

# minutes

<b>MINUTES OF BRENTWOOD SCHOOL COUNCIL</b>		
October 10, 2017	Start: 7:00 pm	Location: Brentwood School
Meeting Called By	Vinny L	
Type of meeting	Regular Meeting	
Facilitators	Kelsey D, Heather R, Vinny L	
Co-Secretaries	Vidya R, Joanna T	
Timekeeper	Kelsey D	
Attendees	<u>Parents:</u> Vinny L, Kelsey D, Heather R, Pooni G, Vidya R, Joanna T, Jas J, Alanna N, Alina M, Greg T, Jen S, Doris H, Hong Z <u>Administration:</u> Mr. Michayluk (Principal), Mrs. Marshall (Assistant Principal)	
1	<ul style="list-style-type: none"> <li>• <b>CALL TO ORDER</b> - It was noted that a quorum was met.</li> <li>• <b>ASSIGN TIMEKEEPER</b> – Kelsey volunteered to be the timekeeper.</li> </ul> <p><b>Timekeeper's role –</b></p> <ul style="list-style-type: none"> <li>○ Provide 1-2 warnings for every agenda item.</li> <li>○ Everyone gets a chance to express their opinions / ideas once. Time permitting, discussion can be continued.</li> </ul>	
2	<b>WELCOME AND INTRODUCTIONS</b>	
3	<b>APPROVAL OF AGENDA</b> – Kelsey motioned, Alina seconded, unanimously approved.	
4	<b>APPROVAL OF MINUTES FROM LAST MEETING –</b> <ul style="list-style-type: none"> <li>• Vinny mentioned about misreading the rephrased wordings of the Operating Procedures in the last meeting and corrected it.</li> <li>• Kelsey motioned, Greg seconded, unanimously approved.</li> </ul>	
5	<b>BUSINESS ARISING FROM MINUTES</b> <ul style="list-style-type: none"> <li>• <b>Child Safe Canada</b> – Regarding the Babysitting course, Vinny provided the following details -             <ul style="list-style-type: none"> <li>• <b>Requirements for scheduling the program at the school premises:</b> <i>Over 5 lunch hours or a full day on a PD day to accommodate any of the grade 5's older siblings who would like to join.</i></li> <li>• <b>Course Duration:</b> <i>5 lunch hours (they do some reading etc at home between classes) or 7 hours on a PD day</i></li> <li>• <b>Cost:</b> <i>\$52.00/per student. A minimum of 15 students required to run the private booking.</i></li> <li>• <b>Validity of course/ Renewals:</b> <i>No expiry</i></li> <li>• <b>Age restrictions/ prerequisites:</b> <i>10 years old or within 2 months of their 10th birthday.</i></li> </ul> </li> </ul>	

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- **Complementary/supplementary courses that could be offered in addition to the Babysitting course:** *Home Alone course is the complementary course that students can take should they be alone while babysitting.*

- Mr. Michayluk affirmed that the program can be arranged in the school premises. In reply to a question by Jas as to whether council was going to fund the cost, Mr. Michayluk suggested sending out a message to the parents. Executive council will draft a blurb to gauge parent interest. If we choose a PD day, then there may be transportation concerns for parents to drop-off and pickup. A parent also recommended a minimum payment by parents to confirm participation. Based on the response, council will make its decision.

- **Amendment & Review of Operating Procedures –**

- Vinny mentioned that the change of wordings in 13p Code of Ethics was sent to the Alberta School Council Association (ASCA), and it was appreciated as well they may consider using it for their template.

13p Code of Ethics

Previous wording: "All School Council members shall: Not accept payment for School Council activities."

Changed to: "All School Council members shall: Not receive any remuneration for acting as a member of School Council"

**Reasons for the Change –**

- Did not want a perception that the parents were benefiting from services they provided to the school.
- Need for a fair process in place for all parents to offer their business opportunities to the school.
- Clarity and transparency in wording required with reference to the word "payment". So it was changed to "remuneration".
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The School Act Section 22 School Councils Regulation section 11 states (quote): **No member of a school council shall receive any remuneration for acting as a member of school council.**

**Alberta School Council Association (ASCA) interpretation:**

Individuals (including the principal, teacher rep, community rep, and parents) cannot be paid for doing anything in their capacity as a member of the school council.

The 'policy/procedure' would need to address things like (and cover as many scenarios as possible):

- 1) advance notice for discussion on the school council agenda (no blind siding),
- 2) specific details needing to be presented (exact costs/quantities not rough estimates;
- 3) financial benefit to the provider,
- 4) benefit back to the school or school council),
- 5) what paperwork would be needed,
- 6) timelines/expectations for both delivery of service/product and
- 7) reimbursement to provider.

- The Operating Procedure (as is) will need to signed in within 2 weeks by the Co-Chairs, the Co-Secretaries and the Principal. A time will need to be scheduled.

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6	<b>REPORTS</b>
6.1	<p><b>CHAIR REPORT (Kelsey D, Vinny L, Heather R)</b></p> <ul style="list-style-type: none"> <li>• Motion forward to have a Co-Treasurer Hung Z with co-signing authority. Kelsey motioned, Jas seconded, unanimously approved.</li> </ul>
6.2	<p><b>TREASURER REPORT (Poorni G)</b></p> <ul style="list-style-type: none"> <li>• Council account has been moved - from BMO to ATB. All funds have been transferred to ATB. Account transfer from BMO to ATB - \$ 32,124.63</li> <li>• Balance as on Oct 10, 2017: \$37,325.03. A check needs to be issued to Joyce; will do after checks are available.</li> </ul>
6.3	<p><b>KEY COMMUNICATOR UPDATE (Jen S)</b></p> <ul style="list-style-type: none"> <li>• Jen enquired about joining the Council of School councils (COSC). The general consensus was that although the Brentwood Parent Council had been part of it in the past, it did not find it as useful, especially taking into account the membership fee. If it was provided free of cost or it could be reimbursed by school trustees, perhaps it could be considered.</li> </ul>
6.3	<p><b>SOCIAL MEDIA UPDATE (Jas J, Carmen D &amp; Heather R)</b></p> <ul style="list-style-type: none"> <li>• Bianca (former Social Media Coordinator) is still attached to the school Twitter account. Kelsey will meet her next month to arrange transition.</li> <li>• Very informative weekly posts by Jas.</li> </ul>
6.4	<p><b>PRINCIPAL'S REPORT (Mr. Michayluk)</b></p> <ol style="list-style-type: none"> <li>1. Terry Fox Fundraiser has raised \$5165. Several staffs got publically roasted at the assembly on Oct 10<sup>th</sup> for reaching target of \$5000.</li> <li>2. 'Fees', including bussing fee, Fieldtrip fee, will be coming home soon. School has focused on maintaining fees at similar amount as last year.</li> <li>3. CIF (Classroom Improvement Fund) grant will be used for developing a focus on one of CBE's 3 year Ed Plan Strategies – Indigenous strategy. Starting on October 30<sup>th</sup>, Michelle E will be the part-time staff to carry out the specific classroom instruction and student activities that support the strategy.</li> <li>4. A Lead Lunchroom Supervisor is being hired to assist with the communication and planning of all lunchroom and fun lunch activities and processes.</li> <li>5. Treat days will be moved to Fridays at the nutrition break. Both AM and PM Kindergarten could be as part of the activity on a rotating basis. All students will enjoy their treat in the classroom under lunchroom staff supervision prior to going outside.</li> </ol>

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6.4	<p><b>PRINCIPAL'S REPORT (Mr. Michayluk) - Continued</b></p> <ol style="list-style-type: none"> <li>6. <b>(Bullet Point for the Society Meeting)</b> 5 / 7 of the required Smart boards to complete the technology in the school have been ordered - \$22,296 supported by Parent Association and \$13,153 supported by the school. The remaining two (for both music rooms) are yet to be determined.</li> <li>7. <b>(Bullet Point for the Society Meeting)</b> Our School Development will continue with authentic task design and inquiry based learning infused into skill based learning (targeted skill based learning in math, reading and writing) for 2017-18. <i>Open Minds</i> has begun to work with our entire school staff and will continue for a total of 5 main sessions (with a few shorter sessions) throughout the year. Our Learning Leader team (3 teachers) has been working closely with them and will be able to present work that is taking place in classrooms with respect to our SDP at our next council meeting on November 14.</li> </ol>
6.5	<p><b>TEACHER'S REPORT (Mrs. Marshall)</b></p> <ol style="list-style-type: none"> <li>1. October 12- Bus Driver Breakfast Mr. Michayluk and Mrs. Marshall will host a Meet and Greet Breakfast with the Bus Drivers on Thursday morning in the staff room.</li> <li>2. October 17- Teacher's Pet will be presenting their 'Communities in the World' to all the Grade 3 students in their classrooms.</li> <li>3. October 19- Michael Mitchell is coming to present his 'Canada Is ..' concert to the full school. The concerts will be at 9:45 AM and 1:30 PM.</li> <li>4. October 23 - Photo Day. All students and staff will be in Formal Dress. Photo-retaking date is TBD.</li> <li>5. October 23- Author Bill Bunn will be working with all Grade 5 students in the library. 2 Sessions.</li> <li>6. November 1- Dance Residency will begin on November 1 and culminates Nov. 14 – 16 with evening performances</li> <li>7. November 10 - Remembrance Day assembly at 10:45 AM</li> <li>8. Information about volunteers recruited by the school cannot be shared with the council, since the governing bodies of the school and council are different. (School - FOIP; Parent Council – PIPA). However, the school can promote volunteer recruitment for Council events through school messenger.</li> </ol>
7	<p><b>NEW BUSINESS</b></p>
7.1	<p><b>Set Budget for Committees</b> – Vinny commented that the framework around this year's budget is to do more with less. We have a large account balance and it's not appropriate to hold such a large account. So, let us give back more to the kids (in an impactful way) and reduce our account balance to about \$15,000 over the next few years.</p>

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7.1	<p style="text-align: center;"><b>Set Budget for Committee – Continued</b></p> <ol style="list-style-type: none"> <li>1. <b>Staff appreciation budget</b> eliminated. Teacher/Staff/ Bus driver Appreciation budget increased from \$2800 to \$3200 annually.             <ul style="list-style-type: none"> <li>o <u>Reason:</u> Staff Appreciation committee merged with Events team</li> </ul> </li> <li>2. \$100 proposed for the <b>Fundraising committee</b>.</li> <li>3. <b>Parent council appreciation/expenses</b> brought down from \$800 to \$100.</li> <li>4. <b>Family Fun Night Budget</b> – proposal to reduce from \$10,000 to \$5,500.             <ul style="list-style-type: none"> <li>o <u>Reasons:</u> <ul style="list-style-type: none"> <li>o Consider different events to cut down costs- Instead of having one single big event, we could do multiple events.</li> <li>o Use the funds to do something more impactful for the children.</li> </ul> </li> </ul> </li> <li>5. Vinny suggested using excess council funds for –             <ul style="list-style-type: none"> <li>o funding educational trips or similar events for the entire school.</li> <li>o Offering “Dare To Care” Bully Prevention program for the children.</li> </ul> </li> <li>6. No Open Minds fee this year. To be removed from the Budget.</li> <li>7. Budget item tabled for next meeting. Events committee to share their ideas next meeting regarding alternate events for Family Fun Night.</li> </ol>
8	<p><b>EVENTS</b></p>
8.1	<p><b>EVENTS COMMITTEE UPDATE (Events Committee, represented by Jas J)</b></p> <ul style="list-style-type: none"> <li>• Events committee to meet tomorrow for planning Pumpkinella, scheduled for October 31<sup>st</sup>. Mr. Michayluk will check with drivers to see if kids can bring the pumpkins on the bus.</li> <li>• Teacher’s appreciation was done in September during parent-teacher’s conferences. They were treated to fruits and cookies.</li> </ul>
8.2	<p><b>FUN LUNCH UPDATE (Kelsey D, Bola A)</b></p> <ul style="list-style-type: none"> <li>• 31 cheese pizza discrepancy between the Healthy Hunger order sheet and actual Pizzas delivered.</li> <li>• We ordered another 31 cheese pizzas at the last minute (once we realized the issue to ensure no kids were left hungry).</li> <li>• Melissa (Little Caesar’s Owner) covered the cost of the pizzas.</li> <li>• New plan to minimize errors –             <ul style="list-style-type: none"> <li>o Have at least 4 key people count the pizzas before distribution. Any missing quantities to be provided by Melissa.</li> <li>o Have a team of dedicated trained volunteers who know the process.</li> </ul> </li> <li>• Next month, scheduled on Nov 23<sup>rd</sup> – Subway</li> <li>• Many of the parents assumed the deadline was on Sunday based on last year’s timeline. So Kelsey took last minute orders from parents. Saturday midnight deadline will be emphasized, in the future.</li> <li>• Mr. Michayluk - With the assignment of a Lead lunchroom supervisor, the team should get partnership on Fun Lunch day.</li> </ul>

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8.3	<p><b>GRANDPARENTS UPDATE (Alanna N &amp; Mariam H, Devina S - Absent)</b></p> <ul style="list-style-type: none"> <li>• <b>Devina's report:</b> <ul style="list-style-type: none"> <li>○ The Grandparent Program started on Oct 5<sup>th</sup>, with three volunteering grandparents. Mrs. Marshall held a brief volunteer orientation to grandparents. Two more grandparents will join the group on Oct 12<sup>th</sup>.</li> <li>○ Grandma Georgina is currently in a long term care facility for the next few months, so her date of return is unknown. Flowers will be sent to Georgina on behalf of council.</li> <li>○ Food supply is currently enough, no extra cookies or tea/coffee is needed.</li> <li>○ Alanna will serve grandparents the frozen scones left over from Welcome Back Breakfast on her coffee days.</li> </ul> </li> </ul>
8.4	<p><b>TREAT DAY (Preeti J &amp; Devina S – Both Absent)</b></p> <ul style="list-style-type: none"> <li>• Next Treat day: Oct 27</li> <li>• Reminder that a couple council members stepped up to Assist in counting coins on that day (Jen &amp; Carmen)</li> <li>• Mr. Michayluk mentioned that one Treat day will be on the same Friday as Family Fun Night (Feb 23, 2018). Since the treat day committee members were absent, the council could not make a decision on it. To get back by next meeting.</li> <li>• Mr. Michayluk will also send out a communication to the Treat Day committee</li> </ul>
8.5	<p><b>FUNDRAISING UPDATE (Fundraising Committee, represented by Alina M)</b></p> <ul style="list-style-type: none"> <li>• <b>Movie Nights:</b> <ul style="list-style-type: none"> <li>– It must be held on Thursday, the rental night of the school.</li> <li>– Events and Fundraising teams will organize the event.</li> <li>– Preparation: Licenses to show movies for public, and movie rights (approximately \$200) needed to be purchased. Two types of license are available, depending on which company. The cost of movies will be more expensive for new release.</li> <li>– Two movies can be shown at two gyms simultaneously.</li> <li>– We are not allowed to charge families for admission, but we can pick a not-for-profit charity and ask parents to make a donation towards that charity, e.g. \$10/family.</li> <li>– Concession stalls to enhance fundraising: Start selling 30 min before show time - e.g. popcorns, small bags of chips, juice, water, and close at 5 min before show time</li> <li>– Families are encouraged to wear pajama, bring pillow, sleeping bags, etc, and have fun</li> </ul> </li> <li>• Alina suggested that funds raised can be used for physical activity equipment's such as trampoline and mini elliptical (a body break for kids). Mrs. Marshall will check the possibility based on safety and other schools' practice.</li> </ul>
8.6	<p><b>ADMAZING FUNDRAISING (Alanna N)</b></p> <ul style="list-style-type: none"> <li>• Approximately 200 coupon books have been sold. Parents are encouraged to purchase more coupon books.</li> </ul>

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9	<p><b>NEW IDEAS/IMPROVEMENTS/SUGGESTIONS</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
10	<b>NEXT MEETING DATE: November 14, 2:00 PM – STAFF LOUNGE</b>
11	<b>ADJOURNMENT: 8:36 PM</b>

## Brentwood School Council 2017/2018 Budget review

Item	Original	Proposed
Leadership Appreciation	500.00	500.00
Gr 6 Busing to TB Riley	500.00	500.00
Fun Lunch Expense	100.00	100.00
Events Committee		
Welcome back breakfast	3,450.00	3,450.00
Pumpkinella	100.00	100.00
Staff Appreciation (Monthly)	1,000.00	0.00
* Family Fun Night / or other events	10,000.00	5,500.00
Teacher/Staff/Bus Driver App Day	2,800.00	3,200.00
Subtotal	17,350.00	12,250.00
Fundraising Committee	0.00	100.00
Parent Council Appreciation / Expenses	800.00	100.00
Grandparent Program	400.00	400.00
***Open Minds	1,875.00	0.00
** Impactful Gift for the school/kids (?)		9,000.00
<b>Total</b>	<b><u>21,525.00</u></b>	<b><u>22,950.00</u></b>

### NOTES:

\*Are there other sustainable events we can do as an alternative to Family Fun Night.

\*\* School Wide field Trip; Additional "Friday" Resource/ course for teachers

\*\*\* Open Minds program teachings are being done at the school. Kids are not taken off-site. No expenditure required for this year.