**Claremont Secondary Parent Advisory Council**

**Meeting Minutes for Tuesday, January 17, 2023**

1. Review and Approve Agenda
   * **MOTION:** To approve the agenda for Jan. 17 meeting by Josie, seconded by Christine APPROVED
2. Review and Adopt Minutes of November 15 PAC Meeting
   * **MOTION:** To adopt minutes from November meeting by Jenny, seconded by Christine APPROVED
3. President’s Report – Marian
   * **Spring Funding:** Some funds remain and they will be allocated in Feb/March. Preliminary discussion will occur at early February PAC Executive meeting. Final discussion and voting to be done at March PAC meeting before spring break. Will also discuss contingency fund to be left for 2023/24 school year. In past years have left ~$6000. Consider whether to postpone February PAC meeting, need to ensure we meet often enough to adhere to Constitution. **ACTION:** Check PAC Constitution for number of meetings required and announce decision about potential cancellation of February PAC meeting - Marian
   * **Guest Speaker:** PAC Executive and Admin team are planning to host a speaker for the parent community in February on the topic of Equity, Diversity, and Inclusion. The Executive discussed current topics of importance to the school community and racism was highlighted. This event may be in person and/or virtual and the hope is to invite other PACs in the District to attend. Marian and Aaron are seeking an appropriate speaker. Details to follow.
   * **SD 63 Parent Participation Night - Indigenous Peoples Atlas of Canada:** Thursday, February 23 at Bayside. Opportunity for PAC representatives and Administration from across the District to meet together in a workshop format. A few members of CPAC will represent Claremont at this event. All school PACs are being invited. Trustees as well as school and district administration will also be in attendance. This Giant Map shares the stories, perspectives, voices and history of the Indigenous Peoples of Canada. It includes historic and contemporary maps and explores themes of language, demographics, economy and culture. Important topics such as treaties and residential schools are covered in-depth, as well as the contributions of Indigenous Peoples, their oral traditions and land-based knowledge.
4. Administration Update – Aaron
   * **Assessment Week:** January 23-27, with Copernican Days on Monday and Tuesday. Course completion time to ensure all students can finish semester one strongly. Semester two time tables will be provided on Friday, Jan. 20 in home rooms.
   * **Report Cards:** First time as digital only reports. Each student will have username and password to access and should share with parents/guardians. If families are not able to access, please contact Administration. Goal is to reduce use of paper and effort needed.
   * **Meet the Teacher Night:** Planned for Thursday, February 16 with a focus on giving opportunities for Grade 9 & 10 parent sand guardians to meet teachers and get to know the school. Details to follow.
   * **Course Selection Night:** Wednesday, February 22. Many presentations planned - for incoming Grade 8, speciality programs, Claremont Sports Institute etc. Details were in last message to families from Aaron and more will come.
5. Parent Concerns
   * **University Visits:** Some concern that some large Canadian universities are not represented at the post-secondary profile sessions at Claremont. Aaron advised that BC high schools are the focus for BC and Alberta post-secondary institutions, not so many institutions from central and eastern Canada recruit here. Students who would like to have a session with these universities can ask at the Career Centre and staff can arrange a virtual session.
   * **Vandalism in the Student Parking Lot:** There has been some vandalism and Administration have dealt with this. Students and families with concerns are encouraged to report immediately to Administration so action can be taken.
   * **Exam/Midterm Schedules:** Some concern about exam schedules for heavy courses overlapping or occurring on the same day. Aaron noted that staff work very hard to ensure this does not happen, but it is a very busy time. If there are schedules that need to be adjusted, please speak to Administration.
6. Guest Speaker Topics – Marian
   * Sources of speakers include UVic Speakers Bureau. Don has shared this site with Marian.
   * The goal is to have 1-2 speakers for parents per year.
7. Review Financials – Don
   * Began school years with ~$40,000. $30,000 was allocated to teacher request in the fall term. $7800 remains and $9200 was given in parent donations, ~$17000 unallocated.
   * Discussion on how to allocate remaining PAC funds in light of funds provided to schools by the Province this year. These provincial funds may not be able to be carried over, but PAC can hold funds for next year. Further discussion to occur at February PAC Executive meeting and at March PAC meeting. **ACTION:** Add funding discussion to February PAC Executive meeting agenda – Marian
   * Country Grocer Gift Cards were picked up after submission of Country Grocer til receipts. $700.39 in cards. Discussion about how to use these cards. In the past, they have been given to support the breakfast program. Suggestion to give to teachers for in class celebrations. PAC decision at past meeting was not to fund food for parties and to ensure that Country Grocer cards supported breakfast program and students in need. **ACTION:** Deliver Country Grocer gift cards to Belinda Waller at Claremont - Jenny
   * Signing authority currently lists Don Mellings, Belinda Waller and Marian Greco. Belinda has completed her role with the PAC so needs to be removed. Kelly Perry as Vice -President is a sighing authority **MOTION:** To add Kelly Perry as signing authority to the Claremont PAC by Jenny, seconded by Christine. APPROVED. **ACTION:** Arrange for Kelly Perry to be added as signing authority – Don
8. COPACS Update – Bernard
   * Last COPACS meeting was January 12. Bernard will update at next PAC meeting.
   * Jenny attended the new COPACS Climate Committee meeting. Several initiatives underway to encourage and support more climate action in the District. The Canadian Cancer Society is undertaking a shade audit of school playgrounds and fields. Details to come.
9. Adjournment

**MOTION:** To adjourn the meeting by Jenny, seconded by Christine APPROVED

**Next Meeting:** Tuesday, March 14, 7:00 PM - in person and online with MS Teams