

Date: October 2nd 2013

Time: 7:00 - 8:00 pm

Place: Brooksbank Library

Subject: PAC Meeting

in Attendance: 40

PAC Executive: Lisa Stirling, Treasurer
 Sarah Gorham, Secretary
 Catherine Stride, Member at Large
 Shelley Beddow, Member at Large
 Michelle Mullie, Member at Large
 Pat Link, Member at Large
 Christine Steunenberg, Member at Large
 Meighan Sherman, Member at Large
 Kim Gordon, Member at Large
 Lisa Yahav, Member at Large

Absent:
 Lisa Forrest, Chair
 Lisa Kramer, Vice Chair

Brooksbank Admin / Arlene Martin, Principal

Teachers: Spencer Kelly, Vice Principal
 Tim Ireland, School Counsellor

Next Meeting: Wednesday, Nov 6th 2013 at 7pm, Brooksbank Library

TOPIC	ACTION
Welcome and apologies	Lisa Stirling to chair meeting in Lisa Forrest and Lisa Kramer's absence.
Tim Ireland – Parent Connect Group	<p>Parent Connect Group</p> <p>There is a need within the district for this type of workshop. Contact Tim Ireland to sign up. tireland@sd44.ca</p> <p>To start in January and will be held at Brooksbank. Ten one hour sessions to be held on Tuesday nights. There are two sections. One for parents of children aged 8 -12 and one for parents of children aged 13+. There will be a maximum of 16 to 17 attendees. Handouts will be given at the end of each session outlining basic principals and points covered.</p> <p>Will provide assistance with parenting and working towards being able to understand and empathise with your child's behaviour. Based on the system of Attachment Parenting and its 8 principals. Looks at the child within the family unit and how the family works together. To work on what is going well and what could be improved in the future. To maybe provide an explanation for troubling behavior. Role-plays are used to provide examples of behavior and responses.</p> <p>Not just for Brooksbank parents but open to the whole district too. The Child Adolescent Program (CAP) will help to run and will bring half of the families.</p>

TOPIC

ACTION

Question: Will it be suitable for parents of 7 year olds?

Yes.

Question: Do you have to attend each session?

Yes, it would be helpful.

Class reps summary - responsibilities

- Message to be drafted by Shelley and forwarded to each rep for distribution.
- No additions or changes to message.
- Use BCC when relaying messages.
- To act as a liaison between teacher and PAC.
- Include teacher on message.
- To attend each PAC meeting or delegate someone else from the class if unable.
- Bring questions or concerns of parents to PAC meetings.
- List of email addresses provided by the PAC must only be used for PAC messages.

Schoolapalooza

A huge success. The liter-less and composting aspect went very well.
Next time we will need some volunteers to help wash up the plates, cups and cutlery.

Percy Shroff – Thank you

A big thank you to Percy Shroff who kindly donated 2 adult and 2 child tickets for the Schoolapalooza.
In cases such as this the principal, Arlene Martin, gives the tickets to a family who is unable to pay to attend the event.

Mabels Labels Fundraiser

Kindly set-up by Allyson Helgason.
Brooksbank to receive 20% from the proceeds of all sales. There is a link on the PAC website. Labels for shoes, clothing and other items.
There is an online catalogue. This will go through until June 2014.
Information to be sent out through class reps.

Shelley Beddow – send out through class reps.

Parenting Workshop

To be held at Highland United Church Monday 7th October 7.00 – 9.00 pm.
A presentation on how to create a safe environment for children to report their struggles and learn a variety of skills and strategies to respond with confidence to deflect and minimize the effects of teasing and bullying.

TOPIC	ACTION
PAC Website	<p>www.broosbankpac.weebly.com Linked through from school website. Information can be found here for PAC meetings, events and contact information.</p>
Treasurer's report	<p>\$10,000 currently in term deposit. \$7543.68 currently in PAC account.</p> <p>Schoolapalooza raised \$639.83</p> <p>\$ 6720.00 gaming grant received for this year. Still have \$267.32 left from last years grant.</p>
Secretary update – PAC directory	<p>7 advertisers so far. Last year there were 8. Have contacted all of last years advertisers to ask if they wish to participate once again. Looking at adding more PAC information. Terrie Hendrickson has kindly stepped in to help. The Directory is a huge task – hoping to streamline for next year. Possibility to become paperless?</p> <p>Discussion: surrounding electronic copies – maybe on the website. The form would have to be changed to reflect this from a permission point of view.</p>
Brooksbank T-Shirts – Christine Steunenberg	<p>100 t-shirts were ordered. Four house colours – each in four sizes. Each student is given a house colour that will remain the same throughout their time at the school. Throughout the school year there are special days that the students work together as a group with the other students in their 'house'. This starts in Grade 1. 55 t-Shirts sold so far. Have started selling after school. Will need to order more large sizes. We will get the same price for the next order if a minimum of 36 are ordered. A picture of the t-shirts can be placed on the website.</p>

TOPIC

ACTION

Principal's Report

Introductions

- Mr. Tim Ireland, school counsellor

Thank you

- Fantastic start up, warm opening
- Feedback about Schoolapalooza was very positive
- May be more staff attendance if not on a Friday in September.
- Excellent attendance at Curriculum Night
- Increased time in classrooms based on last year's parent feedback that classroom time
- was rushed
- Feedback on format? Timing?

Discussion and Questions: Still felt that more time is needed. Maybe a round table of names could be done in the classroom so that the parents and teachers know who is who. Maybe a place to mingle with other parents. Is there an opportunity to provide babysitting? Could there be two sessions with each teacher? If the photo day is next day could it be mentioned during the speeches in the gym?

- Efforts to decrease lunch litter is appreciated; excellent message to our community

School Tone, Student & Staff Engagement

- Multicultural Potluck Lunch a success
- Terry Fox Run
 - Excellent example of student engagement / leadership
 - Most successful event in recent years with regards to funds raised, awareness, and feedback received from parents, staff and students
- Student-led Dance Club
- Staff enthusiastically participating in Collaborative Time
 - Reading professional articles, and all staff reading *Comprehension & Collaboration* by Harvey Daniels and Stephanie Harvey
- All efforts aligning (School Plan, Ed Leadership time, Collegial Conferences)

Collaboration Time

- As a result of district calendar adjustments, all NVSD Elementary Schools now have built in

TOPIC

ACTION

**Principal's report
continued**

- Collaboration Time
- At Brooksbank, we have adopted the same bell schedule / calendar as 3 other elementary schools that already had an alternative bell schedule (earlier dismissal time on Wednesdays)
- To achieve the difference in time required to meet Ministry mandated instructional time requirement, we are beginning our afternoon 3 minutes earlier (12:55 instead of 12:58). We achieve the same instructional minutes as other NVSD schools while dismissing weekly on Wednesdays at 2 pm
- The time is being used exceptionally well at Brooksbank
 - Team meetings
 - Staff meeting
 - Collegial Conference
 - Staff Collaboration
- Spencer will speak in more detail about Collegial Conference
- Our first official Collaboration Time was Wednesday, September 25th
 - While primary and intermediate Collegial Conferences have their own goals, our Collaborative Time pulls together the primary and intermediate teams, and addresses 'bigger' ideas, including our school plan goal to increase student engagement and sense of belonging
 - Principal had been reading Comprehension and Collaboration, making connections to PBL, and in June purchased copies for most staff. All staff are now reading this resource, with intention to focus on project based learning, student engagement and assessment, and the knowledge that personalizing learning opportunities for our students will increase their sense of belonging.

School Plan

- Posted on our website
 - Two goals:
 - To increase student engagement through the use of digital technology
 - To promote an increased sense of belonging at the friendship, school-wide and community levels
- We have realized a convergence of our goals. Research shows and we are seeing evidence here, that when students are engaged and invested in a positive trajectory, increased academic achievement follows.

TOPIC	ACTION
Principal's report continued	<ul style="list-style-type: none"> • We continue to review at Staff meetings, during Collaborative time, and ensure that our goals • are reflected in our Collegial Conference plans; Educational Leadership time is dedicated to • promoting our school goals • Our staff is committed to connecting with students • Upcoming training session for our SPC at Sutherland on Thursday, October 17th at 3:45 pm
	<p>Peak Performance / Brain Fitness</p>
	<ul style="list-style-type: none"> • Spent part of the Pro-d day discussing brain research • Nognz • Learning Program aimed at increasing ability to focus, engage; critical thinking • Connects with our PBL initiative • Peak Performance Programs – Brain Labs K-3, 4-7 • \$399 (one each of primary / intermediate) • Mental Muscles for Math – 4 trays is \$99 (x2) • Mental Muscles for Language –\$99 (x2) • Both come with online and in-class lessons / teacher guides • Would like to have one primary and one intermediate • Loyalty Program – can get points toward future purchases • Could be used to enhance our math curriculum • Trying to work out a discount • Request \$1200 to support an initial trial
	<p>Question: There was talk about purchasing cement ping pong tables. What has happened with this? These are approximately \$3000.00 each. Decided against at this time.</p>
	<p>Question: What happened to the tether balls? These are attached at recess and lunch and put away after each session.</p>
	<p>Question: The special project fee paid at the beginning of the year – for audit purposes is there a breakdown of what this is used for? This is used for special projects such as Bella Ceramica or special guest speakers into the classroom. The teachers have keep track of how this money is spent. The purpose of asking for it in one cheque is that it saves requesting money several times in the year.</p>
	<p>Question: Can the forms handed out at the beginning of the year be put online? There is ongoing discussion with the district about this.</p>

TOPIC

ACTION

Principal's report
continued

Question: Is it possible to advise parents that school supplies are shared? Some parents were not aware of this and spent money labeling each individual item. Supplies are not shared after Grade 1. Maybe try to get something on the website regarding this.

Question: Could the teachers not buy all the supplies and recharge the parents? This is possible in Kindergarten but there are restrictions in school fee regulations which don't make this possible.

Vice Principal's
Report

After school clubs:

Mad Science.

Endless Biking – for intermediate children – starts at Brooksbank and ends at Inter River Park.

Chill Club – starts in November.

Ski Program:

Grades 4 – 7. Four Tuesdays in February. Mount Seymour.

This year it will be a full day program. Will run from 10am – 12am, hour for lunch, 1pm -3pm.

16 hours lessons, lifts and rentals = \$220.00. The cost will be less if no lift pass or rentals needed.

Trying to arrange a shuttle from Parkgate. This will increase the cost.

Professional Development Day:

Historically this day has been spent doing training alone but the most recent day was spent together with a new shared learning experience.

Project based learning - Providing students with new skills and a new sense of belonging.

Rubrics – are being brought in as a new matrix for assessment for use on report cards.

TOPIC	ACTION
Vice-principal's report continued	<p>Teachers are genuinely excited to come to work and are so engaged in new training and learning. The teachers observe one another in their classes and are given extra time to learn and observe when Arlene Martin and Spencer Kelly relieve them. The teachers believe that they are all responsible for all of the children, not just those in their classes.</p> <p>Thanks to PAC fundraising, we have now have three carts full of iPads and two carts of iPad minis. These are on differing rotations throughout the school.</p>
Kara Anzer – Halloween Event	<p>October 24th 2013 6pm – 8pm A haunted house to be on the stage. Parents not allowed into the haunted house. Dance games and dinner (Pizza). Bake sale. Lollypop tree. Guess the number of eyeballs in the jar. Theme will be twisted fairytales. It will be a family event with pre-sold tickets only.</p> <p>Question: Could you produce a wishlist of things needed. Yes. One thing definitely needed are larger dolls to dress up.</p>
Silvija Goodyer – Christmas Bureau	<p>The Christmas Bureau has symbolized our community's willingness to help low-income North Shore families with children 18 years or younger and seniors 65 and older for almost thirty years. Families and individuals celebrate and enjoy the holidays through the distribution of Christmas hampers filled with grocery gift cards, gifts and toys. Every request for assistance is treated with compassion, respect and confidentiality. Our goal is to help families with children 18 years and younger and seniors 65 and older to enjoy a hearty meal on Christmas day and ensure that every child receives a toy on Christmas morning.</p> <p>Voluteers are needed. Anyone interested can contact Silvija or The Family Services of the North Shore directly.</p> <p>A box will be placed in the front foyer – new unwrapped toys should be placed inside. The toy drive will be on Dec 7th 2013 at the North Shore Auto Mall.</p>

TOPIC

ACTION

Round Table

Lisa Stirling highlighted the PAC fundraising events throughout the year:

- Halloween event
- Directory
- Christmas Cards
- Notepads
- Jingle Mingle
- Scholastic book fair.
- Purdy's Easter chocolates
- Plant sale.
- Spring fundraiser

Question and discussion surrounding the suitability of hot lunch choices: All choices meet health board approval. Hot lunch is a very good fundraiser for the PAC. McDonalds being one of the most popular. The choices are wide ranging and flexible and they have evolved over the years. We are using a new vendor and the hope is that if successful, we could use them more and cut out some other vendors.

Question regarding the mulch in the playground and the broken 'rope' tunnel. School district will be contacted.

Nicole Cook. Interested in organising an Earth Day Event for the school. April 22nd 2014.

To be added to the agenda for January PAC meeting.

Allyson Helgason brought up the idea for introducing a school yearbook. After discussion it was thought that this would be too much work for staff.

Next PAC meeting November 6th 2013 at 7pm

Adjourn 9pm