

Boxwood P.S. Parent School Council Meeting Minutes

Meeting Date: November 18, 2013 (Meeting #3)

Start Time: 7:08 pm

End Time: 9:06 pm

Next Meeting: Monday, January 13, 2014

	Name	Position	Returning Member	New Member
Attendees	Catherine Arnold	Principal	x	
	Ruth Carmichael	Vice-Principal	x	
	Bobby Panchu	Co-Chair	x	
	Pranab Mitra	Co-Chair	x	
	Tas Saleem	Treasurer		x
	Elsa Chan	Secretary	x	
	Napinder Dogra	Member	x	
	Kulvinder Rai	Member	x	
	Sharon Rambanan	Member		x
	Jaspal Deol	Member	x	
	Anjula Sukumar	Member	x	
	Bina Kadakia	Member	x	
	Anwar Nadeem	Member		x
	Claudia Coore	Member		x
	Rashmi Gogna	Member		x
Niroshi Moonemalle	Member		x	
Inderjit Mudhar	Member		x	
Regrets	Jagdeep Singh	Member	x	
	Adam Asimi	Member		x

Previous Meeting's Minutes

- Previous meeting minutes from October 22, 2013 reviewed and adopted by all attendees

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

- Opening Balance - \$3 870.82
- Closing Balance - \$8 298.93
- Tas has received current financial spreadsheet (balance sheet?)
- Pizza term #2 (to end of December) still to be paid
- Adopted by all attendees

Student Council Presentation

- 8 student members altogether (Christina Wong, Arjun P, Abitha Suthakaran, Maggie Huang and Jeena Bawa Sports and Spirit reps, Arnesh Technology Rep,)
- 4 presented (Praveena Thayaparan, Keshanah Raviendran – Cultural & Diversity Rep, Stella Schneckeburger – Public Relations Rep, Anjali Singh – Class Rep)
- New for 2013/2014 school year
 - No hierarchy, more effective Student Council operations
 - Successful initiatives to date, Halloween door decorating, costume contest
 - To come, carinival, multicultural day

Boxwood P.S. Parent School Council Meeting Minutes

Google Docs - Libby St. Jean (Grade 5/6 Teacher) and student helper Eashvar Sukumar

- Documents can be opened anywhere that students can work on collaboratively with other students and teachers
- Eliminates needs for students to have to work physically together
- Contributions marked with contributor
- Auto saves every 3 secs
- No need for USB keys
- Safe, school supported and free of charge
- Creator can invite another to share document
- Versioning is tracked and maintained; progress tracked through previous versions that are all date stamped
- Each edit per contributor is colour coded
- York Region Board supports Google Docs for all staff and Grade 4 students and up
- York prefers for teachers to rely on board email accounts vs. communicating within Google Docs and therefore the email function within tool is disabled
- Edmodo – being used in four classes

Boxwood New Website (Ruth) – <http://www.yrdsb.ca/schools/boxwood.ps>

- Refreshed homepage featuring actual students
- Main menu located in tabs across top of main frame
- Once in each tab area, sub menu found on left side of page

Tab 1 Boxwood PS

- News & Events summary on bottom right side of page, click for full calendar with more details (e.g. which day of schedule)
- Add school council meetings to school calendar, Ruth would like write-up to add content
- Principal's Message and School News (monthly newsletters)

Tab 2 School Information

- Claudia asking for teacher email format to be added so parents can reference
- However, actual email addresses may be left off to prevent spam\
- School bus transportation
- EQAO

Tab 3 News & Events

Tab 4 Classrooms

Tab 5 Students

Tab 6 Parents

- Library of links to reference areas

Tab 7 Learning Commons

Tab 8 School Council

- Provides overview of purpose of school council
- Team norms
- Can still add meeting minutes, meeting dates,

Help raise awareness

- Spread the word of the new school website which is designed to be a fantastic resource
- Working on creating parent database which would be good to send alerts for when new content or news is posted on site e.g. when monthly newsletter is available

Technology in School

- ASD teacher looking for funding \$1250
 - Ipads and other tech tools
- Brad McQuirter – 5 carts and smart cameras so every teacher can have a cart

Boxwood P.S. Parent School Council Meeting Minutes

- Cost is \$9000
- Cost sharing program eligible (1:1.5 ratio)
- Application due date is Dec 16 (max is 12500, school 5K, board 7500K)

Other Funding Requests for 2013/14 School Year

- Librarian, Miriam O'Rourke, looking for funding for Raz Kids – online reading program; used in centres in classrooms and at home
 - Geared for Kindergarten to Grade 4
 - Asking \$100 per 30 students, memberships last for a year
- Kindergarten
 - \$1000 for supplies
 - 2 houses and a slide
 - Planters
 - Pylons
 - Costumes and drama centre
 - Priority is \$500 to outfit outdoor play area
 - Technology
- ELL – English Language Learners \$103.60
 - Learning materials and tools
 - Science and social studies materials to support Grades 1-4

Pizza Lunch Update

- Adam's wife volunteering and more plates have been purchased
- Not enough cheese pizza; can we change up mix of pizza offerings
- Should we consider Pizza Nova again?
- Pranab suggests forming a pizza sub-committee to re-assess pizza supplier
- School has started to use napkins vs. plates for pizza other than pepperoni
- Plates need to be substantial and not flimsy; we need
- Claudia, why do we not offer vegetarian pizza? Bina says students are picky and cost will go up
 - Price point to be checked and vegetarian pizza to be considered

Cookie Dough Fundraiser Update

- Packages were assembled and handed out to each student
- Assembly promoting program and Rock, Paper, Scissors challenge
- Announcements have been made
- Ruth suggests giving a grace day to accept applications
- Need to gather orders and tally and totals, determine who is in Rock Paper Scissors contest
- Need to write student name and teacher / class on cheque on front (for NSF tracking and follow up)

Parent Survey (Bobby)

- Target implementing next week
- Info gathered will help Council understand what expectations parents have and therefore to make better decisions on behalf of the students and the school
- Optional email address submission
- Bobby has copy of final survey
- Board also conducts a parent survey; last one from last year and results should be available soon
- Catherine to get copy of questions asked
- Council survey will move forward as planned as useful in validating data
- Secretary (Gail McNaughton) has more room for administrative work on Thursdays and Fridays
- Ruth suggested adding question to get feedback on current cookie dough fundraiser

Boxwood P.S. Parent School Council Meeting Minutes

- Vote to execute survey, all in favour to move forward

Technology Night

- Means to share all the great technology updates with parents
- Review hardware, software, direction, strategy
- Council would like to host a technology information night
- Libby St. Jean suggests including and sharing all the online resources available
- 2 parts – share how much has been raised and what the funds have acquired for the school
 - Address school strategy and approach tech guidelines and use i.e. increase computer literacy, equitable accessibility and communication around technology to parents and students alike
 - Claudia asking primes from school board to work with to deliver very targeted and intentional tech strategy
 - Intent is to create one unified vision for the technology in the school, once we put technology in the hands of the students, what are they doing with it? Parents need more visibility and information to reinforce what is being done at school and support it from home
- Catherine suggests using grant money to fund this Tech night
- While there are benefits to standardization, Adam brings up point that exposure to different tools is a good thing; preferred tool could be different for different students
- Objective is get/develop long term digital tech strategy
- Catherine suggests using the technology sub-committee, including teachers, and even some students
- Council wants to propose bringing back textbooks and agendas to be discussed at next meetings

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 Jan. 13	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 Jan. 13	Open
3. New Boxwood website - Parent Council write-up for website launch communication	Ruth added content Bobby to provide additional if req'd	Jan 2014	Open
4. New Boxwood website - Add school council meetings to school calendar	Ruth	Jan 2014	Open
5. New Boxwood website – Add teacher email addresses	Ruth	Jan 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?	Nov 18	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	Bobby/Catherine?	Jan 2014	Open

Boxwood P.S. Parent School Council Meeting Minutes

OPEN Items	Owner	Due Date	Status
of their use. Address both hardware and software.			
8. Cookie Dough Fundraiser – organize and schedule the Rock, Paper, Scissors Tournament for students who sold multiples of 3 cookie dough orders	Elsa/Ruth	Jan 2014	Open

CLOSED Item	Owner	Due Date	Status
1. Secure a supplier/donator for Fall Apple Fund Raising – 80 were wrapped and sold for \$0.50 to \$1 each	Tas	Apples Oct. 7 Sell Oct. 10	Closed
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