



Coghlan Fundamental Elementary School PAC

Meeting Minutes

Held in CFE School Library, Oct 18, 2024

1. Welcome

Vice President Shelan McFadyen chaired the meeting, and welcomed those present and attending online via Skype. Meeting was called to order at 9:05a.m.

2. Introductions & Quorum Determination

14 in attendance, including Parents, Principal and PAC Executive.

PAC Executive

- Michelle DeRossi - President/Chair
- Shelan McFadyen - Vice-President/Co-Chair
- Erin Daigneault - Treasurer
- Tannis Boon - Secretary
- Kelli McAninch - DPAC

Principal

- Isabella Lam

Quorum declared by Shelan.

3. Approval of Agenda

- Motion to accept made by Karen, Seconded by Kelli. Approved. No additions requested.

4. Approval of Previous Meeting Minutes

- Moved by Nicole, Seconded by Tannis.
- Motion to adopt made by Karen, Seconded by Christina.

5. President's Report - provided by Shelan

- Apple Fundraiser was a big success, raising \$1076.00 for the school
- Spiritwear is for sale. New designs and colours have been added. **Nov 8th is the deadline to order, with no additional future dates planned if you miss it**

- Stay Safe (ages 9 to 13), and Babysitting (ages 11 to 15) courses are scheduled for Nov 8th (Pro D Day), and are now available for sign ups. Students are encouraged to invite their friends, as the spaces will book up quickly. Neighbouring schools and communities have been invited to sign up as well.
- Surprise pumpkin patch is scheduled for Oct 22nd. Volunteers needed for pickup/dropoff/set up of pumpkins as well as for the carving/decorating day on Oct 23rd.
- Halloween Event - Movie Night/Trunk or Treat is being held on Oct 24th and is available on Munch a Lunch. Pizza available for pre-order or limited quantities at the event. Volunteers needed for trunk or treat, concession, set up & clean up.
- Christmas Market is scheduled for Nov 16th, 10am to 3pm
- Includes 30+ vendors, bake sale, concession, raffle, 50/50 and food bank donations
- Volunteers needed for providing baked goods, set up/clean up, concession, etc. Volunteer sign up sheets will be put out on the Coghlan Families Facebook group ASAP

6. Treasurer's Report - provided by Erin

- Movie streaming: the Langley school district has purchased a blanket streaming licence for all in the district, so there is no need to purchase an additional one
- This is likely why we received a reimbursement last year, as our school paid for it separately
- the DPAC fee membership has been submitted for reimbursement
- We have received the \$4460.00 gaming grant
- We have received money in from parents from Munch A Lunch orders, though the food must still be purchased from that, so it is not an accurate number for that account
- Erin will add a line in the budget for food proceeds vs. food costs

7. Vote in the 2024/2025 Budget

- Motion to vote in - Nicole. Seconded by Kelli.
- In favour - all
- Opposed - none

8. DPAC Report - provided by Kelli

- went over respectful meeting guidelines
- always record and track expenses, including anonymous donations (this helps for succession planning to help keep accurate budget and expenses recorded)
- Food Safe courses available at zero cost for four people per PAC, per year
- A portion of the costs for 1st Aid courses and Educational books for parents wanting to volunteer may be submitted for reimbursement from DPAC

- PAC 101 & Treasurer 101 course being held on October 24, 2024 at the Langley School Board building from 7- 9pm (No second date at this time. Please reach out to the DPAC for possible small group private training)
- Langley DPAC does pay for a private ZOOM licence. Please reach out if needed to see if dates available.

Kelli provided a summary of the Superintendent's report (Superintendent Mal Gill was not available, so Director of Student Support Services Michael Morgan provided it in place of Mr. Gill)

- SD35 does have a movie licence for teachers (more info to come to do fundraisers)
- 26000 current student enrolment status
- Teacher positions have been filled, excluding leaves.
- NEW middle & high school will be built in the Willoughby slope area, estimate completion end of 2027
- Doesn't have numbers for SEAS/non-enrolling (resource teachers)
- Special Presentation - Feeding Futures with Michael Carlyle (slide show that was presented with be available on DPAC website soon)
- Breakfast and snack program available at all Langley Schools; supporting those with food insecurity
- Lunch Lady food program rolling into schools: this is optional for parents, not supposed to effect PAC hot lunch

Q from a parent to SI: How many unfilled SEA positions and how many non-enrolling teacher positions (resource teachers) are unfilled?

A: Michael Morgan, our Director of Student Support Services didn't have those numbers available.

Th next DPAC meeting will be held in person, at the school board office on November 28, 2024.

9. Fundraising Report - provided by Shania

Current fundraisers:

- Stay Safe/Babysitting - Nov 8
- Halloween Move Night/Trunk or Treat - Oct 24
- Neufeld's - Nov 1 to 15 - delivery Dec 22
- Purdy's Chocolate - Nov 7 to 29 - delivery Dec 6

9. Principal's Report

Report attached.

General discussion on food drive/Christmas hampers

Agreement to go ahead with a food drive starting Nov 18th
Christmas Hampers

(1 per class, which will be provided to one family) ie: 10 hampers will be distributed to 10 families. Each child will be assigned a specific type of food item, ie: soup, crackers, pasta etc., so that they hampers are well rounded. This is entirely voluntary. Should there be any additional items donated, over what is needed, those items will be added to the food bank donations.

Parent Volunteers

Ms. Lam would like to remind all volunteer parents that are in the school to sign in/out on the volunteer clipboard that is located at the office. They will be given a name tag at sign in.

For parents wishing to volunteer at the school on an ongoing basis, they must get the Police Information Check, (ie: criminal records check), done at their local rcmp detachment. The clearance letter is then provided to the school office, whereupon parents will receive a Community Volunteer Letter of Understanding. This has important administrative guidelines and procedures that must be read and signed off on.

Should you wish to do so, please email Ms. Lam with your request for the criminal records check, and a letter addressed to you will be issued so that the fee for the check is waived.

10: Questions for Ms. Lam:

(Summarized, not directly quoted)

Parent: Is the Entrepreneur Fair happening this year for Coghlan students? There has been discussion amongst the students and parents about potentially missing it, due to it being the teachers' decision if the class participates. If the teacher decides to do it every other year, then children in split classes or in a teacher's class that doesn't participate may not get an opportunity. Is it just grade 4s and 6s that get to attend?

Ms. Lam: It is unknown at this time, but grades 4 through 7 can participate so all students should have an opportunity to participate at some point.

Parent: Coghlan standard testing results have declined, and our school's ranking has gone down considerably in the last few years. Other fundamental schools are excelling, while ours is way behind. The Fraser Institute testing shows Coghlan's score as a 5.3/10 in 2022, 6.2/10 in 2021, and 7.6/10 in 2020. Why is that and what is being done to bring the standards back up? What was originally a very well sought after school for

parents no longer seems to have the same appeal. Kindergarten classes are not being filled up in the choices program the way that they used to be.

Ms. Lam: On Oct 4, the school improvement date, she met with staff/teachers. Reading levels were reviewed and discussed. As a staff, we use data to inform our teaching and learning for our students, and we identify students who are needing more reading interventions to support with developing appropriate reading skills within their grade level/level they are at. Michelle Penner is our Literacy Learning Intervention Teacher who helps to support this work, alongside staff. She is at our school 1.5 days per week (3 mornings per week). Stacey Dary is one of our District Literacy Teachers who is working with teachers to support literacy instruction in the classroom (including the program that she is running). Staff are aware and has a guiding coalition committee to support our Action Plan for Learning goals in reading. Ms. Lam, Ms. Dary, Mrs. Chan and Ms. Hunter are our guiding coalition members who are working together, alongside staff, to identify learning needs for our students. The District has given schools time per week to continue to plan for assistance in best supporting students. Literacy and numeracy are tested in grades 4 and 7 (FSAs), including other school-wide and district-wide assessments across the grade levels throughout the year. Reading is the biggest goal this year at Coghlan.

There was discussion at the meeting of how the decodeables purchased by the school are an excellent tool and how they had amazing results by the primary students in Ms. Dary's class. There was also discussion about the reading program run by Ms. Gander, whom some of the older students at Coghlan had as a teacher in their primary years.

Parent: Why is there no reading program set up for each class? For the primary years Kindergarten, grades 1 through 3, some have programs and others don't. Momentum is lost if there is no continued program from one grade to the next. Students do very well on a reward based program, where you keep track of how many books are read. A reading calendar/log is an excellent tool to use and provides incentive for the students to participate, but not all teachers do this. There needs to be more books available to be sent home with the students, on an ongoing basis.

Ms. Lam: We are wanting students to build phonological awareness, and will speak to staff about a reading program.

10. New Business

Sports Equipment

- Ms. Lam confirmed that students are allowed to bring in their own sports equipment to play with at recess and lunch
- For the teachers' bins of sports equipment, a list of requested items per class will be posted, in the case that families may have some gently used items at home or wish to donate new, in lieu of PAC purchasing the items at this time

Meeting adjourned at 10:48a.m.

The next PAC meeting will be November 20th, at 6:00p.m., in the library and via Skype.