

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

Date	November 14 th , 2017	Time	7:00 pm - 8:30 pm
Location	Library	Secretary	Nan Weng
Facilitator / Chair	Qusai Kanchwala / Reza Bordbar		
Attendees	Mrs. Yeates – Principal	Mr. Innes – Vice Principal	Ms. Lucas
	Mrs. Haber	Ms. Warren-Lee	Annie Yang *
	Annie Millares *	Brian Lim *	Dawn Ko
	Fiona Hongmei Li *	Gigi Yuen	Joanne Pan
	Kenneth Leung *	Lisa Qiu Ling Yang *	Lise Tang
	Mercede Manavi	Nan Weng *	Pari Bayati
	Qusai Kanchwala*	Reza Bordbar *	Robin Tian *
	Sulo Selvaganesh *	Wael Safwat*	
Regrets	Annie Haiying Wang *	Michael She *	Deepshikha Swasoop * (with notice)
Next Meeting Dates	1. January 16 th , 2018, Tuesday 2. March 6 th , 2018, Tuesday 3. April 17 th , 2018 Tuesday 4. May 22 nd , 2018, Tuesday 5. June 19 th , 2018, Tuesday 6. September 18 th , 2018, Tuesday		

* Council voting member for school year 2017-2018

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SECTION 1: AGENDA

Agenda	
1.	Opening (5 minutes)
2.	Principal's Report (15 minutes)
3.	Treasurer's Report (15 minutes)
4.	New Funding Request Review (wish list) (20 minutes)
5.	Sub-Committee Updates (30 minutes)
6.	Communication Channels (Google group update) (5 minutes)

1 HOUR AND 30 MINUTES

SECTION 2: MINUTES

Highlights and Decisions Reached			
Agenda Item		Discussion Highlights	Decisions Reached / Action Items
1.	Principal's Report	Due to time constraints, Mrs. Yeates and Mr. Innes will talk about modern learning next meeting.	
2.	Fund Requests	<p>1. Kindergarten teachers, Ms. Haber and Ms. Warren Lee, presented the idea of "Early Years Outdoor Learning Spaces" for kindergarten to grade-3 kids. Modern Learning is not only about utilizing new technology, but also expanding classroom to outside and encouraging exploration and observations through outdoor plays. Requested funding for Outlast wooden building blocks, estimate \$3599~\$5899; magnetic board at \$1709, mud kitchen around \$1039~\$1149; giant Octoplay \$150; tarmac painting. Another Request is \$600 for a settlers of Catan Board game. Total cost around \$12000, looking for help from council to share the cost with school. Approved \$5000 for Kindergarten outdoor play, and \$300 for Settlers for Catan.</p> <p>2. Mrs. Lucas showcased how technology is utilized in school and presented cost-sharing program. This year school board will match up to \$6250 at 1:1 ratio if school can get funding elsewhere. The application for Cost Sharing program is November 30th. If council could donate \$6250, school will use the \$12500 to purchase about 40 Chromebooks (\$293.50 each) to replace current old dell laptops used in classrooms. School board will take care of the maintenance of the new Chromebooks. \$6,250 is fully approved.</p>	<p>Decision: Council approved \$14,850 in total during this meeting.</p>

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Highlights and Decisions Reached		
Agenda Item	Discussion Highlights	Decisions Reached / Action Items
3. Fund Requests - Continue	<p>3. Mr. Lucas also presented the library program of "Forest Reading". Silver Steam participated two years ago, there are about 250,000 students in total participated. It requires \$2,200 to purchase 20 chapters books for teachers to borrow to classrooms and arrange reading among students during January to April. Then students vote for favorite books and could attend a festival in May at Harbor Front to meet with the authors (at separate cost). School is looking for help from Council to share the cost. School will cover the cost.</p> <p>4. Music department requested \$2080 for purchasing new musical instruments. Approved \$1000 for music department.</p> <p>5. Continue the Art program, Music Theater, also including kindergarten kids, requiring \$3600. Approved \$1800 to share the cost with school.</p> <p>6. Approved \$500 for purchasing books for classroom.</p>	
4. Sub-Committee Formation	<p>1. Family Engagement (Movie nights, Carnival): Decided the date for Movie night is November 20th, 2017, Thursday; Carnival/BBQ date is June 21st, 2017, Thursday.</p> <p>2. Book Swap (November 23rd and 24th), volunteers required.</p> <p>3. Fundraising (QSP, Lunch Programs, Cash Donation): Lunch Volunteer is hard to recruit; so far has lunches covered up to January 17th.</p> <p>4. Culture and Equity: Wael introduced the culture event at Richmond Ros, with food, passport to visit all countries' booths. Will plan one for our school, around mid of May, before Ramada.</p>	<p>Action Item: Qusai to send out the 3 movie options and book BBQ vendor.</p> <p>Wael to send a presentation and decide on date.</p>
5. Treasurer's report	Fiona presented council account balance, opening balance \$16,366.73, approx. Funds available is \$38,205.56 but with outstanding payments to lunch vendors.	
6. Adjourn	9:00 p.m. – 2 hours	

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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.	Movie Night	Qusai to send out the 3 movie options.	Qusai	Before November 30 th , 2017	
2.	Carnival / BBQ	Qusai to book BBQ vendor.	Qusai	Before the end of 2017	
3.	Cultural Event	Wael to send a presentation and decide on date.	Wael	January 16 th , 2018	

Previous Action Items – Closed					
Date/Agenda Item	Action Item / Comments	Owner	Completion Date	(✓)	
1.	Update Google Group for Council members	Nan to send latest contact list to Qusai for updating Council Google Group.	Nan and Qusai	October 22 nd , 2017	✓

Previous Action Items – Outstanding					
Date/Agenda Item	Action Item / Comments	Owner	Completion Date	(✓)	
1.	Draft flyer for cash donation	Qusai will draft a flyer for cash donation.	Qusai	January 16 th , 2018	
2.	Coordinate Lunch Volunteers	Set up a communication channel for volunteers to sign-up the dates for helping out lunch programs. Done up to January 17 th , 2018. Still need to keep going for next two terms.	Nan and Robin	January 16 th , 2018	

Documents Distributed / Reviewed at Meeting (Attach where applicable)			
Document Name	Attachment / Description	Received From	
1.	SSPS Council Meeting Agenda	2017-11-14 - SSPS Council Agenda.docx	Qusai
2.	SSPS Council Treasurer Report	Ending November 14 th , 2017	Fiona

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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**

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Appendix B:

Sliver Stream School Council Donation Summary 2017-2018

#	Category donated	Amount	Decision Made on	Details / Comments
1	Area rugs or ground pads for library	\$1200	October 17 th , 2017	For kids to sit down and read comfortably
2	Technology Cost Sharing	\$6,250	November 14th, 2017	School board will match \$6,250, for purchasing 41 Chromebooks
3	Kindergarten Outdoor Plan	\$5000	November 14th, 2017	For Kindergarten Outdoor facilities; share the cost with school.
4	Settlers of Catan	\$300	November 14th, 2017	For Kindergarten
5	Music Instruments	\$1000	November 14th, 2017	
6	Musical Theatre	\$1800	November 14th, 2017	Including Kindergarten kids too,
7	Books for Classroom	\$500	November 14th, 2017	For purchasing books in Scholastic fair.
	Total	\$16,050		

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Appendix C:

Silver Stream School Council Donation Summary 2016-2017

#	Category donated	Amount	Decision Made on	Details / Comments
1	Books for classroom	1,000	November 15, 2016	For kids to read independently
2	Chick Hatching	240	November 15, 2016	For Kindergarten
3	Dance Program	2,000	November 15, 2016	For Grade-7 and Grade-8
4	Maker Space in the library	1,500	November 15, 2016	Purchase items for science, math, problem solving
5	Portable Chrome books for all grades (1-8)	9,000	November 15, 2016	Provide all classrooms grade 1-8; School board will fund the rest \$6250 through cost-sharing program
6	Portable Smart-board	4,000	November 15, 2016	for Kindergarten
7	Grade-8 graduation ceremony	3,000	November 15, 2016	
8	Families in need	500	November 15, 2016	
9	Yoga by professional instructor	2,880	November 15, 2016	3 sessions per class
10	ROM Edukits to support curriculum (Grade 4-6)	400	November 15, 2016	Hands on kits from the ROM that support curriculum
11	Movie License	400	November 15, 2016	For a year
12	Performing Arts Program	2,000	February 17, 2017	For Kindergarten – Grade 3
13	3D printer and initial printing material	2000	June 13, 2017	For science projects
	Total	\$28,920.00		

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Appendix D:

Silver Stream School Council Donation Summary 2015-2016

#	Category donated	Amount	Decision Made on	Details / Comments
1	Benches	\$1,500	November 17 th , 2015	For "Buddy Bench" idea raised by students; council will pay up to \$1,500.
2	Pavement Marking	\$1,200	December 15, 2015	
3	Books for classrooms	\$670.75	November 2015	Approved up to \$1,000
4	1 Water Bottle Refilling Station	\$1,500	December 15, 2015	Council approved \$1,500 of \$2,500 cost
5	Starfall Website	\$189	January 26, 2016	
6	Permanent Score Board	5491.50	January 26, 2016	Council approved \$6000 as budget.
7	Technology Equipment	\$6,000	April 5, 2016	
8	Music Alive	\$500	April 5, 2016	
9	Science Materials	\$2,000	April 5, 2016	
10	Prologue Performance	\$1,500	April 5, 2016	
11	Welcome Kindergarten Package	\$300	April 5, 2016	Welcome kit for Kindergarten family
12	Support For Family	\$600	April 5, 2016	
13	Winit's Stickers/Materials	\$500	April 5, 2016	
14	Guest Speaker	\$1,000	April 5, 2016	Using critical thinking in Math
15	Grade 8 graduation Ceremony	\$4,000	April 5, 2016	For Grade 8 Students; need to verify the amount this year.
	Total	\$26915.25		

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Appendix E:

Sliver Stream School Council Donation Summary 2014-2015

#	Category donated	Amount	Decision Made on	Details / Comments
1	Technology Equipment	\$13,177	October 28, 2014	For 6 LCD Projectors, 13 Laptops, 1 Mac Pro, and 10 iPads school year of 2014-2015.
2	Musical Events for school bands	\$500	December 02, 2014	To support two musical events, one is both Grade 7&8 and Grade 8 bands going to Newmarket and the other one is Grade 8 band going to Ontario music festival in Wonderland.
3	Grade 8 graduation Ceremony	\$4,000	Jan 13, 2015	For all 119 Grade 8 Students, around \$30 per person.
4	Staff Wish List	\$8,000	Jan 13, 2015	Equity and Inclusivity Presentations 400 for Kindergarten Skating 10 Ipad Minis in total 10 speakers
5	Kindergarten Welcome package	\$300	March 31, 2015	For Kindergarten Welcome Night.
6	"Forest of Reading" book purchase	\$4000	May 12, 2015	"Forest of Reading" program, for both junior and intermediate students
7	Long Term Technology Equipment	\$13,000	June 2, 2015	15 iPads for 3 French teachers ~\$8,000 3 ceiling-mounted projectors ~\$3,000 Apple Desktop ~\$2,000
	Total	\$42,977		