

DATE Tuesday, September 25, 2018
MEETING # 1 (2018-2019 school year)
MEETING LOCATION school library
NEXT MEETING Tuesday, October 23, 2018

START TIME 7:07 PM
END TIME 8:36 PM
OF INDIVIDUALS PRESENT 11 (incl. principal)
VOTING (NOT ALL PRESENT) 12 (quorum = 7)

VOTING MEMBER	NAME	ATTENDANCE	POSITION	RETURNING MEMBER	NEW MEMBER
N/A	PRINCE, Dane	PRESENT	Principal	n/a	
1	AKALJAN, Kana	PRESENT	Member	X	
	AKALJAN, Kirushanthi	ABSENT	Member	X	
2	ASIMI, Adam	PRESENT	Treasurer (2017/2018)	X	
3	CHAN, Elsa	PRESENT	Chair (2017/2018)	X	
4	HUANG, Andy	PRESENT	Member	X	
5	KHERA, Manju	PRESENT	Member	X	
6	KOMOLAFE, Bola	ABSENT	Member	X	
7	MAHALINGAM, Sancha	PRESENT	Secretary (2017/2018)	X	
8	MIRZA, Bilal	PRESENT	Member		X
9	SATCHI, Luxman	PRESENT	Member		X
10	SHAIKH, Anushka	ABSENT	Member	X	
	SHAIKH, Saquib	PRESENT	Member	X	
11	SHANMUGATHAS, Abirami	PRESENT	Member		X
12	THINAGARIPPILLAI, Nathan	ABSENT	Member	X	

WELCOME: CALL TO ORDER (7:07 PM)

- sign-in sheet circulated by former Secretary
- meeting called to order by former Chair Chan
- we will have elections for Parent School Council Executive today
- per Principal: like to see different representation in PSC

PARENT SCHOOL COUNCIL INFORMATION (PRINCIPAL'S SLIDESHOW)

- purpose and role of council
 - promoting student learning, family and community engagement in support of student achievement and well-being in an equitable and inclusive manner
 - participating in the development and implementation of the School Improvement Plan (SIP)
 - communicating with, and providing ongoing advice to, the Principal on school related matters
 - collaborating with the principal to coordinate community resources that support student learning, achievement and well being
 - understanding and communicating with members of the community about the roles and responsibilities of school councils
 - our council has put efforts towards many things over the years to support the school (i.e. Bingo Night, pizza lunch, sub lunch, Paramount wraps lunch)
 - limitations do exist (i.e. funding rules prevent PSC from purchasing books for the school)
- SC members
 - parents member must have a child enrolled at school
 - parent member can't be employed at the school

- no more than one VOTING member per household (more than one member per household can, however, attend meetings and participate)
- min. of six parents
- min. of one community representative
- meetings
 - at least four meeting must be scheduled each year (we usually have more than that)
 - majority of parent members must be present in order for decisions to be made (quorum)
 - meeting can be held if there's no quorum but all voting will be deferred (NB: we have done voting through email in the past where we didn't have quorum)
 - all activities must be in compliance with YRDSB policies and procedures (i.e. fundraising activities)
- meeting topics
 - discuss items that impact whole school; if you have a topic that affects only a class or your child, speak w/ Principal outside of PSC meeting
 - meeting topics need to be on Agenda
- decision-making
 - preferred method is to make decisions with consensus
 - when consensus can't be reached, we can
 - vote
 - defer issue to next meeting
 - have special meeting
 - issue sub-committee
- election process
 - parent may be elected or appointed
 - each parent/guardian must be nominated or self-nominated
 - each parent/guardian is entitled to one vote
 - PSC members elect the executive positions (Chair/Co-Chair, Treasurer, Secretary)
 - secret ballot
- explanation of executive roles by former Chair Chan
 - Chair
 - Elsa Chan has been Chair for past 3 years or so
 - role of Chair is to lead discussions, lead fundraising, enable decisions to be made, coordinate all lunch programs that feed our fundraising and funding of items we want to buy/fund every school year
 - Chair also prepares the Agenda, sends out emails to remind the rest of PSC when meetings are and canvasses PSC members for agenda items
 - commitment for the most part is to show up for every meeting (in general we have a meeting once a month)
 - Treasurer
 - Adam Asimi was our Treasurer last year
 - we have an account and a budget; manage what goes in
 - monthly balance (all deposits, payments – Treasurer manages all these transactions)
 - Treasurer works closely w/ Ms. York who works in the office; Ms. York takes care of our account deposits, manages our School Cash Online account, collects funds and ensures cash and cheque payments are accounted for
 - Treasurer gives updates and works closely with school (Principal and Ms. York)
 - Secretary
 - Sancha Mahalingam has been Secretary for past few years
 - takes notes, summarizes what we've discussed and captures decisions and sends Minutes out to all PSC members (which are then approved at the next meeting)

- if there’s a correction/change to be made to Minutes, PSC members advise Secretary who then revises the Minutes
 - generally:
 - no need for previous experience; based on whether you want to volunteer a little more time (entails a little more responsibility as part of PSC)
 - we welcome and embrace all levels of experience
 - today we will set dates; historically it’s been 2nd Tuesday of the month

MEETING DATES

- Meeting 2 Tuesday, October 23
- Meeting 3 Tuesday, November 20
- Meeting 4 Tuesday, December 18
- Meeting 5 Tuesday, January 22
- Meeting 6 Tuesday, February 19
- Meeting 7 Tuesday, March 19
- Meeting 8 Tuesday, April 23
- Meeting 9 Tuesday, May 21
- Meeting 10 Tuesday, June 11 (NB: THIS IS TENTATIVE)
- **Principal will check these with his diamond dates**

PRINCIPAL’S UPDATE

- school reorganization
 - PRIMARY JUNIOR INTERMEDIATE
 - Ms. Bristow K12A Ms. Jain GR4A Ms. Smith GR7A
 - Ms. Jokinen K12B Ms. Malamas GR45A Ms. Royce GR78A
 - Ms. Sen GR12A Ms. Kohli GR5A Ms. Breckenridge GR8A
 - Ms. Spatafora GR12B Ms. Brown GR6A
 - Mr. McQuirter GR23A
 - Ms. Kenwell GR3A
 - initially we had 13 homeroom classes
 - re: capacity
 - Ks can’t go above 30 students
 - Primary classes (1-3) can’t exceed 20 students
 - this means classes above get more students in their classes
 - there are no caps for Junior or Intermediate classes (just an average, not a cap – the avg. is an aiming mark)
 - over the summer, the school gets an estimate (but we went over this # by August, then more by September)
 - school rec’d an additional teacher last week due to the increase in #s, so a new class had to be created
 - w/ reorganization students are better distributed throughout school now – per Principal
 - we have passed the compliance date, and, therefore, there is no longer a cap on any of the classes (so there will be no further class reorganizations)
- there are approximately 333 students enrolled currently
- Board and school focus
 - math
 - problem solving – for example, EQAO results show students need to improve in problem solving
 - mental health
 - identifying emotions, recognizing strengths and limitations, developing a positive self-concept
 - modern learning
 - using technology to support our assessment practices

- Co-Curricular Activities
 - Intermediate Boys’ and Girls’ Volleyball
 - Cross Country
 - Markham Fair Art Club
 - NB: activities based on teachers and what they’re willing to take on
- upcoming dates
 - Markham Fair Trip Thursday, September 27
 - Area Cross Country Meet September 28
 - Grade 7 vaccinations October 2
 - International Walk & Bike to School Day October 3
 - Terry Fox Run October 3
 - Picture Day October 4
 - Curriculum Night October 4
 - Thanksgiving (no school) October 8
 - dental screening October 12-15

UPDATE ON PIZZA LUNCHES (PER MEMBER ELSA CHAN)

- our pizza partner is Pizza Pizza
 - they have a very good school program
 - every time we order, we accumulate points (Club 11-11)
 - it builds up in our account; sometimes we use it to provide a free slice of pizza per student (which is what we’re doing tomorrow – to welcome kids back to school and to kick off the pizza lunch program)
 - want to get pizza lunch program started right away
 - pizza lunch orders are ready to go via School Cash Online for Term 1 (lunches end right before school breaks for December holiday)
 - Term 2 will be up to March and Term 3 will cover April to June
 - we break it up to give students and parents flexibility and manage expenses
 - cost has increased: with the price increase, we are now charging 50 cents more per slice
 - NB: we have less students this year
 - we get about 40 orders (it starts off high and drops off near the end)
 - leftover pizza is frozen and reheated and given to kids who didn’t bring lunch; the pizzas are discarded after a while depending on quality

BUDGET

- last budget was June 21; we had \$6,930.77
- deposit of \$589.49 (made on 9/24) – **Member Adam Asimi will get us update on the deposit and actual balance**
- without that deposit, we have approx. \$6,341 from last year (last year, we started the balance year w/ \$3,836.57 – so we are starting off in a really good state)
- last year we raised \$21,111.65 and spent \$18,799.57 (food for fundraising, technology, school buses for field trips, science equipment)

OTHER FUNDRAISING

- is everyone comfortable continuing with Paramount and Boston Pizza? yes
- Member Chan will assume Paramount costs haven’t changed

MATH AT BOXWOOD

- Member question: what have been doing for math? can we start a program for math in school?
 - response, per Principal: we’ve had events such as Math Night in the past

- Principal is going to be requesting more math manipulatives
- further question from parent: what about designating PA days for math?
 - response, per Principal:
 - PA days mandated by YRDSB
 - sometimes teachers use PA days for upcoming report cards – called assessment days
 - just had PA day yesterday and had compliance training: anaphylaxis, diabetes, lock down hold and secure, etc.
- programs during school hours for math? per Principal: who would be supervising this? it's all about teacher availability
- per Principal
 - lots of math initiatives happening and lots of professional learning; Principal likes to invest more in teachers than staff – increasing their ability to instruct
 - we have what's called a Professional Learning Community (this is the lead this year)
 - each school is given staffing via Board for a person to take a lead role in the classroom
 - this is a math lead – Ms. Brown (a teacher at Boxwood that also does a lot of professional learning outside of the school)
 - the first two years in our plan was in capacity building – improving student knowledge; now we need to monitor (how are we going to monitor? what is this going to look like?)
 - **maybe next time Principal will go over the School Improvement Plan and provide PSC with an understanding of the cycle**
- parent Q: can we get some diagnostic data via teachers and then support teachers and students in improving that?
 - Principal doesn't know if this is possible b/c it might extend beyond the role of PSC
- there are other PA days coming; there is professional learning some days and some days for SIP
- parent Q: do we have a math club?no; teachers have to volunteer for it – **Principal can present request to teachers**
- Principal could share EQAO data – how student population fared on assessment; **Principal has to check on data** – sharing high level summary data no issue
- parent suggestion: like reading program, we can do math program – drop everything and do math for 20 minutes

OTHER

- **agenda for next time: SIP with a specific focus on math**
- **Principal will ask Amanda Brown (teacher) to come in next time**
- next staff meeting October 1; **Principal will ask teachers about their wish list** (i.e. math manipulatives)

SCHOOL COUNCIL ELECTION

- interested in Chair position?
- since no interest expressed, discussion re: co-chair position (since this is Member Chan's last year)
- **maybe can canvass idea with Member Khera (she had expressed some interest last year in co-chairing)**
- election: Elsa Chan elected as chair, Adam Asimi elected as Treasurer, Sancha Mahalingam elected as secretary

QUORUM

- 2 members who are not present emailed re their absence – so will count voting members as 12; quorum = 7

ISLAMIC HERITAGE MONTH

- next month is Islamic heritage month - what will this entail?
- **there is some info Principal received that will be in the newsletter**

MEETING ADJOURNMENT

- meeting adjourned @ 8:36 PM