



BURNSVIEW SECONDARY

École Secondaire | Secondary School PAC 2021/2022

Date and Time: October 26, 2021
Meeting was held via Zoom at 7:00PM

Attendees: Jessica Jensen, Colleen Ryley, Trish Uppal, Varinder Khaira, Teresa Zickefoose, Katherine Ralph, Jen Trebick, Dianna DeBlaere, Luke Johnson, Alina Felecan, Harjote Bhandher, Annick Lavender, Dean, Fiona Bircher, Majeet Sidhu, Michelle Berera, Simran Dhillon, Melanie Bannister, Don Younger

Prepared by: Annick Lavender

Agenda

1. Welcome!
2. Approval of Agenda
3. Approval of the Last Meeting Minutes
4. Reports
5. Business Arising from Past Minutes
6. New Business

1. Welcome!

Jessica Jensen introduced herself as the new PAC president and went around the room to introduce all attendees and the executive members of the PAC.

2. Approval of Agenda

Adoption of October 26th Agenda (Motion: Simran Dhillon, Seconded: Dianna DeBlaere). Approved.

3. Approval of the Last Meeting Minutes

Adoption of Meeting Minutes from September 28, 2021.

Adoption will be postponed until next meeting until we received a copy of the principal's report.

4. Reports

Principal's Message – Don Younger

1. Reporting – Parent/Teacher interviews

- Unfortunately as part of the ongoing response to Covid, we are unable to bring large amounts of people into Burnsvew.
 - i. This has meant that we have to cancel our in person Parent/Teacher interviews
- We have changed our Interim report process for parents to receive an update from all classes.
 - i. Teachers have been instructed to provide a report on each student with the report containing 2 of the 3 following information items:
 1. A percent mark or performance indicator
 2. A work habits mark
 3. A comment explaining how the student is performing
- For students that the teacher determines to be “at risk” – either through insufficient academic performance, lacking engagement, poor attendance or poor behaviour, teachers have been instructed to initiate 2-way communication.
 - i. This communication can be through e-mail or phone conversation
 - ii. This communication is to include an I-plan to outline the plan for the student to recover the course.

2. Possible move to include ILT/Flex time in our daily schedule:

In Prior school years, Burnsvew had Individualized Learning Time (ILT) or Flex Time build into our daily class schedule. However, with our School, District and Ministry of Education's response to Covid-19, and the grouping of students into cohorts, we had to remove this time from our schedule. With the early uncertainty of how this school year would start, we again chose to not have ILT in the schedule for the first part of the school year. We are now planning to reinstate ILT with a December start date.

ILT provides students a block of 40 minutes on Monday, Tuesday, Thursday and Friday where they are responsible to determine the class in which they most need support, sign up and attend the class. Students must be engaged in a class during this time, it is not a time when students are able to leave the school. ILT time is a period where teachers are focused on working with small groups of students to reteach or clarify lessons, provide opportunities for test rewrites or support students to complete assignments and homework. This is not a period when “new” instruction occurs.

In previous years with ILT in our schedule, we experienced an improvement in student learning and achievement. Student assignments were more often completed on time and completed to a higher level as well, students were better able to get the learning supports they needed. We also received feedback from many parents that ILT lessened the “homework conflicts” that occurred at home as students are more often up to date with their work.

We plan to reinstate ILT beginning early December. For the first week of ILT time students will be held for this period in their first period class. During this time prepared lessons will be delivered to help the students understand the purpose of ILT and the process of signing into classes. Our goals for this time is to have the students take greater responsibility for their learning and achievement as well as to become comfortable in the process of daily signing into classes.

4. Reports / continued

3. Draft reporting order

- Ministry is accepting comments/feedback on the draft order until Nov. 5th.
- For grades K through 9 in all classes Proficiency Scales will be used rather than % grades
- For grades 10 -12, Proficiency Scales are encouraged but we must also report with a % grade.

From the Draft reporting order:

For Grades K-9, at least 2 of the Learning Updates provided during the school year must be written and must include:

- communication of progress in each subject area currently being studied in relation to the Learning Standards, using the Provincial Proficiency Scale and Descriptive Feedback;
- feedback on student attendance, areas of significant growth and opportunities for further development; and
- student-generated content including Student Self-Assessment of the Core Competencies and Student Goal Setting.

Timing of Learning Updates is determined at the district level, but at least 1 Learning Update must take place within the first 25% of scheduled instructional time.

For Grades 10-12, at least 2 of the Learning Updates provided during the school year must be written and must include:

- communication of progress in each subject area currently being studied in relation to the Learning Standards, using letter grades and percentages and Descriptive Feedback— these Learning Updates may also include the Provincial Proficiency Scale;
- feedback on student attendance, areas of significant growth and opportunities for further development; and
- student-generated content including Student Self-Assessment of the Core Competencies and Student Goal Setting. Timing of Learning Updates is determined at the district level, but at least 1 Learning Update must take place within the first 25% of scheduled instructional time.

Summary of Learning As specified by the Student Progress Report Order, at the end of the school year Boards of Education must provide 1 written Summary of Learning to parents/caregivers.

The Summary of Learning will use clear and accessible language to provide information about student progress in relation to the Learning Standards of the Provincial Curriculum.

For Grades K-9, the Summary of Learning must include:

- a summary of student progress in all subject areas studied during the school year using the Provincial Proficiency Scale and Descriptive Feedback;
- a summary of student attendance, areas of significant growth, and opportunities for further development; and
- a student-generated summary of Student Self-Assessment of the Core Competencies and Student Goal Setting.

4. Reports ... / continued

For Grades 10-12, the Summary of Learning must include:

- a summary of student progress in all subject areas studied during the school year using letter grades and percentages and Descriptive Feedback—the Summary of Learning may also include the Provincial Proficiency Scale;
- a summary of student attendance, areas of significant growth, and opportunities for further development; and
- a student-generated summary of Student Self-Assessment of the Core Competencies and Student Goal Setting. Inclusive Education

Treasurers' Report – Melanie Bannister

Third year as the Treasurer. First time using the PAC general account. It was because there was money deposited into the account. When the balance in the account gets low, the Burnsvie office gives PAC some money to take care of expenses, such as the annual BCCPAC membership of \$75. The school adds the money to the account. See attached reports.

- October 2021 PAC Meeting Budget vs. Actual Report
- October 2021 PAC Monthly Treasurers Report

DPAC Report – Simran Dhillon

Jessica will connect with Simran after the meeting to send her the previous minutes to be officially the Burnsvie representative.

Next DPAC meeting is schedule for November 15th.

CPF Report - Katherine Ralph

As a chapter in Delta, very hestiant to do events. Will continue to do planned events virtually. We can offer support for Capstone Project or Grade 9 Defi. An idea for Detfi would be the Bonhomme Challenge for their volunteer time.

As there a way to communicate the CPF resources are available to the students. Don Younger will remind the teachers of this resource.

See attachment for more details.

DRY GRAD update – Annick Lavender

We have secured the rec centre for Friday, May 27th and the contract should be signed tomorrow. So the dry grad committee will be reaching out to schools soon to get started!

We don't yet know the guidelines/restrictions (if any) for the event but will share when we know more.

4. Reports ... / continued

Emergency Preparedness – Rob Ralph

Nothing to report.

PAC Presidents Report – Jessica Jensen

For privacy issues, Jessica asked people to send their email to receive the Zoom link for the PAC meeting.

5. Business Arising from Past Minutes

PAC email account. New PAC email is burnsvIEWSchoolpac@gmail.com

Bank account signing authority: The BurnsvIEW Secondary School PAC designates any two of the following three executive members as authorized signatories on our CIBC general and gaming accounts: Melanie Bannister, Jessica Jensen, Annick Lavender

We will be getting this done for tomorrow, Wednesday, October 26th at the bank.

6. New Business

New Vision Reveal – on Thursday, October 28, 2021.

Remembrance Day ceremony will be through Zoom presentation into the classrooms.

District Advisory Council – a leadership group within our school. Students who would like to see what is happening in the school focusing on Mental Health. An example was Truth and Reconciliation day.

Melanie can look into if they can receive funds from the PAC budget. The funding using comes out of Don's discretionary account.

8:00PM meeting adjourned.

Next Meeting: over ZOOM on November 23rd

2021/2022 PAC meeting Dates (4th Tuesday of the month)

- September 28, 2021
- October 26, 2021
- November 23, 2021
- January 25, 2022
- February 22, 2022
- April 26, 2022
- May 24, 2022 - AGM - voting in new members