

**JH Sissons Parent Advisory Council (PAC)
Meeting NOTES - FINAL
Wednesday, November 6, 2019**

Attendees: Graham Arts, Meghan Beveridge, Wendy Campeau, Annie Casson, Satish Garikaparthi, Katherine Harris, Carla Leclerc, Lisa McShane, Colleen Tsikira

Action Items:

(November 6)

1. Graham will email financial report to PAC email.
2. Katherine will contact Rachel and Jocelyn and ask if they can do a presentation about the plant sale at the next staff meeting (Nov 12, 4 pm) or provide a written summary (email) to Graham who will then provide the information to the teachers.
3. Lisa will attend the next PAC chairs meeting. Lisa will ask at the PAC chairs meeting about interest in parent information sessions, in particular inquiry-based learning and social-emotional learning, as well as Google classroom and any other priorities from other schools.
4. Katherine to check PAC email/files for copy of map of parking lot and forward to Graham if information can be found.
5. Wendy L. will follow up with any additional questions about CEPA.
6. Check on wood status.
7. Katherine will let Jocelyn know that parents are not expected to provide supervision for lunch for teachers on November 15.
8. Colleen will follow up on the sushi option (less fishy).

(October 9)

9. PAC will discuss the funding request to cover substitute teacher costs at the Hay River track and field meet in June and Camp de Neige in April at the next PAC meeting, once PAC has a clearer idea of current expenses since last year.
10. Graham will give an updated amount at next PAC meeting, along with credits and debits of PAC account.
11. Colleen will explore other fundraising lunch options.
12. Annie could request at the next PAC Chairs that YK1 update their platform so that it is easier to sign up to the school newsletters on the school website (e.g., top of the page, rather than the bottom).
13. Satish will clarify Metro's request for playground equipment ideas at William MacDonald School (as part of the accommodation plan) and suggest that he seek parents' input through la semaine en revue.
14. Jeff will book an evening with Monique to work with teachers.
15. Graham will report about whether the ASAP program will go forward at the next PAC meeting.

(September 11)

1. Graham and Jeff to look into literacy night and propose a date at the next PAC meeting.
2. Graham will ask teachers about their needs for PAC funds.
3. Put the call out again for PAC members, grade reps and chair, including responsibilities of the roles.

(June 13)

1. (Ongoing) Consider asking Centre for Climate Services about funding assistance for a weather station at the school.
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1. Welcome and approval of agenda and previous minutes

- Approved.

2. Quick Standing Updates

a. Principal's/PAC Financial Report – Graham

General Information

- Current school enrolment – 324 in school.
- Remembrance Day ceremony on November 6th went very well.
- Younger students went to Frozen Jr November 6th; older schools go November 8th.
- ASAP funding – Graham is close to sorting out the ASAP status and is reviewing grant application (submitted in May for this year).
 - Funding for ASAP comes from ECE.
 - Kin-Ball (not formally part of the ASAP program) will be happening this fall assuming sufficient interest.

Staffing Update

- New teacher for grade 4 (Mme Sandrine Bremont, currently in Montreal) will start January 13, so there will be a substitute from Dec 8-January 10 (looking for candidate). Mme Bremont will visit the school for a three-day visit at the end of November to meet the kids and get a sense of the classroom routines and current teaching plans.

Finances

- Current PAC budget is \$11,686
 - \$1,200 to support teacher training for Forest and Nature School not yet accounted applied. The teachers who took the training report that it has been a fabulous learning experience for them and they look forward to implementing the strategies in their own classrooms.
- Books were closed June 30th, then auditors go through it, so there shouldn't be any hanging invoices.
 - Who is tracking these funds? Laura can view electronic tracking for expenditures (hosted by school district) including PAC funds. The regular financial report from school district system.
 - Wall tent installation (Steve Ritsma) was to be paid by PAC but not yet accounted for.

- o **ACTION:** Graham will email financial report to PAC email.
- No additional requests for PAC funds at this time, until confirm PAC budget.

Upcoming Events

- See print out.
- Nov 7-9 – Association Canadien de Professionnel Immersion (ACPI) conference in Quebec City
- November 12, 4 pm – Staff meet. **ACTION:** Katherine will contact Rachel or Jocelyn and ask if they can do a presentation about the plant sale at the next staff meeting (Nov 12, 4 pm) or provide a written summary (email) to Graham to pass along as information to the teachers.
- November 12 – next YK1 Board meeting
- November 18 – Report cards go home
- November 19 and 20, 4:30-7:30 pm – Parent-teacher meetings
- November 22 – no school
- Likely to be a winter concert in January.

b. Trustee's Report – Satish

- Satish sent current accommodation plan sent to PAC email.
- Key concerns with accommodation plan:
 - o Drop off timing of multiple kids (at different schools)
 - o Safety of drop off
 - o These concerns have gone to ECE for discussion/consideration to potentially stagger the start of schools. Decisions are now entirely with ECE. Should have some decision from ECE very soon.
 - o Projected timeline for approval of accommodation plan? Getting portables, etc. need to be sorted out. Parallel processes to create some efficiencies.
 - Placement of portables a concern.
 - Cost for portables is from a separate budget from school construction.
- This weekend Board having an annual meeting: trustees review, review regarding strategic plan. Facilitated by Terry Gunderson.
- Nov 13-14/Nov 28 – present on how each school has done for the year (overall report based on 4 areas of strategic grown
- Some schools will be attending the Remembrance Day event on November 11 at St Pats
- November 17-20 – AB School Board Association Annual General meeting (YK1 is part of this district); Satish will be attending.

c. PAC Chairs meeting update – Annie

- Cancelled. **ACTION:** Lisa will attend the next one.

3. Hot Topics

a. PAC Survey Results

- Results updated with additional 20 responses. Some comments:
 - Communicate how the parking lot/traffic flow works.
 - Implement a system to promote safety in front hall.
 - **ACTION:** Katherine to check PAC email/files for copy of map of parking lot and forward to Graham if information can be found.

- b. Outdoors Committee – Wendy L.**
- Wendy L. was wondering if there is a status update/feedback on CEPA program.
 - CEPA is part of the school offering, as a core program run with school and ECE funds. Intent is to have CEPA be a regular part of the school, although some adjustments may be needed to get in place processes/routine that will be sustainable.
 - Each class working with classroom teacher, Emma Ambry, Rachelle Simmons. Each class different depending on where they are in curriculum. Many of Sissons classes are participating.
 - Most use of the wall tents is by the CEPA program, especially the big tent.
 - **ACTION:** Wendy L. will follow up directly with Graham if she has any additional specific questions.
- **ACTION:** Check in on wood status.

- c. Plant Sale**
- No update. **ACTION:** Katherine will ask if Rachel/Jocelyn can attend.

- d. Parent Information Sessions**
- Topics from survey – inquiry-based and social-emotional sessions were the two topics. **ACTION:** Lisa will ask at the PAC chairs meeting about interest in those two topics, Google classroom, and do they have other priorities for parent information sessions.
- Literacy session – topic for a discussion at the next staff meeting. Graham and Jeff can reach out to find potential facilitators. Teachers could run these as well.
- Graham can give an overview of Google classroom for parents. Teachers could ask parents if interested.

- e. Promotion of CPF – Jeff**
- No update.

- f. Arts at JHS – Jeff**
- No update.

- g. Treats for Teachers**
- Joslyn is setting up an email to send out. Lunch for teachers is November 15th in two shifts.
- **ACTION:** Katherine will contact Rachel and Jocelyn and ask if they can do a presentation about the plant sale at the next staff meeting (Nov 12, 4 pm) or

provide a written summary (email) to Graham who will then provide the information to the teachers.

h. JHS School renewal – Graham/Wendy C

- Putting final touches on design. Electrical wiring discussions; demolition of school being planned.
- Committee meeting about design is planned for a full day in last week of November.
- For parking at William Mac, seeking recommendations from a consultant (contingent of final accommodation plan).

4. Other Items

a. Fundraising lunches – Wendy C.

- Hot Lunch subscription paid but waiting for the school district's finance department to connect it to the PayPal account.
 - Cost of subs has gone up from last year; confirm price paid before and now. Wendy will talk to Brigitte and Rachell about last year's costs to determine what this year's costs should be (profit margin, user fee to paypal).
 - Wendy C. is creating instructions to register.
 - Aim for two subway lunches before the holidays. Followed by feedback from parents. Then will set schedule for January – June. it will be announced in Sunday's la semaine en revue, registration by Tuesday 6 pm.
- Colleen spoke to the sushi people. Might be a lot for them right now. They could do no plastic packaging. With a \$5 budget, it's challenging.
ACTION: Colleen will follow up on the sushi option (less fishy).
- Pizza requires more parent volunteers.
- Other fundraising ideas:
 - Selling gift cards for grocery stores.
 - Raffle baskets (silent auction, raffle tickets for the baskets)
- Reasons for fundraising
 - Enhancements for CEPA
 - Field trips – birch syrup, etc.
 - Other ideas?