

# PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

Wednesday, May 7<sup>th</sup>, 2025

Sunset, Port McNeill, 4:30 pm

- Minutes -

Maya Wold	NISS
Barb Cave	EVES
Eliza Haugrud	PHSS
Melanie Demoe	PHSS - Zoom
Shawn Gough	VINTA
Tammy Bono	SES
Evania Nolan	Seaview
Sarah Soltau	FRES

1. Call to Order. Sarah Soltau 4:42pm.
2. Review/adoption of agenda dated May 7<sup>th</sup>, 2025.  
add f) Facebook page

**Moved – Wold/Haugrud**

That the agenda dated May 7<sup>th</sup>, 2025 be adopted as circulated.

**CARRIED**

3. Review/adoption of minutes dated April 2<sup>nd</sup>, 2025.

**Remove TTOC Update**

**Moved –Cave/Wold**

That the minutes dated April 2<sup>nd</sup>, 2025 be adopted as amended.

**CARRIED**

4. Business:

a) May District Day

General information – SetBC cancelled, Sarah forgot to put a PM session so then they had too low of enrolment to come. There will be First Aid in the library, need more communication around Pro-D days. Next year November will be at NISS and May will be in PHSS.

i)Room Assignments

On the paper Sarah handed out. Measurement workshop will be in the woodshop and Shawn will give them Joel the Gift. Melanie Lytle will be in the Multi-purpose room and Tammy Bono will give her the gift, Kwak'wala Phrase Cards will be in room 365 and Evania, will present the gift, Assessing Comp.

through Indigenous lens will be in room 360 and Eliza will present the gift, Behaviour 101 – zoom will be in room 355, Set BC was cancelled, Marc Garneau will be in room 410 and Wendie Jensen will give the gift, Infectious math in room 420, Maya Wold will give the gift, Math in Primary room 350, Jill Brown will present the gift, Mindful based teaching, room 505, with Shannon Passmore giving the gift, Journey w/secondary Intervention room 545, with Courtney Wall giving the gift, District Lit Network room 300 with Barb Cave giving the gift, Addressing Core Comp. w/ tools r Strategies room 300 with Maya Wold giving the gift. 6-minute Solution room 365 with Barb Cave giving the gift, Functions across grades room 410, Indigenous Math room 360 with Eliza giving the gift, Infections Math room 420, Math Multi Grades room 350, Sarah Soltau, Story Workshop room 505, Jill will give the gift, Thinking Classroom for Young learners, Janice will give the gift, Learning Progressions, zoom, Parodical room. Journey through math secondary room 545.

ii) Audio/visual needs

Frank can set up the sound. Don will be on site for any technical issues.

iii) Keynote

Shawn will do a Welcome and safety, Christina will do a Welcome and Stephanie Bernard will be doing a welcome with a grounding. There were some issues around honorariums and the amounts given are different for the district. Marc Garneau will be introduced by Sarah.

iv) Lunch

Will be in the gym and the travel club will be hosting it. Taco salad bar, rice and beans, salad bar.

v) Transportation for Presenters

Shawn is picking up Marc from the airport. Eliza will bring Desiree and Marc in the morning.

vii) Setup

Travel Club will be setting up the gym and doing clean up as well. Need to make sure all the bathrooms are unlocked. Coffee in the concession. Table for registration.

viii) Committee member responsibilities

Would like members to arrive at 8:00am for helping set-up unlocking classrooms, put out signs on doors and arrows for directions and make sure all the classrooms have what they need. To put out the chairs in each classroom.

b) Grievance Update

**Motion: Cave/Wold**

That the committee move into committee.

**CARRIED**

**Motion: Soltau**

That the committee rise from committee.

**CARRIED**

The committee discussed the TTOC Grievance.

c) AGM Raffle

At the Zones meeting Sarah learned that other districts offer a Pro-D raffle to use up their surplus. We will revisit the topic next school year. Would like it to a decent amount but not too much for our district.

d) School Reports- School PD Plans

Lots of districts only have 1 big district day and the rest are school based that need to be approved. Could see the value of other staff getting involved. The amount of money would be set. Could have just one district day. We did change it so we have 2 district days. If more people want to go to other schools, it would be more difficult. Spreading out the cost might not work out. Grae group collab to do a get together, May would be nice, Indigenous day could be moved so they can do more outdoor actives to have land-based ideas. Planning for a Pro-D for stay they want to do their own thing instead of doing what is planned. Get away from the pd committee member doing all the planning.

e) Policy Document Updated

Sarah is in the process of editing the handbook, to update it to current ways things are being done.

f) Redistribution

The purpose is to actually spend the money we are given. Suggesting we do a redistribution of \$300 after reading out some numbers from paper and looking over the budget.

**Motion: Nolan/Cave**

That the redistribution amount for the 2024/2025 school year be \$300.

**CARRIED**

g) GIC

Sarah was at the bank and they suggested to her doing a GIC with all the money she has in the Pro-D account as it is doing nothing where it sits right now. Leary of locking the money in but a 2% redeemable GIC is possible. Take the surplus from this ear for July + August and put it in a GIC.

**Motion: Bono/Haugrud**

That the surplus amount of money for the 2024/2025 school year and put it in a redeemable GIC for July and August.

**CARRIED**

5. Correspondence:

6. Reports:

a) Financial:

Still 9k under budget. There will not be a surplus from this year. There will not be anything left from this years income.

i) Current Financial Report vs Budget.....**5-7**

**Moved – Demoe/Wold**

That the current financial report be accepted as presented.

**Carried**

7. Other Business: Plans for next year

Mental health theme, Gordon Neufeld, his daughter is great. Human behaviour, how kids blow off steam. Was it relevant to everyone? Has a different focus. Step back. Jodi Carington is another option, same thing every time. Shelley Moore more of an entertainer not helpful. Like the collaboration day in Nov to get together right at the beginning. In May do the district. Quite a big job to have to plan more collaborative work. What are you going to do for 4hrs. How will you divide the groups. Find out Gordons availability. Planning a Pro-D with colleagues in November. Sending out survey, what about a raffle?

**Motion: Haugrud/Wold**

To do a draw of names of those who fill out the survey, winner chosen will receive a \$100 gift card.

**CARRIED**

Gifts for Committee members \$40 gift cards for meeting attendees.

8. Adjournment 6:22pm