

## JRES PAC Meeting Minutes – May 9, 2017

**IN ATTENDANCE:** Tracy Meldrum (PAC President), David Takahashi (PAC Vice-President), Sarah Riley (PAC Treasurer), Kerrie Fraser (PAC Secretary), Mike Bowden (JRES Principal), Krista Halland (JRES Vice-Principal), Nicole Gorman (JRES Teacher Librarian), Sherri Hoffer (JRES Learning Assistance Resource Teacher), Amber Hooton (DPAC Rep), Claire Tosoff (DPAC Rep), Meghan Wade (Chair of Board/Trustee, School District #73) Jennifer Davis, Alexandra Janse, Krista Reid, Franci Hayward, Kimberley Turner, Diane Uri, Shannon Evans, Kimberely Hill, Sarah Tancock, Gretchen Fox, Dianna Johnston, Deb Twemlow; Cristina Tsaparas, Jasmine Haskell, Brenda Milne Todd

### **1. ADMINSTRATIVE ITEMS**

Welcome and Introductions: Tracy Meldrum welcomed all attendees.

Thank-you Note: Chair Wade was presented with flowers and thank you card in appreciation for attending PAC meeting.

### **2. OLD BUSINESS**

April minutes adopted: Draft minutes were circulated to attendees of meeting via email for review. With no objections or responses received for revisions, **Tracy Meldrum motioned to approve the minutes as circulated. Kerrie Fraser seconded the motion. The motion carried.**

### **3. PRINCIPAL'S REPORT - Mike Bowden provided following report.**

- 1) Lunch 2017-2018
  - a) We are looking at a plan to split the lunch starting sometime in September
- 2) School Strategic Plan
  - a) Sent out a rough draft to Amber and David
  - b) Draft school goals were shared at the April PAC meeting with an opportunity for feedback.
  - c) Presenting an overview to the Board on May 17
  - d) School Learning Survey (Satisfaction Survey) extended until the end of May
    - i) Grade 4 and 7 parents and students
- 3) 2017-2018 Projected Divisions
  - a) Community Room will be converted into a classroom and storage – potentially two classrooms for September.
    - i) Impact on PAC & One-to-One
  - b) Sensory / LART room will remain
  - c) Music Room will convert to a classroom.
- 4) Bright Red Book Bus
  - a) Juniper will be hosting the Bright Red Book Bus every Thursday afternoon (1:00 to 3:00) in July, more information will be circulated. Additional information on District website
- 5) Shutters on School
  - a) Hoping to be installed before the long weekend
- 6) Anti-Idling Campaign
  - a) Hoping to have some students involved in sending out and collecting surveys in the next two weeks. They will also be doing some observations and collecting data.
  - b) City of Kamloops will also be out collecting data sometime in the next month or two.
  - c) We will be getting an 'anti-idling' banner to put up from the City of Kamloops.
- 7) School Learning Grant
  - a) Estimating approximately \$50 per student
    - i) One time grant – spending that isn't locked into annual (needs to be sustainable)
  - b) Will be looking for some feedback from parents
- 8) Social Network Policy
  - a) A DRAFT policy has been developed around expectations and the use of social media. This has specific references to PAC and School social media platforms.
  - b) Amber presented copies of draft policy for review at meeting. Confirming the policy will be opened for final discussions at next DPAC meeting, then brought forward for Board approval by end of June.
  - c) The draft policy also encompasses freedom of information/consent of releasing personal information and posting photographs of students.
  - d) Mr. Bowden confirmed that after consulting with lawyers, the School can no longer accept verbal "one-off" approvals consenting to releasing personal information/photographs. Currently reviewing procedure moving forward regarding consent forms signed at beginning of school year.
- 9) Bike Racks
  - a) Considering moving some to the front of school (and out of the North back court yard)
  - b) May be complicated as they need to be secured on cement and also the sprinkler system is potentially in the way

#### **4. GUEST SPEAKER – Meghan Wade, Chair – Board of Education School District #73 and School Trustee**

Tracy spoke to structure of our administration and their responsibilities and roles in educational system, including: School Board is formed in our District by 9 publically elected Trustees. They are also given schools to represent when the parents need issues understood, or need an advocate. Their sole task is to hire the Superintendent of Education and the Treasurer of the Board. The Superintendent is then responsible for the day to day management of the functioning parts of the educational system. The Treasurer manages the purse strings of our local education system. The Board sets policies and procedures for the management of education.

Meghan Wade has been our Trustee for 5 years and earlier this year, was elected by her peers to be the Chair of the Board of Education. As Trustee, Meghan Wade is our representative at Board level and main point of contact.

The PAC, through input received from parents, prepared a series of questions for Chair Wade, with responses and discussions as follows:

##### **Growth:**

#### **1) What is being done to develop a long-term plan for the district?**

- Always looking at the long term plan for the District. One element includes developing the Strategic Plan this past year, which can be found on the District website.
- Regarding long term facilities plan for the District, this is always ongoing. The District has somewhat more control over the medium to short term items on the long term facilities plan, which is in the hands of the Province.
- We are the 13<sup>th</sup> largest district in this Province and 5<sup>th</sup> from the bottom in capital dollars given to us over past 12 years.
- We have a long term plan, however, difficulty is convincing the Province that we need the funds to execute.
- Continuously in discussions with MLAs and City Council to have as many voices as possible reach Victoria advocating for our District.
- Our goal is always to have the entire Province treated more equally with capital dollars.
- Requested \$1.4 M to complete the short-term facilities adjustments required and are awaiting approval.
- With implementing the 2002 language, a lot of the jobs traditionally scheduled for summer are being pushed back to prepare and have schools ready for new class size and composition. Juniper planned well and is fortunate to be getting shutters now, as generally scheduled for summer.

#### **2) Would the board ever restructure the catchment area? Where would the possible line be drawn?**

- Unknown at this time. Under consideration and will know more in October.
- At recent Board meeting, a report was delivered by Secretary/Treasurer, regarding medium-term plans around facilities. A committee was formed and will be reporting to Board in October.
- The Board is looking forward to this report and part of that report will be reviewing what are our catchment areas, and are changes needed in order to work to the best capacity for our schools, such as re-opening schools.
- Report brought to the Board in October will be a suggestion and there will be options, it is not final. The District will always take public input.
- Many considerations go into moving catchment areas, including a consultant to the public regarding grandfathering children, which would disrupt and go against original reasoning and goals of having catchment areas.
- When closing a school there is a process that is legislated by the School Act. One requirement to re-open a school, is to complete a stakeholder and public consultation.
- Due to the settlement over the Supreme Court decision occurring just prior to spring break, there would not have been time to move forward with re-opening schools. We would not have met the requirements of School Act and our own policies to have this occur prior to September 2017.
- Cautioning people to keep in mind that re-opening a school will not take pressure off all pressure points. For example, Ralph Bell is a bus ride for Juniper Ridge students and this would be taken into consideration.
- Medium-term plan will be looking at necessity to revamp all current transportation due to different catchment areas.

#### **3) Has the district ever considered creating school spaces that also serve as community hubs? For example a school that houses a public library or art gallery space. Or even daycare spaces in functional schools?**

- Always an option when looking at capital funds
- At this time we do not have space in most of our elementary schools with 2002 language being reinstated.

**4) Has the district ever considered discussions with the city to require new developments to provide some funding to support school growth?**

- There is always land put aside for schools in developing areas. Issue is funds to build, which comes from Provincial capital dollars.
- Capital dollar sharing was raised when Sun Peaks was requesting a new school and we would be interested, however, funds have to come from Province first.

**Class Size and Composition:**

**1) Why are hiring decisions made without consultation with the school's administration? Why is it solely a qualifications and seniority matrix rather than the needs of the school or best fit for the class?**

- When obtaining a teaching degree in elementary education you are qualified and can teach any grade/subject in elementary school.
- Our unionized Collective Agreement follows this, therefore the hiring of teachers is post and fill based on seniority.
- We have two specific unionized contracts, one with teachers and one with support.
- We also have a contract negotiated with Principals and Vice Principals, all others' are considered exempt staff.
- There are two exceptions in the elementary area:
  - LART – requires 5 upper level courses in special education
  - Teacher Librarian – requires 5 upper level courses in library science

**2) Is there any plan in the district for consistency or intentionality in the implementation of split grade classroom rather than having them fluctuate based on student population?**

- Several reasons for having split grade classrooms and Mr. Bowden has a very detailed plan and philosophy behind decisions.
- Understanding, when it comes to elementary school education, it is about skill building in many different areas. As it has been explained, your child may be in grade 3 but they are not in grade 3 level skill in every area for subject matter, social/emotional etc. Essentially, you could have what is considered a complete grade 3 class, however, teaching across-board grades based on skill level.
- When split classes are built, whether to accommodate number of students/grades or otherwise, teachers and principals are doing what is in the best interest of the individual students.
- Mr. Bowden added that one positive point to the new curriculum, is it facilitates and allows teachers to meet the needs of individual students much better. In the past with old curriculum, it was approximately 80% content based, now it is more 80% competency based, which provides teachers more freedom to meet the needs of individual students.
- It is understood that when you hit early intermediate, there can be approximately 5 levels of competency in a single classroom. Whether you are in a split grade class or straight grade class, it will not make much difference.

**3) What is the likelihood of additional portables and how many new teachers can we expect at Juniper Ridge in 2017-2018?**

- Mr. Bowden has covered previously and there are no portables scheduled for Juniper next school year.
- The Community Room will have temporary structures to accommodate 2 new divisions.
- New teachers will be based on enrollment/requirements with new divisions and language.
- Budget passed recently incorporates the special purpose funds for all the teachers we are hiring.

**Curriculum:**

**1) There are parent concerns with additional divisions that gym time will be reduced. Does the district plan to set a minimum on required physical education - be it in a traditional gym setting or incorporating mandatory outside PE time?**

- As enrollment increases, time in the gymnasium will decrease, however, physical activity will not be decreased. Keeping in mind, with the new curriculum there is less structured classroom time, which often translates to more physical activity.
- Mr. Bowden confirmed they are looking at creative solutions around outdoor education. Gym is only a location and there are alternate locations for physical education.

## **Additional Matters Addressed:**

- Music program will be unchanged other than physical space, and we are fortunate to have one of the few teachers trained in this area at our school. Mr. Bowden confirmed that office space is currently being reconfigured for necessary adjustments and adequate prep space.
- Chair Wade confirmed the two plans presented can be found on District website. They make a commitment in the reports to return the music room when and if able to in the future.
- The Budget presented at Board meeting is also available on the District website in power point/pdf format.

## **Questions:**

### **1. Is duration of spring break finalized?**

- As a Trustee, which is Governance, unable to comment on specifics of negotiations. Governance is not involved in the process, although kept informed, it is an operational process.
- The Collective Agreement sets out a one week spring break, with having had a Letter of Understanding to trial run two week spring break for three years. To simply create another Letter of Understanding, would have us back to same place in a year or two.
- Rationale behind 6 of the 9 Board members vote; there was no consistency on how to implement the two weeks.
- Majority of teachers and parents wanted a two week spring break, however, when digging deeper into report there were many provisos, such as; requesting longer lunch hour, not wanting time added to end of day/nor an earlier start.
- There were too many inconsistencies on how to implement.
- Our Collective Agreement clearly sets out start and end dates of school year, together with spring break starting the third Monday in March.
- Not every Districts' local agreement states when spring break starts and they can therefore determine dates year to year, tagging onto Easter. Many also base their school calendar and two week spring breaks solely on cost savings/budgets, which our District will not do.
- Governance has passed the motion to maintain 2 week spring break, and is in the hands of Operations, with the understanding it needs to be in the Collective Agreement.
- Representatives from the Teachers Union and the School District negotiate the Collective Agreement and is open for negotiations in 2019.

### **2. Split Grade Classes: With additional two divisions, will there be more split classes?**

- Mr. Bowden believes at this time it will be approximately 20% split grade classes in 2017/2018 school year.
- Understanding research supports split grade classrooms, inquiry was made as to whether or not it could be an option to intentionally split grade the school more consistently.
  - having strategic plan, long term, as opposed to year by year based on enrollment and necessity.
- Mr. Bowden indicated they have had these discussions when planning configurations. Initially administration looks at enrollment/numbers to see how they fit based on current divisions. Then they look at students' for strategic placement. At times, purposely creating split grade classes', however, there are times it is best for certain students to be placed in a complete same grade class.

## **5. TEACHER PRESENTATION AND PROPOSAL**

Nicole Gorman, our Teacher Librarian and Sherri Hoffer, our Learning Assistance Resource Teacher (LART), both of whom form the backbone of our Technology Group at the school and have undertaken innovative class projects throughout the school, joined the meeting:

Providing a presentation showcasing student coding work and brought forward a technology enhancement written proposal for consideration to purchase Osmo Coding Systems:

- Working closely with Tracy Poelzer, the District Technology Coordinator.
- Describing in detail how each of the Sphero Sprk and Blue Bots work, together with providing further examples of specific uses with students, who truly persevered in completing given tasks and are excited about coding.
- Blue Bots were introduced to intermediate, although more primary focused, an introduction to the Sphero Sprk.
- Currently have 7 iPads received through a grant last year.
- Requesting Sphero Sprk and Blue Bots to be paired with current iPads, which is a sufficient quantity as determined best to have small groups of students at one time when utilizing.
- If considering purchasing more than 7, they can also be paired with iPad minis the PAC funded for each division.

Proposal requests funds in the amount of \$3,000 to purchase 7 Sphero Sprk with covers and 7 Blue Bots. Together with two Osmo kits, which are independent pieces/blocks that work with Blue Bots at a kindergarten or grade one level.

Retail pricing used for proposal purposes, with discussions around options to go through District Purchasing Department where we can obtain bulk purchase discount if buying 12 of each.

Discussions continued during Treasurer's Report at meeting.

## 6. STANDING REPORTS

District PAC Report: Amber provided following update:

- Annual General Meeting: confirmed vote was passed to allow teachers in the District who are also parents, to sit on DPAC Executive with understanding the need to recuse themselves should such circumstance arise.
- Further specifics from AGM can be found on DPAC website.
- New Business at last DPAC meeting:
  - Draft Social Networking Policy (Employees and Parents) Employees are governed by regulations and Parents by guidelines. Circulated for review at PAC meeting and any questions or concerns to be raised with Amber or Claire
  - RESP information and Band program/repurposing equipment, with details previously posted.
  - Multi age family camp details posted on DPAC website if any interest.

Treasurer's Report: Sarah provided attendees with a current financial report, a copy of which is attached. Reviewing Accounts and Budgets:

- Gaming account balance remains the same at \$2,756. Will be reduced upon receipt of invoice for previously approved purchase of Reading Tables, which were purchased through the School District.
- Chequing account balance at \$10,375.
- PayPal account balance at \$7,442. Balance maintained to cover vendor invoices with approximately \$1,000 in receipts received for recent purchases by the Hot Lunch Committee.
  - Anticipate \$9,000 for Gaming grant next year and feel we are in a good position financially.
  - The Executive's goal was to have \$5,000 remaining at end of year for new PAC Executive to begin 2017/2018 year.
  - There are funds available to spend prior to end of June if needed.

Proposals for Consideration:

- 1) \$100 – Subsidizing Cost to Parents for Kindergarten/Grade 1 split class attending Gymnastics;
  - Requesting Teacher is in a term certain position and when hired, the other Kindergarten classes had already gone.
  - No other classes available to join and share cost of bussing at this time.
  - As it is understood, the class plans to go regardless and students are not missing out on the opportunity, however, parents will be required to pay more than usual when multiple classes share cost (unaware of cost difference).
  - \$100 per division given by the PAC at beginning of year for field trips or class projects, has been used for this division.
  - Historically, the PAC has not supported individual field trips and main concern is with setting a precedent.
  - With the Executive recently deciding against supporting a request for field trip funds, majority feel it would be unfair.
  - After lengthy discussions, it was determined the PAC would be unable to support this request.
  - Further discussion/review next year as to whether or not the PAC will support each division with additional funds specifically for field trips, over and above the \$100 each division receives from the PAC currently.
- 2) \$3,000 - Technology Proposal for Coding;
  - Discussions around timing to approve request, if decided to move forward with purchase, so it is most beneficial to Teachers in planning and training prior to beginning of next school year.
  - Mr. Bowden confirmed they are in process of planning training and professional development during the summer.
  - If able to support purchase, it could be included in training and have available prior to next school year.
  - Claire will take a copy of the proposal provided to DPAC and ask that a request be circulated to other PACs to determine if any other schools are interested in coding technology and partnering to obtain bulk discount through District Purchasing Department.

**Tracy Meldrum motioned to table the vote on Technology Proposal for Coding until June meeting to determine if any interest in sharing purchase with other PACs. Sarah Riley seconded the motion. The vote was therefore tabled.**

## 7. 2017-2018 PAC EXECUTIVE ELECTIONS

There is one nominee for PAC Chair and one nominee for PAC Secretary, with no other nominations on the floor for either position.

Tracy Meldrum nominated Jennifer Davis to a two year term as PAC Chair. Jennifer Davis accepted the nomination, understanding it is a two year term and agrees in good faith, not to enter into the profession of public school teaching in British Columbia for the next two years. Will readdress if necessary, given recent decision to amend DPAC Bylaws to allow parent teacher to sit on DPAC Executive.

**Tracy Meldrum motioned to approve nomination. Deb Twemlow seconded the motion. With majority vote decided by showing of hands, Jennifer Davis is hereby elected PAC Chair.**

Tracy Meldrum nominated Alexandra Janse to a term neutral position as PAC Secretary. Alexandra Janse accepted the nomination.

**Tracy Meldrum motioned to approve nomination and Sarah Riley seconded the motion. With majority vote in favour by showing of hands, Alexandra Janse is hereby elected PAC Secretary.**

It is the expectation of this group, Jennifer Davis as Chair and Alexandra Janse as Secretary, along with David Takahashi as Vice-Chair and Sarah Riley as Treasurer will form the Executive body of the 2017/2018 PAC. The outgoing executive will shadow you for one month to hand over the appropriate information. The June PAC meeting will be chaired by Jennifer and minutes will be taken by Alexandra.

## 8. OPERATIONS AND COMMUNICATION

Hot Lunch Committee: Track and Field tomorrow. No concession provided, hot dogs through Munch a Lunch. Remainder of school year includes Pizza on May 18 and three hot lunches in June (Sushi, Pizza and Hot Dogs).

Safer Schools Travel Committee:

City has provided their summary of the engineering plans to the school zone. Arrived today and the Committee has not had a chance to closely review. All attendees were given an opportunity to review summary/drawing at meeting.

Through the incredible efforts of our Safer Schools Travel Committee, there will be many amazing changes over the summer, including; side walk extension to Bella Coola, paving from traffic circle to school, adding crosswalks, new paint, signage, extending school zone past Adams Ave to the mailboxes and much more!

Still some work left to do prior to next year, including discussions with the daycare facilities and home daycares for the fall.

Lunch Hour Club: Garden Club starts next week

## 9. PLANNING (Spring Term)

- Staff Appreciation Luncheon: Being held June 15 with a Mediterranean theme. Volunteers needed for food, door prizes, set up and assistance day of luncheon. The PAC will post request for volunteers through SignUp.com.
- Staffing changes/retirements: more details will be available/known in June.

## 10. NEW BUSINESS - none brought forward

In closing, Mr. Bowden presented a completed Sensory Regulation Bin for the PAC to see how funds were used when supporting purchase. They were able to put together 6 bins so far and will reassess if more are needed as time goes on. Mrs. Decker would be aware of total amount spent on 6 bins from \$1,000 of PAC support.

## 11. NEXT MEETING DATE

Tuesday June 13, at 6:00 pm, JRES library

There being no further business, the meeting adjourned at 7:44pm.

**ATTACHMENTS:** April Minutes (approved), Financial Summary 2016/2017

## May 2017 PAC Meeting

### 1. Accounts

Gaming	\$ 2,756.01
Chequing	\$ 10,375.80
Paypal	\$ 7,442.55

### 2. Budgets 2016-17

	May	Apr	Mar	Feb	Jan	Dec	Nov	October	Sept	Total	Budget
Stationary and Photocopying						\$ 8.47			\$ 15.66	\$ 24.13	\$ 250.00
Gifts/Donations								\$ 110.52		\$ 110.52	\$ 500.00
One to One Program				\$ 50.00						\$ 50.00	\$ 200.00
DARE Graduation										\$ -	\$ 50.00
BCCPAC									\$ 75.00	\$ 75.00	\$ 75.00
Website				\$ 24.00						\$ 24.00	\$ 24.00
Munch A Lunch									\$ 336.00	\$ 336.00	\$ 336.00
Health and Wellness Lecture Series										\$ -	\$ 200.00
Meeting Babysitting		\$ 40.00	\$ 20.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 20.00	\$ 280.00	\$ 380.00
Teacher Incentives									\$ 1,814.38	\$ 1,814.38	\$ 1,850.00
Noon Hour Clubs					\$ 33.38		\$ 89.60			\$ 122.98	\$ 250.00
Play is the Way Balls - Gaming				\$ 175.83						\$ 175.83	\$ 450.00
K and Gr 1 Leveled Readers						\$ 6,528.19				\$ 6,528.19	\$ 6,000.00
Craft Fair						\$ 87.03				\$ 87.03	\$ 200.00
Office Plastic Cutlery					\$ 25.91					\$ 25.91	\$ 25.00
iPad Mini				\$ 6,000.00						\$ 6,000.00	\$ 6,000.00
iPad Cases			\$ 490.19							\$ 490.19	\$ 600.00
Kindergarten KEVA Blocks		\$ 134.79								\$ 134.79	\$ 100.00
Science Supply Basics		\$ 204.39								\$ 204.39	\$ 200.00
Sensory Bins		\$ 1,000.00								\$ 1,000.00	\$ 1,000.00
Science Fair		\$ 300.00								\$ 300.00	\$ 300.00
Jerseys		\$ 500.00								\$ 500.00	\$ 500.00
Reading Tables - Gaming											\$ 2,195.00
ADST Supplies											\$ 200.00

### 3. Proposed Expenditures

- a) Field Trip: Miss Pineo
- b) Request from Mrs. Hoffer and Mrs. Gorman