



Courtenay Elementary PAC Meeting Minutes  
November 18th 2019  
Location: Zoom meeting

**Board Members**  
Renee Chapman [reneegaudette@hotmail.com](mailto:reneegaudette@hotmail.com) - Chair  
Stacey Baulne [staceybaulne@hotmail.com](mailto:staceybaulne@hotmail.com) - Co-Chair  
Ceilidh Iwanson [ceilidh\\_galloway@hotmail.com](mailto:ceilidh_galloway@hotmail.com) - Treasurer  
Christine Bergen [christinebergenphotography@gmail.com](mailto:christinebergenphotography@gmail.com) - Secretary  
Shawn Thir [Shawn.thir@gmail.com](mailto:Shawn.thir@gmail.com) - DPAC rep

**Present**

- |                       |                          |
|-----------------------|--------------------------|
| 1. Renee Chapman      | 9. Christine Pritchard   |
| 2. Ceilidh Iwanson    | 10. Kat Hawksby          |
| 3. Stacey Baulne      | 11. Rian Bowden          |
| 4. Kristie Robillard  | 12. Cynthia Sklarchuk    |
| 5. Beth Borsato       | 13. Jill Dominick        |
| 6. Alicia Fairweather | 14. Marjorie Hendrickson |
| 7. Shawn Thir         | 15. Tyler Iwanson        |
| 8. Catherine Manson   | 16. Christine Bergen     |

**Meeting called to order 6:00pm**

Welcome/ Acknowledging K'òmoks First Nation Territory:

***Welcome everyone. I would like to acknowledge that we are on the Unceded traditional territories of the K'òmoks First Nation. We Would like to thank them for the privilege of living on the land and the gift of working with their children.***

**Introductions**

**Approval of May minutes** - approved by Shawn Thir

**Office Report - Catherine Manson**

Bouquets:

- Thanks to the PAC team for helping with all our hotlunches! And for helping rearrange the shelves in the kitchen. It's very much appreciated.

- Registration- a few students registered for Distance Ed- a couple have come back already. Most waiting until they see what happens with COVID. Our numbers are about the same as last year but spread over 11 divisions. No class has more than 19 kids.
- So far inside the school has been organized, kids are washing hands and staying in cohorts. We organized Cohort areas for recess and lunch with supervision. Kids are good at sticking to their areas with few exceptions. They rotate between areas but if they go out with class they can play in any area.
- Playground- we know kids mix up before and after school time but during school we will keep them in cohorts.
- New orbitor on playground is causing us some concern. We have signs now but please remind kids not to sit on the top. We've had several near accidents and some scared kids so we just want them to hang and spin.
- LST's and counsellors are working on finishing all of our IEP meetings and getting all the IEPs completed before the end of month. It's a huge job on top of all the other things that happen at school.
- Andrew has been learning quickly how to be in charge. Usually at the beginning of the year there are lots of kinks to work out with staffing and students. He's been doing a great job!
- For now- No gatherings outside cohorts or large gatherings of any kind at school. Really puts a stop to Community school activities, after school programs, any 'cultural events', etc
- New messaging service: started today and seems to work well. Easier for everyone!

Coming up:

- New visitor badge implementation- on the back is the COVID check, so if you put it on it means you've done the check.



- Voting this weekend in the gym.
- Halloween-hopefully it will be ok outside and we can have a costume parade and 'dance'. Pumpkin patch for littles on the Thursday.
- Parent/teacher/student conferences will be scheduled by phone or Zoom on November 19
- Christmas lunch- Rotary would like to do something. I suggested if they could bring food, we could take it around to each class and kids could eat in their class. Ideas?
- Toy Drive- We can support this and some of our families would benefit from it. Not sure about hampers this year.

## **Community School Report - Shawn Thir**

### **Old business**

- School installed a new commercial dishwasher and kitchen island over the summer. This was paid for by a CVCF grant awarded in January.

### **New business**

- Community school received its normal amount of funding for the year.
  - Doing coffee in the morning every Monday.
  - Meeting with StrongStart ELL families on Tuesdays for English conversation and to build community
  - Currently planning to do after school sports but have to coordinate with EAs and do in cohorts to ensure small groups.
  - Also planning to restart lunch club with Joanne McKechnie. Will also have to run in cohorts to limit numbers of participants.
- Courtenay EI awarded \$1,500 grant from CIBC Wood Gundy for food program.
- Community school applied for an \$8,000 grant to build cabinets along the back wall of kitchen. They will replace the 3 wire racks and cover the width of the chalkboard. Will know result by December. School district will build the cabinets. Construction likely finished by summer.
- Community School managed to secure up to 200 small pumpkins for Courtenay EI. Original plan was for 100 pumpkins for K/Gr. 1 activity but there are enough for each student in the school. Finalizing numbers and should pick up pumpkins later this week.
- Community School is loaning tables and tent to Sunday Station, a non-profit group that gives out food, toiletries, and clothing to the needy every second Sunday of the month. Courtenay EI students wrote notes that are included in sandwiches handed out. Super-appreciated by Sunday Station coordinator. One Courtenay EI teacher is now planning to have her class bake something for an upcoming Sunday Station.

### **DPAC News**

- At the September DPAC meeting, raised the issue of needing a second ramp at the back of the school for students in wheelchairs. School district immediately replied they would get on that. Will need to follow up.

### **School District Report**

Tom Demeo. (Superintendent)

#### **Enrollment vs. Attendance**

- Enrollment - Sept 30th is the final date for attendance in our schools and that is how we get funded.
- Our board and District has been pushing the Ministry to extend that date, as families are still deciding.
- DL has exploded, the majority is from outside of BC. We must register them, do all the paperwork, give a student an assignment and have that assignment handed back before we can claim that student and then be funded for them.
- Approx 200ish students from our District went to DL.
- 181 brand new elementary students, and 65 brand new Secondary students that are in a brick and mortar school.
- On average attendance has been 90%- 95% for Elementary & Secondary.
- Enrollment of International students - we had projected 200, we are at 87 now. We had projected more to come, and we are now able offer them a DL program out of Kamloops who has an international DL license.

Paul Berry - Director of Health & Safety

We were fortunate to have spring break when we did, in planning in March. Didn't know till the second week in August what level we would be in. Most of the work was looking at the ramifications of the safety around COVID, extra hand washing stations, upgrading HVAC systems, all very challenging as all the different groups (worksafe, health office, ministry etc) have different language and navigating what the actual needs and requirements are. So important to get staff back in the school and take the time to train them on the new protocols and get familiar with the new systems. The most constant has been change, sometimes daily. We follow the Ministry's health guidelines. Seeing parents exercise caution when keeping kids home, saw 20% home on Thursday and Friday, which is a very high number. Going forward the Ministry will be sending a new flow chart. The revision will include two big determining factors - Fever and shortness of breath. Children should stay home with those symptoms.

Esther Shatz - Director of Student Services

- Mental health has been a huge focus, for students, staff and families.
  - It is at the forefront of all our planning, lots of professional development for staff before school started regarding navigating mental health. All staff did learning modules by Dr. Stan Cucher
  - All schools have school counsellors & we've been able to add time.
  - All secondary have counsellors as well as youth and family workers.
  - Really focused on reducing Teacher anxiety so as to not spread it to students.
  - Using online teaching sessions for teachers and will extend it to students as well.
  - Parents Together , and Youth Mental Health Canada are examples of websites that we are using as resources.
  - SD71 Resource guide has been updated, it was created at the beginning of COVID, as the Province adds more info, we update it. Can be found on the District website.
  - Community partners are helping so families are accessing support.
  - Counselors are very concerned about Anxiety and the kids that are struggling with it. Sessions are being designed for counsellors to go into classrooms and talk to kids about anxiety, how to handle it, strategies.
  
- How the Federal money is being spent in our district?
  - Spending plan vs reality and moving stuff around as needed.
  - Connections - we had a number of students who weren't going to come back but that turned out to not be as large of a number so some of that money is being allocated in other places.
    - Every elementary school has a full time daytime custodian.
    - 4 Youth and Family program workers at Elementary schools, those workers are placed at our most vulnerable elementary schools.
    - Add time to Elementary school counsellors.
    - Add to our Outreach counselor a mental health component.
    - Resources (books, online teaching, webinar) for mental health and mental wellness is very costly.

Allan Douglas- Director of Instructional Services (K-12)

- Kids faces are showing they are happy to be back at school and connect with friends.
- Some kids are really struggling with being back. And there is still so much work to do to get those kids ready for school.
- Connections - principals were really busy phoning families to see if they were interested, and the overwhelming response was thanks but no thanks. So they connected with NIDES and DL teachers will reach out and find out what works best for that family. How do we keep connected if they want to be connected? Ultimate goal is to get kids connected to Kids.

## 5 New Business

- BCCPAC/DPAC/PAC - Zoom License volunteer - District has Zoom license and PACs need to get in contact with Josh Porter via [josh.porter@sd71.bc.ca](mailto:josh.porter@sd71.bc.ca).
- What Mental health help does your school community need? - Reps please have these conversations and report back at the next meeting.
- School open houses & Parent teacher interviews during COVID - Are these conversations happening with PACs & Admin? Suggestions? Please send DPAC an email.

## School Board Report - Kat Hawksby ([Kat.hawksby@sd71.bc.ca](mailto:Kat.hawksby@sd71.bc.ca))

- By-election for school trustee area C coming up
- New Secretary Treasurer starting soon
- Next board meeting is Oct 27 @ 7pm in person at Isfield

## Budget Report - Ceilidh Iwanson

- General Account \$8,147.06
- Gaming Account \$3,160.32
- Received letter stating that our grant application was approved and they will be depositing \$3700 into our gaming account.
- Which will bring our total to \$ 6860.32
- Subway Hot lunch brought in \$87.36
- Rainy day money - Teachers can come to a PAC meeting or email PAC with their idea to request these funds
- Holiday Celebration - general support for activities
- Budget approved by vote

## Chair Report - Renee Chapman

### Bylaws

- Voting on this at next meeting please read bylaws - will be posted on FB page. We need 75% to vote in favour to approve these bylaws. Main changes we made: a change to the years a member may hold an executive position as there were two different numbers in the document. We also changed anywhere that is listed "must be present in person" we added or online meeting. Small grammatical changes were also made

### Road Safety

- Parents have been raising concerns about this
- The road between our school and the adult learning building directly across the street is being jaywalked at both pick-ups and drop offs. Sometimes students on their own but even with parents.
- A parent has also contacted the city and the police via email. Answerback entailed the city could do nothing as there are crosswalks at the start and finish of our school zone already.
- The police have upped their presence in our school zone.
- A parent also brought to our attention a BCAA road safety program that exists - build for leadership. Containing materials for crossing guards.
- This program would require a subcommittee to run if there is anyone who would like to follow up and lead this initiative

### Outdoor line up issues

- Multiple parents have voiced concern about weather at drop off and pick up

- Suggestions – staggered starts, cohorts entering through different doors with supervision, Giant tent that can withstand the weather
  - We found a company willing to rent to us for \$200/month (Usually \$800/week)
- For now Catherine doesn't think we can change this unfortunately

#### Bulletin Board

- Research has found these expensive ... we'd like to put out on the PAC page seeing if we can utilize a parent/grandparent in making one to save costs.

#### Ponchos

- Ponchos of good quality have been found at a discounted rate (28.95 each) but in total costing \$723.75. The school has agreed to meet PAC halfway with this purchase. Daryl Robbins has agreed to sponsor us.

#### Christmas Toy Drive

- Santa's workshop is shut down for this season Christmas hampers might be a NO GO..
- We have been contacted about a toy drive this year for Christmas. Done by Sumiko Playfair.
- If PAC is willing to help organize this - BRAND NEW toys or money can be collected
- Catherine is willing to pass along the info to teachers and have this run mid Nov to mid Dec.
- Let's find out when we need the toys in by, then make a flyer and get teachers on board.

#### Hot Lunch Coordinator

- Huge thank you to the parent lunch volunteers for jumping in and taking on lunch programs that have proceeds that go to the teachers. (Sydney, Tammie, Christine P, Alicia, Shawn & Ceilidh, Stacey and Renee)
- Next months hot lunches are: Pita Pit & Cobbs

#### Fundraising

- First fundraiser is Purdy's (ran by Cynthia)
- Dates: Nov 2-20
- Will be needing to form a committee for help with sorting orders on Dec 3
- Participation & Sales awards

#### Upcoming Holidays/Events – Halloween update (Stacey)

- Ghost hunt - Ghosts hidden in school each class can submit their count and closest guess will receive a prize
- Guessing jar - guesses by donation. Closest guess wins the jar

#### Public Relations/Social Media

- We have appointed Stacey as our Facebook page moderator
- This job entails having her update the PAC page with announcements, reminders and forwarding any emails sent home by Catherine. This is a huge job and we'd like to thank her for taking on the job and exceeding our expectations.
- Posts on PAC Facebook page will be by approval only

#### New Business

- Minutes - send to catherine to post on sd 71 page
- Post a pro d day list on the pac page

#### Meeting adjourned at 7:36pm

**Next meeting is Monday, November 16 at 6:30pm on Zoom**

