

MEETING DATE	Monday, November 9, 2015	MEETING #	3 (2015 – 2016 school year)
LOCATION	Boxwood Public School Library	TIME	7:08 PM to 8:44 PM
NEXT MEETING	Tuesday, December 8, 2015	# PRESENT	9 + Principal

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

WELCOME: CALL TO ORDER (CO-CHAIR: ELSA CHAN)

- meeting called to order by Co-Chair Chan and sign-in sheet circulated

ADOPTION OF AGENDA/APPROVAL OF PREVIOUS MEETING’S MINUTES

- agenda adopted
- review of October 22 Minutes (NB: Co-Chair Chan has already made some edits to the Minutes already – i.e. member name spelling, date of today’s meeting, etc.), pursuant to email responses from council
 - change of positions since 1st meeting noted, member absences from previous meeting marked appropriately
 - Minutes now approved
- review outstanding items/actions from previous meetings: discussed below (throughout meeting)

TREASURER’S REPORT

- school council account balance remains at \$2,687 – no new activity has taken place
- report approved
- re: funds available to council
 - member raised question: can we not use these funds to get refreshments for council and items for students?
 - as per Treasurer and Principal, the funds do not come into council account (goes into a separate account)
 - also, funds are being used already for school council (i.e. paper for printing, etc.)

ADMINISTRATION UPDATE

- end of job action means we are now in a better position and things are pretty much back to normal

- few things to note (as a result of the end of work to rule):
 - report cards: waiting on direction (would've been handed out by now, if there been no work to rule)
 - not sure what type of report cards to be sent out (marks and/or just comments)
 - **once Principal gets direction, he will send out an email** to ensure transparency for parents
 - member question: isn't there a deadline of December 11 for report cards?
 - as per Principal, yes, the report cards *should* be out sometime in December, but, again, will confirm once final date is known
 - parent-teacher interviews
 - despite work to rule, teachers have been having meetings with parents throughout the whole session, where there is a need
 - the occurrence of the parent-teacher interview, as a specific event, however, is still undetermined
 - *if* the interviews are to happen, given historical dates, we can expect the evening interviews to be conducted on November 26 and the day interviews (PA day) to be conducted on November 27 – however, report cards may not be sent out by this point, and so, the interviews may not be as meaningful without report cards
 - **Principal will advise regarding the interviews (if they are to happen and when)**
 - office administration
 - everything back to normal – staff have resumed usual responsibilities (i.e. no issue re: form collection)
 - impacts to council
 - since CUPE also ended work to rule, we can now move forward with our fundraising efforts, starting with pizza lunch
 - teacher rep to start attending again?
 - **Principal will invite teacher representatives to attend school council meetings**
 - Ms. Smith was going to attend on the 16th before the date was changed to today
 - Principal is very supportive of teacher attendance and is confident that either Ms. Smith or one of her colleagues will be in attendance for future meetings
- school funding requests (what are they and priority) – given the work to rule situation, Principal has not been able to meet with teachers yet (SIP is a collaborative process with the teachers) – **but he will do so now and gather teacher's funding priority list and share at next meeting**
- SIP (2015-2016) – what does council want to add and where within the new SIP template?
 - Principal would like to focus on technology products, such as the Google Chrome Book
 - there is cost sharing
 - has to come from school generating funds (not operating funds, Principal can't use that)
 - the Google Chrome Books are \$1600 for 5 (school council's contribution will be 600 rest is cost sharing) OR \$3279.34 for two packs (10 chrome books) where school cost will be \$1144.81 and board would pay rest
 - motion for \$1144.81 payment by school council approved (Member Asimi seconded)
 - deadline to meet: November 30 for Fall Technology Cost Share for Chrome Books
 - **Principal will have funding priorities and SIP for next meeting (December 8)**
- school cash online
 - previous discussions were had re: online payments (with one goal being to lessen the amount of paper used and cash handled) and with the work to rule ending, we now have the option of school cash online
 - Principal received an email on Friday inviting him and Heather to discuss this on Nov 16 – he expects to have more information after this (in particular, when he can implement it at the school as Heather has to be trained on how to set it up)
 - NB: Principal doesn't expect the meeting to be a training session but more of an overview of the process (therefore, the cash online system probably won't be implemented right after the 16th)
 - **Principal will provide us an update at the next meeting**

- other updates
 - reminder: 1k has been allotted for a school math night
 - want students and parents to come in (historically, when students are invited, more parents attend)
 - plan: have different centres showcasing some of the different things we do in math at the school
 - planned for after December holiday
 - 1k funds have to be used for math night as per the request (via formal proposal) the school submitted
 - kiss and ride
 - Principal received approval (pursuant to a letter he submitted requesting the lines be repainted) – so the lines will be repainted (this issue was canvassed in a previous meeting)
 - school is still looking for a crossing guard
 - there is a crossing guard for the mornings but still looking for an afternoon crossing guard
 - some members brought up safety concerns re cellphone use - **Principal will follow-up**

FUNDRAISING

- general issue of who is to count money received
 - when faced with the work to rule situation, where teachers & staff could not collect funds from students (i.e. for pizza lunch) there were discussions re: whether parent volunteers/school council members could collect and count money – given that school staff had taken this role in the previous year, the answer was NO
 - most recently: September 2014 and onwards, Heather, in her capacity as school staff, did the counting of funds; prior to this, Member Panchu collected envelopes from school and brought cash to office for deposit (this was until June 2014)
 - therefore, to avoid issues where future work to rule situations present themselves, parents should collect and count funds going forward
 - reasoning (thinking ahead): if we set precedent, going forward, that parents are to count money, the school can continue fundraising if faced with another interruption (the council's position can be that, historically, parents have counted money and, therefore, it should be allowed to continue – this is pursuant to the Principal being told, repeatedly, that fundraising can only continue during work to rule *if* parents were the ones who collected funds and not teachers/school staff in the most recent past)
- collecting funds logistics
 - NB: it is not necessary for parents to come in to collect forms – school can do that
 - Principal prefers the cash collected not leave school premises
- pizza lunch
 - **Co-Chair Chan wills send forms to Principal** so he can get them **printed and distributed by November 10 (deadline set)**
 - forms should be returned Friday, November 13 (as noted on the form), however, **reminder email will be sent by Principal reminding parents to send in the forms by Monday if they haven't done so**

SCHOOL CALENDAR

- volleyball starting up, round robins
- Halloween : each year, many Boxwood students participate in the long standing tradition of Halloween (student council planned some events for Halloween) - great success; students assembled after parade and had a Daily Physical Activity session; student council very involved – planned everything down to the music (approved by Principal) and submitted agenda
- walking Wednesday (breast cancer awareness): student council President Angeline organized it

- Remembrance Day on Wednesday: student council has been working on it with Principal and creating an agenda and learning how to articulate requests to school staff (Principal is very happy with how the student council is doing)
- Diwali: display at the front of the school (by teachers & students) and some students are going to be doing a presentation on Diwali at the next Character Assembly

NEW BUSINESS

- email sent out re: Boxwood spirit wear – will also provide hard copies of order forms
- Boxwood blog is now live (<http://boxwoodbroncos.blogspot.ca/>)
- Famous Pizza (pizza lunch fundraising)
 - **request even slices**
 - napkins were provided for free, however, we will have to pay for paper plates, as per Treasurer
 - Principal estimated plates available in office – not enough, need to purchase more
 - **Co-Chair Chan will purchase plates from Famous Pizza (also discussed transitioning, specifically communicating with Famous Pizza, with previous Co-Chair Asimi)**
 - options: Halal cheese or pepperoni
 - to purchase slices day of: \$2.00
 - Member Prasad to distribute pizzas with parent volunteer (Suda) who assisted during the free pizza lunch
 - receipt book system to be adopted: volunteers count \$, Heather confirms, then to Treasurer
- Co-Chair Sandhu is assisting with lunch monitoring (JK/SK)
- points remaining in Pizza Pizza club account can be used to order pizza for math night or bingo night
- Subway (discussion with Treasurer, also vendor)
 - currently: Lunch Lady comes in on Tuesdays (approx. 10 students use the service)
 - in an effort to not displace the Lunch Lady, and offer parents options, changing days was discussed
 - if Subway on Wednesdays, price will be increased by \$0.25
 - **Principal will canvas Lunch Lady on whether she is agreeable to move to Wednesdays (and, as an incentive, Principal will offer to send out an email reminding parents of the service)**
 - If Lunch Lady agrees to Wednesdays, Subway lunch can occur on Tuesdays, with pizza lunches on Fridays (if there is a holiday, pizza lunch will occur on a Thursday)
 - priority: pizza lunch (once this is dealt with we can move forward with Subway lunch forms)

PARENT MATTERS

- donation letter: is it too much to send out now? (given the pizza lunch forms, etc.) – on agenda for last meeting
 - council member expressed concern over sending out donation request/invitation – however, the general feeling was that they are indeed helpful and parents are free to not participate
- **Principal to add blurb in newsletter re: school council updates – approved**
- as per request, **Principal will get notes from student council with their expectation of school council re: funding**
- member posed question: why are students being requested to bring forks, etc. (as per newsletter) – can't school simply purchase a large quantity of cutlery and hand them out when requested?
 - staff never deny a student's request for cutlery, however, in an effort to highlight personal responsibility, the school prefers that students make it a habit of bringing their own cutlery (especially given the impact it has on the environment and the integrity of the school to consistently instill certain values)
- Remind app: **Principal will discuss this with teachers**; he has, however, had some preliminary discussions with some teachers who expressed that they are not encouraged to communicate via email (perhaps because of the varying degrees of technological aptitude among teachers)

MEETING ADJOURNMENT

- meeting adjourned at 8:44 PM