

CEAP PAC MINUTES

October 6, 2016

Meeting called to order at 9:15.

In attendance: Beth (chair), Don Bold (principal), Jamie, Shannon (treasurer), Karen (member-at-large) & Kelly (secretary) & Emma.

Regrets: Barbara

I. Principal Report:

1. Enrolment Numbers: Don has to report how many kids are registered in CEAP to the Ministry of Education (MOE). He must do enrolment updates twice yearly (in May for grades 10 to 12, and in September for K to 9). It is important for funding purposes that kids are registered by September 30. The district budgets on a certain number of kids, therefore it is important district-wide.

Last year, Don estimated there would be 120 students, but the figures came in low at about 100. This September, there are 152 full-time-equivalent (FTE's) students – up 50 from last year!

Kindergarten - grade 7: 54 kids (same as 2 years ago; up 10 from last year). Staffing levels are good for this number.

Grades 8/9: 35 kids (including 24 full-time students in the TIDES program).

Grades 10-12: 65 FTE students (each course the student takes equals 1/8 FTE). This includes standard school classes and programs such as ROAMS, Head Start, Dual Credit (VIU, etc). Please see the CEAP website for descriptions of these programs.

Don is monitoring to ensure that staffing levels are adequate, especially if numbers increase.

2. Student Progress Reports: While students from Kindergarten to Grade 9 are now using the new curriculum, there is not yet a *process* in place for reporting student progress related to the new goals and competencies. There are also no *standards* provincially, however parents can use last year's standards.

Provincially - The MOE has told each district to put a process in place to report student learning and to use when communicating with parents.

- Mike Bernier, the Minister of Education, is looking for feedback from parents. In a recent letter, he wrote, "Reporting is all about keeping parents like you informed, and we want you to tell us HOW you want to be informed and keep track of your child's progress". From now until February 28 next year, you can submit your thoughts online at engage.gov.bc.ca/yourkidsprogress.

District-wide – District staff are looking at redoing curriculum competencies in the report card.

- Grades 8/9 are looking to use a program called "Fresh Grades" to report curriculum competencies and student performance. Instead of reporting that a student got a 73% in Socials (which doesn't give a parent much specific information), the teacher can take a photo of the child's project, it can be evaluated using the curriculum competencies, and this information can then be sent directly to the parent's phone.

CEAP – As soon as Don, Shauna and Laura finish redoing the standards, they will distribute them. Portfolio Reviews will be in January (1/2 year review).

- Technically there will be 2 terms this year, but information for 3 terms will be provided to families.

3. Individualized Education Plans (IEPs): Martin Libby is the student support teacher for CEAP, grades K to 12. He has been touching base with last year's teachers, including Kate Ridyard, and parents. He is now having IEP (Individualized Education Plan) meetings with parents to set goals for their children. This IEP is meant to be a "living document" that can be updated throughout the year. Kerry Steele, the head of Special Support Services, is involved as well to help support this IEP process and the students. There are currently 12 CEAP students with IEPs: 6 in grades 10-12, 4 in TIDES (grades 8/9), and 2 in the K-7 program. For a student to have an IEP, they must have a funded designation.

There are other means to support students as well. All CEAP students have a Learning Plan which can help address concerns. As parent and teacher concerns are raised, a school-based team may be held to talk about these concerns early and share strategies. These meetings don't mean a child will get an IEP, just that they are supported better. Sometimes "in-house" testing is done too. Or sometimes further testing at the district level. This early work may mean that the student can be well supported without needing an IEP,

II. Chair Report: (Reported under Old/New Business)

III. Treasurer Report:

We received the gaming grant of \$3,360 two days ago. Added to the opening balance of \$3,480.86, the available funds for the 2016/17 school year were \$6,840.86. With the required BCCPAC registration of \$75 paid out, the current total is \$6,765.86.

Actions: Beth to initiate closure process of the account with TD. [Update: Beth has contacted the TD Bank, ascertained the process for closure, and communicated this to Shannon.] Shannon, Jaime and Emma will complete the paperwork to finalize the shift of PAC banking to the Coastal Community Credit Union in Qualicum Beach.

IV. DPAC (District Parent Advisory Committee):

DPAC meetings are on the 4th Wednesday of the month at 7:00pm. Parents are welcome to attend.

V. Old & New Business:

1. CEAP Adventure Camp – Possible Location & Date:

In past 2 years the CEAP elementary program has camped at Rath Trevor at the end of May. The cost has been negligible. Last meeting we discussed other options for a possible change:

Reports that the Horne Lake camp with tenting is expensive.

Shannon called the Camp Imadene, near Cowichan Lake which have hosted 4H to great reviews.

- They only have one weekend left in May (12/13/14) and nothing available in June. We can give a \$500 deposit to reserve the spot.

Action: Beth to check if this is refundable. [Update: Shannon checked and the deposit would be non-refundable.]

- The camp is pricey, about \$3000 for the whole group. There would be a subsidy from PAC, but it likely wouldn't cover the whole cost. The cost to families would be about \$50-75 dollars per person (free under 3) and could vary depending on the total number of people in our group.

Action: Beth to survey parents for their thoughts on camping options and costs by sending a link

to Shauna for dissemination.

2. 2016/17 Budget: Various approaches to allocating the received PAC monies were discussed. It was decided to distribute the money amongst the 78 students enrolled in both the elementary program (54) and the grade 8-9 TIDES program (24). The secondary CEAP students in programs other than TIDES would be invited to participate in the TIDES organized activities.

The total of approximately \$4000 was divided in a 2/3 to 1/3 ratio, with approximately \$2666 for the elementary program and \$1333 to TIDES. This money is added to the money already carried forward from previous years, so the total available is:

Elementary Program: ~ \$2666 + \$1018.40 = \$3684.40 (** \$295.58)

TIDES (grades 8/9): ~ \$1333 + \$1500 = \$2833 (** \$538)

**This portion of each total is the unspent funds rolled over from 2014/15. It must be spent this school year or the money will be lost.

Action: Shannon to send Don a guidelines on how the PAC money can be spent.

3. DPAC Representative: Barbara can no longer be the DPAC representative due to scheduling conflicts. If no one else is able to attend, Beth does get the minutes, so she will review them and bring any issues relevant to our meeting forward.

Action: Beth to forward a link to the DPAC minutes which get posted on-line.

4. CEAP PAC Meeting schedule: The January meeting has been postponed one week to January 12th to accommodate holidays.

5. Parent Feedback on CEAP Programs: Beth is still getting feedback from parents. She communicates this information to the teachers, and encourages parents to do so directly.

6. Homeschool Conference:

Action: Shannon to check and send information to Don.

7. Christmas Sale: It has been such a success the past couple years that it would be good to hold it again this year.

Action: Jaime to talk with Laura and her Peer Leaders group about whether they want to take this project on again.

Meeting adjourned.

Next Meeting:

Thursday, November 3, 2016 @ 9:15 in the Qualicum Commons parent lounge.