**Highlands Parent Advisory Council**

**General Meeting Minutes**

**Monday Sept 21, 2020**

**Call to Order:** 7:00 pm

**In Attendance:**

**Executive:** Leanna Leffler (Chair), Tanya Waugh (Treasurer)

**Partner Groups and Guests:** Christie Johnson (Vice-Principal), Chris Johns (Trustee), Bill Johnson (Principal), Heather Ackert (Teacher Representative), Parents: Natalie Brons, Allyson Tozer, Tifanee Wik, Caitlyn Flint, Rebecca Jantz, Robin Hartt, Stephanie Kress, Meghan Hatala & Jolene Charbonneau

**Regrets:** none

**Agenda:** Approved as circulated

**Minutes**: Approved as circulated

**Principals Report**: **Bill Johnson**

**Changes**

* Enrollment 220 – down 18 from last year – small Kindergarten classes
* Jennifer De-Keiviet is filling in for Kindergarten this year
* Stephanie McDowell and Cassie Buch share the Grade 2 position
* Budgeted for 9 EA’s. New to Highlands is Sarah Mooy. Two Postings still not filled
* Zoe Damant is back as our SST Teacher (1.0) along with Amanda Renzie (0.3)
* No counsellor / YCW at this time

**Student / School Highlights**

* Health and Safety our first priority
* Relatively smooth start – lots of team work happening this year
* Students are doing great with new COVID routines
* Change made to Health Check for staff and students
* Looking for ways to run Paarlauf and school sports
* October focus is Every Child Matters
* “Shout out” positive behavior program happening again this year
* Breakfast Program will be up and running soon but will have less options – thank you to President’s Choice
* Kindergarten classes working through their gradual entry
* Primary reading program to begin
* Running Club starting soon - Tuesdays and Wednesdays

**Informational Updates**

* FSA to begin in early October
* CHEQ Survey is being administered to Kindergarten parents
* Highlands Growth Plan
	+ Encouraging results from Guided reading
	+ Exciting work aligning core competencies with aboriginal perspectives (including monthly themes)
	+ Continuing a focus on co- and self-regulation

**Important Dates**

* Terry Fox Walk Sept 24th (will look very different)/ Toonies for Terry collection this week
* Orange Shirt Day – Sept 30th

**Trustee Report: Chris Johns - See attached newspaper article mentions the following:**

* Mount Baker replacement
* Fernie needs another middle school (Isabella Dicken has 9 portables)
* Special education funding
* Mount Baker School – renovations instead of full replacement – in very early stages of this alternate plan



**Teacher’s Report: Heather Ackert**

* Kids are very happy to be back at school and doing well with the new protocols
* FSA’s are going forward this year – teachers are against the testing but especially in this particular year with the pandemic as they are already losing a lot of instructional time due to handwashing and extra cleaning (estimates at least 30-60 minutes per day is spent on this)
* 40th Anniversary of the Terry Fox Run

**Financial Review:** General Account $20,077.23

 Gaming Funds: $128.17 plus grant amount we may receive this year

**DPAC Report: Sep 16/20 meeting**

* ‘Kids These Days’ book by Jody Carrington still available $10 contact DPAC through Facebook to get your copy (SD5 DPAC)
* Volunteers can’t be utilized right now due to Covid, so most extra-curricular items are on hold until further notice including hot lunch, school sports (basketball, volleyball) etc
* School District has hired extra counsellors to help with Mental Health during the pandemic
* Indigenous Education Pro-D Day on Sept 18/20

Keynote speakers include Senator Murray Sinclair and Hereditary Chief Sophie Pierre

* AGM for DPAC is Oct 14/20 – see attached for list of positions
* Zoom licences will soon be available to PACs to hold longer meetings

**New Business**

* New PAC Executive Members: Secretary – Tifanee Wik, DPAC Rep – Leanna Leffler, and Vice-chair – Robin Hartt

**Committee Reports**

* Hot lunch is not able to run at this time due to Covid. Will update if/when this changes.
* Kindergarten/New Student T-Shirts will be handed out this week
* Christmas Village Nov 25-28 more information will be available next month
* Highlands Huskies Logo Clothing order will be online again through the hot lunch site late October or early November

 **Funding Requests:**

* Red Cedar Readers ($500)

Motion to spend up to $500 put forward by Meghan Hatala, Second by Robin Hartt

PASSED

* Online Reading Subscriptions ($1000)

Motion to spend up to $1000 put forward by Robin Hartt, Second by Tifanee Wik

PASSED

**Tentative PAC Meeting Dates:**

Oct 19/20

Nov 16/20

Dec 14/20

Jan 18/21

Feb 22/21

Mar 15/21

Apr 19/21

May 17/21

Jun 14/21 AGM (Annual General Meeting)

**Correspondence:** NTR

**Questions/Comments:** NTR

**Next meeting:** Oct 19, 2020

**Meeting Adjourned:** 7:42 pm

2020-2021 SD5 DPAC Executive

Call for Nominations Information

“*The purpose of the Council is to support, encourage and improve the quality of education and the well-being of students in School District #5 by:*

1. *Exchanging ideas and information among Parent Advisory Councils in the School*

 *District.*

1. *Providing information regarding educational and community matters to parents and Parent Advisory councils.*
2. *Providing the parental voice to education decision-making organizations affecting the School District.”*

*-from Southeast Kootenay DPAC Constitution and Bylaws*

Our members consist of one parent representative from every public-school Parent Advisory Council (PAC) in SD#5.

As a DPAC Representative, some of your responsibilities are,

* + Gathering your PACs views on issues to bring forward to DPAC
	+ Reading of Agenda package prior to meeting, in order to facilitate discussion and/or voting.
	+ attend DPAC meetings
	+ reporting back to your PAC on the DPAC meeting
	+ completing tasks, attending meetings and conferences that you have volunteered for and report back to DPAC

If you are interested in becoming a DPAC representative for your school, please contact your PAC Chair. Your efforts will be greatly appreciated.

**DPAC Executive**

**Roles & Responsibilities**

All executive members must understand and abide by the council’s constitution, bylaws and code of ethics.

#  **Chair;**

This position could be filled by any DPAC Rep. and requires organizational skills. Must be willing to consult and report to the membership. Speak and abide by the membership’s directions.

Duties include but not limited to; attending meetings, agenda building, proof reading minutes, treasurer and committee reports, sending and receiving of agenda packages, information, notifications etc., liaising with the district, union reps, BCCPAC and all SD5 PACs, updating website and/or Facebook page, representing all SD5 parents on a multitude of occasions (Approx. 8 – 10 hrs. per month, based on commitment)

# **Vice-Chair;**

This position could be filled by any DPAC Rep.

Duties include supporting and assisting the Chair in their role. Assuming the duties of the Chair in the Chair’s absence or upon request. (Approx. 1 – 4 hrs. per month, based on commitment)

#  **Secretary;**

With the move to web-based conferencing this position could now be filled by any DPAC rep.

Duties include attending meetings, note taking, filing a “1st draft” of minutes to the

Chair within two weeks of any meeting and making any necessary adjustments

(Approx. 2 - 4hrs. per month)

# **Treasurer;**

Due to the nature of this position it is best filled by a DPAC rep. in close proximity of the executive members. Some accounting knowledge is preferable.

Duties include ensuring all funds are properly accounted for, disperse funds as authorized by the membership or executive and ensure that proper financial records and books of accounts are maintained. With the assistance of the executive, apply and submit records for yearly gaming grant, draft an annual budget and financial statement to be submitted to the annual general meeting and report on all receipts and disbursements at general and executive meetings. (Approx. 2 – 4 hours per month)