

Prospect Lake Elementary PAC Meeting
October 1, 2020

In Attendance:

Shelly McIntyre, Sarah Angus, Harpreet Horner, Andrea Rantucci, Desiree Davies, Carolyn Ensing, Marina Volodina, Oleg Gunkin, Brittany Crump, Wendy Bird, Lindsay Brandon, Sherri Ramsay, Maria Raquel, Paula Hesje

Guests: Principal: Sat Lail and Vice Principal: Kristen Sinats

CALL TO ORDER: 7:10

1. **Welcome:** Shelly McIntyre - Welcome to all parents and members, thank you for joining this virtual meeting. We acknowledge the WSANEC people on whose land we work, learn and play.
 - Approval of Agenda: Paula Hesje and Desiree Davies
 - Approval of Minutes: Harpreet Horner and Carolyn Ensing

2. **Principals Report:** Sat Lail and Kristen Sinats
 - See Attached
 - Students seem to be settling into classes and new routines well.
 - This week we were able to do a whole school terry fox run. Was organized by class and cohort groups.
 - Non instructional day the teachers will be participating in modules with indigenous learning.
 - Students participated in orange shirt day with a focus on the harm residential schools did to indigenous children and families.
 - PAW squad has started up again with a focus on promoting school spirit.
 - Reminder to parents to arrive at school at designated times, please check cohort entrance first if the door is closed, they need to come in through the front door by Mrs. Blackwell's office.
 - Playground are not open before and after school
 - Busing issues: please make sure your child knows how they are getting home.
 - need to know which bus number they will be getting. Mark it on your child's pass.
 - With the weather changing please send appropriate outerwear; change of clothes, boots etc.
 - We are looking for more forms back from parents, we need the updated contact information.
 - Library books need to be returned from last year.
 - Lost and found has changed; now have a coat rack by the gym door, have your child check the coat rack.
 - Individual photos on Tuesday oct 6th.

- Wendy Bird wondering about how remote learners will have photo taken on October 6th
 - Sat is not sure how photo day will go but is sure we can slip them in right away.
- Wendy Bird wondering what parent expectations are on school grounds with regards to masks, if not able to social distance etc. Will the school be addressing this? This topic was brought up at the COPAC meeting
 - Sat has not heard about a masks being mandatory but will look into it

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

- See Attached
- Despite loss of revenue from strike and early end of school we did fairly well last year with a total of 29K in all the bank accounts.
- Still no word that we will be charged for the Gaga Ball court, as of last year we were not going to be charged.
- Some outstanding expenses are the refunds of hot lunch and red barn cards
 - Roughly 4k
- Already we have \$500 in donations
- One expense so far is the welcome back to school gifts for the classrooms at \$127.
- Next meeting will be a budgeting meeting where we look at the wishlist from teachers, no idea what that will look like yet.

4. **COPAC Report:** Wendy Bird

- See Attached
- COPAC meeting: a lot of information came from the September meeting
 - One main topic was kids in high school and middle school not practicing social distancing very well; high fives or hugs.
 - If there is a serious wave what will happen with the district. If that happens we will step back to stage 3, not right into remote learning, will try a blend of school and at home. No change to school schedule, legally for teachers contracts. Regular school year.
 - Next meeting is next week.
 - Looking for volunteers. Went through new voting and AGM and most positions need to be filled.
 - Emergency Supplies: potential for a lump sum coming from the province, more information to come. Will see if we can use this money for water etc, instead of PAC and PLE paying for supplies.

5. **Presidents Report:** Shelly McIntyre

- Earthquake kits:
 - Have food and water for 48hrs for 300 people.
 - Could use things like tents.

- Lots of blankets and first aid. Only have 1 portable toilet.
 - Emergency kits didn't go back last year, Desiree to see what happened with them. Desiree, Shelly and Carolyn will go in and sort through the kits and put into new classes.
- Classroom funds
 - Staff wish list: Next meeting we will vote on how to distribute. Last year gave \$25/student; total \$6500. Later in the year we decide if we want to top up; last year we gave another \$200 per classroom. \$8900 total.
 - Teachers typically like having something for after christmas to top up their classroom funds. S
 - Anita will have on the wish list more outdoor picnic tables and shelters which she already bought,
- Halloween Dance: Not happening this year
- Principals Fund: used for families in need. In the past we have given them \$200 that they can use as needed.
 - Voting to give \$200; motion voted and passed
- Holiday art cards: photograph kids art and then sell them in 6 packs.
 - Taken in November, given out in December.
- Red barn cards: Carolyn to take this on again but will need support if needing to go back into the office - Looking for volunteers.
- Purdy order: Need volunteers for this one. Main job is stuffing order forms for kids to take home and then organize the ordering of products.
- Poinsettia order: Jacquie Davis to take on again this year.
 - Could we deliver to the parents this year?
 - Will alter order form to add delivery in as an option. Reminder that it must be in catchment. Also could add space for if another parent is allowed to pick up.
- Clothing order: Sherry Ramsay did it in the past. Maybe we should hold off and do this after Christmas but some of the Grade 5 students might want these before then. Will decide during the next meeting. Need volunteer.
- Looking for Grade 5 liaisons: they will represent the grade 5 and see if they want to do anything as a group. May be a little different from past years but still need someone to take this on.
- West coast seeds: Wendy Bird will do again this year. They are revamping the website so everything can be done online. Orders will be going out in January and received February or March for planting season.
- Class Reps: Teachers still want class reps even though it will look a bit different from last year. Typically set up a communication list so parents can get a hold of other parents. Also organize christmas and end of year gifts. Will send out reminders for volunteers next week.

6. General Discussion: All members

- Question from Harpreet: do most teachers send out a student list? She has had it in the past but not last year.

- Answer: completely up to teacher and class rep on how communication is done and if people want names attached to a list. Not mandatory for teachers to create this list. Teachers need permission from parents to create this list.
- Call in option to meeting: if people don't have access to a computer is there an option to phone in. Shelly to talk with Kristen Sinats to see if this is an option.
- Parent Teacher Interviews: not sure if these will be in person but will be happening in November.
- All remote learning will be off the table in January. Only those with extenuating circumstances are allowed to stay with remote learning as per Andrea Rantucci; just not sure what extenuating circumstances means.
- Drop off issues: could we ask for another drop off area? Maybe by the undercover area. So the lineup could move a bit faster.
- Construction on road and parking lot: Wendy's understanding is that both the construction and the parking lot would happen at the same time, sometime in the fall. Came up at the COPAC meeting. Board will be talking about this in October.
- What jobs are still needed for PLE PAC:
 - Harp is good with staying on for communications but would be preferable if someone starts halfway through this year to transition that change.
- COPACS has openings:
 - Wendy to advise on this after next COPAC meeting

Immediate Need for Volunteers: sign up at <https://ples.hotlunch> or email prospectlakepac@gmail.com

- Red Barn Cards
- PLE clothing
- Purdy's order
- Class Reps
- Grade 5 Reps

Upcoming PAC meetings: Via Teams 7:pm

- Tuesday October 27th
- Tuesday November 24th
- No meeting in December

MEETING ADJOURNED: 8:28



This picture shows one of the bulletin boards in our school - this was a whole school assignment - "What filled your heart with happiness this summer?" Many thanks to our Paws Squad and Mrs. Russell for organizing this board.

PAC Update - October 1

WELCOME

Wow, I can't believe it is October already....whether you are new or a returning family, I would like to welcome you to Prospect Lake. Our students have been busy settling into their class and learning new routines. Both staff and students continue to implement the health and safety protocols and guidelines as outlined by Dr. Bonnie Henry. It was wonderful to see our kindergarten students fully integrate into their school day, last week. Our enrollment is currently at 268 students and we look forward to the up-coming learning opportunities and experiences

Terry Fox Run - As always, Prospect Lake students honour Terry Fox by participating in our annual school *Terry Fox Run*. Although it was not a whole school event, each class/co-hort had fun running along the route to motivating music and past our provincial flags.

Non Instructional Day - Sept. 28

We spent the day at Prospect Lake, participating in modules and discussions around *Continuing our Learning Journey: Indigenous Education in British Columbia*.

Sept 30 was declared Orange Shirt Day in recognition of the harm the residential school system did to First Nation's children. As an affirmation of our commitment to ensure that all children are respected, students at Prospect Lake were invited to wear an orange shirt or another orange clothing item (headband, scarves, etc.) as a symbol of support. Our classrooms discussed how every child should feel at school and that every child matters.



Paws Squad - This group of grade 3, 4, and 5 students promote school spirit by making posters, and organizing school -family projects. They are learning about advertising layouts, collaborating and colouring techniques. New members are welcomed

Some points for you and your child(ren) to remember:

- Please arrive at the school as close to your starting time as possible and proceed directly to your assigned entrance to line up and wait for your teacher
- If you arrive a few minutes late please check your cohort entrance first to see if your teacher is still welcoming students; if the door is closed please come to the front entrance of the school and a staff member will assist you
- The playgrounds are not open for free play before and after school in order to keep learning cohorts separate

Transportation - prior to arriving to school, please discuss with your child how they are getting home from school, and if they ride the bus please make sure they know their bus #

Fall weather - Just another kind reminder to send appropriate outerwear - rain jackets, boots and perhaps a change of clothes (especially socks). Students will continue to play outside at recess/lunch with the exception of heavy rain or extreme weather.

Student Start-Up Information & Verification Form Packages: Packages are now due back. Please return them to your child's teacher as soon as possible.

Library books - there are a number of books that were signed out last year. If you find any at home, please make sure they are returned to school

Lost and Found -If you are missing any items please ask your child to have a look...the location has now changed. The coat rack is now by the gym entrance doors across from the washrooms



**Individual photos will be taken on
Tuesday, October 6 - times will vary for each class**

What is COPACS?

COPACS stands for the Confederation of Parents' Advisory Councils of Saanich, and it is the official representative for SD63 Parent Advisory Councils (PAC). Every school in our district has a PAC and within each PAC there is a COPACS member (Parent Rep). The primary task for COPACS under the provincial legislation is to advise the School Board on "any matter relating to education in the school district".

Who makes up the COPACS?

COPACS is run by a group of dedicated SD63 parent volunteers with children in Kindergarten through Grade 12. It is comprised of an elected executive along with one representative from each school within the district. The representative for our school, Prospect Lake, is Wendy Bird.

EVERY parent with a child enrolled in SD63 is welcomed and encouraged to attend the monthly meetings.

If you have questions that you would like brought forward at a COPACS meeting, you can email them to the Prospect Lake PAC at prospectlakepac@gmail.com and they will be forwarded onto Wendy, or you can contact COPACS directly at copacssd63@gmail.com or via their Facebook Page at <https://www.facebook.com/sd63copacs/>

What happens at the meetings?

Each month a group of Education Partners along with the COPACS executive and PAC Representatives meet to share and discuss current up-to-date information about matters occurring within SD63 schools, the community, as well as at the federal and provincial levels too. Reports are given by the Education Partners as to what is happening in our district, along with a question and answer period too. Upon completion of their report, the Education Partners leave the meeting and the remaining meeting time is comprised of executive updates and old and new business.

The Education Partners that attend the meetings are made up of the Superintendent - Dave Eberwein, Secretary Treasurer - Jason Reid, School Board Trustees, various Saanich Schools Directors, along with various other key personnel (CUPE, Saanich Teachers Association, etc).

When and where are the COPACS meetings?

This years meetings will be held virtually via Microsoft Teams. Meetings are scheduled for the second Thursday of each month from 7:00-9:00pm. ** Meetings are held strict to time **

Upcoming Meetings:

- Thursday October 8, 2020
- Thursday November 12, 2020
- Thursday December 10, 2020
- Thursday January 14, 2021
- Thursday February 11, 2021
- Thursday March 11, 2021
- Thursday April 8, 2021
- Thursday May 13, 2021
- Thursday June 10, 2021

Microsoft Teams Meeting Information:

[Join Microsoft Teams Meeting](#)

(866) 608-1178 Toll-free

Conference ID: 167 417 484#

	Planned Budget Amounts			Actual as of 30 Jun 2020			Variance
	2019-2020- Income	2019-2020 Expenses	2019-2020 Totals	Income	Expenses	Totals	
Gaming Grant	\$ 4,940.00		\$ 4,940.00	\$ 4,940.00		\$ 4,940.00	\$ -
Interest	\$ 5.00		\$ 5.00	\$ 5.38		\$ 5.90	\$ 0.90
Hockey Pool	\$ 120.00	\$ 25.00	\$ 95.00	\$ 234.41	\$ 25.00	\$ 209.41	\$ 114.41
Halloween Dance	\$ 3,500.00	\$ 1,400.00	\$ 2,100.00	\$ 3,777.22	\$ 1,264.09	\$ 2,513.13	\$ 413.13
Hot lunch	\$ 11,000.00	\$ 7,500.00	\$ 3,500.00	\$ 12,331.27	\$ 5,838.63	\$ 6,492.64	\$ 2,992.64
Magazines	\$ 750.00		\$ 750.00	\$ 141.18		\$ 141.18	-\$ 608.82
Red Barn Cards	\$ 5,000.00	\$ 4,500.00	\$ 500.00	\$ 4,358.95	\$ 3,555.00	\$ 803.95	\$ 303.95
Donations	\$ 575.00		\$ 575.00	\$ 509.00		\$ 509.00	-\$ 66.00
Art Cards December	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Purdy's Christmas	\$ 800.00		\$ 800.00	\$ 1,174.16		\$ 1,174.16	\$ 374.16
Purdy's Easter	\$ 400.00		\$ 400.00	\$ -		\$ -	-\$ 400.00
Clothing	\$ 2,000.00	\$ 1,500.00	\$ 500.00	\$ 1,849.05	\$ 1,349.93	\$ 499.12	-\$ 0.88
Basket Raffle	\$ 2,000.00	\$ 10.00	\$ 1,990.00	\$ -		\$ -	-\$ 1,990.00
Winter flowers	\$ 2,000.00	\$ 1,500.00	\$ 500.00	\$ 2,037.54	\$ 1,478.12	\$ 559.42	\$ 59.42
Monk Office	\$ 500.00		\$ 500.00	\$ 670.15		\$ 670.15	\$ 170.15
Bottle Drive	\$ 2,000.00		\$ 2,000.00	\$ 1,924.60		\$ 1,924.60	-\$ 75.40
Spring Fair	\$ 2,500.00	\$ 1,000.00	\$ 1,500.00			\$ -	-\$ 1,500.00
Spring Art Cards	\$ 1,600.00	\$ 800.00	\$ 800.00	\$ -	\$ 431.36	-\$ 431.36	-\$ 1,231.36
Spring flowers	\$ 1,000.00	\$ 850.00	\$ 150.00	\$ -		\$ -	-\$ 150.00
Seeds	\$ 1,500.00	\$ 1,000.00	\$ 500.00	\$ 1,556.95	\$ 1,007.02	\$ 549.93	\$ 49.93
Subtotal	\$ 42,190.00	\$ 20,085.00	\$ 22,105.00	\$ 35,509.86	\$ 14,949.15	\$ 20,011.30	-\$ 2,093.70
Planned Expenses							
Gifts		\$ 450.00	-\$ 450.00		\$ 589.86	-\$ 589.86	-\$ 139.86
BCC PAC		\$ 75.00	-\$ 75.00		\$ 75.00	-\$ 75.00	\$ -
Teacher's lunch		\$ 200.00	-\$ 200.00			\$ -	\$ 200.00
Coffee morning			\$ -			\$ -	\$ -
Executive Costs		\$ 150.00	-\$ 150.00			\$ -	\$ 150.00
Miscellaneous		\$ 200.00	-\$ 200.00	\$ 16.90	\$ 25.21	-\$ 8.31	\$ 191.69
Staff Wish list		\$ 12,036.00	-\$ 12,036.00		\$ 4,085.16	-\$ 4,085.16	\$ 7,950.84
Principal's Fund		\$ 200.00	-\$ 200.00		\$ 200.00	-\$ 200.00	\$ -
Classroom funds		\$ 8,900.00	-\$ 8,900.00		\$ 8,900.00	-\$ 8,900.00	\$ -
Emerg Preparedness		\$ 2,000.00	-\$ 2,000.00		\$ 1,818.25	-\$ 1,818.25	\$ 181.75
Hot Lunch Program		\$ 315.00	-\$ 315.00			\$ -	\$ 315.00
Subtotal	\$ -	\$ 24,526.00	-\$ 24,526.00	\$ 16.90	\$ 15,693.48	-\$ 15,676.58	\$ 8,849.42
Total	\$ 42,190.00	\$ 44,611.00	-\$ 2,421.00	\$ 35,526.76	\$ 30,642.63	\$ 4,334.72	\$ 6,755.72
*\$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 over the next 2 years							

Staff Wish List						
Item	Amount	Approval Date	Spent	Available	Notes	
Artist in Residence	\$875.00	10-Oct-19	\$ -	\$875.00		
Guest Speakers	\$500.00	10-Oct-19	\$ 250.00	\$250.00	Chinese New Year	
Student Leadership	\$300.00	10-Oct-19	\$ -	\$300.00	3 x Pizza lunches	
Goldstream Field Trip	\$700.00	10-Oct-19	\$ -	\$700.00		
Skating Trip	\$580.00	10-Oct-19	\$ 565.24	\$14.76		
Science Ventures Presentation	\$700.00	10-Oct-19	\$ -	\$700.00		
Honorariums for First Nation speakers	\$200.00	10-Oct-19	\$ -	\$200.00		
IXL Math	\$1,000.00	10-Oct-19	\$1,000.00	\$0.00		
Red Cedar and Chocolate Lily books Grade 3/4/5	\$500.00	10-Oct-19	\$ -	\$500.00		
Outdoor equipment (balls)	\$425.00	10-Oct-19	\$450.00	-\$25.00		
GAGA ball	\$4,000.00	26-Nov-19	\$ -	\$4,000.00	Increase from \$1400	
Ikea paint sets	\$280.00	10-Oct-19	\$ 94.41	\$185.59		
Outdoor table top games	\$250.00	10-Oct-19	\$ -	\$250.00		
Classroom funds (\$25 per student)	\$8,900.00	18-Feb-20	\$8,900.00	\$0.00	Increase from \$6500	
Total	\$19,210.00		\$11,259.65	\$7,950.35		
Nature play area expansion	\$500.00	11-Oct-19	\$ -	\$500.00	Reserve Fund	
IKL Math	\$2,000.00	11-Oct-19	\$ -	\$2,000.00	\$1000 for each of next 2 years	
In-Year Requests						
Item	Amount	Approval Date	Spent	Available	Notes	
Music wall	\$226.00	27-Sep-19	\$225.51	\$0.49		
Sound system	\$ 1,500.00	12-Mar-20	\$ 1,500.00	\$ -		
	\$ -			\$ -		
Total	\$1,726.00		\$1,725.51	\$0.49		
Total Staff Wish List	\$12,036.00		\$4,085.16	\$7,950.84		
Additional Requests						
Item	Amount	Approval Date	Spent	Available	Notes	
Principal's Fund	\$200.00	27-Sep-19		\$200.00		
				\$ -		

Total	\$200.00		\$ -	\$200.00		
Year Total	\$17,236.00					

Trial Balance

Prospect Lake Elementary School PAC

As of Oct 01, 2020

ACCOUNTS	DEBIT	CREDIT
Assets		
Bank Account	23,964.59	0.00
Cash on Hand	659.65	0.00
Gaming Account	4,477.94	0.00
Paypal	37.61	0.00
Total Assets	29,139.79	0.00
Liabilities		
Total Liabilities	0.00	0.00
Equity		
Owner's Equity	0.00	18,694.04
Profit for all prior years	0.00	10,070.84
Total Equity	0.00	28,764.88
Income		
Donations	0.00	502.40
Total Income	0.00	502.40

Expenses		
Gifts	127.49	0.00
Total Expenses	127.49	0.00
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Total for all accounts	29,267.28	29,267.28