

## CEAP PAC MINUTES

May 12, 2015

Meeting called to order at 9:15.

In attendance: Jeff Temple (Principal), Barbara (Chair), Shannon (Treasurer), Kelly (Secretary), Annette, Beth, Karen, and Jamie.

### **REPORTS & DISCUSSION:**

#### **Principal Report:**

##### Staffing:

- There will be no teacher layoffs this year. Kate's learning assistance time will be increased. Lesley Rowan will be leaving CEAP to become the VP of KSS, her .8 FTE position will be posted.
- As Jeff is retiring, there will be a new CEAP Principal – Don Bold.

Distributed Learning (DL) Quality Review report has been received and will be made public.

Annual Growth Plan: The high school staff reviews and evaluates their program with a view to the following year. For example, an issue being discussed is improving the knowledge of and connection with individual students.

**Action:** The growth plan will be sent to Barbara so parents can give feedback.

Elementary Program: Parents gave feedback to Jeff about the program. There were many positive comments including the increase in parent's involvement (teaching classes in drama, music, organizing a camping event and helping with the Qualicum Commons garden, etc.), as well as the quality of the teaching, and flexibility to individualize student's learning.

Transition to CEAP High School Program: There have been questions about transition choices for students moving from grade 7 to grade 8.

- There are not enough students to continue the TIDES program; 24 students were required.
- Instead, there will be a general CEAP DL high school program which will be a stable learning environment for a range of kids. There will be flexibility in the program so student's programs can be individualized. For example,
  - Some students may attend the "learning centre" every day
  - Some may choose to attend 1 or 2 courses in the regular high school (e.g., woodshop, PE)
  - Some students may take 1 or 2 DL courses with the rest of their program in the high school.
- There will be an Initial Learning Plan for all students which Sarah-Jane Granholm will help develop and set up with the other teachers.
- This classroom will also serve as a "soft alternative" for students for whom high school is not working for a period of time.
- While TIDES is no longer available, the other programs (such as ROAMES, VISP, etc) are still available.

**Action:** If you want more information about the CEAP High School Program, please ask Lesley Lacouvee for a brochure.

Field Trip Consent Forms: A copy of the new form was distributed for review. It will be finalized soon and will begin to be used within the next week. A new section will be added: Chaperoning or Permitting Others to Chaperone Students.

A concern was raised about this information being given to 3<sup>rd</sup> parties.

**Action:** Jeff will look into this.

Annual Financial Worksheet Form: Jeff distributed a revised draft for review. This will be discussed and finalized at the staff meeting tomorrow. Please note:

- *\*Change in funding:* CEAP will no longer pay for internet costs. (District-wide decision)
- Changes are being made so the funding process will become easier.
- There will be a Service Provider list on line and a process for adding new service providers to the list.
- Forms will be available on-line.

Camping Event: There will be a 2-day family camping event at the end of May (29-30). Jeff and Beth have been working with Darren, teacher in the ROAMES program, to involve some of their students in volunteer leadership roles. (See below for more info.)

PAC Meetings: A suggestion was made to alternate the PAC meetings between Tuesdays and Thursdays to make it easier for more parents to participate. This was not possible due to Jeff's schedule this school year, but may be possible for next year's principal.

**Action:** Bring forward to discuss next year with Don Block, the new Principal.

### **Chairperson Report:**

CEAP's Code of Conduct: PAC members reviewed and submitted comments to Jeff.

DPAC (District Parent Advisory Committee) Report: Trustees would like to have students present their accomplishments at their monthly meetings. Barbara talked to Sarah-Jane Granholm about having the Grade 8/9 students showcase their Heritage projects.

### **Other Business:**

Nominations for next year's PAC Executive were held:

Election of New CEAP Executive:

Chairperson – Beth Hurst

Treasurer – Shannon Cowan

Secretary – Kelly Wiens

Member-at-Large – Karen Westerhof

Barbara Lowden has volunteered to help as both outgoing-chair and DPAC representative.

Homeschool Convention: Beth is interested in organizing one locally as it is too difficult and expensive for many parents to attend the provincial conference on the mainland.

CEAP Adventure Camp: This will be held on May 29<sup>th</sup> to May 31<sup>st</sup> at Rath Trevor. So far there are about 30 kids participating (17 CEAP kids + siblings).

- Families can either camp overnight (Friday, May 29 and Saturday, May 30) or attend during the day. For those camping, there is a group spot reserved – it is the back portion of the first group campsite on the right.
- The following is a tentative schedule:

Friday, May 29<sup>th</sup>:

1:00 - 3:00 – registration and set-up

3:00 – 5:00 – Inter-tidal Survival Program

5:00 – Potluck dinner (sign-up sheet to be posted on the notice board by the classroom)

6:00 – 8:00 – games organized by the ROAMES volunteers

8:00 – campfire (bring your hot chocolate, marshmallows, musical instruments, etc)

Saturday, May 30<sup>th</sup>:

10:00 – fire-making demonstration (no matches, no lighters)

11:00 – bannock making over the fire; craft table

12:00 – lunch

1:00 – ? Activities: games (led by ROAMES); bubbles (Nicole); scavenger hunt (Jaime) evening campfire again...

Sunday, May 31<sup>st</sup>:

Morning - pack up the campsite for those who stayed overnight.

**Action:** Beth will email more information. She will also post the information by the classroom. The sign-up list for the potluck will also be posted.

### **Treasurer Report:**

Lesley participated in the discussion of the Elementary School PAC Allocation monies, what has been spent, and what will be left over for this year and available for next.

Balance as of April 14<sup>th</sup> meeting - \$4,577.15

Cheques paid for the Elementary School activities, \$1,285.26 and \$133.80, plus outstanding cheques for the Adventure day will leave a balance of approximately \$600.00 that can be forwarded to next year.

Cheque prepared in the amount of \$951.93 to Alberni Outfitters. Cheque was given to Sarah-Jane, dated May 8<sup>th</sup>, for Grades 8 – 10 to go kayaking in May. Remaining PAC monies for the Secondary Program is approximately \$550.00.

Meeting adjourned at 11:00 a.m.

### **Next Meeting:**

Tuesday, June 9, 2015 @ 9:15 in the Qualicum Commons.