

## CEAP PAC MINUTES

October 27, 2015

Meeting called to order at 9:10.

In attendance: Beth (chair), Don Bold (principal), Barbara (DPAC rep), Shannon (treasurer), Annette & Kelly (secretary).

Regrets: Karen (member-at-large), Jaime

### **I. Principal Report:**

The CEAP staff had meetings at the beginning of October to review the CEAP program. Vision and Mission statements were drafted (updated from 2009). Copies of the draft were shared and comments are welcomed from the PAC and staff over the next month.

The CEAP staff also discussed the budget. Past spending was reviewed as well as planning for the current budget, making sure spending reflects the vision and mission of the program.

MyEd BC is the new provincial computer system for maintaining student information. It is used to record demographic information and this information moves with the students as they move to different schools. Teachers here do not use it for report cards. Staff have different levels of access depending on their role and needs. The servers for this program are located in BC.

The room currently used for special education activities and for the elementary parent lounge and will remain the same until an appropriate new space is available and a renter found.

Program staff are also discussing Goals, including how to support more kids to successfully complete their studies.

- Elementary – There is opportunity for more formal support for children when needed. Carrie Steele, the district director of special education, will meet with Kate and Lesley to come up with a formal system.
- Need to look at a more formal transition of kids from grade 7 to 8. Parents noted that the elementary and secondary programs used to do activities together. For example, musicians in the classroom, a sustainable garden, visits to The Gardens to play shuffleboard with the residents. More contact between the two programs might help with this transition.
- Secondary – the secondary system is Moodle based. Teachers looking into how to orient and support kids (and their parents) to better use Moodle and to plan their studies. It was noted that families can access grades on Moodle. Query of how to bookmark where you left off your last study session.

**Actions:** Don to put a link for the CEAP website onto Moodle. Don to ask John R to look into adding a “bookmark” type function. Barbara volunteered to be a resource for other parents.

### **II. Chair Report:** No report.

### **III. Treasurer Report:**

The gaming money has been received and added to the money left over from last year. The current PAC balance is \$4630.27.

There was discussion over how to allot this money. Some may be put towards any students graduating from grade 12. The money will be divided with approximately \$3000 for the elementary program and \$1500 for the secondary program. This money cannot be used to buy non-consumables. It is to be used for connecting the students with the community (either taking them out or bringing someone from the community into the classroom).

**Actions:** Don will ask secondary staff for spending suggestions. Please see discussion below about *Budgeting for 2015/2016 Activities* for discussion of the elementary program.

Beth has opened a separate savings account for the year in the event we raise additional (non-gaming) money. The rules for this money would be more flexible and allow for the purchase of non-consumable items. The current balance is \$1.

**Actions:** Barbara will continue to follow up regarding money owed from previous years to fund parent training. Bring forward discussion of fund-raising.

### **IV. DPAC (District Parent Advisory Committee):**

Barbara will attend the DPAC meeting tomorrow evening at 7:00pm.

Note: DPAC meetings are on the 4<sup>th</sup> Wednesday of the month at 7:00pm. Barbara attends these meetings for our PAC, but any parents are welcome to attend.

### **V. Old & New Business:**

1. Privacy issues. Concerns were discussed regarding personal information being given to third parties. Prior examples included: (1) group emails being sent with all recipients email addresses visible instead of using BCC, (2) giving all parents email addresses to a third party (with servers out of Canada), and (3) student names, emails (other information?) being given to third parties offering academic programs, again with servers sometimes in other countries.

**Action:** Don will look into the above and into development/use of: (1) a media release form, and (2) a cloud-based computing document for parental permission for student information to be stored outside of Canada (e.g., for Google or Facebook accounts).

2. Copies of both CEAP's Annual Growth Plan for this school year and the Quality Review report (of last year's external review) will be posted on the bulletin board.

**Action:** Beth will post.

3. Communication for Parents:
  - Suggestion Box: This is currently in the parent lounge area attached to the bulletin board. It will be moved to the hall bulletin board. It is for parents to put forward any ideas they have, such as a suggestion for a field trip or a good typing program, etc.
  - Bulletin Board: There is information posted both on the bulletin board in the hall outside the classroom and in the parent lounge by the window.
4. Christmas Shopping Fair: It will take place on Wednesday, December 16<sup>th</sup> from 10:00 to 2:00. Please see information posted on the bulletin boards.

**Action:** Bring forward to next PAC meeting the topic of asking for donations from local businesses.

5. Spring Campout at Rathtreavor: The dates for the camp will be May 28-29, 2016. Camp activities discussed included: RCMP program for bicycle safety, an outdoor activity such as orienteering by Cabela's, the park nature program, organised outdoor games with help from the RDN or students from the ROAMS program.

**Actions:** Beth will contact Carmella in the new year to help with booking a camping spot at Rathtreavor. Bring forward the possibility of the ROAMS students participating.

6. Scholastic Books – Nicole and Annette have kindly agreed to coordinate the orders.

7. Budgeting for 2015/1016 Activities:

Beth spoke to Lesley about her suggestions. Further suggestions came from the PAC members. These were discussed in light of the gaming monies that were received. Activities that were of highest interest and most economical were:

- Physical activities: curling (Qualicum), rock climbing (Romper Room), archery
- CEAP Adventure Camp
- Music: musicians in the classroom
- Science: visits to Deep Bay or NIWRA, gardening in the courtyard
- Honorariums: perhaps for a local person to lead an event (e.g., in stargazing, or rock finding).

**Actions:** Beth to talk to Sarah Jane about having a joint elementary/secondary CEAP activity with a "musician in the classroom" visitor.

Kelly to email Jaime about a choir activity.

*If anyone else has suggestions, please put them in the Suggestion Box and/or let Beth know.*

Meeting adjourned at 11:05.

### **Next Meeting:**

Thursday, November 26, 2015 @ 9:15 in the Qualicum Commons parent lounge.