BOXWOOD PUBLIC SCHOOL   **SCHOOL COUNCIL MEETING #9: MINUTES FOR 05/16/2016**

MEETING DATE	Tuesday, October 25, 2016	**START TIME**	7:11 PM
MEETING #	2 (2016-2017 school year)	**END TIME**	8:41 PM
MEETING LOCATION	school library	**# OF INDIVIDUALS PRESENT**	10 (includes principal)
NEXT MEETING	Tuesday, November 22, 2016	**# VOTING**	9 (quorum = 5)

NAME	ATTENDANCE	POSITION 2016-2017	RETURNING MEMBER	NEW MEMBER
PRINCE, Dane	**PRESENT**	**Principal**	n/a	
CHAN, Elsa	**PRESENT**	**Co-Chair**	**X**	
KADAKIA, Bina	**PRESENT**	**Co-Chair**	**X**	
MITRA, Pranab	**PRESENT**	**Treasurer**	**X**	
MAHALINGAM, Sancharieni	**PRESENT**	**Secretary**	**X**	
DOGRA, Nappinder	**PRESENT**	**Member**	**X**	
HO, Rita	**PRESENT**	**Member**		**X**
KOMALAFE, Bola	**PRESENT**	**Member**		**X**
PATIL, Vishakha	ABSENT	Member		X
SUKUMAR, Anjula	**PRESENT**	**Member**	**X**	
THINAGARIPPILLAI, Nathan	**PRESENT**	**Member**	**X**	

WELCOME: CALL TO ORDER (7:11 PM)

- sign-in sheet circulated
- meeting called to order by Co-Chair Chan
- Minutes from previous meeting submitted late today, so members require more time to review it **(will adopt September Minutes next week)**
- did everyone get a chance to scan agenda and what we want to talk about? no issues, so we can proceed with meeting and agenda

TREASURER'S REPORT

- up to October 14
- cheque estimated
- -$520.00 negative opening balance will be paid (as per Principal)
- after all commitments, we'll have $5,046.00 at the end of December (around 5k after paying for first term of pizza)
- $520.00 going for jerseys and then $500.00 in December
- collecting for Jan in December (pizza)
- proposed and accepted Treasurer's Report

PAST ACTION ITEMS

- deadline for next school newsletter?
  - Principal is going to be working on it this weekend; **he needs content by this Friday, October 28**
- Co-Chair Chan will do welcome from SC, note who council members are
- NB: Principal has updated school's website to reflect SC changes
- we will be discussing the social media behaviour seminar
- to discuss technology Cost Sharing program for Fall
- NB: Booster juice will be small size (cost = $2.50)

SOCIAL MEDIA SEMINAR

- Principal rec'd an email re: the seminar (receives various emails, but this seminar from Steve Chapelle stood out for Principal)
- it's really about giving students knowledge of how to use technology, how to be responsible with technology and teaching them that anything they do leaves a digital footprint
- he presents it in a game format (a gameshow with 4 contestants)
- for different grades: 3-5 and 6-8 (lasts 40 minutes)
- can offer session for parents
- Treasurer and Member Dogra pointed out that same person came to school before and made a presentation on Facebook (which was very well received)
- seminar for parents: looking @ risks of using particular social media platforms (i.e. Snapchat, Instagram) - designed for parents, so different content
- there is also a seminar for educators but Principal doesn't think we need it b/c teachers get lots of information about social media and awareness already
- cost
  - 1 student seminar = $365.00 (maybe focus on juniors 4-8)
  - parents only = $465.00
  - 2 student seminars = $665.00 (breaking up younger and older grades)
  - 1 student seminar + 1 parent seminar = $710.00
- presentations are customized for the audience (so, parents seminar is appropriate for parents) – while parents can bring their children to the seminar, it will be geared toward parents
- if School Council is interested and has questions, Principal can ask
- seminars would be funded by SC
- per Secretary: assuming we have the equipment, can we record the seminars and post them online for a certain period? probably not – due to copyright
- quorum is 5 and we have 8 parents here, so we can vote on it
- timing? we'll need to see what presenter's schedule is like
- **Principal can more information for November meeting**
- having the seminar(s) before Christmas is fine w/ Principal (end of Christmas, it gets tight)
- SC supports this (consensus)
- if there is a parent seminar, Principal noted school will provide refreshments

COST SHARING

- YRDSB supplement our purchases for technology; whatever we pay they match it by a certain amount
- CS is a good program to get technology in the building
- feedback Principal receives: can we get more computers, etc.? we are really using lot of technology (i.e. using Google environment; student council meetings conducted via Google)
- kids are getting more technologically literate
- supports curriculum
- Board is offering CS again this year and will match our contribution by 1.5x
  - maximum we can contribute = $5,000.00 (therefore, Board's contribution = $7,500.00)
  - with this, we will get $12,500.00 worth of equipment
- only missed one year in the past (otherwise, school has taken advantage of CS each year)
- based on feedback from teachers and Ms. Calverley (teacher & librarian), school has the following request: 12 Latitude 3350 notebooks + 5 Dell Chromebooks
  - cost to school = $4,970.90 (board will contribute $7,456.35)
  - this will give us $12,427.25 worth of technology

- our goal is to have a 2:1 ratio (SC talked about this last year)
- we don't expect every child in the classroom to have a computer in the class, but we can aim for 2:1
- want computers so they can be run at centers (we are moving towards the 2:1 ration, but we need more technology)
- if we get what schools asking, we'll get to the 2:1 ratio but it doesn't include replacing equipment that school already has but breakdown
- we have 115 computers (want 41 more to bring us to 2:1)
- sharing computers
    - in terms of sharing, we need to keep in mind that, sometimes, different classrooms use computers at the same time (i.e. during language)
    - computers are shared between classes on each floor – they don't move floors b/c of risk of damage, etc.
- main users of laptops: grade 4 and up
- heaviest users are the intermediate students
- printing situation: sometimes, if the internet doesn't work, the printers won't work (this is a networking issue and one for school administration to tackle)
- when SC finalizes fundraiser letter, **we should make it transparent that this is our situation and this is what we are trying to do (also good to mention what we did last year); Co-Chairs will integrate some of this information into the donation letter** (NB: they've already got a draft completed and shared with the SC)
- there's a cap for cost sharing
- deadline for Fall: November 30 (our next SC meeting will be before the deadline)
- we need to discuss how much we can allocate
- Co-Chair Chan: if we were to break it down to Fall vs. Spring, what would be Principal's priority for the Fall be, so that we know in terms of how many notebooks and how many Chromebooks?
- per Co-Chair Kadakia: why do we need to split it up? why can't we do everything at once?
    - $40.00 surplus can be maintained if we pay now (so our funds won't be depleted)
- NB: last year, in addition to purchasing via CS, SC also purchased computers at full price after meeting the CS cap
- when are orders processed? do they start processing once the deadline date of Nov 30 arrives, or is it as they arrive **(in other words, is there an advantage to submitting earlier?) – Principal will look into this**
- so, 7 Chromebooks and 12 laptops will be ordered for $4,970.90
- agreed
- NB: pizza lunch accounted for
    - weekly pizza cost has now likely stabilized at $299.45 per week (term 1)
    - if there is an issue: school will pay
- re: jersey payments – won't be an issue (per Principal)
- whatever school spends SC will be informed
- **Principal to provide calculation excel sheet and inventory excel sheet**

ADMINISTRATION UPDATE (PRINCIPAL)

- Synrevoice Safe Arrival
    - app and available via computer
    - allows parents to notify the school of planned student absences in advance
    - parents can report via several convenient and secure ways: a toll free phone line, a mobile app or by via web
    - trying to make it a little easier to plan an absence
    - sometimes when parents call, they get busy signals b/c school lines are tied up by other parents calling in absences
    - this is something new to learn and there will be an implementation dip; however, we are going to focus ont it like School Cash Online
    - Synrevoice owns it (so a 3rd party, not YRDSB)
    - very safe; Durham District School Board uses it

- school pays for it and it is YRDSB approved
- parents can easily acknowledge and explain student absence
- this helps staff identify students who are unaccounted for and frees up time to personally attend to those potentially serious cases
- no data is shared
- school is paying $400.00
- when you register, you will have a PIN
- rationale for this: saves time

- new water filling station
  - located on our main floor by the gym
  - hope that this will encourage more students to drink water and lead to less interruptions in classroom
  - traditional water fountain was replaced with this (though new station does include a new traditional style fountain)
  - YRDSB approved vendor
  - mandatory by Board
  - school paid and board maintains it
  - how is it different than other fountains? has a sensor and operates like beverage machines found at restaurants (quite the novelty with students)

- PA Day: Friday, October 28
  - Kindergarten staff will engage in professional learning about their revised curriculum
  - rest of the staff will engage in School Improvement Planning (math and mental health)

- Halloween: Monday, October 31
  - Student Council will organize the following
    - Halloween parade in the morning
    - end w/ a Halloween themed "just dance" session
    - Halloween costume contest (students chosen from each class will gather in the library for a group picture)
    - intermediate dance – Student Council is doing the decorations (i.e. glow sticks in balloons), photo booth
  - no clown costumes

- report cards and parent-teacher interviews
  - report cards will go home on Wednesday, November 23
  - parent interviews: Thursday, November 25 (evening) and Friday, November 26 (day)
  - parents will receive a notice through which they can request an interview

EQAO

- results (percentage of students who meet or exceed the provincial standard)
  - grade 3
    - reading = 91% (this is the percentage of students at level 3 and 4 – there are levels 1 to 4)
    - writing = 97%
    - math = 74% (math for province as a whole is around 50% or something close to that)
  - NB: includes special needs students (only students in autism classes exempted)
  - general results don't tell the picture; going to go through questions and see if there are any trends
  - grade 6
    - reading = 77% (level 3 and 4)
    - writing = 79% (level 3 and 4)
    - math = 57% (level 3 and 4)
  - School Council put together a booklet in the past

- SC paid for it and kids could take them home and work on them
- with teacher's help: past EQAO tests were picked up and a booklet was made and photocopied (many binders made)
  - per Principal: when you are teaching a unit, use EQAO questions (they are curriculum based Qs) – Principal isn't sure if these are the books SC put together
    - **Principal will bring the books the school has and will talk about his plans for EQAO at the next meeting (he is going to give us books so are familiar with EQAO and will provide some data analysis)**
    - **we will try to sort out where the EQAO books SC put together are (whether these are the books that Principal has seen)**
  - EQAO tutoring: Principal asked teachers to choose students who needed support and these students were tutored after school
  - province does recognized that it's an issue; math is a big investment
  - some discussions re: EQAO
    - students are struggling with problem solving (application)
    - not much an issue with calculations
  - **EQAO to be an agenda item for next meeting**

DONATION LETTER

- **Co-Chair Chan will integrate information provided by Principal today**
- any feedback is welcome
- will edit and send out since everyone approves
- tax receipt: school issues it
- can donation be made via School Cash Online? it doesn't say **(Principal to check)**
- **look into translated copies**
  - may not be practicable (how many languages, which languages)
- form itself
  - **include space for child's name, home address?**
- **Principal will look into the process for tax receipts (is home address required?)**
- Co-Chair Chan needs: exact # of technology we are going to purchase and what our goal this year is (to give parents an idea of what we are trying to reach)
- primary target: $12,700

MEETING ADJOURNMENT

- meeting adjourned @ 8:41pm