

Boxwood P.S. Parent School Council Meeting Minutes

Meeting Date: February 3, 2014 (Meeting #4)

Start Time: 7:10 pm

End Time: 9:17 pm

Next Meeting: Monday, March 3, 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	
	Napinder Dogra	Member	x	
	Kulvinder Rai	Member	x	
	Adam Asimi	Member		x
	Jaspal Deol	Member	x	
	Bina Kadakia	Member	x	
	Claudia Coore	Member		x
	Anjula Sukumar	Member	x	
	Kalaichelui Kathiravelu	Member		x
	Taranpreet Sandu	Member	x	
Regrets	Tas Saleem- Regrets	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
	Jagdeep Singh-Absent	Member	x	

Introduction (Bobby)

- Review of this meeting's agenda
- Reminder of the three qualities are deemed by the attending group to be the top priorities: Respect, Equality, Consensus (added to top of agenda)
- Minutes from January 13 meeting – adopted with the correction of EQAO clarification of how ELL students contributing to last year's results; correction; ELL students was one of the many variables that contributed to current results and not the main contributing factor.
 - Funding – 2 of 5 funding requests approved i.e. ELL and RazKids (not 3 of 5 as originally reported 3; still outstanding: Kindergarten outdoor play wait until Spring, ASD tech tools will attach to cost sharing; Technology cost sharing program)
- Council Members update – Tas resigning from Treasurer role but will remain a Council member
- Last meeting's minutes adopted and approved

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Treasurer's Report

Line Item	Amount	Notes
Opening Balance	\$3 870.82	n/a
Closing Balance	\$10 507.11	includes funds collected from pizza lunch sales \$12060.55
Fundraising Account	\$1455.34	net collection from Cookie Dough \$1618.50 and Apple Sales \$60 less cost parent survey expenses of \$223.16
Balance of both accounts	\$11 962.45	\$10 507.11 (Council account) + 1455.34 (fundraising)

- There is a separate fund raising account which will be reflected as a line item in the Financial Statement
- Financial Statement adopted and approved

Last Minutes Items

Parent Survey Results (Bobby) - Bobby reviewing all data

- Received about 200 responses
- Highlights include 90% people have tech at home, majority are happy how school is being run, many don't have time to attend school council meetings
- A more formal and complete breakdown will be provided once all collected data has been analyzed by Bobby (and his daughter) by March meeting; Bobby to be sending out summary of results by next weekend, a more detailed discussion will be held at next meeting in March
- Napinder still concerned about how Parent survey was changed before being distributed and Parent Council was not consulted or notified
- Catherine agrees there is opportunity for better communication next time; intention was to execute on time but had to be changed to meet requirements for Teacher's union
- Claudia brought forth the learnings from last Parent Survey i.e. opportunities on how School Council and School Administration can work better together next time

Lines of Authority – Claudia proposing we take a minute to review roles and responsibilities, refer back to handbook for roles and responsibilities

- Pranab suggests all members to voice and make request to note certain discussion items during and throughout meeting
- Claudia concerned about voice of all attending parents still not being heard
- Co-chairs to send out link and hardcopy of School Board Policy

Administration Update

- School calendar for Feb posted and it is a busy month
- EQAO night will be held on Feb 20 7-8pm and additional teachers are on board to assist that evening
- Demonstration of EQAO Level 4 expectations (parents will have exposure to trial questions and model level 4 responses)
- 2 group approach, Primary (gr 3 and under) and Junior (4 to 6)
- Ruth to look into including content gr 7-8 to prepare them for EQAO In grade 9

Tech Update

- Board Tech Consultant will come back and work with students (who will become tech experts) , parents, teachers and other students i.e. a balanced approach
- Eg. Use of Google Docs

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- Napinder suggests meeting is needed with Tech Consultant, teachers and parents for higher level tech plan/roadmap understanding and alignment (M-W of week of Feb 24)

COUNCIL UPDATE - EQAO

- One of the contributing factors leading to drop in scores include teacher job action,
- What action plan do we put in place to fix or help boost scores overall back up? There are many contributing factors but difficult to pinpoint what exactly is the root cause but Council is committed to work with school admin to target those parents and students most at need to push them up to a level 3
- Plan is to target instruction to students' needs i.e. explicit instruction for those who are identified as needing it in each classroom; necessary to some, good for all
- Helpful if Council may help by sending message to avoid planning vacations for end of May to early June (May 27 to June 3)
- Anjula suggests School to use individual student results and contacting those parents directly in addition to the results that go home in letter; School to invite the parents of the students who need most help to discuss extra support and setting up those children for lifelong learning success but also the next EQAO
- Council recommendations:
 1. EQAO handbook/folder which contains sample questions and answers to set expectations to help create parent partnership with school
 2. Integrate textbooks back into classrooms to build the basic foundation for that subject and so parents are more familiar with curriculum and assist in their child's learning
 3. Leverage OFIP to offer additional opportunities for students to learn; students, parent volunteers and teachers can all help facilitate
 4. Parents will volunteer to assist and help facilitate sessions during EQAO night (meet to discuss on Feb 5 6pm before the Music Night)

Text books

- Math textbooks are available to students upon parent request if that child's classroom does not use textbook
- Need this communicated to parents so they know they can make this request

Council Reorganization

- Bobby and Pranab proposed 4 executive Council members(for a total of 8) – all attendees in agreement
- With Tas resignation from Treasurer role, Bina has been voted into Treasurer role for the rest of the school year
- In order to capture all votes of parents not in attendance an email will be sent out with list of names to vote on additional 4 executive council members (Bobby)

Fundraising Update

- Bina suggests trying new pricing scheme for last pizza term i.e. quantity discount
- Rock, Paper, Scissors Tournament to be organized and held before March Break; Elsa to contact Pauline from QSP, put plan together and share with Council members. Then engage Ruth to help support plan. Council will provide pricing

Next Meeting Agenda Items

- March Break Read-a-thon
- Survey – follow up to review findings
- Textbooks revisited

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Follow-up and Action Items

OPEN Items	Owner	Due Date	Status
1. Validate the minimum Council quorum number as specified by the Board.	Ruth	Next Meeting Feb 3	Open
2. Review Fundscrip program changes and assess feasibility as viable fundraising option for this year. Shipping and distribution challenges prevented Council from leveraging this last school year.	Elsa	Next Meeting Feb 3	Open
3. New Boxwood website - Parent Council write-up for website launch communication	Ruth added content Bobby to provide additional if req'd	Feb 2014	Open
4. New Boxwood website - Add school council meetings to school calendar	Elsa Ruth	Feb 2014	Open only Sept and Oct posted
5. New Boxwood website – Add teacher email addresses	Ruth	Feb 2014	Open
6. New Boxwood website – Add visitor counter on 2 pages in School Council section, Documents and Info and Mintues	Ruth	March	Open
7. New Boxwood website – Add school council member names and roles	Ruth	March	Open
8. Distribute Special Need's students funding request submitted by Ms. Fitzgerald. Council members to review and be ready to discuss.	Bobby/Catherine?	Feb 2014	Open (provided in Nov 18 mtg but has not been discussed yet)
9. 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.	Bobby/Catherine?	Feb 2014	Open
10. Cookie Dough Fundraiser – organize and schedule the Rock, Paper, Scissors Tournament for students who sold multiples of 3 cookie dough orders	Elsa/Ruth	Feb 2014	Open
11. Report of findings from Parent Survey conducted in	Bobby	March	Open
12. Co-chairs to send out link and hardcopy of School Board Policy	Bobby/Pranab	March	Open
13. Council to elect additional members to take on co-roles or back up for existing roles	Pranab	March	Open - email sent but not enough response yet

CLOSED Item	Owner	Due Date	Status
1. Secure a supplier/donator for Fall Apple Fund Raising	Tas	Apples Oct. 7 Sell Oct. 10	Closed

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CLOSED Item	Owner	Due Date	Status
<ul style="list-style-type: none"> - 80 were wrapped and sold for \$0.50 to \$1 each 2. - approx. made \$60 			
3. 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
4. Parent Survey	Bobby Pranab	Review Oct. 22 Execute Nov. 18	Closed
5. Send last treasurer's report to Tas	Bobby/Catherine	Nov. 18	Closed