

May 16, 2023

Parent Group Minutes

Head of School Report

- **Emergency Preparedness Update**
 - Staff are assigned to various emergency function positions (based on their skill sets – including a search and rescue volunteer, the school nurse and a firefighter who will be joining the dorm staff next year)
 - Currently we have enough stored food, water and blankets for 70 people
 - Suggested that we have parent filled bags for each child with snacks, activities and a list of emergency contacts
 - Suggested we print lists for emergencies that include a list of kids and who they are allowed to be released to – for easy reference in the chaos that often ensues an emergency pick up scenario
 - Suggestion that when the school closes early (eg, due to weather, power outages etc), there be pre-printed class forms to make the sign-out process more efficient.
- **SJA Leadership Team Building**
 - The school is on a trajectory to build a new facility, making this an important strategic planning moment. We need to focus on:
 - Evolving vision and purpose, reconfirming our mission and core values
 - There will be a leadership retreat in June (3 days) near Comox – team building for operational (Bernice, Jenny, Chris, John) and educational (Burkie, Bradley, Kim, Christine) lead staff. The retreat will be facilitated by an outside facilitator (Joanne Kingston, currently at Aspen Grove).
- **SJA Board is comprised of owner and two investors, but Tom (owner) is the primary contact).**
 - SJA is applying for CAIS and NIAS – will need to expand the Board to include community members and experts who may be able to aid in the development of our school
- **DP Diploma Application Update**
 - Before John became our Head of School – we applied for the DP candidacy. In the Spring of 2022, we appointed a consultant.
 - Teachers did training October 2022, aligned with student priorities and interests.
 - Report from IB received in March 2023 with advice on matters for successful application.
 - The verification visit was to make sure paperwork is accurate on site/in situ. Need to show progress over time (to ensure we are achieving our vision). Columbian team and Canadian lead – reviewed all documents and checked everything.
 - The feedback was that SJA is strongly aligned with the IB mission – glowing reviews about our policies (normally a challenge); mission/vision/outdoor education/location/connections with other

- schools – rave reviews. Our strongest asset is our teachers (course outlines).
 - Questions from the verification team focused on the state of facilities (science, ordering resources, ventilation of art studio and examination lock-up).
 - This work has to be done in the summer.
 - Next step is the accreditation review – approx. 6-8 week (including prep of report) wait for authorization confirmation (different levels can be approved). We are anticipating they will want confirmation of facilities (pictures, contractor documentation, equipment ordering etc). Hope to receive something around mid-June.
 - Assuming approval, SJA is planning to deliver curriculum in September.
 - We will be given a deadline to address facility upgrades, we will need to meet it in order to deliver the IB curriculum next year.
 - Science lab upgrades include: counter top, coating on counter, sink, gas taps etc; safety equipment in place.
- School Expansion/Development Update
 - Budget will be shared next month. The football academy has had significant uptake (75 students in boarding is our goal – if the soccer academy has an additional 17 joins, we will have 62)
 - We are waiting for invitation from CVRD to get approval of plan (hopefully in June). The original plan was for 1500 kids – not possible, and not community-supported.
 - The current plan is for a maximum of 544 on site (including staff and students). No more dorm units, only an academic building. Also committed to support rail trail.
 - Easter Seals – open house around June 1 (may have an update then).
 - Spoke to Malahat Nation – they had questions/points of clarification; Nation understands our development plans.
 - Staff housing no longer on site – only for dorm onsite staff.
 - Possible parents have a dwelling and could assist with staff housing shortage, even in short term.
 - CVRD decision is forthcoming – it would be helpful to petition support from the community.
 - John has drafted points to include in letter – send to Urban Strategies to compile. Have this done by end of May. The more people personalize it, the more power it will have.
 - Parent Group to provide a form letter to be altered or signed to show support.
- Parent Group
 - Call for nominations – any parents welcome to join the executive, please send in your nominations.
 - Fundraising

- Fundraising opportunities – support school activities; plan what to do for next year (just a couple of events)
 - Junk to Genius idea – big event; given a box of recyclables, could bring a box of their own (businesses paired with staff leads), food, drink sales etc.
 - Other ideas include: Christmas – wreaths and poinsettias; community garage sale (including uniforms); art auction; Halloween trunk/treat event (parents donate trunks to dress up and create games etc for community to visit).
 - Fun Fair is the school event at the moment (no fundraising).
 - Agreement that a big event is preferable to many small fundraisers.
 - Important to consider where funds will be allocated.
- Budget 2023/2024
 - Tabled for next meeting as we currently do not have a budget. Follow up with Lian re: Gaming Grant for next year.
- Fun Fair – Uniform Swap and Shop
 - Items will be tagged (anonymously) and hung up for viewing. \$5 buy in for clothing to be sold.
 - Parents asked to fill in a form that was sent out.