

DATE	Tuesday, February 27, 2018	START TIME	7:10 PM
MEETING #	6 (2017-2018 school year)	END TIME	8:50 PM
MEETING LOCATION	school library	# OF INDIVIDUALS PRESENT	12 (including Principal)
NEXT MEETING	Tuesday, March 20, 2018	# VOTING	11 (quorum = 7)

NAME	ATTENDANCE	POSITION	RETURNING MEMBER	NEW MEMBER
PRINCE, Dane	PRESENT	Principal	n/a	
ASIMI, Adam	PRESENT	Treasurer	X	
CHAN, Elsa	PRESENT	Chair	X	
MAHALINGAM, Sancha	PRESENT	Secretary	X	
AKALJAN. Kirushanthy	PRESENT	Member	X	
KANAGARATNAM, Akaljan	ABSENT	Member	X	
ANSARI, Sabina	ABSENT	Member		X
DORAH, Marrian	ABSENT	Member		X
HO, Rita	ABSENT	Member	X	
HUANG, Andy	PRESENT	Member		X
KADAKIA, Bina	PRESENT	Member	X	
KHERA, Manju	PRESENT	Member		X
KOMALAFE, Bola	ABSENT	Member	X	
KOMALAFE, Peter	ABSENT	Member	X	
MALIK, Faisal	PRESENT	Member		X
MYLVAGANAM, Mylashan	ABSENT	Member		X
PATIL, Vishakha	PRESENT	Member	X	
SHAIKH, Anushka	ABSENT	Member		X
SHAIKH, Saquib	PRESENT	Member		X
THINAGARIPPILLAI, Nathan	PRESENT	Member	X	

WELCOME: CALL TO ORDER (7:10 PM)

- sign-in sheet circulated by Secretary
- meeting called to order by Chair
- last meeting’s Minutes approved and adopted
 - **Secretary to make some edits and then email Principal for posting**
- will move back to Treasurer’s Report at the end
- Treasurer’s Report explained to new member
 - SCp likes to know what our balance is, what our upcoming expenses are, how much specific items will cost, etc.
- **to let Treasurer know: add Grade 8 graduation**

FUNDRAISING

- per Ms. York: term 2 pizza can be standardized
- we did the Boston Pizza trial
 - had mixed reviews: some loved it, some found it OK

- but, really, it's a choice and it's OK to move forward with it
- last test order we had a 100 orders exactly; Treasurer to add amount rec'd via BP orders (\$6/student = \$600.00)
- amount includes cost of food, HST, 3% service fee that we need to pay SCO (cost was \$443.24)
- when Principal did walk around (they delivered all the lunches), feedback was that students liked the lunches – no negative feedback about BP (SCp members whose kids ordered BP lunch “loved the food”)
- Principal noted BP was very good with labeling etc. and it went very smoothly and food was easy to distribute
- vote to put out BP order again (suggested by Chair)
 - Chair noted: cost to parents is a little more than pizza
 - maybe we can do it for next 3 weeks (every Wednesday)
 - can **send forms by tomorrow or Thursday** and have order be ready for March 21 (work on it with student over March Break)
 - also have BP lunch on April 4 and April 18
- can try it for the short term to see how viable it is for the rest of the year
- **Chair will forward to Ms. York or Principal first thing tomorrow morning**
- explanation of lunch fundraising process
 - Chair creates order form
 - Principal and Ms. York send out form, teachers hand out
 - parents order (via SCO, which is the preferred method, or paper)
 - Ms. York summarizes order and sends it to Chair
 - Chair puts the information in class grid and sends order to BP and school
 - then it gets matched up for distribution
- Paramount fundraising
 - Chair thanked Member Shaikh for connecting her w/ Paramount vendor
 - offering chicken or veggie wraps
 - great price @ \$4.00 taxes in, includes delivery
 - NB: we also have to pay SCO 3% fee (this is an admin fee we can't avoid and paid by all schools of YRDSB)
 - want to do a test week like BP
 - Chair propose having Paramount lunch week after we have the BP March 28 lunch
 - want to make it easy
 - details of food: chicken and vegetarian option
 - 4.5” long; smaller format, but, good for small kids – might be enough for a full lunch in conjunction with their snacks
 - option of ordering 2 for students who want more
 - lots of different options that can go into the wraps; includes: lettuce, pickles, turnips, onions, parsnips, tomatoes
 - Chair suggested we standardize it and make it easy
 - SCp voted: chicken w/ lettuce, white garlic sauce, pickles
 - vegetable wrap: falafel, lettuce and other toppings available; will ask for falafel, garlic sauce, lettuce, pickles
 - cost:
 - charge \$4 or \$6?
 - discussion re: affordability, etc.
 - to keep it consistent and simple, keep it same as BP (\$6) - about a third of school ordered the BP – so perhaps cost of \$6 is ok

- going forward
 - first, Chair will put out BP order and then will hopefully do Paramount this week or early next week
 - **Chair to check with Faisal re: standardizing toppings and will clarify dates with him**
 - ultimate plan: alternating BP, P, BP, P – every Wednesday

DONATION LETTER

- older grades have made requests for trips – i.e. ski trip, etc.
- there has been an overabundance of asking parents for donations (via lunch fundraising, milk program. etc.)/money for trips, etc.
- perhaps we should put off the donation letter
- per Principal: from school's perspective, Principal is always cognizant of what we ask for parents and he's not comfortable asking parents for donations, however, it's up to SCp to decide whether to send donation letter home
- donation letter is ready, but, as mentioned, we should hold off given all the expenses of late
- many on SCp agree that it's good to wait to ask for a donation
- **we will discuss in April**

RATEPAYER'S ASSOCIATION

- Chair emailed Rouge Fairways RPA
- in the past couple of years, RFRPA has donated \$500 to Boxwood
- person named Gina needs to email the RFRA and they vote; **we should hear back in a couple of weeks** (Chair doesn't see why it wouldn't go through)
- whatever is donated to Boxwood is also donated to Sir Richard W. Scott Catholic School
- RPA gets updates on what we do with the money
 - Chair doesn't make an arbitrary ask
 - funding priorities by teacher, Principal and SCp informs the request (Gina has asked Chair questions in the past and she has always answered them – where she can't answer them, Principal does)
- given that we can hopefully expect funding from RFRPA, this is another reason to put a hold on sending out the donation letter

TREASURER'S REPORT

- current balance = \$6,626.65 as of February 20
- balance decreased a little since January b/c of pizza orders made to Pizza Pizza
 - also, some plates purchased this month as well (the last time we purchased plate was in October)
- \$856.32 in revenue
- \$1,126.24 in expenses (as of February 20)
- **next report should include the rest of the BP funds**
 - **Treasurer will ask for next statement in a week**
 - should be \$600.00 - \$6 dollars, 100 orders – no extra orders on day of
- barring any big spending, we are still in a good position
- we can do Cost Sharing in April
- \$277.70/week for pizza; Feb 20 last chq was \$277.70 (times this by 4 for March)
- **Chair to send out Term 3 pizza order**
- Treasurer's Report approved

GRADE 8 GRADUATION

- in addition to Cost Sharing (Spring) we have Grade 8 graduation
- \$12/student was decided on last year; perhaps we should increase the amount this year (45 students)
- cost
 - if \$12/student = \$540.00
 - if \$15/student = \$675.00
- last year we spent \$600.00 (\$12/student, 50 students)
- pays for banquet dinner, dance and DJ @ Shangri La (Treasurer attended his first one last year; Chair went on behalf of SCp)
- Chair proposed motion that we vote on G8 graduation funding at \$15/student and seconded
- once we vote that in, we can give funds to Principal to plan G8 graduation
- **tentative date: June 19 – to confirm**

VOTING

- per Secretary: what is exact process to agree on moving forward with an item (proposing and seconding or voting with quorum)
- we vote on items when we have a min. of 7 voting members present (or an email will be sent out for votes)
- G8 graduation: unanimous – all voted in favour of increasing per student cost to \$15
- BP lunch: unanimous
- NB: while quorum is 7, we can have meetings as long as a minimum of 4 members are present

PRINCIPAL'S UPDATE

- upcoming events
 - Knitting Club (G3 and above)
 - Intermediate Girls Basketball tournament March 2
 - mental health lesson (SEL) March 2; SIP – mental health one of 3 areas of focus; SEL = Social Emotional Lessons – what do you do when you're upset? tiered for different age groups
 - Kindergarten classes going to Fred Penner show on March 6 (good trip b/c they are providing bussing)
 - March Break: 12-16
 - Math Professional Learning March 22 and 29th
 - Good Friday (no school): March 30
- per Member Shaikh re: school activities
 - some parents are concerned that there's not enough going on during lunch – some kids are not doing enough or their friends are in activities and they aren't, so they feel lonely (for example, parent noted child in G2 in split 2/3 class ends up being by herself while G3 are doing activities)
 - solutions? have different activities and different clubs (moms willing to volunteer)
 - what about activities for G1 and G2 students? what about more diverse activities? what can we do about this?
 - per Principal:
 - it's a challenge b/c lunch time is a teacher's time to have lunch; any activities outside of class time are run by teachers who volunteer their time; Principal can't force teachers to run activities, all he can do is encourage them as per collective agreement union
 - students sometimes will ask for a volunteer (i.e. Principal volunteered to coach boys basketball after students requested it)

- there is primary house league that runs (one day out of the week where they do some different activities based on their houses – first recess)
 - school also has badminton, band, choir, etc.
 - once a month there's a primary fitness drop in
 - another challenge: finding an activity that all kids will be interested in
 - Principal isn't opposed to a teacher/program coming in (but, again, this will be at a cost)
 - **Principal will take it to teachers – anyone interested in doing something for grade 1s and 2s?**
 - another issue re: child feeling left out and not wanting to come to school was also brought up; Principal mentioned this might be a student-specific issue and perhaps a meeting targeted for that specific child should happen
 - question re: availability of school psychologist by Secretary
 - per Principal: school psychologist not based in school; Principal can request support from them and they attend (Principal has done this this year)
 - **further discuss: afternoon club, activities, etc.**
- Cost Sharing
 - **Principal can send CS email**
 - have rec'd the 10 dell Latitude laptops that we ordered through CS
 - still waiting for our board technicians to install programs (i.e. Windows 10)
 - we were going to use these computers to replace failing computers on our presentation carts
 - we will still be 2 laptops short of replacing all of the failing laptops in classes
 - for next cost sharing order, need 2 laptops = 9 Chromebooks to top up primary classrooms (cost of \$1,727.93 for \$3,272.07 worth of equipment)
 - regular laptops outside of Chromes = \$700-\$800 each – **will look at this in March**
 - unanimous vote for cost sharing
- technology in the classroom
 - we use Google Forms for assignment
 - also use Google Sheets, Slides, Docs, etc.
 - different teachers use these programs to varying degrees
 - younger students use iPads

SCHOOL SAFETY

- in response to the Florida school shooting, discuss measures taken by Boxwood to ensure school safety
- variety of measures we implement to better ensure our students' safety
 - locked doors and buzzer system
 - office has monitor directed to door so office can see who is at the door or they can ask via intercom
 - cameras
 - Principal has access to cameras all over the building and can access them via his laptop (can back months of footage)
 - refitting some of the cameras (Principal didn't like that he couldn't see what's happening in the parking lot)
- lockdown and hold and secure procedures (drills)
 - all of YRDSB schools have a lock down procedure (i.e. when an intruder is in the building)
 - Principal or another person goes on announcement saying: attention, attention, our school is on lockdown
 - twice a year drill
 - kids and teachers have to go to part of the room where they can't be seen
 - some of the windows in the pods are covered b/c they found that there's no place they can't be seen
 - teachers all have a key

- lock the door, quiet, in the corner
- during drills, Principal goes around school
- everyone knows exactly where they are supposed to be
- even if the child is outside, there has to be a sweep
- as soon as they say lockdown, students know to go to nearest classroom
- youngest students have washroom in their classroom and G1 class close to their washroom
- NB: if something has happened outside of school (i.e. there was a robbery in the neighbourhood last year) there is no lock down b/c threat is outside (but doors will be locked)
- last lockdown drill was in October; next drill will be in the Spring
- drill announcements –first one: teachers are given a heads up; 2nd one: teachers will be told @ staff meeting that there will be a drill that week and that teachers should review procedures, but no specific date is provided
- health and safety check done every single year by board; they go through books and Principal has to provide info on how long drills were, whether there were issues, etc.
- bullying
 - anything in place to identify bullying? protocols in place
 - Principal has had students in previous school with safety plans; they are not just for students who are dangerous; also for students who are triggered and may hide or run
 - Principal walks around with radio and communicates with staff and office and keeps an eye out for issues
 - bullying-preventative measures
 - safe school presentation at the beginning of the year
 - presentation discusses
 - appropriate behaviour (i.e. words and actions)
 - consequences
 - what to do if they (students) are feeling uncomfortable
 - staff supervision
 - we need to work with school as parents to talk to school and talk to our kids
 - parents should be involved in talking to their kids about what's going on
 - first September PA day, staff through compliance training (more to do with health and safety)
 - how to report to CAS, slips trips and falls, anaphylaxis, etc.
 - mandated by Ministry; all of YRDSB must do it every year

MEETING ADJOURNMENT

- next meeting after March Break
- meeting adjourned @ 8:50 PM