

Minutes of Meeting

BPAC AGM Monday October 17, 2016 Braemar Elementary, Activity Room

In attendance: Lora Hargreaves (Chair), Ria Terins (Vice Chair), Jacquie Kydd (Treasurer), Amanda Nichol (Member-at-large, DPAC Rep), Catherine Pope (Member-at-large), Eva Ciperia (Member-at-large), Amanda Faragher, Sanj Johal (Principal), Sandra Singh (Vice Principal), plus a further 15 parent attendees (as per the attendance sheet record documented on the night).

Apologies: Rick Mark, (Past Chair)

Meeting Called to Order at 7:05pm. Amanda Faragher appointed as Minute Taker.

1. Approval of minutes from last meeting (BPAC AGM dated: Wed October 14, 2015)

Motion: To approve the minutes of the previous meeting as dated above. Moved: Ria Terins;
Seconded: Amanda Nichol; Motion carried unanimously.

2. Nominations for Executive Slate for 2016-2107

Lora Hargreaves introduced herself and the current Executive Team, and Members at Large:

Co-Presidents - Lora Hargreaves, Ria Terins
Past Chair - Rick Mark
Treasurers - Bryndon Kydd/Jacquie Kydd
Members at Large - Amanda Nichol, Eva Ciperia, Catherine Pope
Secretary - Amanda Faragher

Three calls for nominations from the floor. There being none, the motion follows:

- Motion: To accept and acclaim the nominations as presented (listed above). Moved: Gwen Muir, Seconded: Wesley Yung. Unanimously carried.

The new Executive Team is as listed above.

3. Review/approve budget for 2016-17 (see attached document)

The Treasurer, Jacquie Kydd, presented the 2016/17 Braemar PAC Budget, providing a brief overview of last year's financial statement and then this year's budget. Last year finished with about \$8,000 surplus. Overall, it is in a healthy position, with the ability to maintain a reserve of \$15,000. This reserve is necessary as often not all revenue is realized for some time following the payment of expenses. The reserve also allows for projects to get off the ground as soon as the school year begins, prior to revenues.

1. Revenue from the Hot Lunch Program is estimated based on previous year, however it is not known until the end of the program exactly how much revenue has been raised.
2. Fall Fair revenue is also still coming in and being accounted for.
3. A private donation was received to be directed solely to the library upgrade project.
4. Entertainment Books will not be a BPAC fundraiser project this year.

General discussion and questions from the floor included the following points of interest:

- The PAC offers to each classroom the amount of \$225 to be spent as the teacher feels fit. This year the Music Teacher acknowledged she did not have further requirements at this time to be funded by BPAC. Mr Johal (Principal) informed the meeting that the school also provides funding to the music staff.

- Mr Johal addressed a question regarding a budget item under MAAST Wish List, “Circles (Restorative Justice)”. This is a new initiative, being implemented initially into the higher grades where students are given the tools to be advocates for themselves when it comes to processes of resolution.
- Mr Johal addressed the zero amount against the “Athletics equipment (classrooms), stating it is due to the fact that the PAC in a previous budget provided for several items, including balls, skipping ropes, etc to be purchased and provided for the use of the students at play times. These items are the responsibility of the classrooms and teachers. A suggestion was made that it may be timely to do a stocktake of the items on hand and assess any repairs, maintenance or missing items (ie blow up the flat balls, account for the items purchased).
 - Action Item: Mr Johal will seek the advice of the teachers as to if it would be helpful if a PAC representative helped in identifying any sports equipment needing maintenance, repair or replacement. Amanda Faragher nominated herself to help co-ordinate should this be accepted.
- The “Athletics Programs (Dance)” item refers to the highly successful Hip Hop program, which is funded half by BPAC and half via user-pay system.
- The previous “Gym Sense” program will not be running again this year, due to feedback that it may have been too repetitive, with not enough challenge or progression.
- The “pending” item, Information Technology refers to the PAC IT contributions yet to be implemented. The plan is to run an IT donation drive, targeted towards library IT needs. All IT donations will be spent on IT purchases for the school library.
- The item, “Science Field Trips” is relevant for every grade in the school which does NOT attend Outdoor School or The Big House. It is to encourage the teachers to “get out and about” and is based on half user pays and half BPAC funded. It will include trips for Gr 1 to attend Science World, Gr 2 to attend the Vancouver Aquarium, Gr 5 to attend The Britannia Mine, and Kindergarten grades to attend Grouse Mountain.
- A question was raised from the floor regarding the omission of funding by the PAC for the **Lice Check program**. Mr Johal and Lora Hargreaves, amongst others, presented information that suggests the Lice Check program had been implemented at Braemar for the past 10 years, at a cost of \$4000 per year. There has been no quantifiable benefits that would suggest the program had been successful in reducing the incidence of head lice in the school. A decision had therefore been made by the PAC executive to NOT fund this programme for this year and to instead monitor and compare the incidence of lice in the school without it. Mr Johal confirmed that the incidence of lice in the previous years has been consistently the same (at approximately 22 out of 500 students having been affected each year). It was mentioned that Vancouver Coastal Health do not support the program, instead recommending a system of self checking and self reporting.
- This decision has therefore made \$4000 available to be utilized in other projects. Ms Singh suggested those who want more information can be put in contact with the District school nurse who is excellent and can suggest some successful natural remedies.
- A question was raised from the floor as to how the PAC assesses what projects it will fund and what the ongoing projects will be. Lora Hargreaves suggested that it may now be timely to conduct another survey of the parent and school community to ascertain feedback in this area with a view to coming up with new ideas, ways to improve existing projects, and enlisting parent and outside support.

Motion to accept the 2016-17 budget as presented: Moved: Catherine Pope, Seconded: Amanda Nichol, Carried unanimously

4. **Information Items**

Both Mr Johal (Principal) and Sandra Singh (Vice Principal) addressed the meeting, presenting the following information items:

- School start up has been a smooth process with a total of 488 students within 20 divisions.

- The recent Pro-D at Braemar was considered highly successful. It was geared towards concept-based teaching and the new curriculum.
- Braemar will send three lead teachers to Coast Metro Series who will then be able to support our staff moving forward with concept-based teaching.
- All athletics schedules are now on-line.
 - Basketball Teams consist of Two Gr7 boys teams with 25 boys and one Gr 7 Girls team with 15 girls. The coaches for basketball are Mme Applebe, Mme Michel, Mrs. Van Campen, and Mr. Johal.
 - Cross Country: involve Grade 4-7 students with 35 students in total participating.
- The Open House / Curriculum Night had a great turnout. The goals of this event were to open the school doors to our families and to help parents gain a better understanding of the new curriculum.
- The School Action Plan has undergone some positive changes and improvements in the way it is developed. Braemar representatives have connected with a Grade 12 Media student at Argyle to bring all of the work the team has done to life. Mr Johal's plan is to have a movie compiled on this process by Term 3.
- In the next few weeks Braemar will have the privilege of having 6 Teacher Candidates within the school; (1 from UBC and 5 from Deakin University, Melbourne, Australia). These teachers will be in several classrooms including Music, Mrs Sykes', Mrs Pedersen's, Mrs Peristeris'; for a period of three weeks.
- Important Dates Coming up:
 - Thurs Oct 20 – “Shake Out BC” Earthquake drill. This is NOT a student release drill, but an inside drill providing more practice. An email was sent out today (17 Oct) about this event.
 - Friday 21 Oct – Pro - D
 - Monday Oct 31 – Halloween Dance and parade
 - Thursday Nov 10 – Remembrance Day Assembly. All of the Braemar Community of parents / guardians and extended family are warmly welcome to attend. The Assembly will be held in the School Gym at 11:00am.
 - Friday Nov 14 – Provincial – Wide Pro-D (implementation of new curriculum)
 - Friday Nov 25 – BPAC Family Christmas Movie Night

Questions from the floor to Mr Johal and Ms Singh

- **Parent / Teacher Interviews:** A question was raised by the floor as to why there have been no dates set, as in previous years, for parent/teacher interviews. Mr Johal addressed this issue. The recent Open House / Curriculum Information Night, was the format decided upon for this year's student/teacher/parent interviews. At this time there are no plans for holding specific time allotted interviews. Mr Johal re-iterated that the teachers will make themselves available should parents wish to make individual meeting times throughout the school year, urging parents not to wait for a specific school wide parent / teacher interview night to be announced, but to go ahead and make your own plans to meet with the teachers.
- **Split Classes:** The suggestion was made from the floor that the school needs to provide greater explanations to parents regarding the school's decision to split a particular class, (in this specific instance the K/1 split). An explanation of the requirements for it to happen,, how it is done (ie on what specific criteria are the children split), and the expected outcomes or specific challenges of having your child placed into a split class. This is specifically required for new-to-school as well as new-to-province/country families as many may not have experienced this process before and it is cause for some angst to find out by watching it pan out on the first day of school without any prior explanations. Global / big

picture information (ie google or research papers) is of course useful for general information, however specific child / parent / teacher communication is what is needed PRIOR to the child first entering the split class. Mr Johal acknowledged it was a good point and would take it on board.

- **Storms and School Safety Guidelines:** A question was raised from the floor pertaining to last week's severe weather warnings and wind gusts and what safety protocols were in place to protect children when they find themselves outside at the time. Both Sanj and Sandra addressed this point, confirming that the school does have Emergency protocols should the weather pose a safety risk. They advised that the whole school (teachers and EA's) were highly vigilant during the days of the predicted bad weather, and in particular on the Friday afternoon. During the outside play breaks, there appeared to be a "lull" in the wind and at no time did the teachers, EA's, or children consider there to be a safety risk. Ms Singh, however, did state that at the very same time the Gr 6 Outdoor School bus was returning to school, just after the 3:00pm dismissal bell rang, the weather had certainly picked up to a point that, if school had been in session, the school's Emergency Lockdown process would have been put in place, with the three bells sounding and students to remain inside until the weather threat was over.

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5. **PAC Dates**

Ria Terins thanked all attendees for making the time to attend the meeting this evening, stating it was "the most people ever" which is extremely encouraging. Ria also acknowledged that in recent times, 90% of the PAC work has been done with less than a handful of people who, without new members coming forward and getting involved, will struggle to keep up with the demands of necessary fundraising needed to help our school function at its current level of PAC funded programming.

In relation to the **following scheduled meetings**, meeting frequency will depend entirely on the continued, ongoing support, and much needed growth of the membership from the parent community. There is a requirement, however, to hold a minimum of 4 meetings (including the AGM) per year. In addition to these meetings, the Executive meets monthly.

Executive PAC Oct 3

BPAC Oct 17 – AGM, Executive PAC Nov 14, BPAC Nov 28

Executive PAC - Jan 16, BPAC Jan 30

Executive PAC Apr 3 –

BPAC Apr 10

Executive PAC May 29 (MAAST)

BPAC -June 19

6. **Class Rep Communication**

Class Rep Coordinator: It has been confirmed that the role of overall Class Rep Co-ordinator will be shared by Jen Richardson (Gr 4) and Lynne Fog (Gr 1). Thank you to both for volunteering your time.

It was confirmed that individual class reps are still required for:

E01 Hennessey,

E02 Brumec,

E05 Carruth,

F02L Callow/Mercier

7. **Halloween Howl**

Laura Fisher is the parent organizer of this event and spoke about this event being an exciting, energetic event, often remembered by students as the highlight of their year.

Halloween Howl is one big dance in the school and has been going for many years. It involves students from Gr1-7, dressing up, dancing to a DJ music and light show, and being in the running for prizes for costume and dress up participation.

Kindergarten students are not involved in the gym based activities as the sound and lights may be overwhelming for some. The Gr K generally remain in their classrooms participating in other Halloween events. Absolutely no facial masks or weapons are allowed to be part of any students costume and Mr Johal will send out a specific email regarding this rule.

For this event to be a success Laura needs your help in the following volunteer capacities. It is a fun and energetic event to be part of! Please contact Laura Fisher at laura.fisher@shaw.ca

- Decorators from 9:00 - 10:30
- Primary Chaperones for the Primary Grades 1-4 from 12:20 - 1:20
- Intermediate Chaperones for Grades 5-7 from 1:45 - 2:50
- Cleanup crew from 2:50-3:00

(times to be confirmed by Laura)

8. Canadian Parents for French (CPF)

Gwendolyn Muir addressed the floor and gave an informative PowerPoint presentation regarding the not for profit organization, Canadian Parents for French.

Gwendolyn can be contacted on GwendolynCPF@gmail.com for further information. Her PowerPoint presentation is attached to these minutes. Gwendolyn spoke about some very interesting topic areas including:

- CPF is about promoting opportunities for young Canadians to learn and use French. It supports the French Immersion and the core French programme.
- CPF are currently running a membership drive.
- BCFFC Sumer Camp opportunities
- Jeunes Artistes – English and French Creative Arts Competition; open to K-12, Oct 2016-Feb 2017
- The upcoming Winter Carnival:- currently looking for a theme and are open for suggestions.

9. BPAC – Member participation/ involvement survey and focus group

Amanda Faragher (Secretary) is to take on the role of developing a survey (via a focus group yet to be set up) which will be sent to parents. The aim of this survey is to obtain quality feedback from parents on what they consider important for the PAC to be undertaking / achieving, and how best to do this. If anyone wishes to be involved in this focus group tasked with the role of developing the survey, please contact Amanda at amandajstent@gmail.com.

10. Opportunities to Volunteer

Ria gave a quick run down of the various current programs the PAC undertakes during a year and they ways to get involved.

- Kilometer club: Turning up at school during the KM Club running season, on a Mon, Wed, and Friday from 0810 until 0840. Handing out popsicle sticks and paper strips to the children as they complete a lap around the school field.
- Yearbook: Ria will be running this project so please email photographs to her labeled with the event or activity shown in the photo and the Division it relates to.

- Hot lunch: More parents are needed to help with the organization and distribution of the hot lunches. It requires being present at the school from approximately 11:00am until 12:30. Sign up and questions can go through Tami who can be found on the Munchalunch web site.
- Terry Fox Run: This requires parents to be present on the afternoon of the run, and hold up signs along the route and cheer on the runners.
- Halloween Howl: As per the above presentation from Laura Fisher.
- Movie Night: As per the presentation below. Any movie night generally requires Concession Stand operators, hall monitors, set up and pack away crew.
- Fall Fair: Requires sponsorship pledges, gaining the support of community/retail businesses, set-up etc. Thank you to all the Braemar families who helped make the 2016 Braemar Fall Fair a success, we raised about \$8000. If you have ideas or suggestions or want to get involved next year – please email: fallfairchair@gmail.com
- Class Rep: Can be done from home on your computer. Requires forwarding emails from BPAC coordinators and Class Teachers to your child's class.
- Library: There are many opportunities to help out in the school library, from repairing torn pages, shelving, etc. Mrs Leanne Ross, Librarian, is the contact for more information.
- CPF: See the above presentation by Gwen Muir
- Gala: See presentation below by Ria Terins. This event will take place in November 2017 with the aim of raising \$20,000.
- Winter Carnival: please contact Gwendolyn Muir at GwendolynCPF@gmail.com as per the above presentation and attached slideshow.
- Sports teams/Afterschool Clubs: eg basketball. If you have a skill, or can recommend someone/organization that does, please contact the PAC. We are always looking for new ideas and activities for the children.

11. Christmas Movie Night/Giving Tree Project

- Amanda Faragher, Cathryn Gifkins and Sarah Cormack are organizing a Christmas Movie Night and launch of the Braemar Christmas Giving Tree project on:
 - Friday 25 November 2016: 7:00pm – 9:00pm, in the school gym.

More information regarding the movie, call for volunteers, publicity, etc to come, following a meeting with Mr Johal on Wed 26 November.

12. Gala

- Ria Terins is leading this massive project, aimed at raising \$20,000, which will be directed towards a much needed upgrade for the school library.
- The Gala will be held in November 2017 and will be celebrating Canada's 150 years

- A venue is needed. If anyone has any ideas or potential contacts, please let Ria know.
- So....."Channel your flannel!" – it will be a night of dancing, alcohol, silent auction and anything and everything Canadian! Canadian Camping will be the theme for the night.
- Ria needs a crew of approximately 20 to be on the Gala Committee. If you are not able to be on the committee, then please let Ria know if you have a specific skill, business, sponsorship opportunity, or silent auction item you could pledge.
- Ria can be contacted on: goneirish@me.com.

13. Braemar PAC is on Facebook!

- Ria Terins has recently set up the Braemar PAC Facebook Page. Please sign up and invite others to do so. It will be an additional method of reaching the parents regarding school activities, important dates, projects, call for volunteers, etc.
- "Like" the page and use the menu to have it show up first on your FB newsfeed.
- Please feel free to let Ria know of any wider community events, interesting articles, etc, that may also be of interest and benefit to the Braemar school community.

14a Other / DPAC Report – presented by Amanda Nichol

- NVPAC is the District PAC, they represent all PACs at the District level, often providing parent representatives for a variety of school district #44 committees. For more information on what NVPAC is about, check their website at : www.northvanpac.org

14b Other / new fundraising model

- The PAC is considering assigning particular PAC events to specific grades / divisions. Stay tuned for more information!

15 Meeting adjourned: at 2105. Thank you to all who attended.