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<b>MINUTES OF BRENTWOOD SCHOOL COUNCIL</b>		
September 19, 2017	Start: 7:01pm End: 8:54pm	Location: Brentwood School
Meeting Called By	Vinny L	
Type of meeting	Regular Meeting	
Facilitators	Kelsey D, Heather R, Vinny L	
Co - Secretary	Vidya R	
Attendees	<p><u>Parents:</u> Mariam H, Alanna N, Pilas K, Hamsa A, Vidya R, Carmen D, Vinny L, Heather R, Kelsey D, Libbey R, Dost M, Jas J, Jen S, Poorni G, Alina M, Bola A, Hong Z, Joyce M, Doris H</p> <p><u>Administration:</u> Mr. Michayluk (Principal), Mrs. Marshall (Assistant Principal)</p>	
1	<b>CALL TO ORDER</b> – Meeting was called to Order. It was noted that a quorum was met.	
2	<b>WELCOME AND INTRODUCTIONS</b>	
3	<p><b>APPROVAL OF AGENDA</b> – Agenda was changed. Item 3 (Vote in new Member) was moved to item 6. And items 4, 5 and 6 were relabeled to items 3, 4 and 5). Add 9.4 - Insurance</p> <ul style="list-style-type: none"> <li>Poorni motioned, Pilas seconded, unanimously approved.</li> </ul>	
4	<p><b>APPROVAL OF MINUTES FROM LAST MEETING</b> –</p> <ul style="list-style-type: none"> <li>Alina motioned, Jas seconded, unanimously approved.</li> </ul>	
5	<ul style="list-style-type: none"> <li><b>BUSINESS ARISING FROM MINUTES</b> <ul style="list-style-type: none"> <li><b>Child Safe Canada</b> – Vinny suggested offering Child Safe Canada Programs for Grade 5s, particularly the Babysitting course. In exchange of offering this program, the registered kids would offer their newly developed babysitting services to School Council for our evening meetings It could help more parents attend council meetings, if babysitting options are provided. Since currently the program venue is as far as in Crowchild Trail SW, he recommended arranging the same within the school premises. Jas added that “Babysitting with CPR “could also be another viable program for the Grade5s. Mr. Michayluk felt that space for conducting the program needed to be looked at; and needed further discussion in the upcoming meetings.</li> </ul> </li> </ul>	
6	<p><b>VOTE IN NEW MEMBERS</b> –</p> <ul style="list-style-type: none"> <li>Mariam H requested to be voted into the Grandparents’ program committee. Kelsey motioned, seconded by Bola; unanimously approved.</li> </ul>	
7	<b>REPORTS</b>	

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7.1	<p><b>CHAIR REPORT (Kelsey D, Vinny L , Heather R)</b></p> <ul style="list-style-type: none"><li>• We have a new functional website created by Kelsey as a one stop portal for parents. This website – <a href="http://www.brentwoodschoolcouncilcalgary.ca">http://www.brentwoodschoolcouncilcalgary.ca</a> will consist of all updated information on school events, school newsletter, volunteering information, and other council / society updates. She also mentioned that this has been created at no cost to her and can continue even after her daughter moves on.</li><li>• Vinny suggested that the Operating procedures be reviewed before the next council meeting.</li><li>• Kelsey invited new attendees to join the board.</li></ul>
7.2	<p><b>TREASURER REPORT (Poorni G)</b></p> <ul style="list-style-type: none"><li>• Council account moved from BMO to ATB (no fees)</li><li>• General Account Balance (BMO till end of September): \$37,152.94 (7 outstanding checks)</li><li>• Balance post clearance: \$ 32,838.88</li><li>• General Account Balance (ATB): \$930.00</li><li>• Vinny commented that event organizers (regardless of what type of event, Family Fun night, Treat Day, etc) shall be responsible and accountable for all money collected (not the school or staff). This places accountability with those organizers who handle cash, reduces risk of theft, and minimizes any error); By using a Cash Deposit form format there is a Chain of Custody when money gets passed over to different organizers (and ultimately the Treasurer).</li><li>• Cash deposit form to be uploaded to school &amp; council websites.</li><li>• Carmen &amp; Jen have volunteered to assist with Treat Day coin rolling and collection</li></ul>
7.3	<p><b>SOCIAL MEDIA UPDATE (Jas J, Carmen D &amp; Heather R)</b></p> <ul style="list-style-type: none"><li>• More likes.</li><li>• Bola appreciated Jas for giving an ongoing update since school has begun.</li></ul>
7.4	<p><b>PRINCIPAL'S REPORT (Mr. Michayluk)</b></p> <ol style="list-style-type: none"><li>1. Staff Absences:<ul style="list-style-type: none"><li>• Grace Ngai (Kindergarten) is on maternity leave; target return - March, 2018 – replacement- Alysha Nazareli</li><li>• Skylar Sheaves (formerly CSSI – now assigned to grade 4) – target return - September, 2018 – replacement - Jillian Heinz</li><li>• Dawn Badour (Grade 5) – target return – January, 2018 – replacement - Shandra Tymchuk</li></ul></li><li>2. Retirements – Gayle Peck (School Assistant), Rosemary Coppold (lunchroom), Maria Lopez (evening cleaner)</li><li>3. Movement to another school – late August – Monica Eldred (lunchroom)</li><li>4. New Office C Secretary – Corinne Reiter</li><li>5. School Population currently at 700 – at maximum capacity – additional mini lottery done with council member present (Heather R.) to number all registrants on waitlist – able to take a few more students.</li></ol>

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	<p>6. Past projects complete:</p> <ul style="list-style-type: none"><li>• Room renovation – better service room for LLs, meeting rooms for outside agency and storage</li><li>• Main Gymnasium rear projection screen – better accommodate all students at once if needed - assemblies, indoor lunch, and performances</li><li>• Auxiliary Gym – Projection screen moved in there – assist with indoor lunches and performances as well</li><li>• Consideration for mass movie night in two locations if desired</li></ul> <p>7. Financial focuses for the year:</p> <ul style="list-style-type: none"><li>• Continued Smart Board purchases to try and complete each class</li><li>• Sound Kreations Dance residency – November and March</li></ul> <p>8. Upcoming Activities:</p> <ul style="list-style-type: none"><li>• School Sponsored Bus Driver – meet and greet – October 3</li><li>• October 16 – system TLC day – Central Memorial Highschool</li><li>• Michael Mitchell (soundtrack used for Welcome Back Breakfast) – ‘Canada is’ – two performances to accommodate student numbers – 9:45 and 1:30, October 19</li></ul> <p>9. Awesome Welcome Back Breakfast! Thanks to events team....many, many compliments – Bravo!!!</p> <p>10. Vinny asked Mr. Michayluk if Front row seats would to continue for named council members for concerts / assemblies. Mr. Michayluk replied in the affirmative and also said that it's a small gesture of thanks to School Council for all the work they do. The Named council members are asked to e-mail Kelsey with their Name, Child's name and Grade.</p> <p>11. Vinny asked Mr. Michayluk if children could continue to wear ethnic clothes for cultural festivals; Mr. Michayluk replied in the affirmative.</p>
7.5	<p><b>TEACHER'S REPORT (Mrs. Marshall)</b></p> <ul style="list-style-type: none"><li>• Grade 4s are swimming until first week of October – shift made to accommodate residencies</li><li>• Our first Fire Drills were held on Tuesday. Sep 19. Our first Lockdown drills to be held on Tuesday, Sep 26 - Police presence this time – a note will go home informing parents.</li><li>• Parent Teachers interviews are Sep 21 (evening) and Sep 22 (morning) - Shift in first conferences for September from last year – one on one with teacher – parent viewpoint/meet the teacher purpose is the core purpose – discussion with teacher about your child(ren) – not a report about academic success, but focus on understanding the child and family.</li><li>• Terry Fox Run will be held on September 28 in the afternoon. The school has set a sizable fund raising target and are hoping for assistance from families – special 'target activities' will be used as part of incentive!</li><li>• We held 2 daytime Volunteer Orientations September 14 with many parents in attendance. We received very favorable feedback. There will be another session on September 28 at 6PM. If parents are unable to attend any of these sessions, please contact the office to have your name put on a wait list.</li><li>• Volunteer orientation mandatory for anybody wanting to volunteer at school</li><li>• Council discussed at great length how some parents park dangerously during morning drop-off at the rear of the school. Parents are reminded that the “Hug and Go” zone is an area designated for dropping off your child (curbside) and safely leave right away. It is not a place to park and get out of your vehicle.</li></ul>

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8	<p><b>EVENTS</b></p>
8.1	<p><b>EVENTS COMMITTEE UPDATE (Events Committee)</b></p> <p><b><u>Welcome Back Breakfast ( WBB)</u></b></p> <ul style="list-style-type: none"> <li>• A job well done. Council applauded the events committee.</li> <li>• Jas reported WBB donations -             <ul style="list-style-type: none"> <li>○ Cobbs Bread: 1000 scones</li> <li>○ Starbucks: Northmount Mall &amp; Brentwood</li> <li>○ Tim Hortons: Timbits charged half price for Timbits</li> </ul> </li> <li>• Remaining scones donated to Arbour Lake Retirement community. They were very thankful. Cobbs Bread is willing to donate for next year as well.</li> <li>• Bottle drive collection donated to Brown Bagging for Calgary's Kids. (Amount was not available, but will be provided during next council meeting)</li> <li>• WBB debriefing this Thursday, Sep 21.</li> </ul>
8.2	<p><b>FUN LUNCH/GRANDPARENTS</b></p> <p><b><u>Fun Lunch: (Kelsey D)</u></b></p> <ul style="list-style-type: none"> <li>• Upcoming Fun Lunch on Oct 5<sup>th</sup> from Little Caesar's. Kelsey requested Mr. Michayluk to send a letter to parents about ordering Fun Lunch only for the children attending school (no extras for take home)</li> <li>• We will try to get all Fun Lunches scheduled for the entire year so that Parents can do this all at once.</li> <li>• Kelsey pointed out that the team is also considering vendor options for dietary needs such as gluten-free.</li> <li>• Mr. Michayluk noted that due to health and lunchroom regulations, food ordered through Health Hunger can only be eaten at school. <u>Please do not</u> order more than 2 lunches for your child to eat that day. Children will not be allowed to bring home extra meals.</li> </ul> <p><b><u>Grandparents' program: (Devina S - Absent)</u></b></p> <ul style="list-style-type: none"> <li>• Based on Devina's e-mail, Kelsey reported that the Grandparents' program will commence on Oct 5<sup>th</sup>. Devina is working with Alanna and Mariam on a schedule for them.</li> <li>• Currently, there are 5 grandparents. One of the ladies, Georgina broke her hip and will not be coming.</li> </ul>
8.3	<p><b>TREAT DAY (Preeti J - Absent)</b></p> <ul style="list-style-type: none"> <li>• No update from Preeti since she was absent.</li> <li>• Next treat day is Oct 25. We will ask Preeti to advise council (at least a week in advance) on treats so parents can plan accordingly.</li> <li>• Additional discussions were held regarding the process for handing out treats and collecting money.</li> <li>• An e-mail will be sent to the Treat day committee addressing these discussions</li> <li>• Another parent raised the idea she has contacts in the business community and might be able to get us food at wholesale or donated. Council will explore this option further.</li> </ul>

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8.4	<p><b>FUNDRAISING (Fundraising Committee)</b></p> <ul style="list-style-type: none"> <li>Committee is working on various ideas and proposals to raise funds based on the need.</li> </ul>
9	<p><b>NEW BUSINESS</b></p>
9.1	<p><b>Set Budgets for committees</b></p> <ul style="list-style-type: none"> <li>Due to lack of time, it was proposed to continue with the current budgets for all committees until the next meeting.</li> </ul>
9.2	<p><b>Amend Operating Procedures</b></p> <ul style="list-style-type: none"> <li>Kelsey proposed reviewing Item 13p - Code of Ethics - if it could be amended or even removed in order to allow parents to offer their services ( business/ commercial).             <ul style="list-style-type: none"> <li>Current wording is “All School Council members shall: Not receive any remuneration for acting as a member of School Council.” (During the meeting, the prior wording was read out, “All School Council members shall: Not accept payment for School Council activities”)</li> </ul> </li> <li>Mr. Michayluk suggested checking with the Alberta School Council regulations before finalizing the changes.</li> <li>Motion moved to next meeting after review.</li> </ul>
9.3	<p><b>Volunteer Emails –</b></p> <ul style="list-style-type: none"> <li>Kelsey suggested amalgamating the volunteer base of school and council. Mrs. Marshall replied that for field trips alone, the teachers would decide on the volunteers.</li> <li>A last minute/ emergency volunteer list was compiled by Mrs. Marshall post the Volunteer Orientation. To a question on whether the list could be shared with the council, Mrs. Marshall replied she would send an email to these volunteers and ask for permission to share their information with the council.</li> </ul>
9.4	<p><b>Insurance</b></p> <ul style="list-style-type: none"> <li>Council insurance is due in November 2017.</li> <li>Will be signed before next meeting.</li> </ul>
10	<p><b>NEW IDEAS/IMPROVEMENTS/SUGGESTIONS</b></p> <ul style="list-style-type: none"> <li>Hamsa wanted to know if there was a portal for parents to share their ideas or ways to contribute to the school.</li> <li>A recommendation was made to perhaps add a form on the Council website where parents willing to contribute in any way could do so.</li> </ul>
11	<p><b>NEXT MEETING DATE: October 10<sup>th</sup>, 2017 ; 7pm. in the School Library</b></p>
12	<p><b>ADJOURNMENT:</b> Motioned by Poorni, seconded by Kelsey; unanimously approved.</p>