

CEAP Parent Advisory Committee (PAC) MINUTES

October 25, 2018

Meeting called to order at 9:40.

In attendance: Jaime (chair), Lois (vice-chair), Sarah (treasurer), Karen (member-at-large), Don Bold (principal), Shannon (past-treasurer) and Kelly (secretary).

Regrets: Cheri

Minutes from September 20, 2018 – a couple of changes were noted:

- An addendum was added for the copy of the minutes given to the bank. Barbara's name was removed and replaced by Sarah's.
- Under Old Business #3 – the “connections blocks” last for 50 minutes, not 15.

I. Principal Report: (Don attended a provincial DL meeting in Kelowna last month.)

- CEAP Enrolment Numbers -

- The elementary program has 33 kids (same as last year). There are 6 kids in Kindergarten.
- The secondary program has its highest September FTE count of 158. This includes the Career Education umbrella. In TIDES 8/9, there are 22 students; in TIDES 10-12, there are about 15.
- (Regarding enrolment: Kelly noted that in last year's minutes, the PAC had discussed having an elementary Open House in late November rather than waiting until the spring. It was recognized that families will often wait until the end of the first school term, then think about making a change. Two of the six parents present today joined the elementary program half way through the school year rather than in September.)

Action: Bring forward for consideration.

- District Resource Centre(DRC) materials - CEAP is allowed to request from a list of DRC resource materials. Some items, like microscopes, have to be used on site.

Action: Parents please ask Dallas for items you would like to borrow.

- ENITY – Chris Eisner knows about CEAP and his schedule for the ENITY group includes the grade 4-7 class (for Nov.).

- Mental Health –

- Karen found some very good information and gave it to Don. He shared it with his colleagues, some of whom were familiar with it. Kyle and Becky plan to use the information in class.
- Dallas would like some training to use the Mind-up material.
- On November 22, there is a course on managing student anxiety & stress available for parents.

- Communication for DL students –

- This is done through specific emails sent from the CEAP office (e.g., the recent email about CEAP photo day).
- The TIDES newsletter is very specific to the TIDES weekly program, and would not be appropriate for non-TIDES kids.
- For kids also enrolled in KSS, there is a KSS newsletter; Shannon noted that it is necessary to subscribe for access to this newsletter.

- E-Prep – Don is coordinating supplies regarding numbers and needs of staff and students.

- The CEAP office and secondary program is included in the KSS plan.
- The CEAP elementary program is part of the Qualicum Commons plan. In the interim, it may be prudent to have a “go-bag” for the elementary class with a few items such as water, snack bars, emergency blankets.

Action: Jaime to purchase granola bars, water and blankets for the class grab and go bag.

- Extracurricular Student Clubs –

- There is no debate club in any of the district elementary programs.
- There is space in the elementary site to host a club, however you need a teacher present. A cartooning group, for example, could meet on Wednesday afternoon as Dallas is on site at that time.
- A question was raised if, as a community group, you could sign out the library space? Don said there would be a charge since there has to be someone (e.g., a custodian) present in the building (re insurance coverage).

- Moodle – If there are edits on Moodle to suggest, please let the appropriate teacher know.

II. Treasurer Report:

- All the paperwork is signed off with the bank.
- There is currently \$8943 in the bank account (approximately \$4300 deposited for this year).

* *There was a separate budget meeting today, following the regular PAC meeting.*

III. DPAC (District Parent Advisory Committee): No news.

IV. Old Business:

1. DARE (Drug & Alcohol program by RCMP) – 10 sessions are booked between January and March for the elementary program.

2. “Second-Hand” Shelf – There is a black shelf in the Makerspace Room for kids lightly used clothing, school materials, etc to be donated. FREE to whomever can use it.

Action: Dallas will advertise it. Shannon will mention it on the Facebook site.

3. E-mail contact list – This was posted in the elementary classroom. No-one has signed up yet.
4. Entrepreneurship Course –
Action: Jaime to contact Peter to see if he is available in the new year. Also to speak to Dallas about having a time for the kids to sell any products following the course.
5. Go Zen – Dallas already has this program.
6. Constitution & Bylaws – This has been finalized and is posted on the website.
7. Parent Library – There are now a few books that can be signed out by parents. Shannon will bring the books to the PAC meetings each month for sign out. They can be kept until the following meeting (usually about 1 month).
8. Sex Ed – As noted above, ENITY will be visiting the elementary class.
Shannon noted there is a community resource in Coombs that parents can look into. The web address is: www.planetpaula.ca. The phone number is (250) 618-5043. Paula Bowman is a sexual health educator and runs a variety of workshops for different ages. For example, she is giving a talk on body awareness and safety for ages 4-6 & 7-9 on Saturday, November 17 for \$20. For her most recent class listings, go to her Facebook page.
9. Leadership Club – Discussion about this being incorporated into the Thursday class. Two projects they can work on are:
 - Christmas Shop – This will take place on **Thursday, December 13**. Set-up will be the Wednesday before from 2:00.
 - Year Book – Don has funding for this project.
10. Camp 2019 – Jaime looked into Elkhaven Camp. We cannot use it as they do youth groups, but not family groups. Discussion of other options. Decision to book a group site at Rathrevor.

Action: Jaime to book.

V. New Business:

1. PAC representatives for 2018/19 – Nominations were made and seconded for the following roles:
 - PAC chairperson – Karen nominated Jaime; everyone present seconded.
 - Vice-chair – Jaime nominated Lois; everyone present seconded.
 - DPAC representative – Shannon nominated Cheri; everyone present seconded. To confirm with Cheri.

2. Code of Ethics – PAC members present read the Code of Ethics, and signed they had done so.
3. Filing Cabinet – PAC now has a filing Cabinet (black, near the door in the Makerspace room).

Meeting adjourned at 10:25.

Budget meeting followed.

Next Meeting:

Thursday, November 15, 2018 @ 9:15 in the Qualicum Commons parent lounge.