

| | | | |
|-------------------------|-----------------------------|--------------------------|----------------------|
| MEETING DATE | Tuesday, December 15, 2015 | START TIME | 7:05 PM |
| MEETING # | 4 (2015 – 2016 school year) | END TIME | 8:57 PM |
| MEETING LOCATION | school library | # INDIVS. PRESENT | 9 + Principal and VP |
| NEXT MEETING | Monday, January 11, 2016 | # VOTING | 8 |

| NAME | ATTENDANCE | POSITION | RETURNING MEMBER | NEW MEMBER |
|--|------------------------|--|------------------|------------|
| PRINCE, Dane | PRESENT | Principal | X | |
| CHIN, Kurt | PRESENT | Vice Principal | | X |
| CHAN, Elsa | PRESENT | Co-Chair | | |
| SANDHU, Taranpreet | PRESENT | Co-Chair | X | |
| KADAKIA, Bina and KADAKIA, Kavin | PRESENT PRESENT | Treasurer and non-voting member (one household) | X | |
| MAHALINGAM, Sancha | PRESENT | Secretary | | X |
| SMITH, Tina | PRESENT | Teacher | | n/a |
| ASIMI, Adam | absent | Member | X | |
| DEOL, Jaspal | absent | Member | X | |
| DOGRA, Nappinder | PRESENT | Member | X | |
| MITRA, Pranab | PRESENT | Member | X | |
| PANCHU, Bobby | absent | Member | X | |
| PRASAD, Kashmira | PRESENT | Member | | X |
| SUBRAMANIAM, Suganthini and SURESH, Sara | absent | Member (one household) | X | |
| THINAGARIPPILLAI, Nathan | absent | Member | X | |

WELCOME: CALL TO ORDER (CO-CHAIRS: CHAN and SANDHU)

- sign-in sheet circulated
- meeting called to order

ADOPTION OF AGENDA/APPROVAL OF PREVIOUS MEETING’S MINUTES

- edits to agenda if needed: none; agenda adopted
- approval of November 9, 2015 Minutes: approved
- review outstanding items/actions from November 9 meeting (also discussed throughout meeting)
 - adding blurb in newsletter re: School Council updates (approved by Council Nov 9)
 - Principal prefers content comes from Council → **Council to submit piece to be included the last week of the month before next newsletter**
 - some suggestions on items to include in future newsletter
 - Fall Cost Share, encourage parents/guardians to join pizza and Subway lunches
 - Principal mentioned (Nov 9) he’ll invite teacher representatives to attend school meeting
 - teacher, Ms. Tina Smith, in attendance today; **other staff to join next meeting** (to discuss technology needs of school)

- issue re: phone use by personnel employed to ensure pedestrian traffic safety on school property (during the performance of work tasks) → Principal has not personally seen this, however, he did speak to individual and advised that some parents had concerns regarding phone use (**Principal will continue to monitor closely**)
- notes from student council with their expectation of school council re: funding (Nov 9) → **Principal to provide**

TREASURER'S REPORT

- school council account balance = \$2,647.27 (after pizza has been paid for this year)
- Treasurer has not included the \$25 reversal for unloaded gift card (planned to be included in next report) ****NB:** pursuant to further discussion in the meeting, this is not necessary and the \$25 in funds came from the school and Council does not need to compensate school (as per Principal)
- Treasurer's report approved

ADMINISTRATION UPDATE

- Fall Cost Share summary
 - pursuant to an interim meeting held on November 24, School Council discussed (and later approved, via e-mail) the following purchase via Cost Sharing: 10 Chromebooks and 4 Lego Robotics Kits
 - pursuant to discussions between Council and Principal, a compromise was reached (Principal wanted to purchase 3 Lego Robotic kits, while some Council members wanted 6 kits)
 - **Principal will provide the breakdown of each entity's contribution (Board, school, School Council) via the Cost Sharing program so that it can be included in the newsletter**
 - **Co-Chair Chan will try to get something to Principal in December (for newsletter), if not, it will have to be in the New Year**
 - **Principal will provide more information on the Chromebooks at the next Council meeting**
- School Cash Online: update and status
 - there is a service surcharge for use of the School Cash Online system
 - now that the school has moved to this system, regardless of whether payment is via online, cash or cheque, the service surcharge applies
 - Co-Chair Sandhu: why are non-online paying parents affected by this? that is, why are parents who pay via cash or cheque being charged this 3% surcharge? (i.e. why are all parents being made to pay approx. \$3.61 per sub when it should be \$3.50 before the surcharge)
 - as per Principal:
 - once a particular fundraising effort or event has been entered into the School Cash Online system (i.e. Milk Program or Subway lunches), then the surcharge will be applied to all proceeds collected for that particular program/event, *regardless of method of payment*
 - reasoning: this is because all methods of payment are ultimately processed via the School Cash Online system (all cash and cheque payments are entered into the SCO system for that particular item)
 - it is important to note, Principal emphasized, that it was at the insistence of Council that the school is using the SCO system
 - all schools using the SCO system are subject to the surcharge
 - some members expressed that their other children, enrolled in high school, are not charged a surcharge
 - Principal noted that this was likely because the cost of the surcharge was built into the price and, therefore, not separately identified as a surcharge by these schools
 - however, while it was noted that such surcharges are the norm for such services, School Council was not made explicitly aware of this surcharge (which had led to some confusion)

- notwithstanding the above, some Council members, along with the Principal, were in agreement that online payments appear to be growing in popularity and the Principal expressed that he believes all schools will be using this system eventually (i.e. most, if not all, high schools already are) – therefore, our move to the SCO is inevitable
- in order to address the issue of the surcharge, which, as emphasized, Council was not aware of, Council does not feel that it's fair to pass the cost of the surcharge to parents
- therefore, members proposed that Council bear the cost of the 3% surcharge for fundraising items done by the Council (i.e. Subway lunch) – Principal did not object to this
- Principal confirmed that the Milk Program also had the surcharge applied
 - however, programs such as the Milk Program, which are run by the school, will continue to charge the surcharge as that is a decision of the school
- thus, option canvassed by Council (most agreeable solution to the surcharge issue): that Council should absorb the surcharge cost for Council-related fundraising items; however, **the Principal will have to first speak with SCO representatives to confirm that this can be done** (he doesn't see it being an issue, but, requires input from them)
- there was discussion regarding whether parents who have already submitted their Subway orders should be compensated for the 3% surcharge (\$1.25)
 - Co-Chair Chan volunteered to provide the Principal with a draft communication of how to advise parents regarding the surcharge
 - Principal noted, however, that the sheer volume of individual student orders that have come in pose a challenge to reimbursing each individual student the \$1.25 in question (Heather York has already begun to input individual orders via SCO)
 - Member Kadakia suggested that we simply absorb the surcharge cost this time around as it doesn't make sense logistically and is not practicable; he suggested that we simply make changes going forward (i.e. the next round of Subway lunch orders)
 - perhaps we can communicate the following to parents, then?
 - there is a service surcharge of 3% for Subway lunch (and all payments processed via the SCO system)
 - due to some confusion, Council was not aware of the surcharge at the time Council promoted the use of an online payment system
 - however, now that it has been brought to Council's attention *after* the first set of Subway lunch orders have gone out, Council will
 - provide a discount of \$1.25 per sub (Council acknowledged that while not all parents who ordered the first time around will necessarily order again and that new parents will order, too, the end \$ dollar amount will not be so high as to make this unfeasible) – NB: **this discount of \$1.25 for the next Subway order (and only the next order) is to be further discussed**
 - Council will cover the cost of the surcharge for all Subway lunches going forward (and any other Council related fundraising efforts that use the SCO system)
- Principal noted that most proceeds will be processed through this system; fees for musical instruments will be processed through SCO (therefore, there will be a 3% surcharge); fieldtrips, too, will be processed via SCO
- Principal did mention that if a particular item has not been entered into the SCO system, then proceeds do not need to go through the SCO; however, once itemized on SCO, all future processing for that particular item must be via SCO
- the cost of the 3% surcharge will be built into the total price (which is the normal practice of other schools, as per Principal)
 - VP Chin noted that schools generally round up in terms of pricing, so this concept isn't new

- now that we are using the SCO system, does this mean we are protected in a strike situation (parent volunteers can continue fundraising efforts and collect/process funds)?
 - **to be discussed further; Principal, in collaboration with Council, has to come up with a plan to deal with the inputting of payment information – as of now, Heather York inputs this information – we have to come up with a plan that involves parent volunteers (so that we can continue fundraising efforts in the event of a strike)**
- school fundraising plan and SIP (2015 – 2016)
 - what are the funding requests this year and their priority?
 - **Principal will give us a presentation, along with notes, at next meeting**
 - Ms. Calverley will be present at the next meeting to walk Council through the list (an inventory of the technology in the building so that Council can understand what's been lost/is out of the building – this will help us get a sense of fundraising priorities)
 - school uniforms (used for team sports, including volleyball, basketball, cross-country, etc.)
 - as per some Council members, Council expressed interest, at the end of the last school year, in funding school uniforms
 - Ms. Smith (teacher) obtained quotes for uniforms and provided Council with this information
 - different options were presented in the quotes (i.e. sizes, 2 colours, styles, etc.)
 - Council asked Ms. Smith for her recommendation and input
 - she prefers yellow uniforms because with this half of the East, blue is a popular colour (while yellow is not – only a handful of schools wear yellow) - so, going with yellow is better because only a handful of schools wear yellow
 - no reversible options
 - usually choose the vest style vs. t-shirt style (students usually wear a t-shirt underneath)
 - don't need shorts (though provided in quote as the company put a package together for Ms. Smith)
 - when asked if we should order different sizes, Ms. Smith said yes, we could
 - Member Dogra asked Principal if there is allocation of funds for school jerseys
 - as per Principal: there is no specific allocation of funds for jerseys
 - if anything, the money would have to come out of the operational budget (which, as previously discussed, is used for things such as photocopying, phones, books, etc.)
 - usually, what schools do is they fundraise to pay for uniforms
 - how many do we need: a team is 15 – at least one set so one team is outfitted
 - **Ms. Smith will obtain more information from vendor and update Council**
 - **why the discrepancy in pricing (higher price for vests vs. t-shirt jerseys)**
 - **are the prices listed inclusive of tax (Ms. Smith believes so, but has to confirm this)**
 - **Principal agreed that school will pay the tax on the jerseys if quotes don't include tax**
 - Principal went to a meeting this past week; administrators got together; the board has a board improvement plan which schools have to align with
 - what they're looking at based on data (student achievement) is that there's a focus on math so we're looking at innovative practices in teaching math
 - **Principal to gather teachers funding priority list and share at next meeting**
 - the Board improvement plan: Board now is looking at different types of data (school perceptual data, how kids are feeling, parent survey, EQAO results) and determine the areas in which we need to improve, as a Board (for example, a few years ago, it was reading comprehension)

FUNDRAISING

- school generated funds are funds from school council, Milk Program by school, etc. – it is anything outside operational budget
 - can spend on technology/audio equipment, guest speakers and field trips or if you had a project outside (painting games on the tarmac, adding more basketball nets or add shed)
 - items like books, however, can't be purchased via school generated funds (must be done so via the operational budget)
 - fundraising can support the operational budget (but not *vice versa*)
- brief overview of presentation next week (needs of Boxwood, teachers polled)
 - 25 of 32 staff at the school listed computers as their first choice (while others listed field trips as their first choice and some listed guest speakers as theirs)
 - majority of teachers listed LCD projectors as their 2nd choice
 - based on the survey, it appears that computers, LCD projectors and field trips are priorities for the school
- Member Mitra asked if we could get a running list of what we have in terms of computers (this **will be included in the presentation next meeting** – how many did we start with, how many broke, how many need to be replaced, etc.)
 - Principal mentioned that iPads purchased before are not working the way the Principal had intended (i.e. the keyboards are cumbersome)
- pizza lunches
 - getting back on track: after a few weeks with new partner, Famous Pizza, how are Pizza Fridays going?
 - slices are now even, pursuant to a request by Council (discussed November 9) as per Co-Chair Sandhu who is present during the lunches
 - there is an increase in cash sales
 - as per Co-Chair Chan, plates were purchased with first order (also discussed Nov 9)
- Subway lunches January start
 - Member Mitra: when the next pizza order goes out, is it correct to assume no extra 3% surcharge will be applied?
 - Co-Chair Sandhu: next time, whomever is forwarding the forms, can it please be mailed to everyone?
 - issue re: change of Subway lunch order form discussed (issue: the form submitted to school staff for dissemination was altered)
 - fitting an 8 ½ x 11 flyer on a small envelope posed a challenge and forced school staff to essentially redesign the flyer so that it would fit
 - time was an issue (short turn around time for staff to hand out the envelopes to students)
 - for next term: the draft flyer being submitted should account for the size of the small envelopes sent home with students so that the flyer doesn't have to be modified (modifying the flyer to fit the envelope can be time consuming)
 - Member Mitra suggested that the school reject any future documents intended for reproduction if the size is too big
 - Co-Chair Chan required clarification: do the pizza forms, which were previously accepted as sent and reproduced with no issue, have to be changed in light of the sizing discussion today?
 - she also asked: is it the time factor to shrink or does she need to simplify it – if pizza form is OK then she's going to just change dates – if it's preferable then she can shrink it
 - Co-Chair Chan request: can Principal send correction e-mail regarding Subway day (Tuesdays) and follow up with announcement in student agendas (little piece of paper in the agenda) – Principal agreed and noted that **he will also include the Subway lunch dates grid on the same announcement slip**
 - envelopes were sent out on Monday, December 14 and are to be returned on Thursday, December 17
 - to summarize:
 - we need to send out an email to parents clarify Tuesday dates
 - council will try to make order message smaller in Term 2

- issue: @ last year's Bingo fundraising event, winners were awarded \$25 gift cards (however, since a parent came forward, it's come to the school and Council's attention that the 4 cards were empty, with zero value)
 - to Co-Chair Chan's understanding, none of the cards were loaded (as per receipts reviewed), though the gift cards were handed out to the winners (the receipts show that the cards were loaded and then, for some inexplicable reason, voided and never paid for)
 - can we track down the winners? only one winner (a parent) came forward; some members noted that a Crossing Guard employed by the school last year was a winner, however, there is no name or contact information for the guard (**the Principal indicated he'd try to find out who the guard is**)
 - a parent came forward and met with the Principal who decided, given the error, to reimburse the parent the \$25 (this \$ came out of school generated funds) – there was discussion of Council reimbursing the school, however, upon the Principal's insistence, there is no need to reimburse the school since Principal unilaterally made the decision to reimburse the parent on the spot, without further delay
 - Council decided to earmark up to \$75 for the remaining 3 winners, should they come in (**Co-Chair Chan will sent out a motion for this and the Principal will let us know**)
- general discussion
 - per Co-Chair Chan: anything that's spent has to have a receipt and go to the Treasurer
 - per Principal: re cash sales of pizza
 - when the money is counted should there be an additional signature by a parent volunteer?
 - **going forward Member Prasad (also a parent volunteer at the pizza lunches) will sign the envelopes** (so there should be two signatures going forward: school staff's signature – i.e. Heather York's—and a parent volunteer's)
 - as noted above, because of the new system and how it works, we **need to figure out a way for Council to count and Heather to input** → due to the new system, Heather has to input each student's order individually on the SCO system, as they come in (**question is: how do we get Council/parent volunteers involved?**)
 - Treasurer: what happens on snow days to pizza or subway lunches? what about those students who make it to school?
 - school gets information at 5am that buses are cancelled etc.
 - **we will discuss this more at the next meeting**

SCHOOL CALENDAR

- what's happening at the school, calendar of events
 - next newsletter will be in January, the first week (a welcome back)
 - school math night: VP is working on getting support for this (he's looking at getting Board personnel to help us plan that night)
 - library is undergoing renovations (doing a little restructuring)
 - there is a plan for a small nook for children to sit and read
 - some rearrangement of sections, etc.
 - the holiday Hero Campaign goal was reached and all food collected will go to Markham families in need
 - there will be a sing-along on Friday, before the school closes for the Winter holidays (a sort of karaoke where children will gather and sing Christmas songs) – space will be an issue in the gym (furniture from library) but Principal indicated they will cordon off some of the furniture if necessary so that all students can gather together and partake in the sing-along
 - students will get to enjoy hot chocolate this week
 - Thursday: kingergarten to Ms. Sharma's class and Friday: rest of school
 - Student Council has been involved in this and requested that the hot chocolate be served after lunch (so that they, Student Council, can prepare the beverage during lunch time and Principal agreed)

PARENT MATTERS

- open to all parents in attendance
- feedback from Member Kadakia re breakfast program
 - some parents had issues with the quality of the fruit; member has heard from some parents that they took issue with the quality of the fruit (doesn't appear fresh, is slimy in some cases)
 - per Treasurer: is there any way we can get someone to defrost the muffins the night before (it seems some children are getting frozen muffins – they don't appear to be defrosted properly)
 - **Principal will see if he can add to the process**
- Member Dogra: no December concert?
 - time wouldn't allow (given the work-to-rule situation from earlier)
 - also: school has stored furniture from library (due to the renovations) at the back of the gym – so space has been an issue
- Member Dogra looked further into Lego Robotics competition and provided the following information
 - he spoke with someone @ MDHS and was told, if Boxwood allows it, they can come in and mentor students
 - the Principal has to speak with MDHS (they have a team there that allocates time to schools)
 - Principal likes this idea and would like to pursue it
 - **Member Dogra is to speak with his contact at MDHS and will follow-up with Principal in terms of who to contact, etc.**

MEETING ADJOURNMENT

- meeting adjourned at 8:57 PM
- approved