



CINNABAR VALLEY PAC MEETING MINUTES

The following information constitutes non-verbatim minutes of the meeting. Written clarification or corrections should be addressed to cinnabarvalleypac@gmail.com.

DATE: Tuesday, October 6, 2026

LOCATION: Zoom

IN ATTENDANCE:

Members: None

Executive: Thea Rouble (Co-Chair); Leanne St. Thomas (Co-Chair); Andrea Cross (Outgoing Chair); Monica Pearson (Treasurer); Caroline Evans (Co-Secretary); Tracy Crawford (Member at Large); and Sam Whyte (Member at Large)

Staff: Colette Young (Principal)

Regrets: Mandy Rositano (Co-Secretary)

WELCOME:

- Meeting called to order: 6:31 PM
- Additions to the Agenda: None
- Approval of Agenda
 - o **Moved:** Andrea Cross
 - o **Seconded:** Tracy Crawford
 - o **Passed**
- Approval of September 15 minutes:
 - o **Moved:** Sam Whyte
 - o **Seconded:** Monica Pearson
 - o **Passed**

TREASURER'S REPORT:

Attendees reviewed the current account balances, including income and expenses.

Cinnabar Valley Parent Advisory Committee - Treasurer's Report

Reporting on: Sep 1 - Sep 30, 2026

Report date: Oct 6, 2026

Reported by: Monica Pearson

Treasurer's Summary	General	Gaming	Grade 7 Grad	Playground	Petty Cash
Statements Aug 31, 2026	\$17,544.61	\$12,544.32	\$1,840.96	\$48,497.24	\$300.00
Total Income	\$2,665.74	\$0.00	\$0.15	\$3.99	\$0.00
Total Expenses	-\$1,124.05	-\$2,475.61	\$0.00	\$0.00	-\$10.00
Calculated Aug 31, 2026	\$19,086.30	\$10,068.71	\$1,841.11	\$48,501.23	\$300.00
Statements Sep 30, 2026	\$19,086.30	\$10,068.71	\$1,841.11	\$48,501.23	\$290.00
Outstanding Cheques	-\$3,157.94	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Transfers	\$0.00	-\$920.00	\$0.00	\$920.00	\$0.00
Approved Allocated funds	-\$175.00	\$0.00	-\$840.00	\$0.00	\$0.00
Available funds	\$15,753.36	\$9,148.71	\$1,001.11	\$49,421.23	\$290.00



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- Monica Pearson highlighted a vendor cheque pick-up error between Local Pizza and Booster Juice. Attendees agreed to accept a \$20.00 loss from Local Pizza, as a result of this mix-up, given their significant support to the PAC.
 - o **Moved:** Monica Pearson
 - o **Seconded:** Sam Whyte
 - o **Passed**
- Approval of Treasurer's Report as presented:
 - o **Moved:** Andrea Cross
 - o **Seconded:** Caroline Evans
 - o **Passed**

PLAYGROUND UPDATE:

Leanne St. Thomas shared the playground update. Attendees heard that the meeting scheduled with the district was positive regarding the installation of a climbing structure. The district advised that the top six (6) school playground proposals will be selected. Cinnabar Elementary is on this list and is *hopefully* awaiting approval. Once approved, the district shall provide a planner to handle placement and implementation details.

FUN LUNCH:

Monica Pearson shared the Fun Lunch report. There was one (1) fun lunch in the month of September for Local Pizza/Booster Juice for a profit of ~\$408.34. The following Fun Lunch dates are live for order via MunchaLunch <https://munchalunch.com/login>:

Date (2026)	Vendor
October 16	Pita Pit
October 30	Local Pizza & Booster Juice

- **Volunteers needed!** We are looking for volunteers to help with Fun Lunch on Fridays. Helpers needed to pick up food from the vendor and deliver to the school or help sort out the lunches for delivery to the classrooms. A volunteer registration form and criminal record check is required via an online application (criminal record check is valid for five (5) years):
 - o **Volunteer Policy & Registration Form:** <https://www.sd68.bc.ca/document/704-2ap-volunteers.pdf>
 - o **Online application:** <https://justice.gov.bc.ca/eCRC/home.htm>
 - o **Access Code/ID Number:** UQ4T7XXBHEThis doesn't have to be an every-Friday commitment, help as you can! If you are able to volunteer, please contact Anna Merrifield at annasmerrifield@gmail.com.



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OLD BUSINESS:

- **Winterfest:** Leanne St. Thomas advised that planning is underway with a basic floor plan in place. There will be a mix of some previous year's games as well as a few new ones. If members have any ideas they would like to present, contact Leanne St. Thomas at leannestthomas.pac@gmail.com.
 - o **Volunteers needed!** We are looking for volunteers to help set up, take down and help run games.
 - o **Volunteer Policy & Registration Form:** <https://www.sd68.bc.ca/document/704-2ap-volunteers.pdf>
 - o **Online application:** <https://justice.gov.bc.ca/eCRC/home.htm>
 - o **Access Code/ID Number:** UQ4T7XXBHE
 - o If you are able to volunteer, please contact Leanne St. Thomas at leannestthomas.pac@gmail.com.
- **Apple Fundraiser:** Monica Pearson shared that the Sun-Oka Farms apple fundraiser currently has 20 boxes sold with 13 buyers, raising ~\$184.00 for the school. Apple sales are now closed (October 6). Delivery on October 16. Thank you to all that purchased these delicious apples!
- **Spirit Wear:** No update. Lots of options to choose from including hoodies, t-shirts, long sleeves, sweatpants, shorts, hats and more. Youth and adult sizing are available. Personalization is also available on hoodies, t-shirts and sweatpants for an additional cost. Ordering closes on November 1 with delivery during the week of November 25. Orders are made via MunchaLunch <https://munchalunch.com/login>. If you have any questions, or need any help, please contact Anna Merrifield at annasmerrifield@gmail.com.

NEW BUSINESS:

- **Volunteer Form:** Thea Rouble presented an idea to have a Volunteer sign up form to be sent to Parents via Collette Young. Interested volunteers can return the form with their contact information which will also provide consent for the PAC executive to contact volunteers directly via email for future events requiring volunteers.
- **Pumpkin Carving Contest:** Leanne St. Thomas shared the annual pumpkin carving contest will be held on Friday, October 30. Children and families are encouraged to carve and decorate their pumpkins at home and return them on the morning of the 30th for display.
- **Purdy's Chocolates:** Leanne St. Thomas announced the return of the Purdy's chocolates fundraiser for the upcoming holiday season. The fundraiser will launch near the mid-end of October until early November. The goal is to have chocolates delivered in the last week of November. More details to follow and announcements will be made via the Parent Newsletter and on the Facebook page.



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- **Raffle/Rafflebox:** Andrea Cross advised the attendees that alternate online raffle providers were considered to reduce raffle costs; however, due to strict BC Gaming requirements regarding online raffle ticket providers, we will register with Rafflebox for our upcoming Winterfest raffle. It was discussed that raffle sales will potentially go live between November 5 - December 10, with projected raffle cash prizes of \$1,000, \$500, and \$200. More details to follow and announcements will be made via the Parent Newsletter and on the Facebook page.

FUNDING REQUESTS:

The following funding requests were presented and approved by the attendees. Requests will be applied to the appropriate budget and account (general or gaming):

- *Shed your Dragon Scales* youth books to be purchased for Grades 3 - 4 in the amount of \$200.00 (max) for Helen Edwards;
- Volleyballs (6 – 10 to be purchased for gym and league) in the amount of \$350.00 (max) for Helen Edwards;
- Pottery supplies and materials purchased for the Pottery Club run by Paul Klan in the amount of \$300.00;
- Discovery Passage Aquarium science workshop for all grades on January 15, 2027 in the amount of \$463.85 organized by Julia Browning; and
- Cross-Country stickers for the Cross-Country Club run by Paul Klan no decision made. More information required (logo, quantity, pricing, vendor, etc.) for approval of the funding request.

PRINCIPAL'S REPORT:

Encourage & support your kids because “Children are apt to live up to what you believe of them.” – Lady Bird Johnson

Terry Fox Run

A huge thank you to Mrs. Stannard for organizing our Terry Fox Run and making it such a wonderful event for our school community.

A special thank you to our Grade 7 leaders for all of their help throughout the morning—handing out popsicles, serving as lead runners, helping at stations along the route, and cheering everyone on. Your leadership and enthusiasm made such a difference!

And thank you to our PAC for generously providing the popsicles. It was a wonderful way to celebrate everyone's hard work and participation.

Thank you to everyone who helped make our Terry Fox Run such a meaningful and memorable morning!



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Orange Shirt Day

Our school participated in Orange Shirt Day on September 29 to honour the survivors of the Indian Residential School System and remember those who did not return home.

The reason we wear orange is based on the real-life story of Phyllis Webstad, a survivor of St. Joseph Mission Residential School in Williams Lake, BC. When Phyllis was a young girl, her brand-new orange shirt was taken from her on her very first day at the school. Her story reminds us of the experiences of Indigenous children and the lasting impact of the residential school system.

A special thank you to our drummers, who sang and drummed the **Equality Song** by Patrick Aleck and welcomed our classes into and out of the gym at the end of our assembly. We are grateful for the opportunity to learn, listen, remember, and continue our journey toward reconciliation together as a caring community of learners.

National Day of Truth and Reconciliation

The week of Truth and Reconciliation and September 30th has been marked as a National Holiday. This marks the first National Day for Truth and Reconciliation; a day to honour First Nations, Inuit, and Métis residential school survivors, their families, and communities. This day grew from Phyllis Webstad's story of having her shiny new orange shirt taken away on her first day of school at the Mission residential school. To recognize this important day, Snuneymuxw (se-nae-mo) First Nation, the City of Nanaimo and Nanaimo Ladysmith Public Schools observed September 30 as a day to remember and honour our children who were lost, those who survived, and the families who have suffered the long-lasting impacts of the residential school system. This day brings us together to work together differently. Committing to truth-telling brings the opportunity to listen and learn with an open mind in order to move forward. The truths are for our children, and we see this day and every day forward as a strong reminder that walking together is going to create a better future for all of us. Let us all reflect on how Residential schools have impacted our families, our country and ourselves. Please learn from past mistakes and help begin the process of a deeper healing and understanding.

Formative Assessment Conferences (Parent-Teacher Conferences)

Formative Assessment Conferences will take place from **October 19–22**. Students will be dismissed at **1:28 p.m. from Monday to Thursday** to allow time for families and teachers to connect.

During these conferences, teachers will share information about your child's **strengths and successes, areas for continued growth, and strategies to support their learning and progress**. We look forward to the opportunity to connect with families and share in your child's learning journey.

Friday, October 23 is a **Professional Development Day**, with no school for students. This provides teachers with an opportunity to participate in individualized professional learning opportunities throughout BC.



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Monday, October 26 is a **School-Based Professional Development Day**, with no school for students. Staff will be working together on professional learning and school-based priorities.

Thank you for your continued partnership and support!

District-Wide Assessment

Each student in every school in our district takes part in common formative assessments each fall. This data is used, within the context of the RTI framework, to identify learning needs and provide appropriate supports to students. Last month all students wrote the CFA (common formative assessments) reading assessment, a writing and math assessment. Teachers are using the data to select appropriate reading, writing and math interventions and supports for students at all levels.

House Team Challenge- Thanksgiving Food Drive

In the spirit of Thanksgiving, we are encouraging our students, where possible, to bring in non-perishable food items to support families in need over the Thanksgiving weekend. Every donation, big or small, makes a meaningful difference and helps ensure that everyone in our community can enjoy a warm and happy holiday.

Our Thanksgiving Food Drive Challenge will run from **October 7-9**. We appreciate your generosity and participation in helping us share kindness and gratitude during this special time of year!

School Goals

Increase literacy rates for all

Goal: By June 2027, we aim to improve literacy outcomes for all students, with a particular focus on Indigenous and ELL learners in Grades 1–4, by strengthening foundational reading skills, implementing targeted and responsive instruction, and using consistent, school-wide assessment practices. We will ensure instruction is grounded in inclusive, evidence-based strategies that honour Indigenous ways of knowing and being, while also embedding trauma-informed practices and supporting students' social-emotional well-being to promote engagement, confidence, and achievement in reading.

Increase numeracy success rates for all

By June 2027, we will increase numeracy success rates for grade 4 students with diverse learning needs, designations and/or learning plans by strengthening foundational math skills, building student confidence, and ensuring equitable access to high-quality numeracy instruction and supports. Instruction will be grounded in inclusive, evidence-based practices that honor indigenous ways of knowing and being, incorporate trauma informed approaches, and support student social dash emotional well-being.



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Earthquake Drill

We will be participating in the Great Canadian Shake Down on **October 15 at 10:19 a.m.** with millions of people worldwide to practice how to “Drop, Cover and Hold On” during Great Shake Out Earthquake Drills. British Columbians can join next year by [registering](https://www.shakeoutbc.ca) for the Great British Columbia Shake Out. <https://www.shakeoutbc.ca>

Participating is a great way for [your family or organization](#) to be prepared to survive and recover quickly from big earthquakes – wherever you live, work, or travel.



Grade 4/7 FSAs

This October, Grades 4 and 7 students in British Columbia will be participating in the Foundation Skills Assessment (FSA). This is an annual assessment that provides parents, teachers, schools, and school districts information on what students have learned in reading, writing and numeracy in Grades 3 or 6, respectively. The FSA, based on the BC curriculum, was created in collaboration between teachers, educational experts, and BC's Ministry of Education. During the FSA, students will complete all four parts: the Collaboration Activity, the Student Booklet, Online Questions, and Student Self-Reflection. Why is the FSA important? Similar to last year, schools will be administering this 'snapshot' assessment earlier than what has been done in the past. By collecting data at the beginning of the school year, teachers, schools and the district will have the information needed to tailor teaching and learning in the classrooms. This will provide students the opportunity to improve in areas of weakness and build on their strengths. FSA data will be used alongside other quality classroom assessments throughout the school year to help improve on their successes. A sample of the FSA assessment is available on-line.



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Information for Parents and Caregivers



All about the Foundation Skills Assessment

What is the Foundation Skills Assessment (FSA)?

The FSA is a learning assessment for all grade 4 and 7 students. It focuses on the areas of literacy and numeracy.

FSA results are one way of measuring how the education system is doing in these key areas. It assesses how students think, communicate and reflect - not just the facts they know.

The FSA is not intended to be used to rank students, teachers, or schools. The FSA is a snapshot of student learning at a moment in time. For parents and caregivers, it tells you where your child is at in their literacy and numeracy development, as well as areas where they may need support. When all students participate, it also gives the Ministry of Education and Child Care a clear picture of how the education system is performing as a whole.

Why is the FSA important?

The Ministry of Education and Child Care sets the standards for what your child learns and, along with teachers, figures out ways to measure how well they are learning. The goal is for your child (and all students in BC) to get a great education that readies them for life after graduation and helps them become educated citizens.

One way the Ministry ensures the quality of student learning is through the FSA. The FSA helps us understand what learning looks like across the entire province. It lets us see how different groups of students are learning and find out where they might need extra help. It also helps us understand how well BC is doing over time.

The Ministry uses this information to make sure that your child's learning is "on track" and that they don't fall behind. This data also allows us to know how BC students are doing in relation to students in other provinces in Canada and the rest of the world. The FSA provides both the Ministry and parents and caregivers with the assurance that students possess the literacy and numeracy skills necessary for their future.

Literacy is your child's ability to understand language and communicate in a variety of ways.

Numeracy is your child's ability to apply important math skills, solve problems, and communicate solutions.

The FSA:

- Is **not** a high-stakes assessment
- Is **not** meant to be used for ranking students, teachers, or schools
- Does **not** impact student marks or report cards
- Provides valuable information about student learning
- Ensures all students are developing a strong foundation in literacy and numeracy
- Guides improvements to BC's education system



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Information for Parents and Caregivers



How will your child participate?

The FSA will be completed by your child as part of their regular classroom learning. Your child does not need to prepare for the assessment. The FSA has five parts that can be spread out over several days or weeks during the fall of your child's grade 4 and 7 school year. Each component of the assessment will never be longer than an hour, so it won't take too much time away from classroom learning. Here is what your child can expect:

Component	Description	Time
Paper-based literacy task	A collaboration activity and 3 written response questions	60 minutes
Online literacy task	30 questions	60 minutes
Paper-based numeracy task	3 written response questions and 1 self-reflection question	45 minutes
Online numeracy task	30 questions	60 minutes
Self-reflection	1 selected-response question and 1 written-response question	5 minutes

Some students may feel nervous about tests. Talking about the FSA at home can help your child understand the purpose of the assessment. It can also help your child feel more confident writing it.

You will receive your child's test booklet back after it has been marked. Marking is done by teachers using the provincial proficiency scale, the same scale used for report cards for kindergarten to Grade 9. For FSA, "Developing" and "Proficient" have been combined on the scale into a single category, so that you know if your child is "On Track" in their literacy and numeracy learning.

Emerging	On Track	Extending
means your child is beginning to understand the expected concepts	means your child mostly understands the expected concepts	means your child is able to apply their learning in new and different ways

Along with written comments from teachers and the proficiency scale on report cards, the FSA results can be another helpful source of information to see where your child is in their literacy and numeracy development and where they can go next in their learning.

How are the FSA results used?

The FSA results offer insights to parents, caregivers, teachers, schools, districts, and the Ministry. They provide valuable information to all levels of the education system that help improve student learning.

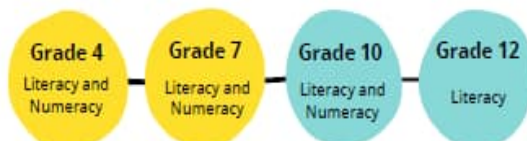
- For parents, caregivers, and teachers, these results can show how students are doing in literacy and numeracy.
- Teachers, schools, and districts can use the FSA results to help support classroom teaching. They can see where students are doing well and where they might need more help.
- Schools, districts, and the Ministry can use the FSA results to help make the education system better. The Ministry also relies on the FSA to uphold high learning standards to help all students develop their literacy and numeracy skills.

It's important to know that the FSA results aren't for ranking students, teachers, schools, or districts. Rankings don't help learning and don't make BC's education system better. The FSA is just one data point and doesn't reflect all the teaching and learning that happens in a school. That's why the Ministry doesn't make, share, or support any rankings.

When are literacy and numeracy assessed?

Foundation Skills Assessments

Graduation Assessments



Contact Us

assessments@gov.bc.ca

Curriculum.gov.bc.ca



ALLEY PAC



CINNABAR VALLEY PAC MEETING MINUTES

Vandalism- Support from the district

Some possibilities the district has been considering include:

- Security cameras, particularly in areas at the back of the school and other less visible areas
 - o The district currently does not have an active funding program for security cameras in schools. Projects have been approved for funding recently, but this has been ad-hoc as Capital funds are available during annual budget planning within Finance. Colette has worked Assistant Superintendent to have the issues made known at a higher level.
 - o Cinnabar has gone way up the list for cameras in the last year and would now be considered with one other school if funding is available.
 - o We could expand the SIM card cameras at a cost of ~\$30/month per camera plus \$200 per camera. Not completely out of the range of possibilities.
- Motion-sensor flood lighting.
 - o Currently this would need to be implemented through a School/PAC Funded project process. I will include this option in your Annual Intake Request for security cameras so that this option is also considered when reviewed.
 - o We have patrols and an alarm that has been effective when students have entered the building. Due to Cinnabar's location, however, response times are longer than for schools in the downtown core.
 - o We have had a static guard once. We caught some trespassers when we did, but the guard called the police and the grounds were empty when the police arrived.
 - o Static guards are very expensive but something we could consider if the situation continues to deteriorate.
- An after-hours deterrent or alarm system to discourage loitering and unauthorized access.
 - o The option for additional security patrols in the district is an unbudgeted expense; Paul manages our security contractor account. My understanding is we have done this in the past under specific circumstance, but by not having direct involvement, I can't provide more guidance into obtaining that. I recommend speaking with Paul to understand the details and justification for site specific patrolling as it will require specific approvals to be supported.
- Appropriate signage indicating that the property is monitored or under surveillance.
 - o I will review the current signage located on site and work with Alan Hachey, Maintenance Manager, for opportunities to increase this awareness through sign location and/or design.
- Any other security measures the District has successfully implemented at other schools.
 - o Paul has listed the various approaches we have taken in the past, again funding for site security is a fixed budgeted amount and would require approvals to increase the spending beyond that.



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Criminal Record Check Link

All school districts in B.C. will be following Provincial Guidelines for the Criminal Record Check Process. This means that the link to the online form as well as special code will no longer be available in Administrative Procedure 310 - Volunteer.

By completing the online application, you agree to the terms and conditions for the CRRP.

Applicant Based Online Service to facilitate a criminal record check and to share the completed criminal record check information with Nanaimo Ladysmith Public Schools.

- Only need your BC Services Card for identity verification.
- First time users will be directed to activate their card by video or in person through Service BC.
- No cost to apply.
- To activate and use your BC Services Card, you must verify your identity. Available options include Verify Your Identity by Video (through a video call or by sending a video) or Verify Your Identity in Person.
- If individuals do not have a BC Services Card, they will be re-directed to the current Equifax process (during transition period only, as this will be phased out) or to fill out manually. Once you have verified your identity, eCRC Online service, begin the application process:
 - o Website: <https://justice.gov.bc.ca/criminalrecordcheck>
 - o Access Code: UQ4T7XXBHE

Once you have completed the online application, the Ministry of Justice will forward a copy to our District office where it will be put into our district database of volunteers. Our school has access to view this database and will be able to confirm that your criminal record check has been approved and completed. This process can take up to three weeks or more in some cases. If you are having any problems with your submission, please contact your school for assistance.

Click here to read the [Parent Memo October 5-9, 2026](#)



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Thank you.
Mrs. Young



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ROUND TABLE:

- **Kim's Cardio:** Collette Young reminded attendees that Kim's Cardio is scheduled for every Monday in November. This is such a fun and popular event!
- **Rock the Rings:** Leanne St. Thomas suggested potentially booking a curling event. Event to be considered.
- **Constitution & Bylaws:** Caroline Evans requested an update regarding the review of the current PAC's Constitution and Bylaws with corresponding updates to the PAC Facebook page. Draft changes will begin and will be circulated with the executive for finalization and communication.

MEETING ADJOURNED: 7:48 PM

NEXT MEETING: Tuesday, November 3 at 6:30 PM via Zoom

FRIENDLY REMINDERS:



Remember to keep your Country Grocer receipts! You can drop them off at our office or with your child's teacher. For every \$1,000 in receipts the school receives a \$10.00 gift card



Mention Cinnabar School when you make a purchase at Cobs Bread (either location) and the school will receive 5% back!



The Soap Exchange also gives credit to our school. If you shop there, please let them know you are with Cinnabar Valley Elementary

End.