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<b>MINUTES OF BRENTWOOD SCHOOL COUNCIL</b>		
December 12, 2017	Start: 7:02 pm	Location: Brentwood School
Meeting Called By	Kelsey D, Heather R-B	
Type of meeting	Regular Meeting	
Facilitators	Kelsey D, Heather R-B	
Co-Secretaries	Joanna T	
Timekeeper	Kelsey D	
Attendees	<u>Parents:</u> Kelsey D, Heather R-B, Jas J, Carmen D, Jen S, Joanna T, Bola A, Jennifer S, Devina S, Alanna N, Poorni G, Doris H, Greg T. <u>Administration:</u> Mr. Tim Michayluk (Principal), Mrs. Sharon Marshall (Assistant Principal) <u>Teacher:</u> Mr. Joel Neilson <u>Learning Leaders:</u> Ms. Allison Ghosh, Ms. Sherri Sherren, Ms. Sandi Gualtieri	
1	<ul style="list-style-type: none"> <li>• <b>CALL TO ORDER</b> - Kelsey called the meeting to order and a quorum was met.</li> <li>• <b>ASSIGN TIMEKEEPER</b> - Kelsey</li> </ul>	
2	<b>WELCOME AND INTRODUCTIONS</b>	
3	<b>APPROVAL OF AGENDA</b> - Joanna motioned, Heather seconded, unanimously approved.	
4	<b>APPROVAL OF MINUTES FROM LAST MEETING –</b> In Principal's Report, treat days are changed to Oct 27, Dec 15, Feb 23, May 11. Jas motioned, Heather seconded, unanimously approved.	
5	<b>BUSINESS ARISING FROM MINUTES</b> <ul style="list-style-type: none"> <li>• <b>Grandparents program update –</b>                 Discussion regarding whether the Grandparents program should be adjusted was inconclusive at previous meeting. Mr. Michayluk announced that a close analysis of Grandparent Program will be commenced at the parent council meeting on February 13, 2018. The program will remain the same this 2017/2018 School year.                 Devina reported that 6 grandparents came for the Annual Christmas Event on Dec 7 (Thursday). Gifts including hand lotion were given to all grandparents. Grandparents were thankful for that. Grandma Georgina is getting better, but her Parkinson's disease has gotten worse. A total of \$166.40 was spent on this event.             </li> </ul>	

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## NEW BUSINESS

- **Learning Leaders –**

**(1) Grade 4 and 5 Progress reported by Ms. Ghosh**

In order to help Brentwood school students to be the 21st Century learners, who are self-directed learners, innovators, civically engaged, communicators, financially and economically literate, information and media literate, collaborators, etc., the program has focused on teaching students to learn how basic knowledge turns into creativity and how to communicate ideas. Learning leaders support both students and teachers for inquiry projects/work, literacy, mathematics, and school wide technology.

Support for teacher includes: 1) inquiries: work with open minds/campus Calgary, formative assessment, differentiating assignments and homework; 2) technology: PD opportunities - RazKids, G Suite, SMARTboard, IMovie, Hyperdocs, Coding, and supporting classroom teachers with integrating technology with lessons.

Support for students includes: 1) inquiries: reflections in visual journals, writing support, conversation, questioning; 2) literacy: Guided reading groups, Novel study (1:1 support, reading with a literature circle group), and writing groups; 3) Mathematics: in class support, 1:1 student support, math groups.

**(2) Grade 2 and 3 Progress reported by Ms. Sherren**

Student Success is achieved through personalized learning. Constant formative assessment is focused in the program, so both learning and teaching can be closely monitored. Through formative assessment, students know what they know, how they know it, how they show it, and what they need next - making thinking visible, learning visible. To help students to make thinking visible, classroom activities showing visible thinking routines, such as health tug of war, see think wonder, CSI color, 3-2-1 bridge, circle of courage that direct character education, etc. were carried out.

**(3) Kindergarten and Grade 1 reported by Ms. Sandi Gaultieri**

Kindergarten and Grade 1 students are early learners who need to build on literacy foundation, and they are taught the importance of learning process of school and the process of learning, as well as behaviours and expectations. Students learn through gradual release of responsibility - a core of TLC program that students learn through gradually decrease of guidance from the teachers. With the transition from Focused Instruction (I do it) to Guided Instruction (we do it) from teachers, alongside with the transition from Collaborative Learning (you do it together) to Independent Learning (you do it alone) by students, students will develop important skills that applied to different contexts.

Learning leaders also help students learn through guided inquiry. Questions are asked to help students thinking. Through inquiry-based learning, students: 1) are more actively engaged, 2) learn by building on what they already know, 3) develop higher order thinking, 4) have development occurs in a sequence of stages, 5) have different ways of social learning, and 6) learn through different ways. Classroom activities including collecting background pattern, sharing the idea of shadow, pursuing an investigation (why does it go this way?), task design (can you build a tower with 100 blocks?), guided reading and writing conferences, etc, were used to help students to build the foundation.

Conclusion: Strong verbal skills + A solid reading foundation = a receipt of 21st century success

**Mr. Michayluk concluded that inquiry-based learning is added to the skill-based learning in the TLC program. He reassured that none of the skill-based learning is neglected. In terms of math and literacy, students are still with good skills. The 21st learners should be broader thinking persons, not just having skills. We have been realistic to put forward this program - teaching is not only in the center, learning leaders try to avoid 'worksheets' as the only learning environment. The program is a learning process to everybody, including teachers. It will take time for parents and teachers to be familiar with the program.**

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7	<b>REPORTS</b>
7.1	<b>CHAIR REPORT (Kelsey D, Vinny L, Heather R )</b> <ul style="list-style-type: none"><li>• None</li></ul>
7.2	<b>TREASURER REPORT (Poorni G)</b> <ul style="list-style-type: none"><li>• Council Balance till date: \$ 38,174.46</li><li>• 4 outstanding cheques; post clearance Balance: \$34,069.06</li><li>• Cheque of \$377 from Healthy Hunger has not been deposited.</li><li>• Cheque of \$112.80 from Recycle of Life check which belongs to school has been cashed. The amount will be re-directed to school.</li><li>• Cheque for reimbursement by Carmen - \$182.49</li><li>• Interest on bank income - \$1.15</li><li>• 'Expense Reimbursement Form', 'Cash Cheque Deposit Form' and 'Cheque Request (for Vendors) Form' have been sent out to Parent Council committees. Forms are also available on <a href="http://brentwoodschoolcouncilcalgary.ca/">http://brentwoodschoolcouncilcalgary.ca/</a>. Please make sure all the check boxes are checked, and have a co-team member or an executive members of council (except treasurer) to be an approver to sign the form.</li></ul>
7.3	<b>KEY COMMUNICATOR REPORT (Jen S)</b> <ul style="list-style-type: none"><li>• Jen has nothing to report.</li><li>• Kelsey informed Jen that an Email regarding a meeting on Jan 17 for Jen to attend.</li></ul>
7.4	<b>SOCIAL MEDIA UPDATE (Jas J, Carmen D &amp; Heather R)</b> <ul style="list-style-type: none"><li>• None</li></ul>

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## PRINCIPAL'S REPORT (Mr. Michayluk)

- 7.5
1. Current staff on leave - Ms. Bower (Grade 4) has started sick leave on November 16, 2017. Her scheduled return is December 20, 2017.
  2. Upcoming leaves - Ms. Groves (Grade 1 Room 205) and Ms. O'Niel (Grade 5 Room 206) - both sometime in January. We have been working with teacher staffing for replacements.
  3. Two new lunchroom supervisors, Ms. Longpre and Ms. Mujeeb, are recently hired replacing Ms. Coppold (retired) and Ms. Eldrid (at Tuscany).
  4. Evening Caretaker Ernest Martens has chosen to stay in Brentwood School.
  5. Analysis on Grand Parent Program Review will be commenced on the Feb 13 meeting. Agenda item is requested.
  6. Possible school excursion - new Bell music center might be repetitive for grade 3. Investigating school wide skate at the Olympic Oval and Theater Calgary.
  7. Northmount Drive upgrades/changes - information shared that no new upgrades/changes until funding necessary is determined, in hand and then approved by the city.
  8. CIF (Classroom Improvement Fund) 'additional' application by 14 teachers - opportunity to get more money for students - \$50,000 worth of I-pads (2 full class sets and additional one for each classroom), cases, I-pad apps.
  9. 2 Smart Boards - consider completion when financing is confirmed.
  10. Our School Development is now posted to our website. Our Learning Leader team (3 teachers) have presented work that is taking place in classrooms with respect to our SDP and the aspect of task design taking skill building to the next level.
  11. Dance Residency/Songs of the regions performances on March 14, 15 and 16, respectively - Grade K, 1, and 5 - 6:30 pm performances. The total cost of this residency for this residency should be similar - \$4970.07. Admin Assistant will pass on the invoice upon completion.
  12. We are hoping to consider 1 more program - The Power of One - anti-bullying presentation/program for all students.

## TEACHER'S REPORT (Mrs. Marshall)

7.6

<u>Date</u>	<u>Events/Activities</u>
December 12/13	Grade 1 Science in the Classroom - Building Things
December 12/13	Kindergarten Teacher's Pet - I am Unique
December 15	Treat Day
December 19	Caroling - 1:45 pm
December 21	Caroling - 9:45 am (grandparents from GP program can join)
December 22	Non-Instructional Day
January 8	Non-Instructional Day - PD with Open Minds
January 9-19	Gymnastics for the whole school
January 11	Open House - 6:30 pm
January 11	Fun Lunch
January 15	Volunteer Orientation - 6:30 pm (Jas will post on social media)
January 22	Canadian Musical Presentation - 'the Birth of the CPR' - 10:40 am and 1:45 pm (Parents welcome as school is split into two performances)
January 23-Feb 8	Alien Inline for Grade 1-3
January 26	Non-Instructional Day - PD - Assessment
January 31	Report Cards go home

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8	<b>EVENTS</b>
8.1	<p><b>EVENTS COMMITTEE UPDATE (Events Committee)</b></p> <ul style="list-style-type: none"> <li>Jas reported that they have discussed about options of dance, movie, etc.</li> <li>Carmen reported the treat day for teachers was held on Nov 17. Mrs. Marshall mentioned that the treat day was great, teachers were happy with it.</li> </ul>
8.2	<p><b>FUN LUNCH UPDATE</b></p> <ul style="list-style-type: none"> <li>Kelsey reported: <ul style="list-style-type: none"> <li>Last fun lunch (Nov 23), we tried something new with Subway at a smaller gym, and it worked out fabulously.</li> <li>Encourage parents to check their emails and confirm the order transaction has been completed, because errors in online order happened.</li> </ul> </li> <li>Mrs. Marshall will send class lists to fun lunch committee to facilitate accurate food delivery.</li> <li>We will have enough lunch room supervisors and 4 experienced volunteers to count pizza with Little Caesars for next Fun Lunch on January 11, 2018 (Thursday).</li> <li>Mr. Michayluk requested fun lunch committee to connect with Lead Lunch Room Supervisor, Mona, for March fun lunch.</li> </ul>
8.3	<p><b>TREAT DAY (Preeti J)</b></p> <ul style="list-style-type: none"> <li>Preeti was absent, nothing was reported from her.</li> <li>Next treat day will be Dec 15, 2017 (Friday).</li> <li>Purdy's sent invoice to Poorni under her name for reimbursement. Reimbursement will not be processed until chocolate is delivered on Dec 15 treat day.</li> </ul>
8.4	<p><b>FUNDRAISING UPDATE (Fundraising Committee)</b></p> <ul style="list-style-type: none"> <li>No update from fundraising committee.</li> <li>Mr. Michayluk suggested to set future goal of fundraising for purchasing resources for the library.</li> </ul>
8.5	<p><b>AD-MAZING FUNDRAISING</b></p> <ul style="list-style-type: none"> <li>Alanna reported that 274 books have been sold. Ad-Mazing has donated a case of Ad-Mazing books, which are for sale at the office. All profits from the sale of these donated books will proceed to school.</li> </ul>
9	<p><b>NEW IDEAS/IMPROVEMENTS/SUGGESTIONS</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>

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10	<b>NEXT MEETING DATE: JANUARY 16, 2018 2:00 PM – STAFF LOUNGE</b>
11	<b>ADJOURNMENT: 8:53 PM</b>