

**PROFESSIONAL DEVELOPMENT MEETING**  
**Wednesday, Oct 3, 2018**  
**Sunset Library, Port McNeill – 4:30 pm**  
**MINUTES**

Attendance:

Shawn Gough	VINTA
Robert Fyles	PHSS
Melanie Demoe	EMX
Jacqui Sneazwell	SSES
Nimfa Casson	NISS
Sarah Soltau	SSES
Jillian Brown	EVES
Kendra Sharpe	NISS

1. Expense vouchers & 'Call to Order'. Sarah Soltau, Chair: 4:35PM
2. Review/adoption of agenda dated, October 3, 2018.

**MOVED: Fyles/Casson**  
**CARRIED**

3. Review/adoption of minutes dated, September 5, 2018.

**MOVED: Fyles/Demoe**  
That the minutes of September 5, 2018 be adopted.  
**CARRIED**

4. Business:
  - a) Action List from September 5, 2018 meeting's minutes  
-Completed/carried onto Action List for November
  - b) October 19 Pro D:  
CPI refresher – full day  
First Aid – full day  
Food Security – Leslie Dyck  
U'Mista Cultural Centre – Kwak'wala with Elders  
Must call and register for Kwak'wala with Elders. A second different session on November 23 as well.  
Set BC workshops

- c) CPI upcoming dates -  
October 19 – Full Day refresher  
January 7 – Morning refresher  
May 10 – Full day and half day refresher

First Aid upcoming dates -

October 19 – Full day

April 23 – Full day

Reps please post this information in your schools. Reps should also kindly forward information to CUPE.

- d) SURT -  
booking for Feb 9/19, Infusing Aboriginal Content into Classrooms. Shawn will book. Location TBD
- e) Joint Pro D meeting -  
The calendar stated that Nov 23 is a school based Pro D when it is actually a District day. This has been corrected.

**MOVED:** Fyles/Demoe

That the VINTA Pro D Committee move into committee

**CARRIED**

**MOVED: Fyles**

That the VINTA Pro D Committee rise from committee.

**CARRIED**

The Chair reports that Joint Pro D issues were discussed.

A SBO employee will now be taking attendance at the District Pro D events, both in the morning and afternoon. It is extremely important reps communicate this with their staff. It was brought up as a safety issue also that if you are doing Pro D alone in your classroom, you must call in for the morning and afternoon. This way there will be a record of that as well. Discussed switching the District day in February and the School based day in May as weather is proving to be a challenge for people attending. School based Pro D is to be planned by teachers, administrators are not to take control of that day. That being said, teachers can collaborate with administrators for that days ideas. Discussed themes for next year, mental health and wellness was a popular subject. School based CPI training would be a good idea, Robert mentioned PHSS looking at doing this for the In Service day.

- f) November 23 Pro D:  
Robert will be at PHSS early to put the coffee on. EMX will do the catering. Start time will be 9:00am. Julia Hengstler will do one morning session on Privacy and Compliance that everyone will attend, and then her afternoon session people can sign up for. Afternoon will be 2.5hrs with a short break in the middle.  
iMinds – **Confirmed**.  
Julia Hengstler (afternoon) – Technology/Digital Professionalism – Confirmed.  
Michelle Sedola – Outdoor Education **Confirmed**  
Christina MacDonald – Safe Schools **Confirmed**  
Jen Barker – Elementary Math **Confirmed**  
Greg Muirhead – Rock Wall training  
Jump Math – Sarah will talk to Sheila about an afternoon session

Jen Barker will be flying in for only an afternoon session. It was brought up to look at doing an after hours make and take to make it worth her while and ours for the cost of bringing her up.  
Jobs that need to be completed are:  
tables and chairs set up in the gym  
get screens, computers, speakers, etc in all rooms ready  
room assignments  
Sarah will pick up Jen from the airport on the 23<sup>rd</sup>.

- g) Feb 2019 Pro D  
**Clamming at Cluxewe**  
Suquash mine  
**Beaver Lake trails**  
**Telegraph Cove/Whale Interpretive Centre**  
This is a Place Based learning activity.  
Bus schedule:  
Bus #1 will meet the ferry, then travel to NISS for 9am pick up. Bus #1 will then travel to Beaver Lake, picking up anyone from Port Hardy/Port Alice that wants to go to Suquash. Bus #1 will travel from Beaver Lake to Suquash and Cluxewe for drop offs.  
Bus #2 will leave PHSS at 9am and travel to Beaver Lake. Bus #2 will then travel to Telegraph Cove.  
Coming home Bus #1 will leave Suquash, travel to Beaver Lake and then back to NISS. Bus #2 will leave Telegraph Cove, travel to Beaver Lake and then continue to PHSS.  
Lunches will not be provided for this activity. Please ensure you tell your staff this! Dress appropriately for the weather. Irene has a few people in mind to suggest as Knowledge Keepers. This is a relatively low cost Pro D event, will only need to pay for a few people helping and the buses. Registration will be done online. Please make sure staff knows that if they are doing the clamming activity, they must have a fishing license and VINTA will reimburse

for that cost. The Pro D committee will be getting together to create the package that will be handed out to everyone to take notes in and take back to apply these learned ideas in the classroom.

Looking at having the PH Museum and Quatse Hatchery as another option as well.

h) April 23 Non Instructional day

Notice was given to the board that VINTA would like to be a part of planning this day. Grade groups will most likely be the focus. Set BC, CPI and First Aid will also be offered.

i) May 10 School based day

As discussed earlier this day is to be planned by teachers, not administrators.

j) Ideas and themes for next year

Mental Health and Wellness was mentioned, will add to agenda for November

5. Correspondence: None

6. Reports:

a) School Reports -

**MOVED: Fyles/Demoe**

**That the VINTA Pro-D Committee move into committee.**

**CARRIED**

**MOVED: Fyles**

**That the VINTA Pro-D Committee rise from committee.**

**CARRIED**

**The Chair reports that School Reports were discussed.**

b) Treasurer's Report

Current Financial Report vs Budget

**MOVED: Fyles/Demoe**

**That the VINTA Pro-D Committee approve the current Financial Report.**

**CARRIED**

7. Adjournment: 6:15pm

**MOVED: Fyles**

**That the VINTA Pro-D Committee adjourn meeting.**

**CARRIED**

### **Pro-D Committee Action List**

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<b>Shawn</b>	Email out to members a finalized list of offerings for Oct 19 Pro D
<b>Shawn</b>	Book SURT for Feb 10 – Infusing Aboriginal Content into Classrooms
<b>Amanda</b>	Book flight for Jen Barker
<b>Amanda</b>	Make booklet for Nov 23 to present at Nov 7 Pro D meeting
<b>Sarah</b>	Talk to Sheila about Jump Math for the afternoon of Nov.23
<b>Mel</b>	Talk to Sherri and see if she contacted Kwa'lilas, Quatse Hatchery and PH museum for February Pro D
<b>Jill &amp; Jacqui</b>	Make posters for the February Pro D activities