

Boxwood P.S. Parent School Council Meeting Minutes

Meeting Date: January 13, 2014 (Meeting #4)

Start Time: 7:10pm

End Time: 9:15 pm

Next Meeting: Monday, February 03, 2014

	Name	Position	Returning Member	New Member
Attendees	Catherine Arnold	Principal	x	
	Ruth Carmichael	Vice-Principal	x	
	PranabMitra	Co-Chair	x	
	Elsa Chan	Secretary	x	
	NapinderDogra	Member	x	
	KulvinderRai	Member	x	
	Adam Asimi	Member		x
	Jaspal Deol	Member	x	
	Bina Kadakia	Member	x	
	Claudia Coore	Member		x
Regrets	Bobby Panchu-Regrets	Co-Chair	x	
	TasSaleem- Regrets	Treasurer		x
	Sharon Rambanan-Absent	Member		x
	Anjula Sukumar-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		

Recap of end of year

- Productive pre-meeting took place last week to review state of meetings leading up to end of last year
- Created Agenda in advance

Review of Boxwood School Council Team Norms

- We all need to review and refocus on the norms which will help to maintain the productivity of meetings
- The following three qualities are deemed by the attending group to be the top priorities: Respect, Equality, Consensus (will be added to top of agenda)
- Detailed Norms will be included as page behind agenda for all meetings moving forward

Previous Meeting's Minutes

- Correction to last minutes: Gail McNaughton office help for surveys was available on Tuesdays and Thursdays as corrected by Catherine.
- Text Book in the class, reported incomplete in earlier minutes, will be addressed in next meeting.
- Members Roles and responsibility and Lines of Authority, came out of minutes discussion, will be discussed in the next meeting.
- With above noting to be considered in future, previous meeting minutes from November 22, 2013 reviewed and adopted by all attendees

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Treasurer's Report (provided by school for this meeting)

- Opening Balance - \$3 870.82
- Closing Balance - \$10 870.12
- Tas has received financial spreadsheet for 2012-13 school year.
- Pranab voiced Council will prefer detailed category summary all transactions to date format i.e. debits, credits) vs. table format
- Catherine confirmed a large deposit was made this week
- Pranab reviewed accounting from 2012-2013 school year (see 2012-13 Financial Statement attached for details); overall, it was a fairly strong financial year:
 - Opening Balance - \$5842.03
 - Closing Balance - \$3870.82 (and opening balance at Sept 2013 for current 2013-14 statement)
- Once we get current statement in other format from Catherine, we will update the 2013-14 school year financial report, by next meeting.

EQAO Presentation Overview (high level summary only from powerpoint file) - Catherine

- There has been concern from parents that Boxwood's EQAO results have been dropping year over year, cause of which primarily identified as higher number of ELL students and special need students in the school due to demographic change in the community, as described below.
- Specifically since when Catherine has become Principal, however, in previous years of stronger performance EQAO was run by Catherine in the role of VP at the time
- EQAO info night will be planned by Catherine and Ruth with the help of Council so parents are better informed about school result.
- It is more effective to follow the students from Grade 3 to Grade 6, as Ruth suggested, to see the trends to see if there have been beneficial growth and positive impact
- Make up of Grade 3 EQAO from 2012-13 school year (these students are now in Grade 4)
 - 48 students wrote EQAO last year
 - 50% were English Language Learners or ELL (24 of 48)
 - 23% were students with special needs (11 of 48)
 - Exempt students (4 of 52 students or 8%) results were counted towards final results (i.e. factoring in four sets of zero scores into the equation)
 - ELL category is continuing to go up, but special needs has gone down this school year
- Grade 6 EQAO students (these students are now in Grade 7)
 - 52 students in total
 - 20 were ELL
 - 8 with special learning needs
- As Ruth mentioned, it takes 7 years for a student to move from Stage 1 to Stage 4 of Academic language (even if the same students may be thriving with Social language)
 - It seems like a long time and most time is spent in Stage 1 and 2
- With Literacy being pushed in the past 5 years, Math has taken a back burner which has negatively impacted the EQAO math results. Corrective actions taken, per school:
 - A re-focus on math has been embedded in the current School Improvement Plan (SIP), per Catherine.
 - In fact, previous EQAO questions are being embedded into teachers' action plan so that questions being measured on during EQAO will not be completely unfamiliar to students
 - Focussed lessons in small group instruction and differentiated instruction based on student needs

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- Special needs students are given the technologies to assist their learning
- ELL are exploring words through modeled, shared, guided and independent formats
- Strategies for success include collaboratively construct strategy walls, nurture positive attitudes using real world problem solving and engage students in math talk dialogue
- At the staff level, staff development is via ONAP (Ontario Numeracy Assessment Package) enabling teachers to identify student's knowledge of previous years math knowledge
 - OFIP Tutoring – math workshops for grade 3 and 6 students, Board must approve school proposal in order to move forward,
 - teacher training module to help teachers help students prepare for EQAO
 - EQAO Parent Night (Feb) – suggestion to use Feb Council meeting night as EQAO Parent Info Night otherwise – but rejected by the Council. Only Thursdays are available, we need to establish clear objective of EQAO Parent Night; night will show parents examples of questions and responses which will score 1 through 4, opportunity to review previous EQAO tests to familiarize parents so there is understanding and support from home,
- In summary, we want to introduce 3 tools support folder/handbook (as Ruth mentioned was already in place last year), OFIP Tutoring for students after school, Parent volunteer, to be demonstrated through EQAO Night
- How can Council help? E.g. communicate with Trustee for fund since Catherine mentioned this is subject to fund allocation from the Board.
- Ruth suggests collecting names now so parent volunteer training can begin sooner than later
- Pranab proposes we pick dates first and times and then we will fill with volunteer resources
- 2 Thursdays in Feb to be proposed, likely 20th or 27th Feb.

Technology Vision at Boxwood School

- There is already a lot of interest at the school level including student, teacher, and Board Consultant in Technology Group in the School interest.
- Parent support team includes Harish, Kulvinder, Napinder, Adam, Bina and Claudia.

Fundraising

- It would be nice to acknowledge the 2 parent helpers who are here every pizza lunch
 - Catherine will write thank you and appreciation notes and sign from Parent School Council
 - Adam provided feedback that there is shortage of cheese pizza, request to order more cheese and scale back on pepperoni
- Cookie dough summary will be collected and reviewed at next meeting
 1. Ruth and Elsa to work together to gather summary and provide update at next Council meeting

Funding updates (see red below)

- 2 of 5 are voted through:
 1. **ELL** – English Language Learners **\$103.60**; Big Ideas targeted for all students
 2. **Raz Kids**- **\$100** per 30 students (requested by Librarian, Miriam O'Rourke) – online reading program; used in centres in classrooms and at home; Geared for Kindergarten to Grade 4; memberships last for a year
- Outstanding:
 3. Kindergarten \$1000 for outdoor play area supplies; DECISION: wait until Spring

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4. ASD teacher looking for \$1250 to buy iPads and other tech tools; DECISION: attached to cost sharing; hold \$500 funds so can be available once cost sharing program opens up
5. Technology cost sharing program - \$9,000 to max \$12,500; ratio 1:1.5 this year – Ruth proposed to set aside fund to apply when cost share opens up – this was rejected by the council on the ground that new technology cost estimate will be available by then from the Technology Sib-committee to re-consider.

Next Meeting

- Text books in the class
- Results of parent surveys
- Minutes will be provided within 1-2 weeks of each meeting moving forward
 - All attendees to speak clearly and listen to help minutes may be captured effectively and more accurately

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 Fundscript 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	Ruth	Feb 2014	Open
5. New Boxwood website – Add teacher email addresses	Ruth	Feb 2014	Open
6. 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)
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.	Bobby/Catherine?	Feb 2014	Open
8. 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

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