

minutes

MINUTES OF BRENTWOOD SCHOOL COUNCIL		
April 17, 2018	Start: 7:02 pm	Location: Brentwood School
Meeting Called By	Kelsey D.	
Type of meeting	Regular Meeting	
Facilitators	Kelsey D., Heather R., Vinny L.	
Co-Secretaries	Joanna T.	
Timekeeper	Heather R.	
Attendees	<u>Parents:</u> Kelsey D., Heather R., Vinny L., Poorni G., Joanna T., Alanna N., Pilas K., Jas J., and Greg T. <u>Administration:</u> Mr. Tim Michayluk (Principal), Mrs. Marshall (Assistant Principal)	
1	<ul style="list-style-type: none"> • CALL TO ORDER – Kelsey called the meeting to order and a quorum was met. • ASSIGN TIMEKEEPER – Heather was assigned as the timekeeper. 	
2	WELCOME AND INTRODUCTIONS	
3	APPROVAL OF AGENDA <ul style="list-style-type: none"> • Kelsey proposed to add Grandparents Program Update under Events in section 8.5. • Vinny proposed to add AGM under New business in section 6.1. • Heather motioned, Vinny seconded, unanimously approved. 	
4	APPROVAL OF MINUTES FROM LAST MEETING <ul style="list-style-type: none"> • Joanna proposed the date of Fun Lunch (in section 8.2) to be corrected to April 12th. • Joanna motioned, Heather seconded, unanimously approved. 	
5	BUSINESS ARISING FROM MINUTES <ul style="list-style-type: none"> • None. 	
6	NEW BUSINESS	

minutes

6.1	<p>AGM</p> <ul style="list-style-type: none"> AGM will be held on June 12, 2018 at 7 pm. Chairs will email all the job descriptions of the volunteer positions to all parents one week ahead of AGM for them to review. Parents who are interested in a volunteering role in School Council should attend AGM to get approval of the position by the Council. Mr. Michayluk will notify all the parents about AGM at least 10 days head prior through School Messenger and Kindergarten Orientation (May 31st). AGM will also be advertised through social media. 																				
7	<p>REPORTS</p>																				
7.1	<p>CHAIR REPORT (Kelsey D, Vinny L, Heather R)</p> <ul style="list-style-type: none"> Three co-chairs had a meeting to discuss their assigned roles. They are supportive to each other and will back up the others' roles if assigned duties cannot be accomplished. 																				
7.2	<p>TREASURER REPORT (Poorni G)</p> <ul style="list-style-type: none"> Balance as of March 12, 2018 reported in last minutes: \$38,243.68 <u>Total expense between Mar 13 to April 16, 2018: \$1861.37</u> <p>Transactions are shown as follows:</p> <table border="1" data-bbox="407 1325 1490 1644"> <thead> <tr> <th>Cheques and Payments</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>C#11 Pilas K. (Staff Appreciation (March))</td> <td>\$81.63</td> </tr> <tr> <td>C#12 Pilas K. (Family Fun Dance)</td> <td>\$270.00</td> </tr> <tr> <td>C#13 Monarch Music (Family Fun Dance)</td> <td>\$261.45</td> </tr> <tr> <td>C#18J Jabbal (Treat Day)</td> <td>\$539.00</td> </tr> <tr> <td>C#19 Alanna N. (Family Fun Dance)</td> <td>\$44.63</td> </tr> <tr> <td>C#20 Carmen D. (Family Fun Dance)</td> <td>\$177.80</td> </tr> <tr> <td>C#21 Heather F. (Family Fun Dance)</td> <td>\$120.96</td> </tr> <tr> <td>C#22 Vidya R. (Family Fun Dance)</td> <td>\$365.90</td> </tr> <tr> <td>Total Expense</td> <td>\$1,861.37</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <u>Total income in between Mar 13 to April 16, 2018: \$1.16 (from ATB bank interest)</u> Current balance (as of April 16, 2018): \$36,383.47 One outstanding cheque of \$214.01 from Healthy Hunger to be deposited. This makes the Current balance in Quick Books (as of April 16, 2018): \$36,597.48 	Cheques and Payments	Amount	C#11 Pilas K. (Staff Appreciation (March))	\$81.63	C#12 Pilas K. (Family Fun Dance)	\$270.00	C#13 Monarch Music (Family Fun Dance)	\$261.45	C#18J Jabbal (Treat Day)	\$539.00	C#19 Alanna N. (Family Fun Dance)	\$44.63	C#20 Carmen D. (Family Fun Dance)	\$177.80	C#21 Heather F. (Family Fun Dance)	\$120.96	C#22 Vidya R. (Family Fun Dance)	\$365.90	Total Expense	\$1,861.37
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7.3	<p>KEY COMMUNICATOR UPDATE (Jen S)</p> <ul style="list-style-type: none">Jen was absent. Mr. Michayluk reported no recent updates.
7.4	<p>SOCIAL MEDIA UPDATE (Jas J, Carmen D & Heather R)</p> <ul style="list-style-type: none">Jas mentioned that it has been quiet recently.Social media committee will post reminders for Kindergarten Orientation and AGM, as well as to ask parents to follow news through social media.
7.5	<p>PRINCIPAL'S REPORT (Mr. Michayluk)</p> <ol style="list-style-type: none">Staffing for next year<ul style="list-style-type: none">The student number next year is projected to be 685 (including 8 CSSI students), which is lower than the number in 2017 (702 students). Staffing will be based on 675-680 students.CBE is experiencing a funding shortfall, so school budgets are reduced.Lower student numbers and funding constraints from CBE will mean a reduction and alteration in staff.An updated plan for staffing will be presented at the May Council meeting.Drumming residency (2018-19 school year) has been confirmed.<ul style="list-style-type: none"><i>Residency #1</i> – Nov. 29, Dec. 3-6, and 10, 2018... Performances on Dec. 11, 12, and 13, 2019 – 1:30 PM (Dress Rehearsal) and 6:30 PM (Parent Performance)<i>Residency #2</i> – Feb. 21, 25-28, Mar. 4, 2019....Performances on Mar. 5, 2019 - K AM - 9:30 AM (Dress Rehearsal) / K PM 1:30 PM (Dress Rehearsal), 6:30 PM all Ks (Parent Performance) ...Mar. 6 and 7, 2019 – 1:30 PM (Dress Rehearsal) and 6:30 PM (Parent Performance)Adjustment of time during a school day<ul style="list-style-type: none">Monday through Thursday 9:10 am – 12:30 pm with a 14-minute recess break / 1:20 pm – 3:50 pm with an afternoon body/snack break scheduled by individual classesFriday 9:10 am – 1:20 pm with a 25-minute nutrition break at 11:50 amLiteracy resources<ul style="list-style-type: none">Up to \$7,000 has been used to purchase new books.It is possible for parents to look at the printing pictures of books purchased thus far if requested.Vinny inquired for a rough number of the purchased books. Mr. Michayluk responded to bring the book number and descriptions at the next meeting.

minutes

7.6	TEACHER'S REPORT (Mrs. Marshall)	
	<u>Date</u>	<u>Activity</u>
	April 11	Grade 3 Author Visit / CSSI going to Aggie Days
	April 16, 17, 19	Grade 3 working with Teacher's pet exploring buoyancy
	April 16 - 27	Lacrosse for Grade 4 and 5
	April 16 / 17	Grade 3 going to the National Music Center to support Hearing and Sound Unit
	April 17	Grade 1 working with Occupation Bird group to further their study of animal adaptations
	April 18 – May 17	Grade 1 – 3 swimming
	April 24 / 25	Grade 3 having a Ukrainian Cultural Presentation to support their study of communities and how they are the same and how they are different (to be cancelled probably)
	April 27	Volunteer Tea
	April 30	Grade 4 going to Stampede Park to continue their study of Alberta's Past
	May 1	Book Swap
	May 7	Full School Photo
	May 8	Grade 3 working with Teacher's Pet focusing on their Rock and Mineral unit in Science
May 9 / 15	Grade 5 going to Fort Calgary focusing on study of History of Canada and Storytelling	
May 17	Grade 4 going to Heritage Park to continue their study of Alberta's Past	
8	EVENTS	

minutes

EVENTS COMMITTEE UPDATE (Events Committee)

- **Two events ongoing this week:**

- 1) **Bus Driver Appreciation Breakfast on April 19**
- 2) **Staff Thank You Lunch on April 20**

A total of approximate \$1,100, funded by School Council (~\$800) and parent's donations (~\$300), has been spent on both events.

- **Movie Night**

Committee has decided not to host the Movie Night this year (originally scheduled on May 25) as many events have been organized thus far.

- **Upcoming events**

- 1) **Grade 5 Graduation on June 22 (Friday)**

- Poorni pointed out that budget was not set for this event. **The Principals will bring up the budget at the next meeting.**
- Mrs. Marshall provided the information regarding last year – every graduate received a pin and a picture as graduation gifts. Pizza lunch was organized.

- 2) **Uniform Sale on June 14 at 6:30 pm**

8.1

minutes

8.2	<p>FUN LUNCH UPDATE</p> <p>1) Fun Lunch on April 12 – Jugo Juice</p> <ul style="list-style-type: none">• Kelsey reported that it was well organized. Drinks were provided in snack size. All the cups are labelled with names and spill-proofed. Students were told to recycle lids and cup. The overall garbage management was good.• Possible to add food options with Jugo Juice next time.• A teacher suggested to keep the name labels on the cups to avoid cups from being messed up when students bring back their unfinished drinks back to classroom. The Council members agreed to keep the name labels next time.• For safety reason, the Principals also suggested straws to be removed before students bringing back their drinks to classroom. <p>2) Next Fun Lunch on May 3 – Little Caesar</p> <p>3) The last Fun Lunch will be on June 8, which is also the Sports Day and the Treat Day – Good Time Catering</p> <p>Mr. Michayluk has arranged the June 8 Fun Lunch with Good Time Catering, so that Healthy Hunger online order is not involved this time. Paper order will be taken and there will be options of hot dogs and drinks. It is possible that this fun lunch will be funded by School Council. Mr. Michayluk will bring up the budget next meeting for the School Council to vote. There was also a suggestion to have Freezies for Treat Day.</p>
8.3	<p>TREAT DAY (Preeti J)</p> <ul style="list-style-type: none">• Next Treat Day will be May 11 (Friday).• Preeti was absent.
8.4	<p>FUNDRAISING UPDATE (Fundraising Committee)</p> <ul style="list-style-type: none">• Alanna mentioned that we could order Ad-Mazing books for 2018-2019 now, but she wanted to know what we are raising for. A solid reason for fundraising will help School Council to promote the sales.• After some discussions, a motion to allocate the fundraising money towards purchasing Ad-Mazing for 2018-2019 academic year. Greg motioned, Vinny seconded, unanimously approved.

minutes

8.5	GRANDPARENTS PROGRAM <ul style="list-style-type: none">• Kelsey reported on behalf of Devina that the grandparents program is going well, although some grandparents are more home-bound now. Grandma Georgina's health condition remains unchanged.• The Grandparents Program Review is still ongoing.
9	NEW IDEAS/IMPROVEMENTS/SUGGESTIONS <ul style="list-style-type: none">• Vinny suggested secretaries to highlight action items in yellow and unsure items in red to improve the review process.
10	NEXT MEETING DATE: May 8, 2:00 PM – STAFF LOUNGE
11	ADJOURNMENT: 8:11 PM. Pilas motioned, Greg seconded, unanimously approved.