

**JHS Parent Advisory Council (PAC)
Meeting Notes – DRAFT
Wednesday, January 15, 2020**

Present: Graham Arts, Meghan Beveridge, Wendy Campeau, Annie Casson, Katherine Harris (A/Chair), Al MacDonald (new Trustee for JHS)

Action Items:

(January 15)

1. Graham will follow up with Metro regarding YK1 feedback on draft procedures during cold weather.
2. Wendy L will forward information gathered thus far about a weather station to Emma (cc Graham) and Sissons will follow up.
3. Graham will follow up with Metro regarding playground equipment purchase.
4. A PAC member is requested to attend the JK/K open house on February 20, 6:30 pm.
5. Annie will send to Graham a list of those who volunteered to help with a book fair from the survey results.
6. Graham will email pdf of PAC's current financial picture to the PAC email.
7. Lisa will solicit feedback on YK1 Board's strategic plan in PAC's update to parents.
8. Katherine will provide the teacher sign-up sheet for the plant sale activities and Graham will discuss it at the next staff meeting (February 4) and provide link to form. Graham will contact Jocelyn Apps to discuss the 2020 plant sale planning.
9. Lisa will follow up at the January 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.
10. Lisa will bring up sign up for the school website at the next PAC chairs meeting.
11. Graham will follow up with Metro about the final day of school.
12. Put a call out to form the "closing school ceremony" committee in the next Cette Semaine a Sissons; and put item on the next PAC agenda.
13. Katherine will email Wendy L. to add the topic of renaming the school to the next agenda.
14. Graham will send a follow up email to Carla (cc PAC) who has agreed to continue to lead this initiative.
15. Graham will provide more information about the staff's discussion of an anti-bullying policy at the next PAC meeting.
16. Annie will check how many were interested in organizing a dance and will reach out to parents to organize.

(December 4)

1. Rosie to email further info about Tlich language mentorship opportunity.
2. Graham will contact Katey Simmons at Mildred Hall regarding their approach to bullying.
3. Lisa to do monthly email from PAC to Graham to have in weekly newsletter.
4. Carla will share simple ideas for a CEPA qualitative evaluation of kids experiences of the program to put on the website

5. Rosie will get in touch with John re: French for parents presentation for YK1 board (board meetings are second Tuesday of every month).

(September 11)

1. Graham and Jeff to look into literacy night and propose a date at the next PAC meeting. – deferred; next year is more realistic due to short months and impending school transition.

1. Welcome and approval of agenda and previous minutes - Dec

Approved.

2. Quick Standing Updates

a. Principal's/PAC Financial Report - Graham (see Principal's report)

- Current student enrollment = 325
- ASAP program up and running
- Admin procedure re: outdoor recess compels Graham to keep kids inside if colder than -30°C and the wind chill is -30°C. Recognizing that movement is important for the kids, Sissons is working on a supplemental gym schedule for students to get some exercise on inside days.
 - Draft procedures for cold temperatures have been shared with the school district for feedback. Broad consultation across YK1 needs to happen before the policy can change. Graham has put forward alternatives to YK1 for consideration.
ACTION: Graham will follow up with Metro.
 - Digital thermometer placed outside of school but its sensor will be moved out of the sun so that it's more accurate.
 - Weather station. Graham has asked CePA teacher (Emma) to look into cost (~\$500-1500 [higher amounts include wind chill]) of a weather station for the school. A remaining question is whether to install on site this year, or install it at William Mac next year.
ACTION: Wendy L will forward information gathered thus far to Emma (cc Graham) and school will follow up.
- Graham is waiting to hear from district on parent participation on the Indigenous Language Committee.
- If Sissons purchased playground equipment, it can be moved (e.g., Mildred Hall swings) and be insured as long as not damaged and reinstalled as originally intended. So could have loose parts and/or playground equipment.
ACTION: Graham will follow up with Metro.

Upcoming Events:

- Winter concert next week (January 23rd)
 - AM performance – JK to Gr.1 – 1 pm
 - PM performance – Gr. 2-5 – 7 pm
- JK/K open house – February 20, 6:30 pm
 - **ACTION:** Request for a PAC member to attend.
- book fair. **ACTION:** Annie will send list from survey who have volunteered to help.

Financial Report:

- PAC - current balance is \$7559 (\$11,799 raised minus \$4,240 expenses)
ACTION: Graham will email pdf.
- Requests for PAC support:
 - Support for the Hay River Track and Field meet
 - Camp de Neige combined with Cabane a Sucre (considering linking the two events)

b. Trustee's Report - Al MacDonald

- There has been a reassignment of a number of roles - new Chair (Tina Drew), Vice Chair (Satish Garikaparathi); Al MacDonald is new trustee for Sissons.
- The Board retreat in February will focus on the strategic plan. There was going to be a town hall meeting in advance to get input, but now unlikely.
ACTION: Lisa will solicit feedback in PAC update to parents.
- There has been a noticeable increase in insurance premiums (in excess of 200%) – due to increase in flooding and fire risks in Canada. YK1 will consider which are the best insurance options are going forward.

c. PAC Chairs Meeting Updates

- Lisa will attend PAC chairs meeting next week.

3. Hot Topics

a. PAC Survey Results - Annie

- **ACTION:** Annie will share results with Graham

b. Outdoors Committee

- No update

c. Plant Sale

- For the February staff meeting, the plant sale is a priority agenda item. Should have list of volunteers by next PAC meeting.
- **ACTION:** Katherine will provide the teacher sign-up sheet and Graham will discuss it at the next staff meeting and provide link to form. Graham will contact Jocelyn Apps to discuss the 2020 plant sale planning.

d. Parent Information Sessions

- JK/K open house will take up most organizational time
- **ACTION:** Lisa will follow up at the January 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.

e. Promotion of CPF

- No update

f. Arts at JHS

- Upcoming art night for teachers with Monique Marinier – January 30, 6-8 pm

- Monique came to the school to inventory the school's art resources
- A survey was sent to staff in order to determine their needs/interests in art, which themes and materials they wish to explore through art projects in their classrooms. Results of the survey were sent to Monique to help her prepare. At least eight teachers will participate.

g. Treats for Teachers

- Report cards will be going home on March 9, followed by parent teacher interviews.
- PAC will organize Lunch for Teachers sometime between February 24 and March 6; notice re: selected date to be provided to Graham one week in advance to allow the school staff to plan.

h. JHS School renewal – Wendy C.

- The design committee went over colours at the last meeting. Picked most colours and materials, floors, acoustical ceiling (noise absorption) and flooring (rubber flooring), classrooms would have carpet tiles (easy to replace/clean). Other elements:
 - kitchen space, gym (same size as Allan St Cyr, tournament size)
 - good security features; outdoor space to store skis and snowshoes
- Committee is hoping to have final design by end of the month to present to the Board, steering committee, teachers, and hoping to have an open house. Committee recommended having the outside space firmed out. Contractor has strict instructions not to touch a single tree.
- Hoping to have the build RFP out to tender in April.
- The accommodation plan is officially approved.
- ECE has hired someone to coordinate the move.
- The final day of school still uncertain. **ACTION:** Graham will follow up with Metro.
- For official closing of the school a committee can be formed, including staff members and parents, to determine process to say goodbye the school . The committee could solicit feedback from the Sissons community.
ACTION: Put a call out to form the committee in the next Cette Semaine a Sissons; and put item on next PAC agenda.
- Information re: new school name process. Naming of schools is designated by the Board (541 in policy manual: Superintendent shall initiate a committee for naming of the school or a portion of the school – committee can be composed of public at large, parents, teachers, administration, etc.). Principal could ask superintendent to look into it, or the PAC could do so. If our community wanted to pursue this, Graham would bring it to the PAC for wording and then take it to Metro.
ACTION: Katherine will email Wendy and topic can be added to the next agenda.

4. Other Items

a. Subway day

- PayPal for hot lunches has been set up and, as of today, school has login to PayPal. Laura and Graham will do a test run. Wendy has the menu set up and drafted instructions for parents. Aiming to start this the week of January 27th.

b. Raffle idea

- Graham has a conversation with the City of Yellowknife re: bank account. The school and district are allowed to use the existing PAC trust account because it is audited annually.
- Raffle could happen with a February dance, Easter, or in the fall.
- Lottery grant application would be needed to run the raffle and a void cheque is available for the application process.
- **ACTION:** Graham will send a follow up email to Carla (cc PAC) who has agreed to continue to lead this initiative.

b. Bullying prevention

- Graham had a discussion with Danika about a bully action plan. There is not an official anti-bullying policy. There doesn't seem to be one that is district standard or approved; it's a school's choice.
- Alain Pelletier will be at assembly on February 7th to speak on bullying, where there will be a kick-off of pink shirt month (not just one day) to talk about anti-bullying all month and develop a consistent, school-wide approach.
- At the Feb 4th staff meeting there will be a detailed discussion about a framework and choose options.
- ECE funds certain aspects about developing a plan as part of a safe schools plan. Sissons hasn't heard back from ECE.
- **ACTION:** Graham will provide more information at the next meeting.

c. Hockey in Canada

- a. Going to Kalemi Dene, one Catholic school and Mildred Hall.

d. Dance

- a leap year dance? or could be before spring break, or Easter?
- **ACTION:** Annie will check how many were interested and will reach out to parents to organize.

Review of Action Items

- Review of action items integrated into above notes.

Next Meeting

- Acting Chair/Co-chairs needed for the next two meetings –
 - Annie will act as chair for Feb 5
 - March 4th needs a chair