

# Meeting Agenda / Minutes

## Silver Stream Public School Council

**Purpose:**

- Agenda – To provide an outline of meeting agenda details.
- Minutes – To provide a recap of items discussed during the meeting.

### MEETING INFORMATION

<b>Date</b>	Oct 15 <sup>th</sup> , 2019	<b>Time</b>	6:30 pm – 8:00 pm
<b>Location</b>	Library	<b>Secretary</b>	Deepshikha (Deep) Swaroop *
<b>Facilitator / Chair</b>	Qusai Kanchwala * / Reza Bordbar *		
<b>Attendees</b>	Mrs. Yeates (Principal)	Mr. Karl Walters (Vice Principal)	Kenneth Leung *
	Syeda Hussain *	Flora Lu *	Wael Safwat *
	Kun Kan *	Puneet Anand *	Shruti Goenka
	Ashifa Champs	Walter Wu	Robin Tian
<b>Regrets</b>	Pari Bayati *	Sharad Goenka *	Poopeh Aravandi *
	Vivian Du *	Michael She *	Nisreen Halal *
<b>Next Meeting Date</b>	Tuesday – Dec 10 <sup>th</sup> , 2019 at 6:30pm		

\* Council voting member for School year 2019-2020

### SECTION 1: AGENDA

Agenda	
1.	Opening (5 minutes)
2.	Principal's Report (25 minutes)
3.	Treasurer's Report (10 minutes)
4.	Sub-committee Updates (30 minutes)
5.	Contact list sharing (10)
6.	Q / A – Open discussion (10 minutes)

**DURATION : 1 HOURS 30 MINUTES**

# Meeting Agenda / Minutes

## Silver Stream Public School Council

### SECTION 2: MINUTES

Highlights and Decisions Reached			
Agenda Item		Discussion Highlights	Decisions Reached / Action Items
1.	Opening	<p>2019-2020 (2<sup>nd</sup> Meeting of the Council) chaired by Qusai Kanchwala, started at 6:40pm with a welcome note and self-introduction of attendees.</p> <p>Qusai explained about the council procedures.</p>	<p><b>Action:</b></p> <p><b>Decision:</b></p>
2.	Principal's Report	<p>Mrs. Yeates provided information on the upcoming 'work-to-rule' campaign planned by Ontario teachers' from Oct 30<sup>th</sup> onwards and clarified that during that time, the school would remain open.</p> <p>❖ <b>School Report</b> Following details of the <b>EQAO</b> (Education Quality and Accountability Office) reports for Grade 3 and Grade 6 were shared:</p> <ul style="list-style-type: none"> <li>Percentage of all students AT OR ABOVE the provincial standard (Levels 3 &amp; 4) 2018-2019</li> <li>Percentage of all levels in Writing, Reading &amp; Mathematic</li> <li>Gender results</li> <li>Cohort data from 2016-2019</li> <li>Attitudes and Behaviour Data</li> </ul> <p>❖ Teacher wish list would be provided by the Principal.</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Teacher wish list to be provide by the Principal.</li> </ul> <p><b>Decision:</b></p>
3.	Treasurer's Report	<p>Treasurer's report shared by Kenneth - Statement of Receipts and Disbursements' for the period Sep 1<sup>st</sup> to Oct 15<sup>th</sup> 2019</p> <ul style="list-style-type: none"> <li>Available funds \$25,604.91</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Need to adjust Lunch programs invoice cost.</li> </ul> <p><b>Decision:</b></p>

## Meeting Agenda / Minutes

### Silver Stream Public School Council

4.

Sub-committee Updates

Sub-Committee Teams –

S.No.	FUND RAISING	SOCIAL EVENTS	EDUCATIONAL	VOLUNTEERS
LEAD	Reza Bordbar	Pari Bayati	Qusai Kanchwala	Syeda (High Schools)
1.	Shruti Goenka	Qusai Kanchwala	Vivian Du	Deepshikha (Parents)
2.	Syeda Lubna	Syeda Lubna	Neel Bardwaj	
3.	Deepshikha Swaroop	Deepshikha Swaroop	Deepshikha Swaroop	
4.	Poopeh Aravandi	Poopeh Aravandi	Poopeh Aravandi	
5.	Ashifa Champs	Ashifa Champs	Ashifa Champs	
6.	Nisreen Halal	Flora Lu	Nisreen Halal	
7.	Puneet Anand	Puneet Anand	Puneet Anand	
8.		Bitak Kiaei	Bitak Kiaei	
9.		Wael Safwat	Erjun Li	
10.			Rakesh Aggarwal	
11.			Sharad Goenka	

Fundraising updates –

❖ Lunch Program 2019-2020

- Hero Burger and Pizza program update provided by Reza.
- Swiss Chalet program update provided by Deep.
- Reza would look for another lunch vendor.

Family, Social Engagement & other important event dates –

❖ Council Meeting

- Nov 2019 – No meeting
- 10 Dec 2019 – 3rd meeting
- 14 Jan 2020 - 4th Meeting
- Feb 2020 - No meeting
- 3 March 2020 - 5th Meeting
- 21 April 2020 - 6th Meeting
- 26 May 2020 - 7th & last Meeting
- June 2020 - No meeting
- 15 Sep 2020 (1<sup>st</sup> meeting of 2020-2021)

Action:

- Lunch vendors will be explored by Reza
- Book swap event to be organized by Syeda
- Movie nights to be organized by Deepshikha
- Family Night to be organized by Reza
- Technology campaign to be organized by Qusai and Kenneth

Decision:

- 2019-2020 sub-committee formalized.
- 2019-2020 events dates decided.

# Meeting Agenda / Minutes

## Silver Stream Public School Council

Highlights and Decisions Reached			
Agenda Item		Discussion Highlights	Decisions Reached / Action Items
		<ul style="list-style-type: none"> <li>❖ <b>Book Swap</b> – would be organized by Syeda <ul style="list-style-type: none"> <li>• Collection : 12, 13 &amp; 14<sup>th</sup> Nov</li> <li>• Book Swap : 14 &amp; 15<sup>th</sup> Nov</li> </ul> </li> <li>❖ <b>3 Movie Nights</b> – would be organized by Deep <ul style="list-style-type: none"> <li>• 28 Nov 2019 – 1<sup>st</sup> night</li> <li>• 20 Feb 2020 – 2<sup>nd</sup> night</li> <li>• 16 April 2020 – 3<sup>rd</sup> night</li> </ul> </li> <li>❖ <b>Family Night</b> - 30 Jan 2020 – would be organized by Reza. Thinking of combining STEM workshop with help of the teachers and the 8<sup>th</sup> graders.</li> <li>❖ <b>Carnival</b> - 11 June 2020</li> </ul> <p><b>Education –</b></p> <ul style="list-style-type: none"> <li>❖ <b>Technology campaign</b> – Qusai and Kenneth would work on donation and flyer campaigns.</li> </ul>	
5.	Q/A - Open Discussion	<p><u>Volunteers for Book Swap:</u> Shruti and Deepshikha offered their help.</p> <p><u>Socks donation:</u> Ashifa is organizing the sock donation drive for the Sandgate shelter. It was suggested to consider mentioning this in movie flyer and request donations.</p> <p><u>Family Night Dinner</u> – Puneet suggested organizing family dinner night and offered to contact restaurants.</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Family night dinner would be organize by Puneet and the event date to be decided in the next meeting.</li> </ul> <p><b>Decision:</b></p>
6.	Adjourn	8:10 p.m. – 1 Hour 30 minutes	

# Meeting Agenda / Minutes

## Silver Stream Public School Council

New Action Items					
<i>NOTE: For Completed Action Items, place a (✓) next to the completion date.</i>					
Agenda Item	Action Item / Comments	Owner	Completion Date	(✓)	
1. Principal's Report	Teacher wish list to be provide.	Principal	Dec 2019		
2. Treasurer's Report	Need to adjust Lunch programs invoice cost.	Kenneth	Dec 2019		
3. Sub-committee Updates	Explore new lunch vendors	Reza	Jan 2019		
4. Sub-committee Updates	Book swap event	Syeda	Nov 2019		
5. Sub-committee Updates	Movie nights	Deepshikha	Nov 2019		
6. Sub-committee Updates	Family night with STEM	Reza	Jan 2020		
7. Sub-committee Updates	Technology campaign	Qusai	March 2020		
8. Open discussion	Family night dinner	Puneet	March 2020		

Completed Action Items					
<i>NOTE: For Completed Action Items, place a (✓) next to the completion date.</i>					
Agenda Item	Action Item / Comments	Owner	Completion Date	(✓)	
1. Sub-committee Updates	Fundraising options	All	Dec 2019	✓	
2. Sub-committee Updates	Lunch Memo	Deep	Sep 2019	✓	

Documents Distributed / Reviewed at Meeting (Attach where applicable)			
Document Name	Attachment / Description		Received From
1. SSPS Council Treasurer Report	SSPS Council Financial Report		Kenneth Leung

# **Meeting Agenda / Minutes**

## **Silver Stream Public School Council**

---

### **Appendix A:**

### **SILVER STREAM SCHOOL COUNCIL**

### **GROUP NORMS**

#### **Group Norms per School council constitution:**

- **Respect, Trust, Acceptance, Caring, and Support each other.**
- **Positive Communications**
- **Start and End meetings on time**
- **Listen to Completion & Respond constructively**
- **Support...Challenge...Counter... decision making**
- **Appreciate alternative approaches and move forward**
- **Take Responsibility for actions**