

# 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>	May 7 <sup>th</sup> , 2019	<b>Time</b>	6:30 pm – 8:00 pm
<b>Location</b>	Library	<b>Secretary</b>	Deep Swaroop *
<b>Facilitator / Chair</b>	Qusai Kanchwala / Reza Bordbar		
<b>Attendees</b>	Mrs. Yeates (Principal)	Mr. Innes (Vice Principal)	Yaghobian Marjan (Teacher)
	Robin Tian *	Syeda Hussain *	Joanne Pan *
	Sulo Selveganesesh	Flora Lu *	Pari Bayati *
	Annie Millares	Shruti Goenka	
<b>Regrets</b>	Tajunisa Siddiqi *	Jiangyan Mu (Jean) *	Lynn Chen *
	Vivian Du *	Annie Yang *	Wael Safwat*
	Kenneth Leung *		
<b>Next Meeting Date</b>	Tuesday – June 4 <sup>th</sup> , 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 (20 minutes)
5.	Action Items and Review open items from last meeting (15 minutes)
6.	Q / A – Open discussion (10 minutes)
<b>1 HOUR 10 MINUTES</b>	

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### SECTION 2: MINUTES

Highlights and Decisions Reached			
Agenda Item		Discussion Highlights	Decisions Reached / Action Items
1.	Opening	2018-2019 (7 <sup>th</sup> Meeting) Chaired by Qusai started at 6:40pm with a welcome note	
2.	Principal's Report	<p>Mrs. Yeates (School's Principal) and Mr Innes (School's VP) shared the Principal's report.</p> <p><b>Library Modernisation</b></p> <p>School has hired a Designer to explore options for giving a new look to the School Library. Principal shared the new layout picture. It includes Café and more movable table etc.</p> <p>Total expense is likely to be ~\$19,000. This is expected to spend in 3 to 4 phases, where ~\$5,000 is targeted for expense of the first phase.</p> <p>Mrs. Marjan (Teacher) asked for Council to consider providing Games for the Library. Reza mentioned that Council is ready to assist based on school requirement and Principal's suggestions.</p> <p><b>School event updates</b></p> <p>Math consultant would be in School in the 3<sup>rd</sup> week of May' 2019</p> <p><b>Worry Box</b></p> <p>Some classes now have a 'Worry box' where students can put notes on any worries they may be going through. Notes can be anonymous. It may help students to reduce anxiety.</p> <p><b>Knitting Project</b></p> <p>With guidance of Mr. Dingman, Gr 8 students are working on a knitting project. They would be knitting particularly for babies born pre-maturely.</p>	<p><b>Decision:</b></p> <p>School and council would work together for the Graduation preparations, including Stage booking and decorations. Pari needs to provide invoices for DJ, Photo booth etc.</p>

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Highlights and Decisions Reached			
Agenda Item		Discussion Highlights	Decisions Reached / Action Items
		<p><b>Wellness Day – 8<sup>th</sup> May 2019</b>  School would celebrate 8<sup>th</sup> May as Wellness day. Students would be engaged in various activities, including options to visit different class rooms, work at pre-organized stations, art, relaxing music, yoga, paper quills etc.</p> <p><b>Ottawa trip updates by Mr. Innes</b>  Trip was amazing. Except rains, the entire trip went smoothly. Students had a great time. Students liked the museums. They seem to be very curious, kept asking questions and took lots of pictures. Some of the students even mentioned that 2 snacks were not enough.  Reza enquired about the rationale for choosing Ottawa for a visit. Principal responded – due to historical city and the visit being a part of the Curriculum.</p> <p><b>Graduation 2018-2019 updates by Principal</b>    DJ, Food, Photo both – All set  Decoration – Need to work on. Pari needs to provide the cost.  Stage – School need to rent the stage</p>	
3.	Treasurer's Report	<p>Treasurer Joanne shared 'Statement of Receipts and Disbursement' for the period of March 28<sup>th</sup> to May 6<sup>th</sup>, 2019</p> <ul style="list-style-type: none"> <li>▪ Available funds \$26,864.26</li> </ul>	

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4.	Sub-committee Updates	<p><b>Fundraising updates</b></p> <p><b>2019 -2020</b></p> <ul style="list-style-type: none"> <li>▪ New Vendor – Hero Burger Reza introduced “Hero Burger”. The vendor is expected to come up with couple of food options that meet Food guidelines. Parent cost would be between \$3 - \$6 per order.</li> <li>▪ Little Caesar Pizza and Swiss Chalet will be vendors for the next school year</li> <li>▪ Subway is not going to be vendor for the next school year.</li> <li>▪ Alternative lunch option - Sushi No updates from Sushi vendor related to their ability to provide food that meet Food guidelines</li> </ul> <p><b>Carnival Planning updates</b></p> <p>By Qusai - Vendor ‘<b>Fire It Up</b>’ confirmed for BBQ Vendor ‘<b>King of Castle</b>’ confirmed for the Obstacle course Confirmation of Fire truck and Ice-cream truck is a work-in-progress.</p> <p>By Annie – Candyflossland booked for Cotton candy Also exploring at least 2 games activities for the 7/8th graders</p> <p>By Pari – DJ, photo booth confirmed. Assisting Syeda in finding-out people who could do Face Painting</p> <p>By Sulo and Syeda – In the process of arranging Volunteers; and booths for Henna and Face Painting</p> <p>By Deep – Will coordinate with Neela (School Secretary) for Cash-Online advertisement and Flyer related email. Prepare Reports and envelopes with wristband and tickets</p>	<p><b>Action:</b></p> <p>Carnival related-</p> <ol style="list-style-type: none"> <li>1. Volunteers arrangement</li> <li>2. Cash-online and flyer email to parents</li> </ol> <p><b>Decision:</b></p> <p>2019-2020 Vendors:</p> <ol style="list-style-type: none"> <li>1. Hero Burger</li> <li>2. Little Caesar Pizza</li> <li>3. Swiss Chalet</li> </ol> <p>Carnival Vendors:</p> <ol style="list-style-type: none"> <li>1. ‘Fire It Up’ for BBQ</li> <li>2. ‘King of Castle’ for the Obstacle course</li> <li>3. Candyflossland for Cotton candy</li> </ol>
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Highlights and Decisions Reached				
Agenda Item		Discussion Highlights		Decisions Reached / Action Items
	Adjourn	7:50 p.m. – 1 Hour 10 minutes		

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. Sub-committee Updates	Volunteers arrangement	Syeda	June 2019	
2. Sub-committee Updates	Cash-online and flyer email to parents	Deep	May 2019	

Previous Action Items – Outstanding				
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	

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 / Poopah / School	Dec 2018	✓
4. Council sponsored School event dates	Explore the name for Valentine night event Feb 14,2019	Ms Pira	Jan 2019	✓

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

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## **Silver Stream Public School Council**

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

### **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**