

**Parent Advisory Council (PAC)  
Meeting Notes - DRAFT  
Wednesday, May 8, 2019**

Present: Meghan Beveridge, Wendy Campeau, Satish Garikaparathi, Wendy Lahey, Lisa McShane, Brigitte Rivet, Rachell Simmons

**Action Items (by month):**

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(May 8)

1. Wendy will look into repair solutions for the rip in the wall tent and ask Laura Ritsma (who sewed the canvas chairs in library).
2. Wendy will send the list of people involved in helping with the wall tent to the teachers for the grand opening invitations.
3. Wendy will confirm when the fire pit will be installed (ideally before June 19<sup>th</sup>)
4. Wendy will ask John Stephenson (after May 11<sup>th</sup>) about availability of stumps; Satish will aim to find some as well.
5. Rachell will ask Ed if Rachell and Wendy can sit down with Simon to talk about their list of concerns in accommodation.
6. Rachell and Stephanie will test an online system over the next two months and determine which features Sissons wants and then determine cost.
7. Rachell will add call out for a PAC chair and suggest those interested come to the June 12<sup>th</sup> PAC meeting.

(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. Hot topics – next year – Teachers need help from parents – inventory and packing.
3. Order wood for September now.
4. Send out request to plant boxes to grade 1 and 3 teachers.
5. 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.
6. Wendy will ask Jen Walden if she could provide a budget for her proposal.
7. PAC will make a decision about artists working with teachers in June after the plant sale.
8. A call to parents for one more person on advisory committee will go out.

(Oct 2018)

1. Brigitte 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**

- Agenda approved
- April minutes approved.

## **2. Quick Standing Updates**

### **a. Principal's/PAC Financial Report – Rachell**

#### Professional Development Sessions/Training

- May 8 – Grade 5 transition (special needs and transition planning) meeting with William MacDonald School (WMS)
- May 9 – School needs meeting with Courtney Lizotte
- May 17 – Trauma Informed Teaching with Monique Hurley (full day – May 17)
- May 21 – Grade 2 mentorship finishing up
- May 22 – Grade 3 mentorship finishing up
- May 28 – Grade 4&5 French Language Arts (FLA) reading and writing correction
- May 30 – Junior Kindergarten mentorship finishing up
- May 30/31 – DWW and Fountas & Pinnell correction
- June 3 – STIP Student evaluation/ EAs (from Sissons and other schools, who will be working with identified students next year/with teachers) session with Terri Duncan (Autism Spectrum Disorder Director, Edmonton)
- June 4 – Teachers session with Terri Duncan
- June 5 – Grade 3 FLA reading and writing correction

#### General Information

- May 8-12 – Soccer tournament
- May 11-12 – Trade show
- May 23 – spring concert (grades 4/5) at 7 pm
- May 25 – plant sale
- June 5-7 – Hay River Track and field meet

#### PAC budget

- Budget accounting missing last Subway fundraiser and playground costs.
- Camp de neige (\$1878), track and field (\$1878).
- Stephane had given Heidi's class the playground funds (\$2000) for her class to build bridges, etc. Heidi has a list of materials she would like to purchase for her class.

### **b. Trustee's Report – Satish**

- Communications about the school rebuild and accommodation plan are available through the YK1 website or on the ECE website where there are Q&As. YK1 is accepting parents' comments and questions and will communicate back to parents. YK1 is prioritising kids' safety, programming, and staff and is aiming for the least disturbance. ECE is the decision maker but is coordinating with YK1. The accommodation plan is to be complete by May 2019.
- The RFP for the school rebuild closed today (May 8) – the RFP included all suggestions from parents, past studies, etc. (~300 pages). The contract will be let in the next 2 weeks.
- The 2019-20 budget was approved. Any concerns can be sent to Tram Do.
- Ed Lippert is acting for Metro Hurculak while he is on medical leave. Parents can send well wishes to YK1 ([yk1@yk1.nt.ca](mailto:yk1@yk1.nt.ca)).

- There will be two new principals: Landon Kowalzik named new principal of N.J. Macpherson School; Jodi Lee-Lewis appointed principal of middle school for 2019-2020 school year; Shirley Zouboules transitioning to role at district office after 2018-2019 school year

### **3. Hot Topics**

#### **a. Outdoors Committee – Wendy**

- The rip in the wall tent needs repair. **ACTION:** Wendy will look into repair solutions and ask Laura Reitsma (who sewed the canvas chairs in library).
- The front part of the tarp is sliding off of the wall tent. A better quality tarp could be the solution (for example, \$350 from Weavers and Devore).
- Grand opening of tent will occur on June 19<sup>th</sup> at lunch time. Teachers would like to send invitations to who helped with wall tent (helped with fire, using the wall tent, parents who brought wood, etc.) and they will connect with Sheila about a fire ceremony and drummers. **Action:** Wendy will send list of people involved for invitations. **Action:** Ideally, the fire pit will be installed by then, with benches. **ACTION:** Wendy will ask John Stephenson (away until May 11<sup>th</sup>) about stumps (previously offered); Satish will aim to find some as well. Planks from the rink – 1x4s – nailed together are another seating solution.

#### **b. Plant Sale**

- Another call out for plant sale volunteers will be sent out to parents.
- Tomatoes (tomatosphere) from space were dropped off at the school recently – Katherine will help them get planted tomorrow.
- Grade 1 and 3 teachers/ students will be doing planting. Each class will have box and will ask the parents of those classes to take care of box for a week over the summer.

#### **c. Parent Information Sessions**

- Google classroom – Wendy was going to ask at the PAC chairs meeting, which was cancelled. The next and last PAC chairs meeting is May 30.
- End of August, Martin doing something about Google classroom at high school and might be bringing in a Google specialist. Could ask for an information session during that time.

#### **d. Promotion of CPF**

- No update

#### **e. Arts at JHS - deferred to June**

- Wendy asked Jen Walden for quote and is waiting for a reply.

#### **f. JHS School renewal (items for Simon Taylor)**

- The Advisory Committee for the rebuild has looked at the space calculations for the new school and shifted around space a bit, played with numbers to have areas more balanced. There is a total space allocated based on students but the Committee is able to play around with how much space for each room/space. Notes from the Advisory Committee are shared with the Steering Committee, who makes the decision.

- The RFP winner will have to meet with the Advisory Committee before the end of June to get the Committee's input. Then there will be another meeting in early September to see the preliminary drawings. The process being undertaken might take a bit longer, but there will be more control over the outcome. Barry Ward (Infrastructure facility planner) is good with communications and is pushing for architecture to have the final drawings before the end of this school year so that parents can have time for input. PAC/Administration can gather input before all head off on vacation.
- The inventory needs to be done before end of the next school year. Barry will communicate with Ben Balmer (Project officer, Infrastructure) who will look into inventorying.
- Furnishings will be part of build, but don't want to get rid of what there is now, because it's unclear what the new furnishings will include.
- The Accommodation Committee is not really active; TAG is taking into account parents' concerns and working with ECE and YK1.
- **ACTION:** Rachell will ask Ed if Rachell and Wendy can sit down with Simon to talk about their list of concerns in accommodation. The move is of great concern to parents and teachers.

#### 4. Other Items

##### Review of Action Items

##### Online Booking system

- The school can sign up for a two-month trial period. Ideally parents would just one login for everything online (all forms, subway, birch sap camp, parent contributions to different events/initiatives). Stephanie will work beyond her resignation date to show the school administration (including her replacement) how to set it up. Wendy C is willing to work with her to learn the system/set it up. **ACTION:** Rachell and Stephanie will test it over the next two months and determine which features Sissons wants and then determine cost. PAC could help fund (future consideration).

##### Positions for PAC next year

- Lisa and Wendy C will continue sharing the communications role.
- Wendy L and Katherine want to stay on PAC and are willing to help new chairs but don't want to chair. **ACTION:** Rachell will add call out for a PAC chair and suggest those interested come to the June 12<sup>th</sup> PAC meeting.

##### Staffing

- Sissons is confident that they will be able to hire the remaining teacher for next year but not sure for which grade level.
- The music teacher position is 0.5 on paper but administration is looking at possibilities for who could do the other 0.4 for music.
- Two teachers are leaving (Darcy Murphy (gr 1 to Fort Smith); Jasmine M (moving to PEI); Rosie (stepping down from homeroom position); Sarah Cormier (going back to school); Jessica Bannister (maternity leave next year); Rebecca Kennedy (coming back next year).
- Jeff McConomy (post-intensive French teacher at Range Lake last year) will be new VP.
- Rachell Simmons is stepping down as principal next year. Position announced yesterday.