

DATE	Thursday, October 22, 2020	START TIME	7:00 PM
MEETING #	1 (2020-2021 school year)	END TIME	8:15 PM
MEETING LOCATION	virtual	# OF INDIVIDUALS PRESENT	10 (incl. principal + teacher + AA)
NEXT MEETING	Tuesday, December 8, 2020	# VOTING	TBD

VOTING MEMBER	NAME	ATTENDANCE	POSITION	RETURNING MEMBER	NEW MEMBER
N/A	PRINCE, Dane	PRESENT	Principal	n/a	
N/A	BROWN, Amanda	PRESENT	Teacher	n/a	
N/A	ASIMI, Adem	PRESENT	2019/2020 Chair	n/a	
1	KHERA, Manju	PRESENT	2019/2020 Treasurer	X	
2	KOMOLAFE, Bola	PRESENT	Member	X	
3	MAHALINGAM, Sancha	PRESENT	2019/2020 Secretary	X	
4	MYLVAGANAM, Mylashan	PRESENT	Member	X	
5	NASIM, Shahab	PRESENT	Member	X	
6	SHANMUGATHAS, Abirami	PRESENT	Member	X	
7	SHIVRAJ, Suroj	PRESENT	Member	X	

#### PRINCIPAL'S WELCOME

- land acknowledgment
- those present:
  - teacher representative: Ms. Brown (is also the Certified Special Education Teacher at the school and our math lead – she provides a lot of math and curriculum support to our school)
    - math has been a focus at Boxwood for last couple of years (improving students' ability in math)
  - also joined by our former Chair, Adem Asimi (very kind of him to attend; his last child left Boxwood but he is here for tonight's meeting to help with the transition)
  - others present today: Manju (last year's treasurer); Sancha (last year's Secretary); also in attendance: Mylashan, Bola, Suroj, Shahab, Abi
- will have a question period at the end

#### SCHOOL COUNCIL

- meeting norms include respect people's time (have done a very good job with this this and that's thanks to our Chairs)
- there is a code of ethics we have to abide by; **Mr. Prince will send a link to the School Council handbook**
- the role of SC:
  - to promote student learning, family and community engagement (something we've focused on a lot – how to continue to get families engaged) – one positive by product of our current situation is that people are may be able to attend meetings more now b/c they're online (maybe this is something we can consider in the future to make it more accessible)
  - developing and implementing the School Improvement Plan (we will discuss this later) – when we say School Improvement Plan: what are the things we are doing and focusing on at the school to support our students? so thinking about who our students are and what their needs are and what we do we need to do at the school to support them
  - communicating w/ Principal and giving feedback on school related matters

- discussing procedures and policies (i.e. in the past, we have talked about discipline and what school does, what the policies are and procedure in disciplining students)
- communicating: talking to other parents about SC
- supporting fundraising efforts and discussing where we put that money to support our students – b/c of COVID-19 restrictions, fundraising has stopped (our key fundraising activity have been lunches, which have been very successful at Boxwood – but b/c of restriction that we cannot have any food deliveries to our school right now, we cannot do this) – hopefully this is lifted soon
- makeup of SC:
  - must have child enrolled at Boxwood
  - parent member cannot be employed at Boxwood
  - while more than one person from a household can be on SC, that household just has one vote
  - must have a min. of 6 parents and can have a minimum of one community representative (someone from the community that doesn't have a child @ Boxwood – i.e. had a representative from our daycare in the past)
- meetings:
  - minimum of 4 (although we have always had more than 4 meetings in previous years)
  - parent members must be present in order for decisions to be made (quorum must be met)
  - we can have a meeting, but we can't make a decision w/out quorum
  - in all activities, must be in compliance with Board policies
- topics:
  - discuss items re: whole school (class specific or student specific topics should be discussed outside of SC)
  - topics should be on the agenda
  - submit topics to Chair; Principal and Chair set agenda together
- decision making:
  - want consensus (everyone to agree – i.e. gym padding purchase, everyone agreed)
  - where people don't all agree, take a vote
  - where we don't have quorum, can vote via email
  - **let Principal know if interested in being a Member, so can determine quorum**
- elections:
  - executive can be elected or appointed
  - can be nominated or self nominated
  - positions: Chair/Co-Chairs, Treasurer, Secretary
- attendance: please attend as many meetings as you can (but don't have to attend all meetings – whenever you can)
- let Principal if interested in any of the following positions:
  - Chair: set the agenda, facilitate meetings, consider requests
  - Treasurer: works with Boxwood Administrative Assistant to prepare spreadsheet (finances); but right now no need b/c we are not going to be bringing in any \$ (but this can change)
  - Secretary: takes notes at the meeting and submit to SC members for the review for next meeting

## 2020/2021 MEETINGS

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- due to the pandemic and the many changes it has brought, PSC will be meeting less this year and meeting virtually (went over online meeting etiquette)
- projected dates: December 8, February 9, May 11

**UPDATE FROM FORMER TREASURER ADEM ASIMI AND FINANCES IN GENERAL**

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- going to give us an update of our financial situation
- we can discuss what we want to do with funds, however, Principal suggests holding off
- per Principal: school can't use funds from SC without SC permission via email (cannot unilaterally decide)
- Adem's proposed an idea: perhaps Chair can also act as Treasurer this year (though there isn't much for Treasurer to do this year, Adem can present them with June 2020 spreadsheet and they have a starting point for January, should things change)
- 2019/2020 year end finances
  - school ended March 2020
  - we didn't take in much funds after Feb/March
  - right now, the current balance is \$787.00
  - we took in \$12,409.04
  - lots of expenses (i.e. Cost Sharing, gym mats, YRDSB online fee)
  - we always like to have our balance in the \$1,000.00 range
  - we have no food purchases coming up for lunches, it's not a big deal
  - deposit to Jump Math has to be recouped (\$339.09); last year in an effort to engage students in a family math night (b/c events with parents and family are successful), were going to go with Jump Math (to be done in May)
  - likely not to get deposit back but should be able to get credit for future use (this is the same situation for graduation at Shangri-La Banquet paid for by school – whenever we get back to having a graduation, can use those funds)
  - funds earmarked for graduation per student of \$720.00 (SC's contribution to graduation) was not taken out of account; however, we did give grad boxes (\$1,087.63) to the graduating students in lieu of the earmarked funds for DJ
- PRO grant
  - we approved for the PRO grant and were supposed to pay for Jump for Math with this grant
  - used school council funds to make a deposit to Jump for Math, knowing that we would have gotten it back once receipts were submitted to the Board
- fundraising:
  - there won't be any food related fundraising this school year (i.e. no lunch programs)
  - Principal is open to other fundraising; however, it will be difficult

**SCHOOL UPDATE**

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- must self screening before school and in the afternoon; different things to look for (fever, cough, etc.) – although this is changing as well, as we learn more about the coronavirus
- if school detects student has cough, take student and put them in an isolation room, call parents (staff wear PPE) and get parents to pick them up and then take them to doctor
- what is Boxwood doing, like all YRDB schools:
  - when we opened up Boxwood, we have decals on floor to direct people
  - spaces for students to stand
  - hand hygiene sites and every class has hand sanitizer
  - circulation in school: filters in our system
  - more cleaning of the washrooms, door handles and doors (high touch points)

- at lunch sanitize desk and chairs
- lot of sanitizing wipes to wipe down computers (students must wipe down computer after use)
- every student rec'd a Ziplock bag of supplies (so no sharing of supplies)
- recess and lunch: have cohorts (limit student contact to about 50 students – i.e. grade 1/2 and 2/3 class play in the same area outside, while other groups play in different areas (keeps student contact within the cohort)
- washroom time is scheduled; students using washroom outside of their scheduled time must sign out
- kids stay in same class and are not moving (i.e. not moving to a different room for music) – it's the teachers who are moving (to reduce students being in spaces where another cohort was)
- social distancing (i.e. desk spacing); students can't face each other (per Public Health Nurse who walked around and inspected school) – all desks facing forward (students cannot be facing each other b/c virus is airborne) and not touching side by side
- visitors are not allowed to enter the school (students will be brought to the door, if parents are picking them up for an appointment)
- grades 4-8 students must wear masks inside the school
- lunch drop-offs are not permitted
- school has an outbreak protocol
- get direction from Public Health

#### IN PERSON LEARNING AND ELEMENTARY VIRTUAL SCHOOL

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- two learning options b/c of COVID: face-to-face learning (attending in person) or virtual school option
- in August, families had the option of moving their children to EVS (filled out a survey)
- when Board gets this information, they have to allocate staff (sometimes even VPs have moved to EVS)
- b/c of the changing circumstances, increased cases, many parents changed their mind (from face-to-face to EVS) – this created staffing delays
- the Board then provided another opportunity to switch (few switched to in class, most switched to online) – approximately 70 students went to EVS (which required a further reorganization at Boxwood – i.e. had a straight grade 1 class, now it's 1/2)
- presently we have 163 students in the school, 9 homeroom classes
- due to need for staffing, Board can't accommodate immediate requests for change
- next opportunity to change learning option is in January (in time for the second term)
- emails re: protocols, etc. are not being sent to EVS community
- school may be further reorganized if more students choose to return to face-to-face learning
- with EVS, kids are taught by different teachers (and unlikely to be Boxwood teachers) w/ their own principal; however, Mr. Prince would like EVS parents to be part of the Boxwood community so that they can keep up to date (and they can email/call him anytime) – **Mr. Prince can share handbook information with EVS community**

#### RATEPAYERS ASSOCIATION

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- no update – **to follow up (perhaps the Chair can follow up)**
- RPA didn't provide a donation for 2018/2019 and 2019/2020 school years; including this year, we could potentially ask for \$1,500.00; however, given COVID and impact it has had on businesses, perhaps we can leave the amount open

#### MEETING ADJOURNMENT

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- meeting adjourned @ 8:15 PM