

Prospect lake Elementary PAC Meeting Minutes
Thurs Oct 10th, 2019 7:00-9:00 pm

In Attendance:

Jen Snow, Harp Hornett, Ian Hallas, Carolyn Ensing, Tynke Landsmeer, Nina Heft, Wendy Bird, Shelly McIntyre, Desiree Davies, Sarah Angus, Natasha Crawford, Sheri Ramsay, Trish Smith, Ivory Xi, Erin Haydl, Paula Hesje, Sam Beecher, Erin Egan,

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 WSA NEC people on whose land we work, learn, and play.

- Approval of Agenda: Carolyn Ensing, Nina Heft
- Approval of Minutes: Carolyn Ensing, Harp Hornett

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

- See attached
- Mr Stuart discussed the benefits of the IXL Math program and how teachers would like to implement in the school. The students are able to work at their own level at school and at home. It is considered an enrichment piece and a tool to review concepts taught in the classroom. The program can be accessed on an IPAD, Chromebook, or on a website. In class students can work at their own pace without their peers being aware of which level they are working. Teachers would like to use the program for 3 years. 1 year= \$12/student 3 year= \$8.93/student

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

- See attached
- PAC Account 19, 674.87
Cash on Hand 350.50
Gaming Account 7,009.76
Paypal 7, 720.38
Total Assets 34, 755.51
- Red Barn cards are now available at \$25, 50, and 100 denominations. The cards are not reusable.
- The PAC received a generous donation from a grandmother of a student for \$500 raised by can recycling. Thank you!

- We are again including a magazine fundraiser this year. No steel drive or Spring BBQ and Market. We will include the Spring Fair this year in which we will raffle parking spots and perhaps include a small auction.
- Question as to why the proposed expenses less that proposed budget amounts? There will be more expenses to come over this school year.
- Questions as to why Monks fundraiser was not included on report? The amount has not been determined yet.
- Question as to whether it has been determined yet how much money will want to have left over for the next school year? Not yet.
- Question as to when Anita discussed the wish list with the teachers? The wish list was discussed at the first meeting and then there was a process that they went through to determine what was included on the wish list.
- Question as whether the Pac will fund parent education speakers? We will organize speakers in Feb or Mar when we are done with organizing the majority of the fundraisers.

Staff Wish List Discussion/Voting

- Whole School Field Trip- Goldstream ($\$75 \times 12 = \900) Total Cost= $\$900$, School- $\$450$, PAC $\$450$. Bus $\$500$ School- $\$250$, PAC $\$250$ Need to confirm dates of trip. All in favour.
- Whole School Field Trip- Skating ($\$100 \times 2$) Total Cost= $\$200$, PAC $\$200$, Bus Total Cost- $\$380$ (two trips in am/pm and ask Anita how to split groups) PAC $\$380$ All in favour.
- Artist in Residence- 1 day for all students Total Cost= $\$875$ PAC $\$875$ All in favour.
- First Nations Guest Honorarium- 2 Speakers. Total Cost= $\$200$ PAC $\$200$ Speakers not determined yet. All in favour.
- Student Leadership- 3 Pizza Lunches for lunch monitors, green team, kindy walkers, and PAWS Squad. Total Cost= $\$300$ PAC $\$300$ All in favour.
- Red Cedar/Chocolate Lilly Awards- Books for library. Total Cost= $\$500$ PAC $\$500$ All in favour.
- Science Venture- Presentation for each class Total Cost= $\$700$ PAC $\$700$
- IXL Program (Math and LA) ($\$8.93/\text{student}$ for 3 years, PAC pays $\$1000/\text{year}$ for next 3 years) Nine teachers are committed to use it. Total Cost= $\$5,356$ School- $\$2,356$ PAC $\$3000$ All in favour.
- Outdoor Equipment Replacement (soccer balls- $\$150$, basketballs- $\$275$) Total Cost $\$425$ PAC $\$425$ All in favour.
- GAGA Ball (supplies and rubber mat). Total Cost= $\$2800$ School- $\$1400$ PAC- $\$1400$ The PAC will fund one court to now and see how much it is used and possibly fund a second one. All in favour.
- IKEA Paint Set for outdoor use (Class set $\$12 \times 12$) Total Cost $\$280$ PAC- $\$280$ All in favour.

- Outdoor table tops games (laminated books/games for outdoor use) Total Cost=\$250 PAC-\$250 All in favour.
- Classroom Funds (\$25 x 260 students) Total Cost=\$6,500 PAC 6,500 Funds can be topped off by the PAC later in the school year. All in favour
- Water Bottle Station (supplies and installation) Total Cost=\$3500 PAC- \$3500 The filling station would take over one of the existing water fountains. Question as to whether the district should be funding this expense? We will table this request for now as we need more information to make a decision- All in favour.

Question as to whether the pink request forms have been revised to be clearer for teachers on how to make requests for funds? Yes, teachers can make requests using pink forms and they will be voted on by the PAC.

Question as to whether more businesses could be asked for donations for fundraising? Yes, we ask businesses for fundraising for such things as raffles. There are rules to keep in mind about corporate sponsorship which needs to go through the district. It would be nice if businesses were acknowledged more for their donations.

Vote on planned expenses (Principals fund was voted on last meeting). All in favour.

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

- Need for class reps in Div 5,6,8,and 9. Volunteers- Div 10- Sarah, DIV 11-Paula, and Div 4-Erin
- Fundraisers Planned/ Proposed:
 - Art Cards- start in Nov.
 - Magazine Fundraiser -Nina Students will be bringing home info.
 - Red Barn Cards- available in \$25, 50, 100 denominations.
 - Purdys- (Xmas and Easter) Order forms coming out after Halloween.
 - Clothing for students and teachers- cut off for ordering in 5 days.
 - Xmas Raffle Basket- Revisit in Nov.
 - Poinsettia Sale
- Halloween Dance- Oct 24th. Sheri and Shelly will lead for decorating. We are in need of volunteers!

5. **COPACS Report-** no report this meeting.

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

- Halloween Dance organizing committee/concession/ticket sales/decorating
- Class reps

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

- Thursday Nov 14th
- December- no meeting

Meeting Adjourned: 8:55 pm

	Actual Budget Amounts 2018-2019			Proposed Budget Amounts 2019-2020			
	2018-2019- Income	2018-2019 Expenses	2018-2019 Totals	Income	Expenses	Totals	
Gaming Grant	\$ 5,520.00		\$ 5,520.00	\$ 4,940.00		\$ 4,940.00	
Interest	\$ 5.60		\$ 5.60	\$ 5.00		\$ 5.00	
Hockey Pool			\$ -	\$ 120.00	\$ 25.00	\$ 95.00	
Halloween Dance	\$ 3,614.20	\$ 1,429.36	\$ 2,184.84	\$ 3,500.00	\$ 1,400.00	\$ 2,100.00	
Hot lunch	\$ 10,106.54	\$ 7,253.01	\$ 2,853.53	\$ 11,000.00	\$ 7,500.00	\$ 3,500.00	
Magazines	\$ 1,141.47		\$ 1,141.47	\$ 750.00		\$ 750.00	
Red Barn Cards	\$ 4,052.31	\$ 3,550.00	\$ 502.31	\$ 5,000.00	\$ 4,500.00	\$ 500.00	
Donations	\$ 361.86		\$ 361.86	\$ 575.00		\$ 575.00	
Art Cards December	\$ 3,028.60	\$ 603.54	\$ 2,425.06	\$ 3,200.00	\$ 800.00	\$ 2,400.00	
Purdy's Christmas	\$ 1,171.41	\$ 254.10	\$ 917.31	\$ 1,200.00		\$ 1,200.00	
Purdy's Easter	\$ 346.17		\$ 346.17	\$ 400.00		\$ 400.00	
Clothing	\$ 2,734.80	\$ 1,885.66	\$ 849.14	\$ 2,000.00	\$ 1,500.00	\$ 500.00	
Steel Drive	\$ 384.35		\$ 384.35			\$ -	
Basket Raffle	\$ 1,989.00	\$ 10.00	\$ 1,979.00	\$ 2,000.00	\$ 10.00	\$ 1,990.00	
Winter flowers	\$ 4,334.89	\$ 2,970.46	\$ 1,364.43	\$ 4,400.00	\$ 3,000.00	\$ 1,400.00	
BBQ/Market	\$ 1,538.44	\$ 696.79	\$ 841.65			\$ -	
Spring flowers	\$ 992.72	\$ 815.17	\$ 177.55	\$ 1,000.00	\$ 850.00	\$ 150.00	
Spring Fair				\$ 2,500.00	\$ 1,000.00	\$ 1,500.00	
Spring Art Cards				\$ 1,600.00	\$ 400.00	\$ 1,200.00	
Monk's Office				\$ 500.00		\$ 500.00	
Bottle Drive				\$ 500.00		\$ 500.00	
Subtotal	\$ 41,322.36	\$ 19,468.09	\$ 21,854.27	\$ 45,190.00	\$ 20,985.00	\$ 24,205.00	
Planned Expenses							
Gifts		\$ 410.45	-\$ 410.45		\$ 450.00	-\$ 450.00	
BCC PAC		\$ 75.00	-\$ 75.00		\$ 75.00	-\$ 75.00	
Teacher's lunch		\$ 282.31	-\$ 282.31		\$ 200.00	-\$ 200.00	
Coffee morning			\$ -			\$ -	
Executive Costs		\$ 817.79	-\$ 817.79		\$ 150.00	-\$ 150.00	
Miscellaneous		\$ 241.52	-\$ 241.52		\$ 200.00	-\$ 200.00	
Staff Wish list		\$ 6,800.49	-\$ 6,800.49		\$ 7,710.00	-\$ 7,710.00	**
Principal's Fund		\$ 300.00	-\$ 300.00		\$ 200.00	-\$ 200.00	
Classroom funds		\$ 7,425.00	-\$ 7,425.00		\$ 6,500.00	-\$ 6,500.00	\$25 x 260
Grade 5's	\$ 725.00	\$ 725.00	\$ -			\$ -	
Emergency Preparedness					\$ 2,000.00	-\$ 2,000.00	
Hot Lunch Program		\$ 315.00	-\$ 315.00		\$ 315.00	-\$ 315.00	
Subtotal	\$ 725.00	\$ 17,392.56	-\$ 16,667.56	\$ -	\$ 17,800.00	-\$ 17,800.00	
Total	\$ 42,047.36	\$ 36,860.65	\$ 5,186.71	\$ 45,190.00	\$ 38,785.00	\$ 6,405.00	
*\$500 allocated to reserve fund to upgrade the nature playground not included in the figures above							
**Does not include an additonal \$2000 for IXL Math for the next 2 years							

	Proposed Budget Amounts			Actual as of 10 Oct 2019			Variance
	2019-2020- Income	2019-2020 Expenses	2019-2020 Totals	Income	Expenses	Totals	
Gaming Grant			\$ -	\$ 4,940.00		\$ 4,940.00	\$ 4,940.00
Interest			\$ -	\$ 1.99		\$ 1.99	\$ 1.99
Hockey Pool			\$ -	\$ 234.41	\$ 25.00	\$ 209.41	\$ 209.41
Halloween Dance			\$ -	\$ -	\$ 89.97	-\$ 89.97	-\$ 89.97
Hot lunch			\$ -	\$ 5,266.29	\$ 511.66	\$ 4,754.63	\$ 4,754.63
Magazines			\$ -	\$ -		\$ -	\$ -
Popcorn			\$ -			\$ -	\$ -
Red Barn Cards			\$ -	\$ 1,952.89	\$ 1,530.00	\$ 422.89	\$ 422.89
Donations			\$ -	\$ 500.00		\$ 500.00	\$ 500.00
Art Cards December			\$ -	\$ -	\$ 335.67	-\$ 335.67	-\$ 335.67
Purdy's Christmas			\$ -	\$ -		\$ -	\$ -
Purdy's Easter			\$ -	\$ -		\$ -	\$ -
Clothing			\$ -	\$ 772.04		\$ 772.04	\$ 772.04
Steel Drive			\$ -	\$ -		\$ -	\$ -
Basket Raffle			\$ -	\$ -		\$ -	\$ -
Winter flowers			\$ -	\$ -		\$ -	\$ -
BBQ/Market				\$ -		\$ -	\$ -
Spring flowers			\$ -	\$ -		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 13,667.62	\$ 2,492.30	\$ 11,175.32	\$ 11,175.32
Planned Expenses							
Gifts					\$ 149.88	-\$ 149.88	-\$ 149.88
BCC PAC					\$ 75.00	-\$ 75.00	-\$ 75.00
Teacher's lunch						\$ -	\$ -
Coffee morning						\$ -	\$ -
Executive Costs						\$ -	\$ -
Miscellaneous						\$ -	\$ -
Staff Wish list					\$ 225.51	-\$ 225.51	-\$ 225.51
Principal's Fund						\$ -	\$ -
Classroom funds						\$ -	\$ -
Grade 5's						\$ -	\$ -
Hot Lunch Program						\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 450.39	-\$ 450.39	-\$ 450.39
Total	\$ -	\$ -	\$ -	\$ 13,667.62	\$ 2,942.69	\$ 10,724.93	\$ 10,724.93
*\$500 allocated to reserve fund to upgrade the nature playground not included in the figures above							

UPCOMING DATES...

October 10th	PAC meeting- 7pm School News and Budget Meeting
October 14th	Happy Thanksgiving! (Statutory Holiday) – Students do not attend school
October 16th	Ready, Set, Learn Open House, 3:30-6:00 pm at Prospect Lake Elementary
October 18th	Hot Lunch
October 24th	PAC Halloween Family Dance, 5:30-8:00 pm
October 25th	Non-Instructional Day – Students do not attend school
October 28nd	VIHA: Kindergarten Vision & Hearing Screening, 9:15-11:15 am
October 31th	Pumpkin Run
November 5, 6, 7th	Early Dismissal – Children are dismissed at 1:48 pm
November 14th	PAC Meeting 7 pm
November 8th	Remembrance Day Assembly, 10:15-11:00
November 11th	Remembrance Day (Statutory Holiday) – Students do not attend school

SCHOOL NEWS

Our monthly school assemblies focus on building a strong community of learners at Prospect Lake Elementary. Along with teaching our School Code of Conduct, we focus on student learning and virtues each month. Our theme for the month of October is GRATITUDE. Last week, Mrs. Lail's Grade 2 class shared what gratitude looks like, sounds like, and feels like to them. Mrs. Russell shared a student-created video called *Do you have an Attitude of Gratitude?* A focus question this month is *what are you grateful for at Prospect Lake?* We will come together again Oct 22 in our family groups to share our learning.

TWITTER Check out Prospect Lake Twitter for photos of events and activities happening at the school [ProspectLake@SD63PLake](https://twitter.com/ProspectLake@SD63PLake)

TERRY FOX RUN Thank you to students, staff, parents and community for participating, fundraising and supporting a great cause. We raised 1,257.00 with our coin drive. Amazing!

LITTERLESS LUNCHES: It's been two weeks since our newsletter home for Litterless Lunches. Several members of our Green Team shared examples to students at our assembly about what can be recycled from their lunch at school and at home, as a way to reduce garbage. Thank you for helping with this student and staff-led initiative.

SOCCER Practices for Grade 4/5 began Tuesday Oct 8. There will be 4 games with other schools and ending with a District Jamboree on November 21. All abilities welcome. If you are interested, there is still time to sign up. Please see Mrs. Evans.

SWIM CLUB Upcoming - in the beginning of November for Grade 3,4,5 students who can swim 25 m. Practices most likely will be on Mondays(To be confirmed shortly).

DRAMA for Grade 3/4/5 begins this week on Thursday at lunch with Mr. Delong.

EMERGENCY PREPAREDNESS: As part of the district emergency preparedness we have procedures in place to ensure the safety and well-being of your child(ren) and staff in the event of an emergency. The students at Prospect Lake practice fire drills, earthquake drills and lockdown/hold and secure drills throughout the year. The students have participated in 2 fire drills to date. As part of the Great Canadian Shakeout on Oct 17, students and staff will practice Duck, Cover and Hold and count to sixty following a shake.

INFORMATION FOR PARENTS

COMFORT KITS: You will have received a notice home regarding creating comfort kits for your child(ren). If you would like to provide a comfort kit in case of an emergency, please send items in a ziplock back to your child's teacher by Oct 30. Volunteers will collect and put these in our emergency bin. These will be returned in June.

WET WEATHER: As we get more wet and cold weather, families are asked to have their children dressed appropriately to go outside. While we do hold inside play times during heavy downpours, we recognize that all children benefit from fresh air and outside time, so we encourage rain boots and good outdoor clothes, such as a rainproof jacket, for those days when we will all head outside in rainy/cold weather. And for our youngest Prospect Lake students, mud pants or splash pants are a great idea. A full change of clothes in their backpacks is also helpful for all students, should they need to change.

PLEASE LABEL clothing with your child's name. The fundraiser MABEL'S LABELS is still active if you feel this may be useful for you.

LOST AND FOUND: Please have your child look through the lost and found for their belongings at the side entrance door.

TOYS AND ELECTRONICS: We ask that students keep toys including trading cards, stuffies and electronics at home so they can enjoy playing outdoors without the worry of losing or breaking valuables.

READY, SET, LEARN: Wednesday, October 16th, 3:30-6:00 pm. For families and their 3-4 year old children to foster positive connections to support transition into school. See information on our website for more information.

UTENSILS FOR LUNCH: A reminder for families to please pack utensils for your child so they are able to eat their snack or lunch!

MORNING DROP OFF LANE: Thank you for the continued effort to drive up to the crosswalk before students exit your vehicle. This has helped to keep the flow of traffic moving. There will be supervision in the playground at 8:20 until the bell at 8:35. Students are asked to remain outside, place backpacks in a line, enjoy some outside play time and line up at the door at the bell. If adults are walking students to their classes, please wait for the bell and join them in the line at the door.