

# Minutes of Meeting

**Monday, January 30, 2017**  
**1 Braemar Elementary, Activity Room**

**In attendance:** Lora Hargreaves (Chair), Ria Terins (Vice Chair), Jacquie Kydd (Treasurer), Catherine Pope (Member-at-large), Rick Mark (Past President), Amanda Faragher (Secretary), Sanj Johal (Principal), Sandra Singh (Vice Principal), plus a further 14 parent attendees (as per the attendance sheet record documented on the night).

**Apologies: Amanda Nichol (DPAC Rep), Eva Ciperia (Member at Large)**

**Meeting Called to Order at 7:00pm. Amanda Faragher - Minute taker.**

1. Principal's Report

Mr Johal introduced himself and Ms Singh (VP) to the meeting.

- School Action Plan Update: The process started in Nov 2015 with only a couple of program goals (literacy and Grade 7/8 transition). Now, it has a much broader and holistic approach, involving teachers and administration together, as well as parents and students towards the end of the process. The questions being addressed are "What makes Braemar a great school?" and "Do we agree where we are going?" The Digital Media Academy will bring the School Action Plan to life (more information to come on this from Sanj in the near future). It is a Province wide project involving a collaborative approach of ideas sharing.
- The School Superintendent, Mark Pearmain, is visiting all schools in SD44. He is visiting Braemar between 9-10am this Thursday (2<sup>nd</sup> Feb). He will be popping to a few selected classes during his visit. He will also be attending Braemar for Carnival on Monday 6<sup>th</sup> Feb.
- School Blogs and Tweets: Sanj asked to PLEASE take the time to read and also COMMENT and provide feedback for the recent blogged and tweeted information. The tweets are under Sanj's name but are on behalf of Braemar.
- Food Access Program: This is a new initiative, fully researched and supported by the School District. Healthy nutritious food will be available to all students in the classroom during the school day. The program is not intended to replace the need for students to bring their own snacks and lunches to school. It is about understanding that children do not always have the same hunger times, or the ability to always recognize that they are hungry. The District is phasing in this program throughout the 2016/17 school year and will replace the existing School Meal Program. At Braemar the program is in its initial stages with much "tweaking" still needed (ie what types of food available, and what time it will be made available in the classroom, how to address allergy concerns, etc) More information to come via Sanj to parents on this topic. Both Sanj and Sacndy stated the K-3 Grades will still receive support in helping them to focus on eating and not talking during the 15 minutes of inside lunch time.
- Cory Howie is a Social Emotional Learning professional and is helping our teachers implement ways to support the kids with their learning environment. Cory has been into the school last week and will be coming again this week, providing feedback to the teachers regarding classroom flow, de-cluttering, lighting, colours, all with the aim of decreasing overstimulation. We are gradually reconfiguring our classrooms by taking the first small steps.
- Collegial Conference Grant: Braemar, on behalf of four of our teachers, applied for, and have received a Collegial Conference Grant. The grant is "Inquiry" based, ie, with the aim to have a strong base of inquiry incorporated into the current curriculum, (ie, "If we do this .....then.....") This is an exciting opportunity to have our students think about the "Big Ideas".

- “What can Braemar do to have a big positive impact on the environment?” The club meets every third Wednesday, and is made up of primarily Grade 4- 7. Each meeting the students come up with a solution to a posed challenge (eg Challenge: There is too much rubbish at the school; solution: “Litterless Day”). The students go into each classroom and show the classes what a “Litterless” lunch and snack would look like.
- Important Dates:
  - \* Volleyball: has already started and continues to Feb 28
  - Carnival: Monday February 6 (led by Jessamine and Gwendolyn – we are the only school in NVSD that has a school wide even celebrating Carnival)
  - Pink Shirt Day – February 22- led by Leanne Ross and Student Council
  - Science Fair – March 6<sup>th</sup>
  - 2pm Dismissal March 7<sup>th</sup> for Student led conferences
  - Report Cards to be available on line – March 8<sup>th</sup>.
  - Spring Break – Monday 13<sup>th</sup> – Friday 24<sup>th</sup> March
- Risky Play: Carrisbrook Elementary is putting on a presentation about children and “Risky Play”. The speaker will be Sophie Cooper. The presentation will be held on February 22 at 7pm in the Carrisbrook Library.

2. Approval of Minutes from previous BPAC Meeting dated Monday 28<sup>th</sup> November 2016

Motion: That the minutes of the BPAC Meeting dated Monday 28<sup>th</sup> November 2016, be accepted and adopted as accurate.

Moved: Tara Schafer

Seconded: Cathryn Gifkins

All in favour – motion carried.

The minutes of the meetings are posted on the School website (under that “Info for Parents/BPAC Meetings” tabs) and distributed to parents via the class rep system.

3. BPAC Chair / Co-Chair Succession Planning:

Lora Hargreaves and Ria Terins are stepping down, as of the end of this school year, from their current positions of Chair and Co-Chair. Ria advised that she will most likely remain an active member of the PAC (possibly in the role of Member at Large or Past Chair) in order to give support to the new Executive members coming forward.

The PAC will therefore need new members to fill several Executive positions. By announcing these roles will become vacant in September, adequate time is provided for the wider parent community to consider becoming involved in helping direct programs and funding for our Braemar students.

4. Final financial report on 2016 Christmas Movie Night and Giving Tree

Amanda Faragher advised that the concession stand during the Movie Night made \$186.87 after accounting for expenses. These funds were directed into the Christmas Giving Tree initiative (which was launched on the same night) and specifically towards the identified “high needs” children of the participating secondary school. Receipts and expenses have been provided to the BPAC Treasurer, Jacquie Kydd.

Amanda clarified that the Movie Night was not intended to be a specific “fundraising” event, however instead, to be seen as a fun, “family” festive evening. In place of asking for PAC donations, it was requested that families “donate” by purchasing “wish gifts” from the Giving Tree.

It was acknowledged that it was unfortunate the concession ran out of popcorn and candy well before the movie started and all families had entered the gym. It was also acknowledged that it was a very difficult to project to predict numbers of attendees. This year's event will seek to address that challenge.

5. BPAC Hot Lunch Pizza Day Recycling

Amanda Faragher informed the meeting that the BPAC Pizza Day creates a mass of mini pizza cardboard boxes which need to be disposed of responsibly, and placed into the school's recycling bins. On these days the students have been asked to make sure the boxes are flattened and placed into the large blue wheelie bins at the bottom of the stairs which exit into the undercover area of the playground, under the gym.

In keeping with the focus on being an environmentally responsible school, Ms Singh advised that the Environmental Club would like to address a BPAC Meeting in the future.

6. Monday March 6<sup>th</sup> – Science Fair.

The Science Fair is a well attended and successful event which will require several parent volunteers both during the day and at the evening event. It is a fun night and a memorable occasion for everyone involved. Please consider giving your time to help set up tables, monitor displays during class visits, packing away, etc.

7. BPAC Parent Survey

Lora advised that the survey is being developed and in its draft form. The survey has been conducted in previous years and its aim is to invite parent feedback into areas such as what specific projects parents would like the PAC to focus on, what are the priorities for funding, ideas for fundraising, communication processes, etc. Once the "technical glitches" are ironed out the draft survey questions will need to be refined (eg possibly even add in current issues of "lunch eating times" in view of the Food Access Program implementation). This will require further "focus group" input.

8. Budget Update

Jacquie Kydd, BPAC Treasurer, confirmed that the 2016/17 budget is all on target.

Moving forward, however, it is important that the parent community is aware where the funding is coming in from (fundraisers, donations, etc) and where it is going (PAC funded programs). Historically the PAC has had plenty of money and has had the programs to spend it on. Now, however, there is a need to come up with a budget that will be sustained by the Hot Lunch income alone, ie a "bare bones" budget.

The Technology / IT donations have been steadily decreasing over the past few years.

Additional income derived from events such as a Fall Fair or a Gala, is needed, however relies solely on parents volunteering their time in helping organize and run the events, helping to secure sponsorship / donations etc.

Grade 7 Fundraising – it is important that the general parent community are also aware that the Grade 7 fundraising income, and related expenses, are run through the PAC books, with a zero balance at the end. The PAC Treasurer is only a "conduit" of money that goes in and out of the PAC account, with PAC cheques being signed by the PAC Executive. These cheques may, for example, be made out to a parents of a Grade 7 student or to a specific business related to the fundraising projects taken on by the Grade 7s.

Lora Hargreaves informed the meeting that there will be a date set in the near future for further discussion relating to how the Grade 7 fundraising can be streamlined and better integrated with the general PAC fundraising. There will be no change this year, however moving forward there is a need for more clarity (eg having a Gr 7 Fundraising Rep on the PAC Executive).

#### 9. Gala – Needs People Power

Ria Terins advised that, although she is stepping down as BPAC Co-Chair, she will still be overseeing the organizing and running of the Gala. However, the Gala will not happen unless many more volunteers come on board to help out on the various committees that are required to make it a financial success. The aim is to raise \$30,000 for programs to bring the school library into a “learning commons”. The library is in need of new and modernized chairs, shelving, desks, a “utility space”.

The date of the Gala has been set for Thursday 2<sup>nd</sup> November, and the venue will be “The Pipe Shop”, Lonsdale Quay. The theme is to celebrate Canada’s 150<sup>th</sup> birthday. A maximum budget of \$2000 has been set aside in the PAC budget.

The Gala needs sponsored gifts/services and donations for a silent auction which will be the main way of raising money for the school.

Apart from recent years, a Gala has historically been run every two years, which has ensured continuing funds for the PAC to use on enhancing school programs. The Fall Fair has also brought in fundraised money for the school, however it has generally been more of a community event, with the focus on fun and building community spirit, more than a major fundraising source.

During general discussion regarding how to get the Gala up and running, it was agreed that any interested parents indicate their interest to get involved on a committee by placing a “tick” against their name on the Meeting Attendance Sheet. Ria will set a date, time and venue for interested people to get together to arrange the required sub-committees.

#### 10. Canadian Parents for French (CPF)

Gwendolyn Muir provided information on upcoming CPF events. The Braemar Winter Carnival will be held next Monday (6<sup>th</sup> February) and will be a fun, all inclusive craft based day. Ice Carvers will be demonstrating their skills to all students.

On Feb 23<sup>rd</sup> – Film Festival begins for French Immersion students.

March 2<sup>nd</sup> – “Staying In” Night for Gr 6, 7, 8 to decide whether to continue with French Immersion into Secondary School

For more information on CPF, Gwendolyn can be contacted on [gwendolynCPF@gmail.com](mailto:gwendolynCPF@gmail.com).

#### 11. Other business

Mr Johal advised under the new BC Curriculum, the “traditional” Music program now also incorporates Drama, Dance and Performance.

General discussion followed how parents could help support the Music program in general. It was decided that a sub-committee be formed to look into supporting either a Christmas or other end of year concert.

12. With no further business, Lora Hargreaves called the meeting to a close at 9:00pm.