

# Boxwood P.S. Parent School Council Meeting Minutes

**Meeting Date:** April 7, 2014 (Meeting #7)

**Start Time:** 7:17pm

**End Time:** 9:45 pm

**Next Meeting:** Monday, May 5, 2014

	Name	Position	Returning Member	New Member
Attendees	Catherine Arnold	Principal	x	
	Ruth Carmichael	Vice-Principal	x	
	Pranab Mitra	Co-Chair	x	
	Elsa Chan	Secretary	x	
	Bobby Panchu	Co-Chair	x	
	Nappinder Dogra	Member	x	
	Kulvinder Rai	Member	x	
	Adam Asimi	Member		x
	Bina Kadakia	Member	x	
	Claudia Coore	Member		x
Absent/ Regrets	Jaspal Deol - regrets	Member	x	
	Anjula Sukumar - regrets	Member	x	
	Jagdeep Singh- regrets	Member	x	
	Taranpreet Sandu - Absent	Member	x	
	Tas Saleem- Absent	Member		x
	Sharon Rambanan- Absent	Member		x
	Anwar Nadeem- Absent	Member		x
	Rashmi Gogna- Absent	Member		x
	Niroshi Moonemalle- Absent	Member		x
	Inderjit Mudhar- Absent	Member		x
	Kalaichelui Kathiravelu - Absent	Member		x

## Introduction (Bobby)

- Review of this meeting's agenda
- Review of Open Action Items – see table moved up in Agenda for updates
- Minutes for March 3<sup>rd</sup> meeting adopted and approved with the following clarifications:
  - Teacher attendance at EQAO night low - Catherine provided further clarification re: teacher attendance which was optional for EQAO night and mandatory for concert night; teachers with students performing in concert had to be there to coach their performance
  - EQAO teaching and assessment methodology not congruent – Catherine and Ruth clarified that teaching and assessment strategies are being taught by classroom teachers; students are expected to analyze what the question means and apply it to their learning when answering questions
- **Decision:** during the process of approving the previous meeting minutes and if an attendee is asking for a need to clarify, correct, change etc. the content, it was decided to keep minutes as written and any amendments to be captured in the minutes of the following Council meeting
- Thanks to Claudia for stepping in to take minutes for March 3 meeting

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## PAST Open Action Items (7 of 10 have been discussed and Closed)

OPEN Items	Owner	Due Date	Status
<p>1. Review Funscrip program changes and assess feasibility as viable fundraising option for this year. Shipping and distribution challenges prevented Council from leveraging this last school year.</p> <p><b>April 7<sup>th</sup> update:</b> There is a new direct mail fulfillment option making it easier for parents to purchase gift cards</p> <ul style="list-style-type: none"> <li>- This initiative will be deferred to next school year in order to align with the holiday gift giving time of year</li> <li>- We will aim to plan and coordinate this initiative for this at very first Council meeting for next school year, end of September</li> </ul>	Elsa	Sept 2014	Deferred to 2015/16 school year
<p>2. New Boxwood website - Parent Council write-up for website launch communication</p> <p><b>April 8<sup>th</sup> update</b> – confirmed content is on website</p>	Ruth added content Bobby to provide additional if req'd	Feb 2014	Closed
<p>3. New Boxwood website – Add teacher email addresses</p> <ul style="list-style-type: none"> <li>• Not to replace communication through the agenda</li> <li>• To support communication through the agenda</li> </ul> <p><b>April 8<sup>th</sup> update</b> – confirmed content is now complete on website</p>	Ruth	Feb 2014	Closed
<p>4. New Boxwood website – Add visitor counter on 2 pages in School Council section</p> <p><b>April 8<sup>th</sup> update</b> – the board will not allow visitor counter on the website</p> <ul style="list-style-type: none"> <li>– Documents and Info and Minutes is confirmed to now be complete and posted</li> </ul>	Ruth	March 3	Closed
<p>5. New Boxwood website – Add school council member names and roles</p> <ul style="list-style-type: none"> <li>• Pranab and Bobby to provide the information</li> </ul> <p><b>April 8<sup>th</sup> update</b> – confirmed content is posted on School Council landing page</p>	Ruth	March 3	Closed
<p>6. Distribute Special Need's students funding request submitted by Ms. Franklin. Council members to review and be ready to discuss.</p> <p><b>April 7<sup>th</sup> update</b> – Council voted to move forward with funding the request for purchase 2 iPads via the Cost Sharing program (closing April 25)</p> <ul style="list-style-type: none"> <li>- Total Council contribution \$589.76</li> </ul>	Bobby/Catherine	Feb 2014	Open To be submitted by due date of April 25

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OPEN Items	Owner	Due Date	Status
<p>7. Communication around Technology to parents so there is better understanding of the role of technology tools in the classrooms and guidelines and expectations of their use. Address both hardware and software.</p> <p><b>April 7<sup>th</sup> update</b> – Meeting with Board Tech prime, Shadi, needs to be rescheduled</p> <ul style="list-style-type: none"> <li>- Council Technology sub-committee asking for Shadi to present tech recommendations/assessment to Parent Council</li> <li>- Meeting between Tech sub-committee and Teachers would be effective</li> </ul>	Bobby/ Catherine	Mar 3 2014	<p><b>In progress</b></p> <p>(Catherine to reschedule meeting for April 30 with Board Tech prime, Todd/Shadi)</p>
<p>8. Cookie Dough Fundraiser – organize and schedule the Rock, Paper, Scissors Tournament for students who sold multiples of 3 cookie dough orders</p> <p><b>April 7<sup>th</sup> update</b> – tournament took place on March 6</p> <ul style="list-style-type: none"> <li>- Based on student feedback, they enjoyed it and had fun</li> <li>- Prizing distributed to Top 2 tournament winners, Top 2 in most units sold, 12 participation and good sportsmanship winners</li> </ul>	Elsa/Ruth	Feb 2014	Closed
<p>9. Report of findings from Parent Survey conducted in</p> <p><b>April 7<sup>th</sup> update</b> – Bobby presented high level findings and response rates</p> <ul style="list-style-type: none"> <li>- Bobby to send out more detailed findings and recommendations report due to lack of time to discuss night of meeting</li> </ul>	Bobby	March	<p>Closed</p> <p>(more detailed findings and recommendations report to be sent out by Bobby)</p>
<p>10. Council to elect additional members to take on co-roles or back up for existing roles</p> <p><b>April 7<sup>th</sup> update</b> – elections complete bringing the total number of Council members from 4 to 8</p> <ul style="list-style-type: none"> <li>- The following individuals are now voted in as additional members: <ul style="list-style-type: none"> <li>o Nappinder Dogra – Executive Officer</li> <li>o Kulvinder Rai – Executive Officer</li> <li>o Adam Asimi – Co-Secretary</li> <li>o Taranpreet Sandu – Co-Treasurer</li> </ul> </li> </ul>	Pranab	March	Closed

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## Treasurer's Report

Line Item	Amount	Notes
Opening Balance	\$10 214.22	• Balance at end of Feb
Closing Balance (March)	\$14 818.53	• Balance at end of March • includes funds collected from pizza lunch sales with \$1 461.09 allocated for March
Fundraising Account	--	• Fundraising Account balance is included in overall Closing balance line item above and will no longer be reported separately

- Council has raised more money in March than in January
- Year over year, our fundraising efforts are on par
- Lunch Lady program - we need following up to see how much and when funds raised will be given to school for current year Catherine action item
- Bina to put funds aside for outstanding Council member expenses to be reconciled (i.e. pizza lunch plates will now be triangle ones from Pizza Pizza, coffee, cookie dough rock, paper, scissors tournament gift card prizes approx. \$150 to \$200)
- Expense claiming requires the original receipt; there currently is no defined or clear process on how to submit expenses
- Currently, submit receipts to Bobby and send image files to Bina to process reimbursement
- Financial Statement adopted and approved

## Parent Survey (Bobby)

- 2-page survey sent out but those that went out were mixed of old and new survey
- 230 family responses (updated version), approx. 12 old version
- Learnings: Council needs to decide and then we can instruct parents clearly to either:
  - submit one survey response per household, or
  - submit one survey response per child
- mixed thoughts as some supported one per child and others, one per household; no clear decision made yet
- need to plan better with more lead time next survey
- Board has resources to assist with/support future survey e.g. questions can be provided to Catherine who will submit to Board for review, feedback and recommendations
- Overall findings:
  - Many families with multiple children
  - 50% used bus , 25% walk, 2% bike, 23% get a drive
  - 176 of 230 want their children to have access to textbooks to support learning
  - 230 agree they feel welcome when they come to school
  - 99% feel safe in school
  - 142 use the agenda to review homework and use to communicate with teachers
  - Most cannot attend meetings due to lack of time and child care needs
  - Bobby has list of learnings and recommendations to be circulated
  - Decision: all attendees agree we want to run a campaign to encourage students to walk and also arrive ahead of time vs. being last minute or late; target May; Catherine to ask Tina Smith to lead; Ruth shared we can order stickers from Board; Ruth idea: golden shoe award similar to golden dust pan will get students engaged and excited

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## Administration Update (Catherine)

- OFIP after school support - OFIP tutoring request submitted (i.e. 4 teachers, after school, 8 days, Tues and Thurs 1 hour for 4 weeks, 24 students)
  - waiting for response but school ready to go if hear back approved
- 17 days of teachers developing their skills used up
- Student Council - Sleeping Children Around the World organization has been chosen by students to support this charity
- School Calendar:
  - **Week of April 14** - Charlie Angus MP, visiting Boxwood to speak on Shannon's Dream, native Canadian activists/student who wanted to bring school to her native reserve; theme is student's making change
  - **Tues Apr 8** – student bins breakfast program; run by Mr Sharma's class; breakfast snack food will be offered to students on their way into school and pick up food from bin if they want it (cereal, yoghurt, apples etc.)
  - **Thurs Apr 10** - Arts Carousel 7-8:30pm
- Request from Claudia to add all these school events to the school website calendar **Ruth action item**

## Council Update

- EQAO practice folder – packages put together by Pranab targeting grade 3 and 6 students
  - Folders consist of math, reading and writing practice questions and sample answers
  - Pranab needs support to print answer key package to be inserted into each folder
  - Ruth to select 3 questions per testing category for packaging for the 45 kids in Grade 6 and 39 kids in Grade 3
  - Still need Grade 3 additional 3 writing, 4 math; Grade 6 need 3 writing and 3 math
  - **Kulvinder** will pull the answers per package from the EQAO website by Thursday and give to **Pranab** for printing on weekend
- Student Council lunch meeting with Parent Council
  - Can we partner with students to discuss ideas and see how two groups can work together?
  - Want to establish a good relationship and communication between these two groups
  - Get all student groups together to meet with Parent Council over lunch to raise awareness to each other and initiate dialogue/communication
  - **Catherine** to take away and provide a potential date for this
- Bingo and EQAO Night
  - Fund raising, fun activity and EQAO folder instruction/reinforcement on how to leverage folder as a tool night
  - **Catherine** to ask some Grade 3 and 6 teachers to come to be "experts" to answer questions; will most likely be Leadership team
  - Target Thurs April 24 for this event
- Additional Council Members
  - 3 outstanding posts to fill (2 Exec Officers, 1 Co-Secretary)
  - Last meeting Jaspal declined co-secretary nomination; Anjula has not attended
  - The following has been voted on and have accepted their nomination:
    - Taranpreet in the role of Co-Treasurer (occurred at March 3<sup>rd</sup> meeting)
    - Adam, Co-Secretary by acclamation
    - Kulvinder and Nappinder, additional Exec Officers/Co-Chairs by acclamation

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- Council Team in roles now a total of 8 (up from previous 4)
- Principal Profile
  - Once a year exercise
  - Bobby to send out email for all Council to review
- Funding – voted on and approved:
  - kindergarten supplies and outdoor toys for \$1000
  - ASD classroom 2 ipads, partner with cost sharing program - \$589.76
  - For remaining technology funding ask (tech carts) Council needs to meet with Board Tech Prime, Shadi, ASAP to try to meet the April 25 cost sharing deadline date
  - What is the policy on carrying over a balance into the following school year? Catherine action item

## Next Meeting

- Council Reflection – deferred discussion to next meeting to review successes, accomplishments; considerations, recommendations to share with next year's Council

## Follow-up and NEW Action Items

OPEN Items	Owner	Due Date	Status
1. Prize donations for upcoming Bingo & EQAO Night – please collect any prizes and donate to this cause we have planned for April 24 - notify Bobby/Pranab of what you have and quantity	ALL	ASAP  (in time for planned night of event on April 24)	In progress  20x notebook/pen sets secured
2. Lunch Lady program – how much will Boxwood earn from this and when can deposit be expected?	Catherine	Next Meeting May 5	Open
3. Student Council lunch meeting with Parent Council <ul style="list-style-type: none"> <li>• Set up meeting or recommend a date this can happen</li> </ul>	Catherine	May	Open
4. Bingo & EQAO Night <ul style="list-style-type: none"> <li>• Would like Grade 3 and 6 teachers to attend as “experts” for parents to ask questions</li> <li>• May be Leadership team teacher representatives instead</li> </ul>	Catherine	April 17  (in time for planned night of event on April 24)	Open
5. Parent Survey detailed findings and report	Bobby	April 30  (so there is time to review before next Council meeting May 5)	Open
6. Principal Profile annual review <ul style="list-style-type: none"> <li>• Need current profile circulated to Council members and reviewed to ensure it is still current</li> </ul>	Bobby	April 30  (so there is time to review before next	Open

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OPEN Items	Owner	Due Date	Status
<ul style="list-style-type: none"> <li>Suggest amendments as needed</li> <li>We will use last year's/most current version to work from</li> </ul>		Council meeting May 5)	

CLOSED Item	Owner	Due Date	Status
EQAO Folders <ul style="list-style-type: none"> <li>Answer keys need to be printed (Kulvinder)</li> <li>Added to existing content in folders and printed (Pranab)</li> </ul>	Kulvinder Pranab	April 14 (in time to distribute and have ready for April 24 Bingo & EQAO night)	<b>Closed</b> on April 25
Policy on carrying over raised funds balance from one school year to the next <ul style="list-style-type: none"> <li>We need clarification and the details</li> </ul>	Catherine	Next Meeting May 5	<b>Closed</b>  No limit to what can be carried over.
Secure a supplier/donator for Fall Apple Fund Raising 80 were wrapped and sold for \$0.50 to \$1 each – approx. made \$60	Tas	Apples Oct. 7 Sell Oct. 10	Closed
Make request for Brad McQuirter come to next Council meeting to present the school's current technology need and funding ask.	Catherine	Next Meeting Oct. 22	Closed
Parent Survey	Bobby Pranab	Review Oct. 22 Execute Nov. 18	Closed
Send last treasurer's report to Tas	Bobby/Catherine	Nov. 18	Closed

**Note:** 3 past Open items to be added to list of NEW and CLOSED table will be updated by May 5 meeting minutes