



T.A.C. Meeting Minutes
Theme: Updates, TOC Booklets & Next Year
Tuesday, May 26th, 2009
Dr. Marg McDonough Library
(4:00 – 5:30)

MEETING GOALS:

1. Receive feedback on Traditional Elementary Spelling Bee
2. School Photo Shoot Updates
3. District Policy Review – Advisory Committees
4. Lifers' Awards Presented
5. Update Traditional Schools Website
6. Visit Request – Victoria Principal
7. TOC Orientation Materials
8. Pick Dates and Projects for 2009/2010

AGENDA ITEMS:

Attendance – Bruce Ivany, Steve Lawson, Sherri Schleppe, Debra DeGianni, Lori Toews, Glen Hildebrand, Bob Voth, Woody Bradford, Greg Sharpe, Angela Wiebe, Garth Buhr.

Traditional Elementary Schools Spelling Bee

- Kudos to kids, organizers and judges!
- All schools participated
- Winner this year is Duncan Drummond (ATES)
- We will host the event again next year.

Event Suggestion (Glen) – ATSS currently has a trivia team that takes part in provincial and national competitions called “Reach For The Top”. Suggestion is to have a traditional schools trivia contest hosted at the high school.

School Photo Shoots Update (Melody Fast)

- Mrs. Fast is honoured to take part in the project and has enjoyed her visit to all of our schools taking photos for our website www.abbytraditional.com
- She has completed visits to 4 or our 5 schools and will be on site at KTES this Thursday, May 28th.
- Mrs. Fast expressed her appreciation of kind receptions at all the schools, but wanted to share how much easier it was to circulate amongst staff and students once administration had formally announced her visit to the entire school.
- Emma Sharpe currently has a copy of the photos taken at ATMS/ATSS. Woody will be distributing “Top Shots” of all the schools to all the principals.

District Memorandum – New Process For Advisory Committees (Jason)

- SBO trustees are no longer represented on District Advisory Committees.
- Jason will report out to the SBO in September 2009 on the activities of TAC

Lifers' Award (Jason)

- Mrs. Christine Dahl (ATMS) has developed a certificate to honour students who have been enrolled in traditional schools for their entire schooling career.
- Certificate are to be professionally printed, framed and presented to "Lifers" at the ATSS convocation on Friday, June 5th.
- Lifer Awards to be presented by founding traditional principal Dr. Marg McDonough.

Update - Traditional Schools Website

Coming Plans:

- a.) Replace picture holders with photos from Melody Fast (If a school hasn't had pictures taken they will not be represented until later...but the goal will be to have equal representation from all schools ASAP.)
- b.) I will contact school administrators and secretaries over the summer to update documents/articles/calendar before September
- c.) My plans are to convert new documents from each school to both a web link and pdf document - similar to what we do with the eNewsletters
- d.) I have asked Greg to post the traditional schools website address (<http://abbytraditional.com/>) on pertinent materials (i.e. day planners, summer mailouts, etc...)
- e.) A website is never finished, it develops and changes in response to the needs of viewers... I would like to launch the site in September and then get feedback from students/parents/teachers/etc...

What suggestions for promotion do TAC members have? Will all the traditional schools post this site address?

GROUP SUGGESTIONS WERE...

- All schools need to link their sites to www.abbytraditional.com
- Mr. Dave Stephens (SBO Communications Officer) is to be contacted for best procedures re: promoting the new site.
- www.abbytraditional.com is to be posted on all school letter head and traditional schools communications
- Final approval for the site will come from the TAC in August.
- The site will be shared with trustees and SBO at TAC Check in (September 2009)

Q & A Section of Website (Jason)

- Suggested questions for this section of the website were compiled based on the work of King, ATMS and ATSS PAC's.

TASKS:

- Lori Toew to email an electronic copy of her submissions to Jason.
- Jason to compile questions and put together answers.
- Jason will contact former principal Marg McDonough to see if a prior document exists.

Additional Qxs:

- How many schools are there in the traditional family?
- How did the traditional schools start in SD#34?
- Traditional schools are smaller than other schools. Why?
- How do parents register? How does the wait list work?
- Will another traditional school be opening soon?
- What's the difference between a catchment and non-catchment school?

Request To Visit – Kathy Upton (Cloverdale Traditional Elementary – Victoria, BC)

- New principal would like to visit our schools and interview staff in order to inform the opening of Victoria's first traditional school. We are happy to invite Mrs. Kathy Upton to visit all of our schools on Tuesday, June 2nd 2009. We are recommending that she visit all our school website prior to her visit. Mrs. Upton will receive a tour of each school of approximately 40 minutes and a copy of each schools' promotional materials.

TASKS:

- Jason to make contact to outline proposal and assess Mrs. Upton's travel preferences.

TOC Orientation Materials Review

- Jason reviews the TOC introduction to the ATSS TOC Handbook. Key visuals and common practices across classes are outlined to ensure visiting teachers are aware of operational procedures and receive a happy welcome.
- Bob Voth has developed a similar document that can be adapted by each elementary school and used to introduce their individual TOC handbooks. Elementary schools are asked to include this version in the front of their books to ensure consistency across the schools.

Conversation – Re: TOC's & Procedures

- Angela Wiebe shares that KTES has a regular cohort of TOC's that frequent the school and are well accustomed with their key visuals and/or common practices.
- Woody gives kudos to Helen Williams for the great job she does places so many TOC's across the district, many times on short notice.
- Treating TOC's with respect and leaving a good impression of our traditional schools is important to us. At many of our schools TOC's are met personally by the AO and introduced to staff and students.

New Staff Orientations

- The district used to host an introduction to traditional whenever there was a large intake of new teachers to the system. In recent years, turnover has been less and this event has not been hosted.
- The group discusses the possibility and appropriateness of having parents meet new candidates and/or be part of the interview process in some way.
- What are we currently doing to training new traditional teachers so they make a smooth transition into our schools?
- Common practices and key visuals need to be communicated to new staff and students continually.
- Are there key pedagogical differences between traditional schools and others or does it have more to do with common student/teacher behaviours not related directly to learning?
- Where does professional autonomy fit into the traditional model?
- What is traditional? Behaviours? Pedagogy? Key Visuals?
- All voices need to be heard in any discussion about defining aspects of our schools.

Thanks

- Thank you to parents, teachers and administrators who have made attendance at the TAC meetings a regular routine.
- Kudos to Debra for making us new name tags.

2009/2010 Meeting Schedule

October 6th, 2009 (Tues)	Webpage Launch, Principal Reports. Revisit TAC Mandate & SBO Meeting Feedback
November 24th, 2009 (Tues)	Parent Involvement – Maintaining and Increasing “Parents As Partners”
February 2nd, 2010 (Tues)	Registration/Wait List Procedures
May 4th, 2010 (Tues)	What is traditional? Looking at key common behaviours, visuals and pedagogy.

ACTION ITEMS:

Attachments:

- a. Traditional Spelling Bee Champ – Duncan Drummond
- b. District Memorandum
- c. Lifer’s Award





**THE BOARD OF EDUCATION
OF
SCHOOL DISTRICT NO. 34 (ABBOTSFORD)**
2790 Tims Street, Abbotsford, BC V2T 4M7

Julie MacRae, Superintendent
604-859-4891 (Fax) 604-556-3435

MEMORANDUM

To: Marcy Criner, Chair, ESL Advisory Committee
Lorraine Santos, Chair, French Advisory Committee
Patti Tebbutt, Chair, Apprenticeship Advisory Committee
Debbie Peters, Chair, Special Education Advisory Committee
Perry Smith, Chair, Aboriginal Education Advisory Committee
Shelley Wilcox, Chair, Learning Resources Advisory Committee
Jason Parker, Chair, Traditional Advisory Committee
Harmit Bath, Chair, Punjabi Advisory Committee
Cindy Romanowski, Chair, Healthy Living Advisory Committee

From: Julie MacRae, Superintendent

Date: May 14, 2009

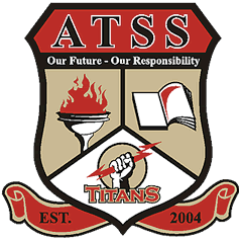
Re: New Process for Advisory Committees

This is to advise of a new process for Advisory Committees in the District.

1. There will no longer be a Trustee Representative on an Advisory Committee. Please ensure your mail lists and Terms of Reference documents reflect this change.
2. Reporting from Advisory Committees will take place on an annual basis at the Education Committee Meeting. A tentative schedule for 2009/2010 is included in this memo for your reference.
3. Minutes of all Advisory Committee Meetings need to be forwarded to the Superintendent's Office following each meeting.

The tentative reporting schedule for Advisory Committees to the Board at the Education Committee Meeting for the 2009/2010 school year is as follows:

September	Traditional Advisory Committee (Chair – Jason Parker)
October	Aboriginal Education Advisory Committee (Chair – Perry Smith)
November	French Advisory Committee (Chair – Lorraine Santos)
December	Punjabi Advisory Committee (Chair – Harmit Bath)
January	ESL Advisory Committee (Chair – Marcy Criner)



Abbotsford Traditional Secondary School

2272 Windsor St.
Abbotsford, BC V2T 6M1

604-850-7029
Fax: 604-850-7028

Dear Teacher on Call,

Welcome to our school and thank you for being here. We hope you have an enjoyable day at Abbotsford Traditional Secondary School. Our intention is that you have your most pleasurable experience as a TOC yet. You will find staff friendly and helpful. Our students should impress you with their manners and cooperative nature.

We hope that you would oblige us by implementing the following behaviors into your routine:

1. Generally, students are met by their teacher at the door as they enter. An introduction and/or greeting are customary. Please be at your door to watch the hall to begin the day and after lunch.
2. Students are expected to be in uniform for the day. No hats or non-branded wear should be worn. If students have heavy jackets or non-branded wear, please ask that it be removed during class.
3. Student should stand to address the class when answers are being shared with the group.
4. In the case of a formal visit by any guest, where appropriate, we expect the entire group to stand and greet the visitor. This does not apply for informal drop in by others.
5. Should you receive a call during the day from the office, please introduce yourself. "Hello, Mrs/Mrs... speaking..." would be appropriate
6. Please provide the teacher you have T.O.C. for a brief note detailing what was covered during the class and your comments on student behavior.
7. Report any questionable student behavior to the office immediately.

If you have any immediate questions, please contact Head Secretary Mrs. Monique Suderman (Ext. 1000).

Kindest regards,

Glen Hildebrand (Principal)

The Vice Principal will arrive to your room immediately should you have any student behaviour concerns. Please call
604-217-2104.