

CEAP Parent Advisory Committee

Minutes – October 1, 2009

In attendance: Jeff Temple, Karin Kosick, Tasha Weiss-Jardine, Andrea Plank, Teresa Pollen, Susie Craven, Holly Carnegie-Letcher

Meeting called to order 10:15 am

Welcome and Introductions

Vice Principal's Report:

See attached: Summary of CEAP Enrolment - September 2009 and Service Provider Contract 2009-2010.

September 2009 Enrolment

Jeff discussed how the enrolment numbers have been increasing since the 2006-2007 school year. He took us through the increases in each grade level between September 2008 and September.

Contract Between CEAP and Service Providers 2009-2010

Jeff informed the PAC that each service provider needs to sign a contract in order to be eligible for payment from CEAP and stressed that is CEAP's responsibility to ensure that a contract is signed. He highlighted some changes to the contract:

1. Service providers may not claim for services provided using funds allocated to another child.
2. CEAP may request a one-page overview of the course or program listing the number of classes, topics/skills covered and types of activities
3. CEAP may request a photocopy of a service providers credentials, certification or summary of training and education.

The PAC suggested that the possibility of listing contracted service providers on the internal portion of the website be explored.

Resource Deposit/Learning Support Funds

The resource deposit and reasons for its implementation was discussed. Jeff informed the PAC that CEAP does lose resources each year from students failing to return borrowed items. It can sometimes be the case that these resources become unrecoverable. Jeff noted that the resource deposit can be carried forward from year to year for the duration of a students time at CEAP. This would make it a one time deposit to be returned when the student leaves CEAP. If the family chooses, they can have the funds returned at the end of the year, provided all resources are returned. If the student returns to CEAP the following year the deposit will need to be paid again.

Family funds are now referred to as Learning Support Funds and now have more flexibility in how they can be used. They are now available for computer rentals, internet service or service providers.

CEAP Logo/Spirit Wear

Jeff briefly showed the PAC a number of potential logos that were provided by a professional graphic designer. Jeff will decide on the best process to choose a logo. Once a logo has been chosen the PAC can use it for the CEAP spirit wear. The PAC will look at forming a spirit wear committee once a logo has been chosen.

CEAP Parent Advisory Committee Minutes – October 1, 2009

Vice Principal's Report (con't):

CEAP Website

Jeff took us through the log-in process to the CEAP website and stressed that parents will use their child's login to access the site. Individual parents logins will not be given out at this time. The PAC had asked about having email notification on the forums and Jeff took us through how to do that.

Student Photos

LifeTouch Studios is offering CEAP an opportunity to have our students photographed in conjunction with Winchelsea Elementary School. It is Jeff's and the CEAP Staff's goal to have every CEAP student photographed even if they are not ordering a portrait package. Photos will be done on November 12th between 9:00 am and 10:00 am. Please go to the CEAP website under News and Announcements for further details.

Chair Report:

Karen Katchur asked how parents felt about the time she spent preparing resources for handing out at the beginning of September. A poll among those in attendance showed that most parents felt that having resources ready at the beginning of September was important to them. Thank-you to Karen Katchur for all her hard work, we appreciate it!

PAC Executive

Chair-person	Teresa Pollen
Treasurer	Andrea Plank
DPAC Rep.	Karin K.

We currently have vacancies on the board for:

Vice-Chair

Secretary

Members at Large

Please contact Teresa at **250-951-0375** or chair.ceappac@gmail.com if you would like more information on the above positions.

Treasurer's Report:

Andrea reported that the Direct Access funds have approved. The CEAP PAC has received \$1,090 this year. The PAC had a brief discussion on guidelines to spending the funds. A budget meeting is scheduled for October 15, 2009 at 10:15 at the CEAP centre. *Teresa will send an e-mail to the teachers through Jeff requesting input on where the money would best be spent.*

DPAC Report:

Karin reported that DPAC is looking for ideas for parent workshops. If you have an idea please contact Karin K. at dpacrep.ceappac@gmail.com

Next meeting:

Budget Meeting

Thursday, October 15, 2009 10:15 am (during drama)

We look forward to seeing you there!

Meeting adjourned 11:45 am

Summary of CEAP Enrolment – September 2009

Here is a summary of the numbers, with some comparisons to last year:

	Sept '09	
Totals	H/C	FTE
2006-07	70	62.375
2007-08	77	58.625
2008-09	141	71.875
2009-10 Sept. Predicted	172	82.425
2009-10 1701 Actual	172	82.5
Percent Realized	100 %	100 %

Grade Level	'08 Sept FTE	'09 Sept FTE	Change FTE	
K - 5	26.0	27.5	+1.5	
6 - 8	17.0	24.0	+7.0	Includes 1.0 Elementary ungraded
9	7.8750	4.0	-3.875	
10 – 12 and Adults	21.00	27.00	+ 6.0	+10.625 FTE
10 – 12 and Adults	88 HC	106 HC		

Notes:

- All students K-9 are Active, representing 55.5 FTE
- Secondary teachers have actively engaged students in 236 out of 260 student-courses registered – This is the 97.7% activation rate.
- Only 24 student-courses registered in secondary are not active as of the Sept 30 deadline.
- Some or much of the 24 courses missing will come in, bringing 3.0 additional FTE
- Based on BCeSIS using districts, 63 secondary students Cross-enrolled to CEAP with BSS (32) and KSS (22) and PASS/WW (1). Remainder (8) Out of District
- We lost 2 FTE Grade k-5 students today to Abbotsford
- Providing courses to 3 Grade 9 students in-district with no funding
- 8 students qualify for SPED with IEPs
- 6 FN students



School District 69 Qualicum
Collaborative Education Alternative Program

CEAP Learning Centre | Box 1208 | 140 Renz Road | Parksville, BC V9P 2H2
Phone: 250-248-5704 | FAX: 250-248-5026
ceap@sd69.bc.ca | www.ceap.ca

CONTRACT BETWEEN CEAP AND SERVICE PROVIDERS 2009-2010

This agreement covers the provision of services by you "The Service Provider" to CEAP students for the 2009-2010 school year.

In Accordance with Section 86 of the School Act of British Columbia it is appropriate for CEAP to enter into an agreement with service providers "to purchase educational services under the general supervision of an employee of the board who is a member of the college."

CEAP provides authorization to you to invoice us for services provided to supplement the learning outcomes of the individual student learning plan, as long as the following conditions are met:

- The parent or adult student has obtained the prior approval of the program teacher, to ensure that the service meets the BC curriculum requirements and the outcomes of learning plan. The presentation of a signed (by CEAP) Service Provider Form to you, the service provider, indicates that approval from the school has been obtained, and indicates the amount to be allocated to the activity.
- Service Providers may not claim for services provided using funds allocated for another child. Each child is allotted a specific amount of Learning Support funding that may not be transferred between children.
- The parent or adult student has an available balance of Learning Support Funds. Parents and adult students are responsible for any additional amounts owing to Service Provider, beyond the amount indicated on the Service Provider Form.
- The Service Provider Form must be returned to CEAP with the Student Progress section completed by the Service Provider.

All payments are made directly to the Service Provider by CEAP.

Service Provider Business Name: _____

Nature of Service Provided: _____

You may be requested to attach the following:

- A one- page overview of your course or program, listing the number of sessions, topics/skills covered, and types of activities the student will engage in.
- A photocopy of your credentials, certification, or summary of training and education.

Service Provider Contact Name: _____

Address: _____

Telephone and FAX: (Tel) _____ (FAX) _____

Email Contact: _____

Service Provider
Authorized Signature

SD # 69 CEAP
Authorized Signature

Collaborative Education Alternative Program