

## Claremont Parent Advisory Committee (CPAC)

### Regular Meeting - Minutes

Tuesday, January 21, 2025 – 7:00pm

*Learning Commons, Claremont Secondary or online via MS Teams*

Richard Anthony was in attendance as presiding officer, Jennifer Magnusson was in attendance as secretary.

#### 1. Welcome & Territorial Acknowledgement

- The meeting was called to order at 6:02 pm

#### 2. Adoption of agenda

- A motion to adopt the proposed agenda was made by Jennifer M. and the agenda was adopted.

#### 3. Administration Update (Aaron B.)

- **Daily News** – loss of Laura in front office (now at Lochside Elementary), new temp person Tracy getting into routine
- **Spring Funding Requests** – look at unfunded Fall requests along with new Spring requests (due to Christine by Feb 10)
- **PAC Website Transition** – District Tech needs to remove old PAC site connected to previous Moodle page (according to Robin – for security reasons); thank you to Bernard T for possible new webpage solution; what do we want it to look like and what do we want on it? What are we getting in terms of traffic - ROI
- **CSI Program Fees** – looking to solidify our CSI (Claremont Sports Institute - Rowing, Aquatic, Lacrosse, and Golf) fee situation for 2025/26, PAC sign off required even if fees don't increase
  - Proposed increase of \$50 for 2024/2025 doesn't really go very far
  - Trustees don't want to keep increasing, but parents are willing to pay increased tuition to keep programs going
  - No requests this year to raise fees; what about next year?
  - Not all costs are reflected in the program fees (e.g., Island Swimming)
- **Coupon Book Update** – two groups that were originally committed opted for other fundraisers (Music & Robotics); can't do the fundraiser as a school so that is kind of restrictive
  - Fundraisers currently have to be cash only but that doesn't reflect the reality these days; school has a machine but it has to be run by staff
- **Celebration of Life** – Mr. Macri's COL will occur on Sunday Feb 16 from 2:00 – 5:00 pm (hosted at Claremont); currently working on the plan to include students when appropriate; PAC contribution is available
- **Vending Machines** – looking at replacing all old vending machines with 2 new ones that will be cashless
- **Parent Engagement Evening** – Jan 29 @ Bayside; looking for 3-4 PAC members to join our school team; one or both counselors will be there as well; looking to increase participation; Kirsty & Jennifer can go and possibly Tynke
- **Principal Evaluation** – Feb; there will be survey questions sent to staff members and any parents who've worked closely with Aaron B over the past 3 years; Paul McKenzie will also look to meet with groups
- **Robotics Program** – Thank you letter sent to Aaron B to pass on to the PAC

#### 4. Approval of last CPAC Minutes (October 2024)

- The minutes from the October 15, 2024 meeting were shown at the meeting. No motion to approve was made – we will need to approve these minutes at the next meeting.

## 5. President's Update (Richard A.)

- **Staff Appreciation** – Kirsty: went really well and the staff felt appreciated; we had financial through EMT option and we stayed within budget; able to buy extra food because we were low on sign ups but we ended up having leftovers; Judy S was amazing and is willing to help in the spring; International Potluck style suggested for Spring; there are always people who get involved in the TA days who aren't involved in the PAC so it's good for engagement; we need to identify a date in May (Richard will ask Aaron)
- **Increasing Parent Participation** – Executive has resumed discussions this year as to how to increase parent participation in the PAC?
  - Food, social time, guest speaker – increases participation but not a lot
  - Focus on Royal Oak in the Spring to encourage transition; can we reach out early in the Spring; Grade 8 rep might be willing to come on board
  - Lack of communication – reaching out to parents to find out what they want to discuss; can we send out a targeted email invite once a month
  - Ask friends and social circles personally
  - Send an email out to the parents who participated in the Teacher Appreciation and invite them to participate / attend meetings
  - Leadership program at school – students can come and sit in on meetings as student representatives
  - Clubs or groups we support can come and showcase what our support has helped them do

## 6. Treasurer's Update (Tynke L.)

- Gaming account (restricted): \$22,046.49
- General account: \$13,105.01
- Total: \$35,151.50

## 7. COPACS Representative Update (Bernard T.)

- **ERASE website** – reporting tool for Bullying and other types of harm
- **Cellphone policy** – No issues since cellphone policy was enacted
- **Transportation** – tap on/tap off but most students ignore it; district is starting to free up seats by bumping students who've never tapped and find ghost riders who ride without registering
- **New business motion** – consider contributing funds to COPACS for parent education for next year (motion made but not yet approved); seems easy to give money if COPACS has capacity to organize things

## 8. Open Discussion

- **Constitution update** – we will be meeting tomorrow to update our Constitution and Bylaws; is there anything that people want to see updated?
  - Number of meetings required per year
  - Support breakfast program? Yes – through Country Grocer
  - Ensure that we follow the procedure for changes
  - We will be taking a look at other PAC constitutions and bylaws for comparison
- Open floor for questions from parents
  - Ideas for presentations at PAC meetings
    - Maybe something around athletics (e.g., concussions – Bernard works in the field) – could get coaches to push the invite out to their students; maybe in April? Run dates by Aaron – figure out how big it might be and have it in the LC or the theatre; Claremont + Royal Oak grade 8 parents

## 9. Adjournment

- A motion to adjourn the meeting was made by Richard and the meeting was adjourned at 7:03 pm.

## Attendance:

### In person:

- Claremont Principal: Aaron Buckham
- President: Richard Anthony
- Vice-President: Kirsty Hooker
- Treasurer: Tynke Landsmeer
- Secretary: Jennifer Magnusson
- Members at Large: Jenny Eastman
- COPACS Rep: Bernard Tonks

### Online:

- Members at Large: Reet Dangerfield

### Regrets:

- Members at Large: Eagle Su, Kelly Perry
- Grad Parent Committee: Jen Furtado