

**BOXWOOD PUBLIC SCHOOL****SCHOOL COUNCIL MEETING #6: MINUTES FOR 02/22/2016**

<b>MEETING DATE</b>	Monday, February 22, 2016	<b>START TIME</b>	7:10 PM
<b>MEETING #</b>	6 (2015 – 2016 school year)	<b>END TIME</b>	9:00 PM
<b>MEETING LOCATION</b>	school library	<b># OF INDIVIDUALS PRESENT</b>	10 (includes VP, principal and 3 Student Council members)
<b>NEXT MEETING</b>	Monday, March 21, 2016	<b># VOTING</b>	4

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

**WELCOME: CALL TO ORDER**

- sign-in sheet circulated
- meeting called to order by Chair

**RECENT AND UPCOMING EVENTS**

- Student Council members present, so start with Math Night presentation so they can leave early b/c it's a school night
- other events:
  - boys girls basketball area tournaments
  - Character Matters assemblies: February 29 (assemblies sometimes happen in gym, sometimes in classrooms)
  - York Region Skills Challenge (Gr. 7 and 8 Lego Mechanics): March 3<sup>rd</sup> (every Tuesday and Thursday during lunch time in the library - Ms. Breckenridge and Ms. Calverly support this)
  - tentative date set for concert: March 10
  - March break: March 14-18
  - Easter weekend: March 25-28
  - Family Math Games Night: March 31
- Boxwood Math Games Night
  - games as part of the comprehensive math program

- overview of our games night
- sample activities were demonstrated by members of the Student Council
- per VP and Principal
  - we have 6 teachers on board (subcommittee to do research, thinking and planning for this)
  - been in contact w/ other schools that have had something similar
  - intend to purchase some resources in the form of games and puzzles to enhance what we are trying to do in our school to develop a “Comprehensive Math Program” (term Board uses to look at balanced approach to math instruction and learning)
  - part of learning includes puzzles and games; meant to be challenging, rewarding and fun (meant to not frustrate kids and math learners)
  - Student Council members: showing similar stations to what we’ll be doing on Math Night (but will be on a bigger scale than today’s demonstrations)
    - Traffic Jam
    - Flow Free
  - commercial games we can buy, apps, homemade games (3 categories of games we are going to make available)
  - we want to bring families together
  - we found we get more participation from parents when kids are involved
  - our vision: kids and parents playing a math game together
  - funds we are using for Math Night (1k) come from a program to which Boxwood submitted a proposal
    - proposal discussed reaching out to parents and Math Night specifically
  - per Chair: how do you need School Council to support this?
    - attendance and participation
    - maybe we can work together to help recruit parents to attend
    - email blast will be done; perhaps there can be a write up in the newsletter
    - parent volunteers needed to help set up and clean up
    - Math Night hours: 7 PM – 8:30 PM; volunteers could arrive between 6:30 PM – 6:40 PM to help set up at the start and remain approximately 15 minutes after conclusion to help with clean up
- Student Council fundraising plan
  - Student Council generates funds from sales from school dances and leftover items (i.e. popcorn)
  - they’ve generated \$492.71
  - Student Council has decided to allocate their funds to the Grade 8 graduation and donate to the Hospital for Sick Children (will decide at their next meeting how to divide the funds between the two)

## SCHOOL UNIFORMS

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- Ms. Smith brought in jerseys for School Council to compare
  - one jersey is made of flimsier fabric while other jersey is more thicker, has a netted quality and appears more breathable
  - consensus: latter jersey is better quality, and, therefore, a better investment for the school
- if we are going to order 15, how do we order various sizes?
  - vendor advised it’s better to order 30 and get a full range of sizes
  - we have the option to pay for 15 jerseys now and pay for the remaining 15 next year (due Fall of next year)
- 30 of durable material is \$1,020.00 (\$34.00/jersey) or \$525.00 for a set of 15 (\$35.00/jersey), the flimsier one is \$27.00/jersey (\$810.00)
- Ms. Smith is fairly certain the price includes tax (everything the school has ordered before through this vendor has had tax included in the quoted price)

- another benefit of thicker fabric jersey: unisex while the flimsier jersey requires that we order men's and women's jerseys separately
- vendor suggested which sizes to order
- will we have enough jerseys?
  - there are only ever 2 teams running at one time (so won't run out of jerseys)
  - only time we may run into an issue is during track and field and cross country season (however, this likely won't be an issue given that kids can wear a variety of school gear while team sports like volleyball or basketball require that members of the team wear the same jersey)
  - therefore, these jerseys are primarily for basketball, volleyball, badminton, etc.
- Treasurer suggested taking a photo of the jerseys (to be sent out with email re: jerseys)
- **Chair to send out email to vote to get quorum**

#### APPROVAL OF PREVIOUS MEETING'S MINUTES

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- approval of January 11, 2016 Minutes adopted

#### TREASURER'S REPORT

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- \$4,930.00 balance
  - includes all Term 2 pizza and Subway lunches (up to March 29)
  - Treasurer hasn't allocated any money for grad
- activity in the School Council account has been limited to pizza, subs, and cost-sharing (per Principal who explained how surcharge will be handled going forward)
  - anything we put through goes through online fee account (milk pizza subs, school trips)
  - last time, because School council wanted to keep the price @ 15, Principal had to work backwards (couldn't do 3% at \$15) - \$14.60 went into general account and \$0.40 went into the online fee account
    - school generated account has umbrella accounts (i.e. School Council account)
  - School Cash Online: subs, pizza, milk, school trips and anything else put on there in the future
  - we have to allocate what goes into the online fee account and what goes into School Council account (has been limited to pizza, subs and Cost Sharing for this year)
- School Council's expense for cost sharing was \$1,718.64 (first round)
- question by Treasurer: can Heather York put cash online surcharge within the description of each transaction – **Principal will look into this**
- only money taken out and put back was the \$25 gift card
- Treasurer's report approved

#### SCHOOL CASH ONLINE

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- Heather York inputs information (via School Cash Online) and shares the information with Chair and Treasurer
- question re: inputting of information, parent involvement and what happens in the event of a strike
  - b/c parents are doing everything else except for inputting, Principal can easily say parents were very involved in the process
  - last year, this was not the case (pizza lunches were handed out by staff)
  - Principal doesn't think it's feasible for parents to be involved in the inputting of the data, however
  - so if there's a possible interruption, we can say parents were very involved, even though they don't actually input information to SCO
  - however, Principal would like parent volunteers to be involved in the counting of cash received (this would protect us in the event of a strike though we will not be able to deposit the funds until the strike is over)
  - Treasurer asked how we would make payments during a strike if we don't deposit funds – both she and Principal suggested we could make payments with the cash collected assuming there is a VERY CLEAR

partnership between school and parent volunteers and proper accounting of all funds received so no mistakes are made and trust in the system is maintained

- going forward, we need parent volunteers to get involved in the counting

### SCHOOL COUNCIL ACCOUNT

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- thus far, funds have been spent on 10 Chromebooks and 4 Lego Robotics Kits
- possibilities (areas that require funding):
  - team uniforms (SC has made a commitment to fund jerseys)
  - laptops (Chromebooks)
  - field trip (bus)
  - guest speaker
  - Grade 8 graduation

### LEGO ROBOTICS AND MECHANICS

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- we rec'd our shipment of Lego Robotics last week
- school has contacted a Markham District High School student; they are busy preparing for their regional tournament in March
- we are looking to arrange some dates with this team from MDHS
- Lego Mechanics Club has been happening during some lunches (see recent blog post)
- Boxwood is sending a Grade 7 and Grade 8 team (4 students to compete in the YRDSB Skills Challenge on March 3)

### FUNDRAISING PLAN

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- a fundraising plan assists schools with effectively planning and administering fundraising funds and fundraising activities
  - must be compliant with YRDSB policies and procedures and government legislation
  - should align with the SIP (School Improvement Plan)
  - letter that goes out should be an accounting of Cost Sharing

### SPRING COST SHARING

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- Spring round is open
- we have a total of **\$3,953.40 remaining** to spend on tech. equipment (**\$1,581.36 = school's contribution + \$2,372.04 = Board's portion**, which is 1.5 times the school's contribution )
- Ms. Calverly would like a mix of Chromebooks and laptops because laptops have a little more functionality
- so, we could purchase laptops with the remaining Cost Sharing funds

### GRADE 8 GRADUATION

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- School Council's contribution will be around \$600.00 for 50 students (= \$12/per student)
  - per Principal: if SC could pay for the DJ (between \$500-\$700) that'd be great
- Treasurer suggested SC hand over the \$600.00 to the school and they can allocate the funds as they see fit and that SC provide \$12 per graduating student for all future graduations
- school sent out an email last month asking for volunteers and no one has replied
- details
  - location: Shangri La (ceremony, dinner and dance)
  - date: June 21
- this year month of June coincides with Ramadan – we may have to move it up earlier so that those observing Ramadan have time to pray
- at some point, **Chair will be sending out an email asking for \$600 in funds for graduation**

- school will cover the difference (needs help with funding of hall and DJ)

#### ACCOUNT BALANCE, SPRING COST SHARING & SPENDING

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- as mentioned, account balance is currently: \$4,930.00
- spending discussed thus far: \$1,581.36 (Spring Cost Sharing contribution) + \$600.00 (Grade 8 graduation) = \$2,181.36
- thus: \$4,930.00 (current account balance) – \$2,181.36 (planned spending) = \$2,748.64
- Principal suggests buying laptops via Cost Sharing (as they are more expensive) and buying Chromebooks at regular price
- with the remaining \$2,748.64, we can purchase 7 Chromebooks at regular price (approximately \$350/each)
- jersey payments can be made via Term 3 funds (pizza and Subway lunches) – **at some point in the future, Chair will send out an email regarding funding of jerseys**
- technology is the priority
- whatever we have now, we should put towards technology and take advantage of Spring Cost Sharing

#### OTHER

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- issue re: Subway envelopes:
  - there is no longer an issue with regard to the pizza lunch/Subway envelopes
  - the previous issue arose due to time constraints (school had to rush to get them out)
- pizza lunches:
  - Term 2 pizza has brought in less pizza orders
  - from what Chair saw overall there were less students
- Subway lunches:
  - right now, cost to Treasurer/vendor is \$2.75 (parents pay \$3.50 per sub)
  - cost is increasing to \$3.25 (parents will pay \$4.00 per sub)
  - also: falafel will no longer be offered (this will be reflected in the order form)
- School Council changes:
  - as of last meeting, Taranpreet Sandhu is no longer a Co-Chair or Member of the School Council
  - Elsa Chan is now the sole Chair of the School Council
- fundraising letter:
  - duplicate it and put it in March newsletter
  - **Chair to provide snippet to Principal by Monday, February 29**
- how can we encourage more parent participation in School Council?
  - opportunity to have a conversation at Math Night
  - offer babysitting? perhaps Student Council can help in these efforts?
  - have interesting, engaging and relevant information sessions for parents (i.e. student success, healthy eating, etc.) – a range of interesting topics exist

#### MEETING ADJOURNMENT

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- meeting adjourned at 9:00 PM