

**Prospect lake Elementary PAC Meeting Minutes**  
**Tues Sept 17, 2019 7:00-9:00 pm**

**In Attendance:**

Jen Snow, Harp Hornett, Ian Hallas, Carolyn Ensing, Tynke Landsmeer, Nina Heft, Wendy Bird, Shelly McIntyre, Tracy Johns, Andrea Rantucci, Desiree Davis, Sarah Angus, Natasha Crawford, Sheri Ramsay, Adrina Johnson, Resie Gascon, Crystal Hrynyk-Foreman, Trish Smith, Holly Sulsbury, Wong Xi,

**Guests:** Principal Anita Ko, Vice Principal Sat Lail

CALL TO ORDER: 7:00

1. **Welcome:** Shelly McIntyre- Welcome to members and parents. We acknowledge the WSANEC people on whose land we work, learn, and play.

- PAC Executive Introductions
- Approval of Agenda: Sheri Ramsey, Andrea Rantucci
- Approval of Minutes: Ian Hallas, Nina Heft

2. **Principals Report:** Anita Ko, Sat Lail

- See attached
- School beliefs are announced at morning announcements.
- Number of leadership opportunities- (Grades 3-5 Paw) Squad, Kindergarten Walkers, Environmental Leadership, Gardening Club, Lunch Monitor, and Playground Peacekeepers.
- Eight student teachers from a Uvic pilot project will be present at the school until Dec.
- Parking lot- important for parents to drop off students at the appropriate spot. Parents are asked to wait for buses to unload and move on even if traffic is backed up. Volunteers are needed to help with directing flow of traffic and pedestrians.

3. **Treasurer's Report:** Carolyn Ensing

- See attached
- PAC Account     21,793.02
  - Cash on Hand         19.50
  - Gaming Account    2,069.75
  - Total Assets         23,882.27
- We raised more than expected last year (approx \$4000). We had less expenses than what was expected (approx \$2000)
- Monks school supply order was a good fundraiser. School received 10% profit from sales. Next year we will communicate the fundraiser to parents earlier in the year.

- Music Wall Supplies: Mrs Evans organized the project with the help of Robin the music teacher. Mrs Evans finished buying supplies for the project with her on funds. Motion for PAC to reimburse the funds for \$230.00 All in favour. Ist- Sheri Ramsay, 2nd-Crystal Hrynyk-Foreman

#### 4. **Presidents Report:** Shelly McIntyre, Desiree Davies,

- Classroom funds- Budget meeting in Oct. We will vote on classroom funds that will be allocated per classroom.
- Staff Wish List- Anita is to discuss the wish list with the teachers. There is certain criteria that needs to be fulfilled to be considered for funding. Goal is to provide funding for student enhancement/enrichment.
- Principal's fund- We will give \$200 to Anita to decide how to allocate to families in need. We may need to give more funds at Christmas?
- Fundraisers Planned/ Proposed:
  - Hockey Pool - is posted on the Hot Lunch site and is available to everyone!
  - Hot Lunch
  - Art Cards- Spring/Fall teachers provide art from individual students.
  - Magazine Fundraiser -We need to advertise the fundraiser early in the year. Nina is looking for a volunteer. Sign up on Hot Lunch site.
  - Red Barn Cards- Would they manage purchases from the school? Smaller denominations? How can we make the cards more readily available for purchase? Crystal will help find a better way to manage the cards.
  - Xmas Raffle Basket- Volunteer needed.
  - Purdys- (Xmas and Easter) Need volunteer to take over for Holly Poinsettias Sale
  - Spring Fair- We are hoping for a larger turnout this year.
  - Clothing for students and teachers- Nina can organize online. Ordering from Out of The Blue- Desiree will check out the clothes in the store. Sheri will help. Grade five liaison will need to notify parents that the signature hoodie is available to order. We will need to start this fundraiser before November. There will be no late orders.
  - Scrap Metal Drive- We will start to organize in Jan/Feb..
  - Book Fair- Nov26-Dec3? Volunteers needed.
- Halloween Dance- Oct 24th. Andrea is the lead on concession. Harp, Carolyn, Deiree and Jen will volunteer. We need to set up a meeting soon to organise the concession.
- Gingerbread Houses- We will do cookies instead as less mess and better for allergy concerns. We could have each student donate .50- \$1.00 and teachers could buy the candy. Crystal offered to purchase candy for the teachers.
- Could the morning watch volunteer also take care of crosswalk supervision?
- COPACS meeting- Wendy will attend the next one.
- Question: Can we decrease the amount of fundraisers offered in December? This is difficult to do as there are a number of time sensitive fundraisers at this time of year.

- Question: Can Harp highlight important reminders? Yes. We also will send messages through class reps.
- Question: Could the PAC advertise more about what is available for fundraising? Should we send separate fundraiser reminders or paper reminder? Should we sell Red Barn Cards at school events?
- Question: How do individual classrooms deal with allergies in regards to what food is brought into the classroom? Parents need to ask their teachers as to what is allowed in the individual classrooms.
- Question: Comfort Kits/Earthquake Klts- info coming out soon.
- Question: How does the magazine fundraiser work? The catalog comes out in Oct with many subscriptions for order either online or paper form. The school gets \$10 for every subscription. Students get prizes.
- Tynke Landsmeer won the draw for the gift basket!

**Immediate need for volunteers: sign up at <https://ples.hotlunch>**

- Morning watch-every morning
- Halloween Dance organizing committee/concession/ticket sales/decorating
- Hot Lunch
- Class reps
- Book Fair

**Upcoming PAC Meetings: 7:00 pm Prospect Lake School Library**

- Thurs Oct 10th- Budget Meeting
- Thursday Nov 14th
- December- no meeting

Meeting Adjourned: 8:05 pm