

**Dragon Academy – Parent Guild Meeting
October 4, 2011
Minutes**

1. Establishing time and day of the week for future meetings:

- Meetings will be held on Wednesdays at 7:00, every four to five weeks. Arrange upcoming meeting dates on a month to month basis.
- **Next meeting: Wednesday November 16th, 7:00 p.m.**

2. Quickschools overview (Meg Fox):

- Some returning parents may have problems viewing information because of archiving – James Shaw is fixing. If problems continue call or e-mail James or Megan Burke. Parents are all set up to view Quickschools and students can get their own passwords.
- Meg is relying on parents to advise if teachers are not posting information on a regular basis. It should be clear from teachers' entries what was done that day and the homework arising.
- Decided that Form reps would be useful in case a phone tree is required, or to be the monitor for Quickschools.
- **Form Reps:**
 - Form 1 – Rebecca**
 - Form 2 - Lesley**
 - Form 3 – Angela**
 - Form 4 – Cindy**

3. Addressing new parents needs:

- There is a Dragon handbook that is old and outdated that could be attached as a PDF to the website. **Action:** Cindy to review the handbook
- Suggested that parents need more detailed instructions on Quickschools
- If parents wish to meet and speak to teachers, just set something up by e-mail. **Action:** Meg will ask James to distribute teachers' e-mail addresses.

4. Next Open House:

- **Tuesday October 18th** – will have presentation regarding possible March break trips. Megan Burke's father runs a travel agency and specializes in taking high school students to do work, build a school, etc. There are three different trips possible for the March break – Ghana, Nicaragua, and Ecuador, ranging from \$2000 to \$3000.

5. Parent Volunteers required for private school trade fair:

- **Saturday October 15th, 11 a.m. – 3 p.m. Roy Thompson Hall – King and Simcoe, 1 block west of University Avenue (St. Andrew subway station)**
- Could use four parents (not students) at any given time to be at the booth to talk about our experiences with Dragon. Meg will be there for the entire event.
- Very busy period from 11:45 to 2:45.
- **Action:** Laura to send out e-mail to ask parents to sign up for one hour blocks

6. Dragon Website

- Meg requested a volunteer to review the Dragon website. The internet profile needs to be checked to ensure most current information; want to ensure that if someone is looking for a private school that Dragon comes up. Add a Guild section as an information exchange. Meg and one of the teachers reviewing and doing some of the more obvious clean-up. Suggested that everyone jot things down over the next month in terms of parent needs, website glitches, etc.
- **Action:** To facilitate communications between parents, but not raise privacy problems, suggested we use a template to provide express written permission to use parent contact information in a directory. Laura will send the template to Meg, then James will distribute to all parents.

7. Parent volunteer opportunities – extra-curricular events

- Dragon is looking for parents to volunteer to organize special events e.g. ski days, or skill sharing opportunities. Examples provided were: sailing lessons (either to do themselves or arrange through a facility like the Humber College sailing school), or cooking, or film. For older kids thinking of career opportunities (e.g. law or architecture) maybe have a job shadowing day or meet for a chat.
- This doesn't need to be a professional interest or to do themselves – can be to advise as to resources or connections to possible opportunities.

8. Volunteer Opportunities for students

- Finding opportunities to meet the required 40 hours of volunteer work before graduation can be problematic. Suggested that a few parents (rather than teachers) get together to canvass the school body for possibilities or connections – someone needs to oversee the piece. **Action:** Laura to send out in November as an e-mail from the Parent Guild. Request volunteer to be a gatekeeper of opportunities

9. E-newsletter

- Contributions to the monthly newsletter are being accepted this week.
- **Action:** Joan to write a paragraph on this Parent Guild meeting based on the minutes.

10. Fundraising

- Discussed various fundraising options including:
 - a. **Scrip** – parents can buy Scrip certificates which then are used to purchase goods at e.g. Loblaws or Home Depot, and the store rebates 2-5% back as a charitable contribution. Noted that 2-5% is a small amount.
 - b. **Affiliate programs** offer 5% - **Action:** Kim to look into and report back to the next meeting.
 - c. **Silver Jewellery sale:** Heather Laidlaw has offered to organize a sale of Silpada .925 Sterling silver jewellery as a fundraiser for the school. The company itself is based in China, with ethical work practices, and many philanthropic initiatives. Heather would donate that 30% that she would normally receive, and the school, as host, would receive an extra 30%. This is a great community event and orders can be made online. Need to have 40 people – would easily make \$3000. E-mails would be

directed as invitations to individuals. Communication is required to parents that 60% will come back to the school. Can view more information at www.mysilpada.ca/heather.laidlaw - however parents cannot buy before the e-mail invitation is sent out. Prices range from \$30 – half the catalogue is below \$300.

- i. Decision: Guild decided to go ahead with the fundraiser and it will be on Thursday October 27th from 6:00 to 9:00 p.m.**
 - ii. Action:** Heather to write a paragraph to send to Sarah Beattie for the newsletter.
- d. United Way** – United Way corporate drives start November 1 for November/December. Jane outlined how one can donate to any registered Canadian charity through the United Way. The Charity established for Dragon is the Friends for Progressive Education. **Action:** Jane will draft an e-mail and send out to the parent body to advise them.

Upcoming Dates:

- **Saturday October 15, 11 a.m. – 3 p.m. Roy Thompson Hall** – Private school fair – parent volunteers required
- **Tuesday October 18th** – Next school Open House
- **Thursday October 27th from 6:00 to 9:00** – Silver Jewellery fundraiser – 40 guests required
- **Wednesday November 16, 7:00 p.m.** – Next parent Guild meeting

Summary of Action Items:

- Cindy to review the Parent Handbook
- Meg will ask James to distribute teachers' e-mail addresses to Parents
- Laura to send out e-mail to ask parents to sign up for one hour blocks to volunteer for the private school trade fair
- Laura to send the template (to provide permission to distribute contact information) to Meg, then James will distribute to all parents.
- Laura to send out e-mail in November requesting a parent to oversee a listing of student volunteer opportunities
- Joan to write a paragraph for the newsletter on this Parent Guild meeting
- Kim to look into Affiliate programs and report back to the next meeting.
- Heather to write a paragraph on the Jewellery fundraiser to send to Sarah Beattie for the newsletter.
- Jane will draft an e-mail and send out to the parent body to advise them of United Way contribution possibilities.