

# 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>	April 2 <sup>nd</sup> , 2019	<b>Time</b>	6:30 pm – 7:30 pm
<b>Location</b>	Library	<b>Secretary</b>	Deep Swaroop *
<b>Facilitator / Chair</b>	Reza Bordbar		
<b>Attendees</b>	Mr. Innes (Vice Principal)	Syeda Hussain *	Joanne Pan *
	Wael Safwat*	Tajunisa Siddiqi *	Kenneth Leung *
	Robin Tian *	Flora Lu *	Pari Bayati *
	Annie Millares	Sulo Selveganes	
<b>Regrets</b>	Qusai Kanchwala	Jiangyan Mu (Jean) *	Lynn Chen *
	Vivian Du *	Annie Yang *	
<b>Next Meeting Date</b>	Tuesday – May 7th, 2019 at 6:30pm		

\* Council voting member for School year 2018-2019

### SECTION 1: AGENDA

Agenda	
1.	Opening (5 minutes)
2.	Principal's Report (10 minutes)
3.	Treasurer's Report (10 minutes)
4.	Sub-committee Updates (15 minutes)
5.	Review open items from last meeting (10 minutes)
6.	Q / A – Open discussion (10 minutes)
<b>1 HOUR</b>	

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### SECTION 2: MINUTES

Highlights and Decisions Reached			
Agenda Item		Discussion Highlights	Decisions Reached / Action Items
1.	Opening	2018-2019 (6th Meeting) Chaired by Reza started at 6:35pm with a welcome note	
2.	Principal's Report	<p>Mr. Innes (School's VP) shared the report. Mrs. Yeates (School's Principal) sent her apologies as she was unable to attend the council meeting due to pre-booked urgent workshop.</p> <p><b>Student and Staff count</b></p> <ul style="list-style-type: none"> <li>▪ Student count : Approx. 16 / 18 students registered in JK for 2019-2020 so far. Currently approximately 580 students are in the School. As per YRSDB, count should be approximately 540.</li> <li>▪ Teacher counts : Few teachers would probably be off for next School year due to surplus staff in current School year</li> </ul> <p>School will get the information's from the Board by end April'19 for approximate count of students and staff for 2019-2020 School year.</p>	
3.	Treasurer's Report	<p>Treasurer Joanne shared 'Statement of Receipts and Disbursement' for the period of Feb 27<sup>th</sup> , 2019 to March 28<sup>th</sup>, 2019</p> <ul style="list-style-type: none"> <li>▪ Available funds \$26,066.61</li> </ul>	

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Highlights and Decisions Reached			
Agenda Item		Discussion Highlights	Decisions Reached / Action Items
4.	Sub-committee Updates	<p><b>Movie Night planning</b></p> <p>Flyer : Qusai  School volunteers : Sulo &amp; Syeda  Popcorn : Annie  Snacks for Parent : Sulo  Drinks : Pari  Other stuff for popcorn : Deep</p> <p><b>Fundraising updates</b></p> <ul style="list-style-type: none"> <li>▪ <b>3<sup>rd</sup> &amp; Last Term Lunch Program (April – June'19)</b> <ul style="list-style-type: none"> <li>- 229 Pizza orders. It was observed that compared to 1<sup>st</sup> to 5<sup>th</sup> grades, JK/SK's pizza orders have increased.</li> <li>- 64 Subway orders</li> <li>- 171 Swiss Chalet order</li> </ul> </li> </ul> <p><b>Alternative lunch option</b>  Reza reached out to Sushi vendor and explained about the council procedure and nutrition guidelines. Vendor may come back to council after consulting his partner.</p>	<p><b>Decision:</b>  Movie Night related responsibilities allocated for flyer, volunteers and snacks.</p>

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Highlights and Decisions Reached			
Agenda Item		Discussion Highlights	Decisions Reached / Action Items
5.	Review open items from last meeting	<p><b>Graduation updates</b></p> <p>When Joanne asked about the council fund involvement in Grad event, Reza responded that approximate \$3000 was contributed by council last year. Now Council is awaiting upcoming Grad fund requirement, from School.</p> <p>Mr. Innes shared that Ottawa trip expenditure already covered by parents. Also School considering Mr. Innes's wife for graduation event planning.</p> <p>Annie and Sulo shared that generally Parents of Graduating students get involved in helping with the decorations for the party.</p> <p>Pari updated that she already provided the contact information of Photo booth to School for the Grad day.</p> <p><b>Carnival updates</b></p> <p>Date : Wednesday, June 19<sup>th</sup> 2019 (5:00 – 8:00pm) Time for Volunteers : 4:00pm</p> <p>Reza shared that every year Council is making profit from Carnival. Sulo and Syeda suggested to consider more activities for youth like rock climbing, dance show etc.</p> <p>Mr. Innes mentioned that JungleSport can't be considered for Carnival because it is an indoor activity.</p> <p>Pari offered her assistance once again for DJ arrangement and booking.</p>	<p><b>Action:</b> More activities for youth in coming Carnival</p> <p><b>Decision:</b> School will provide Graduation fund requirement</p>

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Highlights and Decisions Reached			
Agenda Item		Discussion Highlights	Decisions Reached / Action Items
6.	Q / A	<p><b>Vulnerable Sector Screening (VSS) check for Volunteers</b></p> <p>Mr. Innes responded that generally School need 50/60 volunteers every year, when Robin inquired about the volunteer's requirement.</p> <p>Deep suggested to avoid the hassle of getting VSS check, School can provide in advance, VSS check guidelines including website info, forms, location etc. Also a letter from School would be great as it will help potential volunteers to get VSS done at a discounted fee.</p> <p>Wael suggested that School or council can arrange VSS info session booth at School about the importance and clarity of VSS procedures.</p> <p><b>Wish list</b></p> <p>Keith enquired about the pending items from School wish list and Mr. Innes informed that School doesn't have anything pending so far in wish list.</p>	<p><b>Decision:</b></p> <p>School agreed to consider proper procedures for VSS check to attract more volunteers.</p>
	Adjourn	7:50 p.m. – 1 Hour 15 minutes	

New Action Items				
NOTE: For Completed Action Items, place a (✓) next to the completion date.				
Agenda Item	Action Item / Comments	Owner	Completion Date	(✓)
1. Review open items from last meeting	More activities for Youth in coming Carnival	Council	May 2019	

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#### Previous Action Items – Outstanding

Date/Agenda Item	Action Item / Comments	Owner	Completion Date	(✓)
1. Updates for School Events Calendar	Principal will think about Graduation day events includes, trip, 3D pictures, food...	Principal / Vice Principal	April 2019	

#### Previous Action Items – Closed

Date/Agenda Item	Action Item / Comments	Owner	Completion Date	(✓)
1. Sub-Committee	Need to form various sub-committees	All	Oct 2018	✓
2. Treasurer's Report	Re-evaluate Lunch prices post- increase due to addition of HST	Chair	Dec 2018	✓
3. Fund Raising updates	Parent need to inform that can't pay directly to vendors also difficult to reimburse during mid session cancellation	Reza / Deep / Poopeh / School	Dec 2018	✓
4. Council sponsored School event dates	Explore the name for Valentine night event Feb 14,2019	Ms Pira	Jan 2019	✓
5. Council sponsored School event dates	Time and types of activities to be discussed with Pari for Art event Jan 17, 2019	School / Council	Jan 2019	✓
6. Fund Raising updates	Need to follow-up with Chinese lunch vendor	Reza	Jan 2019	✓
7. Fund Raising updates	Need to explore more about The Lunch lady option	Reza	Jan 2019	✓
8. Fund Raising updates	Need reimburse 20/21 families due mistake in First term Subway order	Poopeh / Joanne	Jan 2019	✓
9. Fund Raising updates	Arrange volunteers for FUN night	Volunteers team	Feb 2019	✓

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Previous Action Items – Closed					
	Date/Agenda Item	Action Item / Comments	Owner	Completion Date	(✓)
10.	Q / A	Need to circulate the sub committee form again in next meeting. All Council members should be part of at-least one committee.	Deep	Feb 2019	✓
11.	Treasurer's Report	Check with Neela about the last movie night funds	Joanne	Mar 2019	✓
12.	Sub-Committee updates	Kenneth Leung will explore Japanese restaurant as School lunch vendor including proper nutrient food guide lines etc.	Kenneth Leung	March 2019	✓
13.	Q / A	Need to decide a suitable date for STEM event.	Reza	Next School year (2019-2020)	✓
14.	Council Donation	Assist School to find out the Speaker for Mental Health Program	Chair	Next School year (2019-2020)	✓
15.	Updates for School Events Calendar	Person need to decide for Auction responsibility	Chair	Next School year (2019-2020)	✓✓
16.	Council sponsored School event dates	Date & Time for Musical Theatre in May 2019	School / Council	Next School year (2019-2020)	
17.	Fund Raising updates	Need to finalize at-least one fund raising event for 2018-2019 by council / new subway vendor	Council	Next School year (2019-2020)	✓

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

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## **Silver Stream Public School Council**

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**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**