

CEAP Parent Advisory Committee

Minutes – April 11, 2013

Meeting called to order 10:35 am

In attendance: Jeff Temple, CEAP Principal, Barbara Lowden (Chair), Ron Suits (Treasurer), Karen, Rachel, Cheri, Sarah, and Beth.

Principal Report

Budget

- A preliminary budget is available on the District website. There is a one million dollar gap. There will be no cuts to level of services to students.
- There is an increased enrollment for next year.
- CEAP remains in control of their budget dollars.
- At this point, there will be a one week Spring Break next year.

Learning Support Money

- Currently there is \$1,100.00 per student available. This amount may have to be reduced for next year, such as \$100.00 for next year and a further \$100.00 for the following year.
- Grade 10 students get \$700.00 now and Jeff will determine a new fee structure for these students.
- Jeff is looking to design an easier way to pay the service providers, i.e. through a credit card process. Currently it is a costly process to prepare individual cheques for all the service providers.
- The Service Provider Forms need to recognize liability. CEAP needs to determine if Service Providers should complete a police record check, have liability insurance and if there is a way to ensure that there is a safe environment for children, and can the service provider assure that there is a safety plan in place.
- Jeff is working on revising the current Service Provider form.

Enrollment

- K – 6 = 37 If the enrollment number reaches 50 there will be a need to hire another teacher.
- Middle School = 28
- Grade 10 = 20
- An additional clerical person for CEAP will be hired for next year bringing the FTE count to 1.5. The office hours would be 8:00 – 12:00 and both clerical staff would be able to provide coverage.

Open House

- The School District is sponsoring a District Programs “Cafe” to be held on April 24th at 7:00 p.m. at KSS. Each program will be allotted 20 minutes to discuss their programs. There will be a newspaper article coming out in the next week advising the public of this event.
- CEAP will be holding an Open House on Tuesday, April 30th, from 5:30 to 7:30 p.m. There will be two locations for the Open House, QBES and KSS.

CEAP Code of Conduct

- The current Code of Conduct was reviewed and minor revisions were made. Jeff will send the Code of Conduct to the Board Office for their review and once it has been returned, the Code of Conduct will be updated and posted on the CEAP Website.

Tribune Bay Camping Trip

- CEAP will pay \$21.50 per student and one parent to attend. If additional sibling or another parent want to participate in the activities, then parents are responsible for the \$21.50 per participant.
- Activities are run by Tribune Bay staff and it is expected that everyone participates as a group. Parents are advised that they need to supervise their children.
- There is a cook house available, including tables, stoves, fridge, wash-up facilities, pit toilets and pay showers.
- Small van type campers are allowed, however no motor homes or large camper units.
- No Dogs are allowed.
- PAC will pay for the ferry costs for all vehicles.

Parent's Information Site

- Jeff and Beth will work on getting this site up and running in the near future.
- They will also review how to manage the Facebook site.

School Planning Council

- A School Planning Council still needs to be formed. The members should consist of the Principal, parents, teacher and students.
- Jeff will send out an e-mail to invite everyone to come out to a meeting to discuss the formation of the Council.

Reports Cards

- Second term report cards are being prepared and will be sent out approximately mid April for the Middle School. Elementary report cards have already been sent out.

Next Pac Meeting

- To be scheduled for May, 2013, Room 9, QBES
- Meeting adjourned at 12:05