

**Parent Advisory Council (PAC)
Meeting Notes - DRAFT
Wednesday, April 10, 2019**

Present: Wendy Lahey, Satish Garikaparathi, Brigitte Rivet, Katherine Harris, Wendy Campeau, Rachell Simmons

Action Items (by month):

(April 10)

1. Rachell will ask Stephanie Larente about what online applications she found, and could potentially set up before the end of year, that would improve volunteer and other coordination.
2. Satish will ask YK1 who is on the JHS Steering Committee. Complete.
3. Wendy will send list of considerations for the JHS move to Miki Erlich.
4. Hot topics – next year – Teachers need help from parents – inventory and packing.
5. Remove the contents of the wall tent before long weekends or long holidays.
6. Next year get more wood earlier.
7. School will talk to Sheila to see if she's can be part of the event to formally "open" the wall tent, likely during JHS Indigenous Day events.
8. Send out request to plant boxes to grade 1 and 3 teachers.
9. Wendy will send email to parents about volunteers to coordinate watering the plant boxes over the summer.
10. Ask YK1 to coordinate a Google classroom for parents grade 3-5 (similar to the math ones). Propose a spring date and use registration method to see who is interested; and cancel if not enough.
11. Wendy will ask Jen Walden is she could provide a budget for her proposal.
12. PAC will make a decision about artists working with teachers in June after the plant sale.
13. Wendy C. will provide an update on the Advisory Committee for PAC Hot Topics – update: first meeting has happened and scope of Advisory Committee.
14. PAC chairs will ask for staffing update at the PAC chairs meeting.
15. A call to parents for one more person on advisory committee will go out.

(March 6)

1. PAC will revisit the art concept in May.
2. Wendy will follow up at the PAC chairs meeting tomorrow on Google classroom for next year.
3. Wendy Campeau will add information to Hot Topics from the JHS Advisory Group meeting.

(Feb 20)

1. Wendy will follow up with Stephane to find out what he needs for establishing the adventure playground.

(Oct 2018)

1. Brigitte or Rachell will review instructions for operating wood stove and translate them to be hung in the wall tent.

(June 2018)

1. Wendy C. will complete a communication package for new families, including types of events and when, PAC, resources available, etc. is in progress by the end of June 2019.

2. Miki will ask Centre for Climate Services about funding assistance for a weather station at the school. Miki has a meeting in February to discuss this.
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1. Welcome and approval of agenda and previous minutes - Feb & Mar

- February 2019 minutes approved.
- March 2019 minutes approved.

2. Quick Standing Updates

a. Principal's/PAC Financial Report – Rachell

No academic evaluations right now.

Professional Development (PD) Sessions/Training

- April 5 – Mentorship for Grade 4 teachers
- April 11 – Reading evaluation rubric and task planning grade 5-8
- April 12 – Science PD with Layton Schnellert
- April 16 – Junior kindergarten (JK), kindergarten (K), grades 1 and 2 PD with Renee Michaud
- April 18 – Grades 3-5 PD with Renee Michaud
- April 25-26 – YK#1 Phys Ed PD (1 staff)
- April 30-May 2 – Phys Ed conference (1 staff)
- May 1-3 – Autism/Behaviour conference (2 staff)
- May 1-3 – Brian-based Learning (2 staff)
- Forest Nature School Practitioner course - May 1-5 (2 staff). YK1 is co-hosting (funding half an elder's fee and half of fee for inside venue (museum), funding 1 teacher per school) with Bushkids.

General Information

- April 4-11 – Camp de Neige – JK-3
- April 10 – ILC trapping camp – grade 4
- April 17 – Sissons building plan Advisory Group meeting (2 staff, PAC member)
- April 8-19 – Dogsledding – K

Upcoming Events

- April 15-18/May 6-9 – French camps, JK/K new students only; 18 signed up so far.
- May – first two weeks of May are oral production evaluations in grade 1
- May 7 – Grade 4s are performing YK1 music performing arts at Sir John Franklin High School (Schoolpalooza)
- Multicultural buffet won't be taking place this year. Staff have concern with feeding everyone, addressing allergies, and caring for the young children. It's also at the time when hospital is moving (and potentially overwhelming for some parents). Staff still planning a multicultural week and parade, with individual class multicultural events. So if choose to have classroom activities, classrooms can have food in classes.

Suggestions about coordinating volunteers:

- Suggestion to be able to see who is volunteering and where the gaps are.
- (e.g.) the music festival sends a notice about where the openings are; Jeff Hipfner might have this information of how to do this.

- Send out call for volunteers in February so that parents can plan ahead to volunteer. Some teachers sent out messages out to parents to say need volunteers.
- Need better coordination of volunteer list.
- Coordination of plant sale kits - signing up to help class plant on the kit forms can lead to a delay
- Could use the parent-teacher interview application; or the subway sales application – there can be a single log in for multiple functions. It could be used for camp de neige, subway, etc. **ACTION:** Rachell will ask Stephanie Laurent about what she found and could potentially set up.

Financial

- No update from last weekend
- Subway will be April 25.

b. Trustee's Report - Satish

- The mould issues and the roof at William MacDonald School (WMS) are being fixed this summer. (Information in YK1 emails).
- Rate payers meeting is April 16, 7 pm, at YK1 Board Office. Two suggestions were raised at the PAC chairs meeting to make the budget presentation more meaningful to parents – how it will affect my children, how is it different from last year. So, the presentation has been altered for the rate payers meeting. A balanced budget will be presented.
- A “new school build” Advisory Committee is underway, where plans for the new JHS are discussed. The next Advisory Committee meeting is tomorrow (April 11).
- A separate Steering Committee has been established for accommodation planning and move). Tomorrow morning (April 11) is a Steering Committee meeting. No one from JHS staff is on the Steering Committee. It’s not clear who is on the Steering Committee. It’s not clear whom parents should go to for answers to questions. Accommodation plan due in May. TAG has hired the accommodation planner. Taylor Architecture Group (TAG) will hold meetings, do cost analysis, determine space at schools, etc. YK1 will organize the meetings with TAG.

ACTION: Satish will ask YK1 who is on the steering committee. Complete.

JHS Steering Committee:

ECE Representatives: Laura Gareau (ADM Corporate Services), John MacDonald (ADM Education), Marissa Martin (Director, Finance/Corporate Services), Jacqueline McKinnon (Communications), Anne Peters (Facilities)

Infrastructure: Robin Ferguson (Project Manager?)

YK1: Metro Huculak (Superintendent), Ed Lippert (Assistant Superintendent), Tram Do (Director, Corporate Services)

- RFPs are going out for abatement/demolition and for a design build and build.
- **ACTION:** A call to parents for one more person on advisory committee will go out.
- WHS PAC had series of questions, forecast numbers, and floor diagrams to highlight (yellow) extra space areas – all available on YK1 website. Diagram put together by TAG. Initially just looking at the space but not the programs; that will come.
- Still, no storage space has been taken into consideration.
- Miki offering to draft a letter to include PAC concerns:
 - Decision on which school needs to be made so that energy can focus on all the other planning needed.

- Storage of items that can't be cold – books (humidity damage, frozen glue), art supplies, instruments – anything that can be frozen but shouldn't be frozen.
- Is there a resource centre for the YK1? No.
- Who's going to inventory everything (will take a least two months to inventory the school before moved)
- How to divide resources between two schools?
- Teachers' time beyond regular hours. Parents could help pack and inventory while packing. Not everything in a computer system (only inventory in the last 6 years; prior to that most items were not inventoried).
- Library will be a huge inventory and packing task.
- Need to start in September 2019.
- When you pack you need to know where it's going and it's labelled properly.
- Programming continuity.
- Logistics for parents – drop off and pick up at different schools, etc.
- Will there be JK bussing? Might be more kids being bussed. Does the bus company know that they'll need new bus routes? Change in bus schedules.
- Next year need to start licensing process (from ECE) for afterschool care process (licensing timeline).
- Staff retention could be an issue – stress on teachers.
- Stress on kids. Prepare the kids – school visits, etc.
- Will there be space for kids who need their own space from time to time? de-stressing space, especially for special needs. Accommodation for breakout spaces.
- Playground equipment – be clear about playground equipment decisions/installation (because it's no longer useable/insurable if equipment is moved and re-installed; Don't waste funds to put up new playground equipment for during the accommodation).

ACTION: Wendy will send list of considerations to Miki.

ACTION: Hot topics – next year – Teachers need help from parents – inventory and packing.

Next PAC chairs meeting next Thursday.

3. Hot Topics

a. Outdoors Committee – Wendy

- The wall tent was broken into over March break – only one axe taken, fire extinguisher taken. In the summer, could remove the doors, take windows off, remove stove. Finding wood is really important and is really hard to get at this time of year.
ACTION: Remove the contents of the wall tent before long weekends or long holidays.
ACTION: Next year get more wood earlier.
- A permanent fire pit will be installed in May in the playground (it can be moved for the rebuild).
- Mentorship program with grade 5s (Heidi): Heidi is continuing to work successfully with her class on her own. A supply teacher has been able to help out on those days.
- A wall tent “opening” event could be when JHS has its Indigenous Day events (Monday June 24).
ACTION: School will talk to Sheila to see if she's can be part of the event.

b. Plant Sale – Katherine

- A decision is needed about date for plant sale so that can promote the event. At this point, delayed planting sale from usual date because hospital is supposed to be the last week of May. Local track meeting is on June 1st at WMS.
- Although the multicultural buffet won't be happening this year, tables (from several schools) can still be moved in time for the plant sale. YK Track and field city meet is June 1st.
- Class planting – most classes have planted. Teachers really supportive. Next year would be good to have more help organizing supplies for class planting. Some will come in to do supplemental planting. A big thank you to all of the parents who helped!
- 5 plant boxes are outside – would any classes be interested in taking them on? Grade 1 and 3 have plants in their science curriculum (5 classes). Last year were carrots and potatoes. Put out call to volunteers. Challenge is watering – hose is long enough; now have the connector to access the water. Need coordinate watering over the summer and getting gardens started.

ACTION: Send out request to plant boxes to grade 1 and 3 teachers.

ACTION: Wendy will send email to parents about volunteers to coordinate watering the plant boxes over the summer.

c. Parent Information Sessions

- Google classroom is used in grades 3-5.
ACTION: Ask YK1 to coordinate a Google classroom for parents grade 3-5 (similar to the math ones). Propose a spring date and use registration method to see who is interested; and cancel if not enough.

d. Promotion of CPF

- A new team was voted in AGM on March 4th.
- CFP had \$2,000 to spend prior to March 31st and not sure whether spent. In the future, consider that CPF has funding. We could propose ideas, put towards events already being planned – authors coming in, movies, theatre, supporting artists (all have to be in French), family activities.

e. Arts at JHS

- Vote on outstanding for artists (**see estimates**).
- Jen Walden – proposing take part of 5 pieces of curriculum; in the evening with food; the teachers do the project and she can say this is what you can with each grade. Materials would be based on curriculum and what materials already have. Needs to complement what teachers are already doing, not something extra for teachers. Agree to do this but depends on plant sale. Already \$2,000 on Stephane's project.
ACTION: Wendy will ask Jen Walden is she could provide a budget for her proposal.
ACTION: PAC will make a decision about artists working with teachers in June after the plant sale.

f. Walking Schoolbus

No update. Defer for future PACs – process well documented.

g. JHS School renewal (including WMS PAC questions)

See above.

ACTION: Wendy C. will provide an update on the Advisory Committee for PAC Hot Topics – update: first meeting has happened and scope of Advisory Committee.

4. Other Items

a. Staffing 2019/20

- What is staffing looking like for next year? Need to find a replacement for Brigitte as vice principal.

ACTION: PAC chairs will ask for staffing update at the PAC chairs meeting.

- Any changes to programming? Music teacher position is to a half position (right now it's .85). JHS usually gets budget for 0.5 position but reallocates funds to bring it up to 0.85. The current music teacher will be leaving to go back to school; therefore there will be a replacement.

b. Student Drop off

- Remind parents to not idle their vehicles.
- Remind parents to not use the drop off zone if need to escort your child out of the vehicle.

Review of Action Items

Updated above.