotions ● Maximum number of participants per session is 20, with sessional themes including behaviour, emotion, boundaries 	Jen will work with Peter and the PORs to help coordinate the workshops to reach the maximum number of interested parents and teach

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		<ul style="list-style-type: none"> Lori confirmed that this could be something that is tied into the school improvement plan, for which a PA day might be appropriate. 	
4.0	Grant Committee	<p>MOTION: Establish grant committee. Passed.</p> <ul style="list-style-type: none"> Committee will be lead by JoAnne Wilson, with Helen Lo and Sarah Mennell supporting In the past, the ‘Jump Start Program’ paid for swimming by covering 90% of the associated costs (~%10,000). Applications are to be completed in March-April, with funding arriving in May. Missed the 2018 application date, but will be applying for 2019 ‘Swim to Survive’ is a 3-day program (hour each day) available to Grade 4 classes Ms. Found has applied for a small grant (\$2,800) for new mini-gym equipment 	Working with Co-Chairs and school admin., Committee to determine if they can obtain list of grants for which school previously applied as well as copies of applications
5.0	Meeting Frequency	<ul style="list-style-type: none"> Co-Chair (Michael) wanted to note for the record that the Council Executive was not satisfied with the total number of Council meetings (5) identified for the year, as it was inadequate to address important Council business and the Executive Members were not appropriately consulted about the number of meetings before a final decision was made 	Michael to discuss number of allotted meetings with Lori
6.0	Other Business	<ul style="list-style-type: none"> What are the plans for graduation? Julie spoke with Ms. Bonus and confirmed that the administration has arranged for ‘folios’ (grad pictures inserted in hard-backed folder/frame) in previous 	

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		<p>years; however, parents were responsible for ordering and paying for the pictures themselves through ‘The Edge’. Lori confirmed that traditionally, the school sets aside a certain allocation for graduation and proposed an amount for Council to fund</p> <ul style="list-style-type: none"> • The ‘Teacher Liaison’ was an intended agenda item that was not spoken to in detail due to time constraints. This item will be brought forward at a subsequent meeting. • ‘How can parents get involved’ was a further agenda item that was posed as a final question for attendees to consider before the next meeting and to reach out in the intervening period with any suggestions 	
6.0	Next Meeting	Tentatively scheduled for February based on existing schedule of 5 total meetings	
7.0	Adjournment	Meeting adjourned at 8:30pm	



WILLIAM BURGESS
PARENT COUNCIL
БЪВЕНТЪ СЪВЕТЪ
УИЛЪЙЪ БЪРЪСЪСЪ

ANNEX A – MEETING ATTENDANCE

#	NAME	VOTING MEMBER (YES/NO)
1	Bruce McEachern	No
2	Crystal Kraft	Yes
3	Dan Tomlin	Yes
4	Denise Georgiou-Newell	Yes
5	Desiree Watkin	Yes
6	Eryn Stoddart	Yes
7	Helen Lo	Yes
8	Jen Scully	No
9	Jennifer Coccimiglio	Yes
10	Joy Henderson	Yes
11	Julie Trakos	Yes
12	June Kanamoto	No
13	Karen Ung	Yes
14	Lindsay Baker	Yes
15	Lindsay Williams	Yes
16	Marci Morgans	Yes
17	Matthew Wilson	Yes
18	Michael Bluestone	Yes
19	Peter Brugnatti	Yes
20	Sarah Godfrey	Yes
21	Sarah Mennell	No
22	Sarah Noble	Yes
23	Shannon Crookston	Yes
24	Tristan Chudyk	Yes
25	Valentina Parker	No