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MINUTES OF BRENTWOOD SCHOOL COUNCIL		
November 14, 2017	Start: 2:03pm	Location: Brentwood School
Meeting Called By	Kelsey D	
Type of meeting	Regular Meeting	
Facilitators	Kelsey D, Heather R	
Co-Secretaries	Vidya R, Joanna T	
Timekeeper	Heather R	
Attendees	<u>Parents:</u> Kelsey D, Heather R, Poorni G, Vidya R, Joanna T, Alanna N, Greg T, Jen S, Hong Z, Devina S, Carmen D, Hamsa A. <u>Administration:</u> Mr. Tim Michayluk (Principal), Mrs. Sharon Marshall (Assistant Principal)	
1	• CALL TO ORDER – Kelsey called the meeting to order and a quorum was met.	
2	WELCOME AND INTRODUCTIONS	
3	APPROVAL OF AGENDA – Vidya motioned, Joanna seconded, unanimously approved.	
4	APPROVAL OF MINUTES FROM LAST MEETING – Greg motioned, Vidya seconded, unanimously approved.	

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5	<p>BUSINESS ARISING FROM MINUTES</p> <ul style="list-style-type: none"> • Childsafe Canada- Discussion tabled to next meeting. • Amendment & Review of Operating Procedures- Heather and Kelsey need to review and sign. • Approve Budget- <ul style="list-style-type: none"> ○ Poorni requested clarification on whether Grade 5 bussing last year was paid for by Council. To be verified from past accounts. ○ Budget for “Leadership Lunch” item to be removed – Tim affirmed that the school would pay for it. ○ Two new items – Jelly Beans Dance & Movie Nights in lieu of Family Fun Night as fewer volunteers are needed. ○ Alanna suggested that the Fundraising committee to utilize these events to raise funds for school needs, for e.g., the 2 Smart Boards, that Tim expressed a need for that. ○ Devina requested a budget increase of \$300 to \$600 for the Grandparents’ program, to fund Christmas lunch and gifts. Kelsey motioned to increase grandparents’ budget from \$300 to \$600. Greg seconded, unanimously approved. ○ Request to increase funds for Grade 5 Canoeing by an additional \$1200. ○ Motion to approve budget with changes proposed by Kelsey. Seconded by Heather; unanimously approved. • Impactful Gift for the School/ Kids – <ul style="list-style-type: none"> ○ Tim suggested organizing a school wide visit to the National Music Centre (Studio Bell) & obtaining 2 new Smart Boards for the school. Poorni would look into the budget to see if the Council could fund the same.
6	<p>REPORTS</p>
6.1	<p>CHAIR REPORT (Kelsey D, Vinny L, Heather R)</p> <ul style="list-style-type: none"> • No updates.
6.2	<p>TREASURER REPORT (Poorni G)</p> <ul style="list-style-type: none"> • Council Balance till date: \$ 38,355.80 • 2 outstanding checks; post clearance Balance: \$ 37,498.31 • Interest on bank income - \$1.07 • To confirm with Jas if Recycle for Life check (for \$112.80) was handed over to “Brown Bagging for Calgary’s kids”.

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6.3	<p>KEY COMMUNICATOR UPDATE (Jen S)</p> <ul style="list-style-type: none">• No updates.
6.4	<p>SOCIAL MEDIA UPDATE (Jas J, Carmen D & Heather R)</p> <ul style="list-style-type: none">• No updates. News and events being posted regularly.
6.4	<p>PRINCIPAL'S REPORT (Mr. Michayluk)</p> <ol style="list-style-type: none">1. Treat Days have been finalized – October 27 (AM), Dec 6 (AM) (Wed, as Dec 8 is parent-teacher interview), Feb 9 (PM), Mar 16 (PM) and May 11 (AM). The treat gets distributed from about 11:10 and onward in time for nutrition breaks on Fridays. The AM/PM in parenthesis indicated whether AM/PM kindergarteners will attend the treat days.2. Information about fees classroom fees owing was finalized by teachers and sent home.3. CIF (Classroom Improvement Fund) has been finalized – Shelby Karas has been hired to teach in grade 3 to release Michelle E. on a part time basis4. We have hired a 'lead lunchroom supervisor' position – Mona Kaur - to assist with the communication and planning of all lunchroom and fun lunch activities and processes. She would like to begin connections with fun lunch coordinators.5. 5 Smart Boards have been delivered and installed – thank you very much for your support to bringing this total project to fruition. We still require two more (music teachers) to complete our purchases.6. Our School Development will be posted to the website shortly. Our Learning Leader team (3 teachers) will be able to present work that is taking place in classrooms with respect to our SDP at our next council meeting on December 12 in the evening such that more people can attend and not be repetitive for those who are regular attendees.7. Dance Residency / Songs of the regions performances are November 14, 15, and 16 respectively – Grade 2, 3, and 4 – 6:30 performances. The total cost of this residency for November will be \$4970.07. Admin Assistant will pass on the invoice so it can be paid directly.8. Annual Results report due Dec. 1. Parent Council and Society submission – activities they supported (amounts for each could be included).9. We are hoping to look into 2 programs:<ul style="list-style-type: none">• 'Who do you Tell' to provide students with a way to tell of inappropriate circumstances they may find themselves in.• 'Dare to Care' - K- 6 anti-bullying program

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6.5	<p>TEACHER'S REPORT (Mrs. Marshall)</p> <p>November 14 Grade 2 Performance 1:30 PM dress rehearsal 6:30 PM evening performance</p> <p>November 15 Grade 3 Performance 1:30 PM dress rehearsal 6:30 PM evening performance</p> <p>November 16 Grade 4 Performance 1:30 PM dress rehearsal 6:30 PM evening performance</p> <p>November 17 SMART Day - Non Instructional Day No school for students</p> <p>November 21/22 Grade 5 are going to Glenbow Museum to continue their study of Canadian History</p> <p> S4 is coming to work with the Grade 1 students as they explore Resiliency</p> <p> Grade 3 is looking at booking the S4 group as well in the near future</p> <p> Kindergarten is working with Clay for Kids as they explore Under the Sea</p> <p>November 23 Fun Lunch</p> <p>November 27/29 Grade 2 are working with Clay for Kids as they further their study of Communities</p> <p>December 1 Grade 5 is going to the Oval to watch Speed Skating</p> <p>December 5 Teachers Pet Room 104 to work with students on Liquids</p> <p>December 6 Teachers Pet Room 105 to work with students on Liquids</p> <p>December 7 Book Fair</p> <p>December 8 Book Fair</p> <p>December 7 Parent Teacher interviews</p> <p> Kindergarten 9-12 PM 1 – 3:45 PM</p> <p> Full School 4:45 – 8:45 PM</p> <p>December 8 Parent Teacher interviews</p> <p> Full school 9 – 12 PM</p> <p>December 12/13 Teacher's Pet for Kindergarten as they continue to explore how they are unique</p> <p>December 12/13 Science in the Classroom for Grade 1 looking at building things</p> <p>December 19/21 Caroling for the full school</p>
7	NEW BUSINESS

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7.1	<ul style="list-style-type: none"> • Homework Guidelines- <ul style="list-style-type: none"> ○ Mr. Michayluk elaborated on the homework guidelines based on the CBE Administrative regulation 3066 (Refer to - http://www.cbe.ab.ca/GovernancePolicies/AR3066.pdf). Based on the recommendation, TLC belongs to Division II: formal assignments given and amount/ homework time is based on grade levels. ○ While some concerns were raised on the amount of homework given (too less or too much), Mrs. Marshall suggested those issues be addressed directly to the respective teachers. To Devina's question on the capacity of the children in a heterogeneous class setting to do the same homework, Mrs. Marshall explained that the teachers would personalize the homework if required and the same would be communicated to the parents as well as the child. Devina also felt the need for better communication between the parents and teachers. Phone calls at the beginning of the year would still be preferred to rather than just having interviews late in November, by which time half of the academic year is over. • Parking Safety- Drop off & Pick-up – Issues around double and triple parking were discussed. Mr. Michayluk said many of the staffs park behind the school due to lack of adequate parking in the premises. However, he would look into the matter to see how it can be resolved. • Grandparents program criteria – A recent incident regarding the program lead to a discussion around the validity and rationale behind the program. Devina shed light on how the program evolved over years, and urged that the program should continue the way it is – as a bridge between the school and the Brentwood community. Due to low participation rate – currently 6 grandparent volunteers, there were other thoughts about amending the program to include grandparents of children who studying Brentwood school as well. Greg suggested to investigate the needs of the school and the validity of the program before further discussion at next meeting. Mr. Michayluk assured that he would get back to the council after a discussion with the teachers. At present, grandparents who are interested in volunteering are welcome to do so for school activities or field trips.
8	EVENTS
8.1	<p>EVENTS COMMITTEE UPDATE (Events Committee)</p> <ul style="list-style-type: none"> • Pumpkinella – It turned out to be a successful event with 106 pumpkins to light up the gym. • Treat day for staff is on Friday, Nov 17th.
8.2	<p>FUN LUNCH UPDATE</p> <ul style="list-style-type: none"> • Upcoming Fun Lunch (SUBWAY) on Nov 23rd. Reminder to be posted on social media about order deadline – Saturday midnight Nov 18th. • Kelsey to connect with Mona, new Lead Lunchroom supervisor to coordinate and ensure smooth flow of distribution on Fun Lunch day.

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8.3	GRANDPARENTS UPDATE (Devina S, Alanna N & Mariam H) <ul style="list-style-type: none">• Grandma Georgina has been sent home after her treatment. Devina will follow up on her healing progress.• Christmas luncheon on Dec 7th. To buy gifts for the ladies.
8.4	TREAT DAY (Preeti J) <ul style="list-style-type: none">• Preeti was absent. Kelsey mentioned the need for a Treat Day update/ report in case of absence. To be communicated to her.• Carmen requested for 2 more volunteers to assist with coin rolling on the days serving PM kindergarteners (i.e. Feb 9 and Mar 16).• Mrs. Marshall suggested that parents be notified ahead about the treat that would be served.• Mr. Michayluk recommended having healthier treat options.• Hamsa suggested popcorn treats.• Kelsey proposed a motion to raise the unit price of a Treat day item from \$1 to \$2, thereby allowing more options to choose from. Heather seconded; unanimously approved.
8.5	FUNDRAISING UPDATE (Fundraising Committee) <ul style="list-style-type: none">• No updates.• Hamsa suggested organizing a Spring Market at the school with multiple vendors. Door tickets could be issued. Discussion tabled to future meetings.
8.6	AD-MAZING Fundraising Update (Alanna) <ul style="list-style-type: none">• AdMazing sales – 268 books were sold till date.• Lucky winner was a kindergarten student, who won a \$180 Amazon gift card.
9	NEW IDEAS/IMPROVEMENTS/SUGGESTIONS <ul style="list-style-type: none">• None
10	NEXT MEETING DATE: December 12, 7:00 pm, School Library
11	ADJOURNMENT: 3:38 PM