

**Parent Advisory Council (PAC)
Meeting Notes - FINAL
Wednesday, September 11, 2019**

Present: Lisa McShane, Katherine Harris, Annie Casson, Wendy Lahey, Satish Garikaparthi, Jeff McConomy, Graham Arts, Joclyn Apps, Wendy Campeau, and Meghan Beveridge

Action Items:

(September 11)

1. Graham will check the timeline for hiring grade 4 position that will be vacant in December.
2. Graham will provide a financial report next PAC meeting.
3. Satish to look into status of accommodation plan.
4. Annie will attend the PAC chairs meeting on September 19 at noon.
5. Put a call out and see who could help Steve Ritsma to reinstall the wall tent.
6. Rachel will attend the October 1st staff meeting to discuss the plant sale.
7. Jocelyn will draft a write up about the plant sale to send in la semaine en revue.
8. PAC will add a question to the survey about what parents would like to know about Google classroom.
9. Graham and Jeff to look into literacy night and propose a date at the next PAC meeting.
10. Jeff will coordinate a time with Monique Marinier and will confirm cost.
11. Jeff and Graham will confirm when would be the best date for the treats for teachers (next PAC meeting).
12. Wendy will send a draft of the PAC Survey around for PAC input.
13. Graham will ask teachers about their needs for PAC funds.
14. Put the call out again for PAC members, grade reps and chair, including the responsibilities of the roles.
15. Meghan create list of PAC meeting dates (see end of notes).
16. Wendy C will send the information about hot lunches and login for online system.
17. Graham will assess the feasibility of the HotLunches system but anticipates being able to cover the annual cost.

(June 13)

1. (Ongoing) Consider asking Centre for Climate Services about funding assistance for a weather station at the school.
2. PAC members to consider who to recruit as a co-chair.

1. Welcome and approval of agenda and previous minutes

- May 2019 meeting notes approved

- June 2019 meeting notes approved

2. Quick Standing Updates

a. Principal's report – Graham

- What kind of and how frequent (more than once a week) communication would the PAC like?

Previous communications included current and upcoming activities in the school (academic evaluations, PD sessions/training, general information, and upcoming events).

- School start up went smoothly. Teachers moving forward with their curricula
- Finalizing plans for outdoor program for inquiry based learning skills – finalizing which classes for coming year, etc. (see Outdoors Committee discussion)
- Laura Reitsma will be starting as admin next week.
- Grade 4 teacher position will be filled.

ACTION: Graham will check the timeline of the grade 4 teacher new hiring process..

Upcoming Events

- Sept 18 – Indigenous culture and education camps (berries, birds)
- The school open house is on September 19th.
- School design committee meeting at Infrastructure offices this week.
- The Terry Fox event is on September 26th – there is no explicit fundraising but the school is open to facilitating donations. The event will include local activities around the school.
- On October 2nd, Rene Michaud will do a parent night on math.
- October 11 is first PD day.

Professional Development

- Upcoming PD days (October 16, 17, 23) are grade specific PD as a refresher for teachers and for teachers who haven't taught those grades before. No review for kindergarten.
- Health curriculum (grades 4/5) PD on Oct 7-8.
- Principals' training on Oct 8-10

b. PAC Financial Report

ACTION: Graham will provide a financial report for PAC each meeting.

c. Trustee's Report – Satish

- YK1/Francophone Association/etc. are hosting an all candidates forum focused on education on September 25 6:30-9:30, at St Pat's High School gym.
 - 22 candidates, up on podium
 - YK1 is inviting questions from all PAC chairs and parents, who can send questions by end of this week (September 13). Committee will make a list

of all questions and share them with the candidates. Questions and answers will be posted on website.

- Volunteers needed for the event, particularly French volunteers to MC. English volunteer confirmed. Roles being sorted out.
- Yesterday was the first YK1 Board meeting for this school year.
 - YK1 has 2,100 students so far this year and are expecting a few more. (Sissons has 319 students this year.)
 - Added 1 new teacher position to Mildred Hall School.
 - Financial Statements for 2018/19 were approved and are on YK1 website.
- Communication about construction on Forrest Dr. helped parents.
- Status of the accommodation plan (during Sissons construction period) is unclear. Concern continues about the lack of communication between committees, staff, etc. but some GNWT staff are trying to improve this. There are outstanding questions/confirmation needed:
 - Budget for portables, storage during build, inventory of school supplies (should have been negotiated into Stantec's contract), etc.
 - **ACTION:** Satish to look into status of accommodation plan.
- YWCA afterschool care update: There is no wait list because YK1 hired an extra position.

d. PAC Chair Update – Wendy

- PAC chair meeting is September 19 at lunch hour, 12-1 pm
- The PAC chair meeting is an opportunity to share what each school is doing and learn from others. Attendee(s) could ask about accommodation plan.
- **ACTION:** Annie will attend.

3. Hot Topics

a. Outdoors Committee – Wendy

- Goal to support the CEPA (plein aire) program. Through CEPA, students will get the school curriculum but in a different location and in a different way.
- Funding last year went towards building/installing the wall tents. Could consider raising funds for continuing to support outdoor programming. Steve Reitsma installed the second tent over the summer.
- Wendy met with Emma Ambery (who was hired part time to support and lead the CEPA sessions) to support her.
- Wendy is looking into a time to have an event to help Steve get the first wall tent back up. September 18th at 1-3 pm.
ACTION: Put a call out and see who could help, once confirm time with Steve.

b. Plant Sale

- Planning to do the plant sale in May 2020. Need to sort through items.

- How it works: Seed kits go home with parents, classes plant seeds (parents help), grow them in the classrooms. There are 4 light stands and additional stands without lights.
- The plant sale will be on the agenda for the October 1st staff meeting (3:45 pm). Important for PAC members to attend to explain the initiative.
ACTION: Rachel will be able to attend.
- Need to recruit more people to help (watering, setting up, kits, etc.). Could include in community newsletter.
ACTION: Jocelyn will draft a write up about the plant sale to send in La Semaine en Revue.

c. Parent Information Sessions

- On October 2nd, Rene Michaud will do a parent night. Registration will be open to Sissons parents first, then it will open up to other schools' parents. Does the PAC have suggestions on what to speak to?
 - Supporting numeracy at home.
 - Directions in math in the curricula.
- PBIS? Could announce that next week
- Literacy (Caroline Roux) would be good at the beginning of the year. November?
- Google classroom sessions? Satish asked about it at the YK1. Martin would contact the principal and would do a session here. Google classroom not used until grade 5. If Martin not available, Graham could run a session.
ACTION: PAC will add a question to the survey about what parents would like to know about Google classroom.
- Other ideas are internet safety, emotional intelligence, inquiry-based learning
- **ACTION:** Graham and Jeff to look into literacy night and propose a date at the next PAC meeting.

d. Promotion of CPF - Jeff

- CPF had planned a few small events over the summer. Some events are planned for October and November. These events could be advertised on the Sissons website and in La Semaine En Revue.

e. Arts at JHS

- Monique Marinier is interested in holding an evening with teachers to explore what could be done with the visual arts supplies available at the school. Activities could be for a range of grades. It could be a series of sessions with different grade focus – JK/K/1, 2/3, 4/5. Session(s) could include tips on how to use materials, project ideas, connecting project ideas to curriculum. Budget about \$2,000. It would be useful to understand from teachers what they would find helpful.
ACTION: Jeff will coordinate a time with her and will confirm cost.

f. Treats for Teachers

- Typically happens in November – when is the best time for helping around report cards? Report cards likely coming home November 18th; report writing day is November 1st.
- **ACTION:** Jeff and Graham will confirm when would be the best date for the teachers (next PAC meeting).

g. JHS Schools renewal

- The last meeting was late June. The architectural drawings have since been provided to the Committee. Once the Committee is happy with the conceptual drawings. Still some things are questionable. Then will draft engineering drawings. Once signed off on design and get costing, then will be able to share.
- There will be a foods room near the gym, project rooms; the library is maintaining a central, open concept. There will be more functionality for teachers, (e.g., photocopier upstairs with small classroom), outdoor amphitheatre, outdoor storage facility (heated) with door to outside to school.
- Other suggestions:
 - A shed beside the wall tent would be helpful.
 - A bathroom close to an entrance would be valuable so that kids don't have to take everything off. There are bathrooms by the gym, upstairs, others but so far not one by a door.
- Next meeting is tomorrow. Tania and Wendy C. are both participating.

4. Other Items

a. Parent survey

- **ACTION:** Wendy will send a draft around for PAC input.
- Other fundraiser ideas:
 - principal polar dip, bake sale, business booths, craft sale, family fun night, carnival (dinner, ice cream sundae bar, hockey, face painting, cake walk, video dance game, - sell tickets (50c and organize prizes) – Ndilo); Range Lake – each class organize a station. Spring fair (carnival games, dinner (bbq), each class had to contribute a themed gift basket for \$100 with a silent auction); 50/50 draw; William Mac - art and wine night (\$50/ticket).
- Curling for kids idea (Rocks and Rings (\$6,900))
 - It's expensive (\$2,000 for equipment (which the school keeps) and \$2,000-3,000 for people to travel up);
 - Sissons PAC could collaborate with other schools, or ask business for donations.
- What do we want to spend PAC funds on with school being torn down? Need to have something in mind. Could ask teachers what they would need. **ACTION:** Graham will ask teachers for their needs for funds.

b. PAC positions for this year

- PAC needs a new chair or co-chair.
- PAC is looking for grade reps – Rachel for Kindergarten.
Responsibilities: communication with other parents/or the grade teachers.
Consider use of the Remind app (used by Range Lake) for teacher to communicate with the parents. Parents can contact other parents through the app without needing their contact information.
- **ACTION:** Put the call out for PAC membership again, including the responsibilities of the roles.
- Alternative meeting times – change to 1st, 2nd, 3rd Wednesday? **DECISION:** First Wednesday of each month, except for October.
ACTION: Meghan to create list of PAC meeting dates (see end of notes).

c. Lunch orders

- Last year talked about coordinating subway lunches online, and use the same system to schedule interviews. HotLunches works for the lunches but not for scheduling interviews .
- The annual cost is \$375/year (just for lunches). Would have to sign up with PayPal or another online system. Every transaction has an associated fee, which would be charged to parent or school. If knew all events in advance, could do fewer transactions.
- System would allow printing of student selections as labels. (This would reduce the typical 4 hours it takes to organize all the forms into an order).
- It would be fully electronic. Parents would need to register. Parents could have the option of paying one at a time, or all at once.
- Want to link for parent-teacher interviews (also volunteer sign up); could pay for movie tickets and food requests. Could take a bit to set up, but could be useful in many ways.
- **ACTION:** Wendy C will send the information about HotLunches and login.
- Wendy will wait to do the first subway lunch until the system set up. Thereafter, the subway lunches will run every three weeks, about \$300 each time.
- **ACTION:** Graham will assess feasibility but anticipates being able to cover the annual cost.

d. Social media consents

- The Seesaw app (social media app for parents to selectively see the pictures) is being proposed for use by a class. Parents have to consent/ opt in. Once opt in, teacher can associate pictures with specific parents. Parents should be explicit if they don't want your kids to show up in pictures.
- The school could consider a standard app for the school. This might be limiting given the speed at which technology changes.

- Full information about the app should be shared with parents. Consider what service provided, where data is stored, and data security.

2019-20 PAC Meeting Dates

Wednesday October 9, 2019

Wednesday November 6, 2019

Wednesday December 4, 2019

Wednesday January 8, 2020

Wednesday February 5, 2020

Wednesday March 4, 2020

Wednesday April 1, 2020

Wednesday May 6, 2020

Wednesday June 3, 2020