

Parent Advisory Council (PAC)
Meeting Notes – DRAFT
Wednesday, November 14, 2018
7 pm at Sissons Music Room

Present: Lisa McShane, Wendy Lahey, Katherine Harris, Meghan Beveridge, Kerry Wheler, Satish Garikaparathi (new Board Trustee), Farra Francis, Rachell Simmons, Brigitte Rivet, Julian Kanigan

Regrets: Wendy Campeau

Action Items:

1. Rachell will send latest spreadsheet to PAC email.
2. Rachell will confirm that a CPF representative is still needed. PAC members could consider becoming the representative.
3. Rachell will ask the parents who asked about lunch fundraisers if they are interested in organizing. Wendy will connect with Rachelle about a November lunch.
4. Lisa will look into November 30 for a movie night fundraiser (Incredibles 2) and review learnings from last year in planning.
5. Satish will send link(s) to YK1 policies.
6. Kerry and Wendy will attend the November 29th staff meeting (11:40 am) about 2018-19 use of the wall tent.
7. Kerry will set up a meeting with the outdoor committee to organize items/set up for the tent.
8. Wendy will follow up at the next PAC Chairs meeting about interest and logistics for a parent information session on Google Classroom.
9. PAC will send out a doodle poll in January for all parent information sessions to gauge interest.
10. Wendy can put a call out to people who expressed interest in the walking school bus concept in the survey.
11. Wendy will ask about the drilling report at the PAC chairs meeting.
12. The la semaine en revue will contain a separate page about proper parking and drop off locations and flow.
13. Julian will ask the City for a map with updates to communicate the new no-stopping zones. Julian will continue being the link between Eric and Sissons and will communicate preferred timing. Rachelle will email the draft communication to Julian to share with the City.

1. Welcome and approval of agenda and previous minutes

- Previous meeting minutes from June, September and October 2018 were reviewed (see end of these minutes for outstanding action items) and approved.
- **Action:** Rachell will send latest spreadsheet to PAC email.

2. Quick Standing Updates

a. Principal's Report/ PAC Financial Report (Rachelle)

Academic evaluations

- District wide write (DWW) for English language arts (ELA) completed for 3-5;
- Reading strategies assessment for French language arts (FLA) completed for grades 2-5
- Phonological awareness

PD Sessions/Training

- Oct 17 – Fontas and Pinell training (English reading assessment)
- Oct 18-20 – ACPI (Canadian national association of immersion teachers)
- Oct 22 – phonological awareness (grade 1); mentorship (grade 4)
- Oct 23 – FLA reading assessment (grade 2)
- Oct 24 – online dance course (Physical Education (PE)); FLA reading assessment (grade 3)
- Oct 25 – mentorship (grade 2)
- Oct 26 – phonological awareness (grade 1); FLA collaborative writing correction (grade 1)
- Oct 29 – mentorship (grade 1 and 3)
- Oct 30 – workshop with Shelley Moore
- Oct 31 – DWW correction
- Nov 1 – Teacher assessment and evaluation day (STIP)
- Nov 7 – DWW correction
- Nov 14 – online dance course (PE)

General information

- Fire Prevention Week presentation and fire hall visits continued until Oct 19th.
- Dismantled the ice rink; there is a pile that still needs to be removed and it will be piled at the end of the fencing and will be used in the parking lot.
- There is currently no CPF (Canadian Parents for French) representative; there is only a territorial representative. The chapter will lose the funding if there is no representative for YK1. Sissons tends to benefit the most because many of the activities focus on younger kids. Any one interested?
 - Could have this be a position with PAC (2-3 meetings per year, funding attached)?
 - **Action:** Rachell will confirm that a representative is still needed. PAC members could consider becoming the representative.
- PAC fundraisers
 - A few parents want to know whether PAC moving forward with the lunches. Could do pizza once each term and fill in subway. Tania may consider another pasta. **Action:** Rachell will ask these parents if they are interested in organizing. **Action:** Wendy will connect with Rachell about a November lunch.
 - Christmas dance – PAC had previously discussed a Halloween dance. A Christmas dance might be too much at that time of year.

- Movie night. **Action:** Lisa will look into November 30 (Incredibles 2) and review learnings from last year in planning.
 - Fruit (oranges/apples/bananas) as an option. Popcorn. Plain chips. Juice boxes.
- Sissons submitted proposals to integrate outdoor education into school programming; this integration requires additional funding for equipment/programming. The proposal identifies a \$5,000 contribution from PAC (which establishes a goal for PAC) and identifies in-kind support from parent volunteers, etc.

Upcoming Events (November 14-December 11)

- November 20-21 – parent-teacher interviews
- November 20-21 – Visit and observations by an autism specialist (Terry Duncan) and a behavioural consultant (Robin Combres) from Alberta
- Nov 23 – No school in lieu of parent-teacher interviews
- Other events with no specific dates:
 - Official recognition of the work done this summer in the library
 - Winter concert (Dec 13 has a conflict) – information forthcoming
 - Other Christmas activities – will be discussed with staff tomorrow what and what dates (brunches, etc.).

Financial Report

- This will be shared before the next meeting in December.

b. **Trustee's Report** (Satish)

- Nov 23 – YK1 is holding a “lunch for bunch” at the Baker Centre (10:30-1).
 - Nov 24 – Santa parade – YK1 will have a float. Anybody is welcome to join the float.
 - Nov 27 (12-1 pm) – more than 2,100 students are enrolled in YK1 and there is an increased number of students with complex needs. YK1 is holding a meeting to address the increased numbers of complex needs. The meeting is for trustees but is open to everyone. Also, Satish can bring forward questions, etc.
 - The China tour is going ahead in March 2019 for Sir John Franklin school.
 - Board member evaluations (including Metro) were completed prior to election.
 - Satish sits on the YK1 policy committee and is open to comments or advice.
- Action:** Satish will send link to YK1 policies.

c. **Communications Report - deferred**

- Access to minutes is on the website.

3. **Hot Topics (30 minutes)**

a. **Outdoors Committee** (Kerry/ Wendy)

- Brigitte is meeting with staff about the wall tent on November 29 at 11:40 am. They will brainstorm activities, especially now with the change of season, use of wood stove, and to address other questions. **Action:** Kerry and Wendy will attend.

- Opening of tent. Staff talked about combining an official tent opening with Aboriginal day in mid-June (lots of planning time!) (a whole-day activity), and include partly as a thank you to the PAC.
 - Suggestion that the event timed with Aboriginal day could be the closing event for the year rather than an opening event. Idea behind the tent is having an outdoor warm space. PAC could offer an opening event.
- Additions to the tent could include a railing around the stove, or paint around it; benches; hooks or cubby; lights strung around the outside (keep in mind that the vehicle outlets are all used in parking lot and are on a timer); and clipboards (which are currently in the shed but are meant for the tent). There could be art show and could do regular classroom activities. PAC could help organize those things. **Action:** Set up a meeting with the outdoor committee to organize these items/set up.
 - Funding for these items would come from PAC money and part of these items were included in Rachelle's outdoor education funding proposal.
- So far the current location is suitable. In the summer, consider only taking the tent off and keep the structure up, rather than taking it down each summer. The integrity of the tent frame will last longer that way.

b. Plant Sale – Katherine

- Katherine and Erica did a plant sale update with staff. Teachers/other volunteers will sign up in February. The planting process can start after March break.

c. Parent Information Sessions

- January 10 – literacy event (district office) – for grade 1-3 parents
- Math – January 24th – for all parents (TBC)
- Google classroom is another idea – **Action:** Wendy will follow up at the next PAC Chairs meeting about interest and logistics for a parent information session on Google Classroom. Martin Male would run this session. Response from other PAC chairs was good.
- PBIS session – circulate a sign up sheet to make sure people are interested. February 21. **Action:** PAC will send out a doodle poll in January for all sessions.

d. Walking School Bus

- No updates.
- **Action:** Wendy can put a call out to people who expressed interest in the walking school bus concept in the survey. Could follow up in February.

f. JHS School renewal

- No update. **Action:** Wendy will ask about the drilling report at the PAC chairs meeting.

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g. Safety – restricted parking update – Julian

- Eric Bussey, after the last PAC meeting, discussed with Public Works and agreed to strike a balance so that some parking is still available on the road for local residents but that a major area will be marked as “no stopping”.
 - Limiting parking near stop signs.
 - Could add a sign to encourage parents/kids to cross on the one side.
 - Would the City consider putting a crosswalk sign? No, because there’s already a 3-way stop which already forces people to stop.
 - **Action:** The la semaine en revue will contain a separate page about proper parking and drop off locations and flow.
 - **Action:** Julian will ask the City for a map with updates to communicate the no-stopping zones.
- The City asked if Sissons could draft the communication to parents about the changes and release jointly with the City. The City would like to make this happen this coming week – they have the signs. Rachele would like until December 3 or 5th to put up the sign. **Action:** Julian will continue being the link between Eric and Sissons and will communicate preferred timing. Rachele will email the draft communication to Julian to share with the City.

3. Other Items

- Lunch for teachers on Friday. The email went out today. Satish volunteered to help (12:10-12:40).

4. Review of Action Items

- Action Items outstanding from June 2018 minutes:
 1. A communication package for new families, including types of events and when, PAC, resources available, etc. is in progress.
 2. Get the video/images of wall-tent take down process (so that process is reproducible for the future) from the contractor.
 3. Miki will ask Centre for Climate Services about funding assistance for a weather station at the school.
 4. Before the next PAC meeting, visit new gym and classrooms at Allain St Cyr to give idea of what could look like at Sissons.
 5. PAC to write letter to Metro to commend Brigitte.
- Action Items outstanding from September 2018:
 1. Wendy to ask for an update on drilling report at the September PAC Chairs meeting (report not received by October).
 2. Wendy to inquire about type of signs (drug free zone) at the September PAC Chairs meeting.
- Action Items outstanding from October 2018:

1. Brigitte will consult with the wall tent committee and Sheila (and an elder/knowledge keeper) to have a feed the fire ceremony and grand opening of the wall tent (to be open all day for classes) on Wed Nov 14.
2. Wendy C. will suggest dates to school administration for lunch fundraisers (one per month), which will now be arranged by the PAC.
3. Wendy L. will invite Byron Fitzky to be in charge of set up/take down of the wall annually.
4. Brigitte or Rachell will review instructions for operating wood stove and translate them to be hung in the wall tent.
5. Wendy C. will send the PAC calendar events to Brigitte/Rachell to be posted on the website.