Prospect Lake Elementary PAC Meeting
October 27, 2020

| In Attendance: | Shelly McIntyre, Desiree Davies, Andrea Rantucci, Wendy Bird, Carolyn Ensing, Paula Hesje, Harpreet Hornett, Natasha Crawford, Erin Egan |
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| Guests: | Sat Lail (Principal) and Kristen Sinats (Vice-Principal) |
| CALL TO ORDER: | 7:02 |
| WELCOME: | Shelly McIntyre - Welcome to all parents and members, thank you for joining this virtual meeting. We acknowledge the WSANEC people on whose traditional land we work, learn and play. Review of Agenda <br> - Approval of Agenda: Motion: Wendy; second: Carolyn <br> - Approval of Minutes: Motion: Paula; second: Carolyn |
| PRINCIPALS REPORT | - See Attached <br> - Bulletin board prospect lake goes batty for gratitude <br> - PAW squad has done a beautiful display of bats on a bulletin board inside the school "Goes Batty for Gratitude". These show statements of what they are grateful for. Some examples: caring and kind, gym because it is fun, a teacher to learn from, gaga ball court and many more. <br> - Paw squad is a group that meets at lunch. Available to grades 2-5; although grades $4 / 5$ meet together and $2 / 3$ s meet on another day. Its main goal is to advertise for school spirit. It is run by school Mrs. Russell <br> - Early dismissal next week (November), buses and transportation are lined up for this timing. <br> - During this time teachers will be conducting parent teacher interviews virtually, by phone and in person is available. <br> - Report cards will be done in a new way, teachers will be trained next week <br> - Teachers using Fresh Grade will be continuing using it until June and then moving to MyEd <br> - Reminder that the school playground is closed before and after school. Need to minimize other cohorts mixing <br> - Kindergarteners have been learning indigenous language, were told a legend and how to count |


|  | - Parking lot issue: pain for everyone, round a bout is not a drop off and pick up location. Example today Saanich worker couldn't get in because of another utility vehicle. Parents not to park in front of the school. Looking at another plan for that. <br> - Practicum education assistance for October and September. Morag Smith, worked in classrooms and out on the playground on social and emotional learning <br> - Two safety drills in October, fire and earthquake; both teach kids to move quietly and safely. 3 times/yr for fire; $2 / \mathrm{yr}$ for earthquake drill. Spring is more of a safety sweep. <br> - Eric Mysner, police constable from Saanich was in this week to speak to the kids about Halloween safety tips. Used physical distancing and wore a mask. <br> - Friday was pro D and we had teachers do things like guided reading and listening, etc. C to C conference <br> - Pumpkin run on Thursday, organized in cohorts <br> - Friday inviting students to wear Halloween or black or orange. No masks, swords, or accessories. <br> - Currently have UVIC practicum students that come on wed morning, $2^{\text {nd }}$ year bachelor, opportunity to see what working in classroom is really like. Wear mask and follow health and safety protocols. <br> - Strong start registration link in Principal's Report <br> - Link to information for COVID safety via VIHA also in Principal's report <br> - Lots of lost and found clothes! Friday Sat Lail will bring out lost and found to the parking lot. Parents can come and have a look. |
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| TREASURERS REPORT | - See Attached <br> - Easy no change from last month except that we did vote to give principal $\$ 200$ discretionary fund. <br> - In the process of refunding the red barn and hot lunch <br> - 20 k starting in the bank for this school year |
| COPAC REPORT | - Our October meeting was quite informative with discussions around district enrolment, the south zone elementary school boundary review, the use of our gymnasiums by Elections BC, Covid-19 and testing, and much more. <br> - Part of the update from David Eberwein, Superintendent, was regarding the air filtration systems in our schools. Prior to school commencing in September, each of the school's air filtration systems were upgraded to a MERV 10. The new upgrade will bring them up to a MERV 13 system. The MERV 13 system is laboratory strength and can remove the finest of particulates in the air. Because of the systems strength, schools may be colder this fall and winter due to the fresh air draw and filtration. |


|  | - A question was posed at our PAC meeting to find out if these filters will be installed in the portables as well. I will ask at our November meeting. <br> - Don Peterson, the President of the Saanich Teacher's Association was present and spoke with a few reminders: <br> - As parents, please ensure that you follow all safety and COVID protocols set out by your individual school and the district. If you are unsure of anything, please ask. This is a year of educating! Do what we can to model for our students and be safe for everyone. <br> - Any staff and teachers on-call (TOCs) working in multiple classrooms and cohorts are expected to wear a mask only when in close proximity of a student. If he / she is standing at the front of the room or teaching from a distance, then a mask is not required. <br> - The COPACs executive would like to extend an open invitation to all parents in our district to attend our monthly meetings. Lots of valuable information is shared; David Eberwein (Superintendent), school board trustees, guest speakers and more are all in attendance each month. <br> Upcoming Meetings (7:00-9:00pm) <br> - Thursday November 12, 2020 <br> -Thursday December 10, 2020 <br> - Thursday January 14, 2021 <br> - Thursday February 11, 2021 <br> -Thursday March 11, 2021 <br> -Thursday April 8, 2021 <br> - Thursday May 13, 2021 <br> -Thursday June 10, 2021 <br> Microsoft Teams Meeting Information: <br> Join Microsoft Teams Meeting <br> (866) 608-1178 Toll-free <br> Conference ID: 167417 484\# <br> If you would like to learn more, please visit our website at https://copacs.sd63.bc.ca/ or our Facebook page, https://m.facebook.com/sd63copacs/ |
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| PRESIDENTS REPORT | - Review of wish list <br> - Main theme is outdoor learning/COVID <br> - Wil go over each item and then we can vote on the entire list |


|  | - Anita has already bought the outdoor tables, by the old shed, used for outdoor learning <br> - 6 outdoor benches by the library, already bought <br> - Outdoor washing stations will cover the washing station at the portables, are these movable, like a tent, they will be secured, can be taken down, Question: does this have to be Saanich employee? <br> - Additional storage bins, already in the classes, individual items for the students in the classroom since they can't share supplies <br> - Home reading books for primary (1 and 2). One classroom doesn't have a set any books so they will get a full set and supplement the others. Might need to cover these books. <br> - Reading A-Z; 1400 some did this while they were doing online reading, online ap, leveled readers. It was good for grade 1 levels, used in the classroom and at home. Subscription and accounts for this. Some don't want kids reading on more screen, hard time believing older grades would use this. Don't know if all teachers will use it. Table that one and come back to it next month, once we have more information. Won't vote on this one right now. Which teachers are actually going to use it and how much it will be used in the classroom? <br> - Grade 4 and 5 from red cedar award books. Not sure how many $\$ 300$ buys <br> - IXL pay for subscription, agreed last year, not going to vote on this, total of what we are funding this year <br> - Gyro balls (coding balls) - $\$ 250$ is what PAC would pay, ordering 5 in total, $\$ 250$ from school. The kids can code on an iPad, send it to the ball and gives them a better visual of what they have just created. Coding is part of the curriculum. They want 10 but we will start for these for right now. <br> - Charging stations: Two stations $\$ 850$ from PAC and $\$ 850$ from school. Will hold the new set of laptops. The laptops go into the cart and can be locked and then plug the cart in. <br> - Don't think it's the district paying for this, laptop is paid for by district <br> - Classroom funds: 270 students - $\$ 6750$. Teachers can use this at their discretion which they really love. Did this last year and then toped up again in January per classroom. <br> - New Total: 13280 without reading A-Z <br> - Carolyn showing screen to show how this would affect the bottom line; $\$ 15,510$ potential revenue with all fundraising etc. $\$ 14,520$ overall profit will give us just under 1 k at the end of the year. If we don't fund more and if fundraising goes to planned. <br> - Might get more requests over the year <br> - Voting: Paula, Harpreet, Shelley, Natasha, Carolyn, Wendy, Erin, Jacquie; all in favor |
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| GENERAL DISCUSSION: | - Fundraisers: <br> - Looked at clothing order dates from last year and we had orders done by Oct 15 . Might not have time for this to be here by Christmas. No one has offered to do the clothing. Maybe start in |



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

## Upcoming PAC meetings: Via Teams 7:pm

Tuesday November 4th

## MEETING ADJOURNED: 8:18



This month we are focussing on Gratitude. In this whole school assignment (above) students were given the following prompt...At Prospect Lake School, I am grateful for.... Some of the responses include - friends who are caring and kind
gym because it is fun
the forest
a teacher to learn from, all my friends, the gaga ball court
Many thanks to our Paws Squad and Mrs. Russell for organizing the board.

## Parent-Teacher Interviews and Reporting

Early dismissal days (one hour earlier) are Nov. 3,4,5 for these interviews.
This year interviews will occur virtually, by phone, and if those options are not available, you may meet in person.
The district has also chosen to update our format for report cards this year and most teachers will be learning and using the new format. Teachers using Freshgrade will be continuing as usual until June.

## Health and Safety

A friendly reminder that the school playgrounds are closed before and after school for the purpose of maintaining cohort groups. When students arrive at school they are to line up at their cohort entrance and leave promptly at the end of the day. Morning supervision is 8:25-8:40 and students should not be arriving before that time.

## Kindergarten Sencoten

SENĆOFEN language lessons are being offered to all the K and $\mathrm{K} / 1$ classes in the district this year. The instructor is Lorelei McEvay, who is also the Indigenous Support Teacher at Brentwood Elementary. Prospect lake students have had their first lesson and were told a legend and are learning to count to ten.

## Parking Lot

The buses need to enter the parking lot at approximately 8:17 am and 2:45 pm to pick up students. In the morning, when you are dropping off students, please pull forward in the Drop Off Lane so that traffic will be able to flow better and does not back up onto Prospect Lake Road. Our roundabout area is not a drop-off or pick-up location. Please do not use this area to pick-up or drop off your child; we must keep it clear for emergency vehicles.

## Educational Assistant

Moragh Smith completed her practicum EA training at Prospect Lake School from September 21 to October 21 in a variety of classrooms from Grades K-5.
Under the guidance of the school admin. and IST, Moragh built positive relationships with staff and students. Working with the classroom teachers, Moragh assisted students with academic and social emotional learning, prepared materials, and completed supervision duties. With support, Moragh participated in all the duties that would be expected of an Educational Assistant at our school.

## Safety Drills

This month we have had two safety drills, the fire drill and the earthquake. It is very important for students to learn to quickly and quietly exit the school, and wait for further instructions from their teacher, in any of our safety drills. Fire drills are held at least three times in each of the fall and spring school terms. Earthquake drills typically are held twice a during the year. As part of the Great Canadian Shakeout on October 15th, students and staff practiced "Duck Safety, Cover and Hold On" followed by counting to sixty once any shaking comes to a full stop.

## Eric Misener

Eric is our police constable who is assigned to our school. He will be in our school this week meeting with cohorts to provide some Halloween safety tips and suggestions to our students. He will be physically distant from our students and will be wearing a mask.


## Professional Development

The staff at Prospect Lake have been involved in a number of workshops this month. Here is a sample of;

The Classrooms to Communities (C2C) 2020 Conference which aims to support the practice of place-based learning.
Guided reading and writing workshops,
Comprehensive Literacy Instruction
Phonics and Phonics Games
Story Workshop

## Pumpkin Run

On October 29, classes will participate in the Pumpkin Run with their cohort group. Please make sure your child has a pair of running shoes at school on that day. Times will be assigned. Many thanks to Natasha for providing the students with their own little pumpkin.

## October 30th

Students are invited to wear their halloween costume or black and orange on that day. Please no masks or accessories such as wands, swords or anything weapon related. This year we are unable to share food items (wrapped or not) due to Health and Safety protocols with Covid-19. You are welcome to pass out stickers, notepads, pencils etc.

## U Vic Practicum Students:

We have 12 Uvic students helping at Prospect on Wednesdays. The Uvic students are in their second year of their BEd and are taking part in a program called Link2Practice which connects the theories they are learning with the practical aspects of the classroom. Kristen Sinats is one of their instructors along with Sherisse Norris from Lochside. While they are at the school, the Uvic students wear masks and follow Health and Safety protocols. The kids love the energy and enthusiasm they bring and look forward to their visits.

## Strong Start Re-Opening

The link below is now live on the SD63 Website - Front page, Early Learning Page and the StrongStart Pages. Registration for time slots will become live October 27. Registration for time slots will become live October 27.

StrongStart Registration Restart Info https://www.sd63.bc.ca/news/2020-10/saanich-schools-strongstart-restart-information

Information with regards to Supporting Healthy Local School Food through a COVID-19 Lens - link from VIHA
https://drive.google.com/file/d/1IES60ioNfNV-LWhQPbM09BpcjLS718Nz/view

Lost and Found
Please have your child look through the lost and found for their belongings located near the gym entrance. It really helps if your child's name is on their hoodies, sweaters and coats.


|  | Actual Budget Amounts 2019-2020 |  |  |  |  |  | Proposed Budget Amounts 2020-2021 |  |  |  |  |  |  |
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|  | $\begin{gathered} \text { 2019-2020 } \\ \text { Income } \end{gathered}$ |  | $\begin{gathered} \text { 2019-2020 } \\ \text { Expenses } \end{gathered}$ |  | $\begin{gathered} \text { 2019-2020 } \\ \text { Totals } \end{gathered}$ |  | Income |  | Expenses |  | Totals |  |  |
| Gaming Grant | \$ | 4,940.00 |  |  | \$ | 4,940.00 | \$ | 5,180.00 |  |  | \$ | 5,180.00 |  |
| Interest | \$ | 5.38 |  |  | \$ | 5.90 | \$ | 5.00 |  |  | \$ | 5.00 |  |
| Hockey Pool | \$ | 234.41 | \$ | 25.00 | \$ | 209.41 |  |  |  |  | \$ | - |  |
| Halloween Dance | \$ | 3,777.22 | \$ | 1,264.09 | \$ | 2,513.13 |  |  |  |  | \$ | - |  |
| Hot lunch | \$ | 12,331.27 | \$ | 5,838.63 | \$ | 6,492.64 | \$ | 1,500.00 |  |  | \$ | 1,500.00 |  |
| Magazines | \$ | 141.18 |  |  | \$ | 141.18 |  |  |  |  | \$ | - |  |
| Red Barn Cards | \$ | 4,358.95 | \$ | 3,555.00 | \$ | 803.95 | \$ | 3,000.00 | \$ | 2,700.00 | \$ | 300.00 |  |
| Donations | \$ | 509.00 |  |  | \$ | 509.00 | \$ | 575.00 |  |  | \$ | 575.00 |  |
| Art Cards December | \$ | - |  |  | \$ | - | \$ | 2,500.00 | \$ | 400.00 | \$ | 2,100.00 |  |
| Purdy's Christmas | \$ | 1,174.16 |  |  | \$ | 1,174.16 | \$ | 1,000.00 |  |  | \$ | 1,000.00 |  |
| Purdy's Easter | \$ | - |  |  | \$ | - | \$ | 400.00 |  |  | \$ | 400.00 |  |
| Clothing | \$ | 1,849.05 | \$ | 1,349.93 | \$ | 499.12 | \$ | 2,000.00 | \$ | 1,500.00 | \$ | 500.00 |  |
| Basket Raffle | \$ | - |  |  | \$ | - |  |  |  |  | \$ | - |  |
| Winter flowers | \$ | 2,037.54 | \$ | 1,478.12 | \$ | 559.42 | \$ | 2,000.00 | \$ | 1,500.00 | \$ | 500.00 |  |
| Monk Office | \$ | 670.15 |  |  | \$ | 670.15 | \$ | 350.00 |  |  | \$ | 350.00 |  |
| Bottle Drive | \$ | 1,924.60 |  |  | \$ | 1,924.60 | \$ | 500.00 |  |  | \$ | 500.00 |  |
| Spring Fair |  |  |  |  | \$ | - |  |  |  |  | \$ | - |  |
| Spring Art Cards | \$ | - | \$ | 431.36 | -\$ | 431.36 | \$ | 2,500.00 | \$ | 1,000.00 | \$ | 1,500.00 |  |
| Spring flowers | \$ | - |  |  | \$ | - | \$ | 1,600.00 | \$ | 1,200.00 | \$ | 400.00 |  |
| Seeds | \$ | 1,556.95 | \$ | 1,007.02 | \$ | 549.93 | \$ | 2,000.00 | \$ | 1,300.00 | \$ | 700.00 |  |
| Subtotal | \$ | 35,509.86 | \$ | 14,949.15 | \$ | 20,561.23 | \$ | 25,110.00 | \$ | 9,600.00 | \$ | 15,510.00 |  |
| Planned Expenses |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gifts |  |  | \$ | 450.00 | -\$ | 450.00 |  |  | \$ | 450.00 | -\$ | 450.00 |  |
| BCC PAC |  |  | \$ | 75.00 | -\$ | 75.00 |  |  | \$ | 75.00 | -\$ | 75.00 |  |
| Teacher's lunch |  |  | \$ | 200.00 | -\$ | 200.00 |  |  | \$ | - | \$ | - |  |
| Coffee morning |  |  |  |  | \$ | - |  |  | \$ | - | \$ | - |  |
| Executive Costs |  |  | \$ | 150.00 | -\$ | 150.00 |  |  | \$ | - | \$ | - |  |
| Miscellaneous |  |  | \$ | 200.00 | -\$ | 200.00 |  |  | \$ | 200.00 | -\$ | 200.00 |  |
| Staff Wish list |  |  | \$ | 7,710.00 | -\$ | 7,710.00 |  |  | \$ | 6,530.00 | -\$ | 6,530.00 |  |
| Principal's Fund |  |  | \$ | 200.00 | -\$ | 200.00 |  |  | \$ | 200.00 | -\$ | 200.00 |  |
| Classroom funds |  |  | \$ | 6,500.00 | -\$ | 6,500.00 |  |  | \$ | 6,750.00 | -\$ | 6,750.00 | \$25 $\times 270$ |
| Grade 5's |  |  |  |  | \$ | - |  |  | \$ | - | \$ | - |  |
| Emergency Preparedness |  |  | \$ | 2,000.00 | -\$ | 2,000.00 |  |  | \$ | - | \$ | - |  |
| Hot Lunch Program |  |  | \$ | 315.00 | -\$ | 315.00 |  |  | \$ | 315.00 | -\$ | 315.00 |  |
| Subtotal | \$ | - | \$ | 17,800.00 | -\$ | 17,800.00 | \$ | - | \$ | 14,520.00 | -\$ | 14,520.00 |  |
| Total | \$ | 35,509.86 | \$ | 32,749.15 | \$ | 2,761.23 | \$ | 25,110.00 | \$ | 24,120.00 | \$ | 990.00 |  |
| *\$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 |  |  |  |  |  |  |  |  |  |  |  |  |  |



| Year Total | $\$ 13,280.00$ |  |  |  |  |
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October 15, 2020

Attention: School Districts 61, 62, 63 \& 64, Parents, Teachers and Administrators, School Board Trustees, \& Supporters of Healthy School Food

## Re: Supporting Healthy, Local School Food through a COVID-19 Lens

As your schools find their way during the COVID-19 pandemic, we wanted to connect about school food. We recognize there are some unique challenges this year to ensuring that students remain safe and healthy at school, and we do not want food safety concerns to be a barrier to healthy school food programs. Healthy school food programs benefit the physical and mental wellness of students, support student learning, and increase community connections within schools. To support healthy, local food in schools, below are some questions and answers around food safety in schools during the pandemic.

Q: Can COVID-19 be transmitted through food?
A: There are no documented cases nor any evidence to suggest that COVID-19 can be spread through food or packaging.
http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/food-safety

Q: Why is it not recommended to bring home-prepared food for in class or school-based celebrations into schools at this time?
A: There are less checks and balances on how home kitchens are sanitized, how food is prepared, and with what ingredients. Preparing food at home can increase the number of people handling the food as well as increase the number of people coming into the school which may pose a risk. It is recommended that foods come from approved sources, and to not share food and drinks at this time. Although many parents enjoy bringing food treats into classrooms for child birthdays, now is the time to explore celebrating without food. As an alternative, parents and teachers can look online for other fun ideas.
Please note: this does not apply to a student's lunch brought from home.

## Q: Do we need to take special precautions to prepare and serve food in schools during the pandemic?

A: The standard food safe principles that are used to limit the spread of any foodborne illness will prevent the spread of COVID-19. School administration protocols for preventing the spread of COVID-19 will be necessary for those working with food in the school (such as mask use, safe numbers of people working in a space, enhanced cleaning/sanitation etc.). Environmental Health Officers can provide support to school staff or volunteers with plans around food safety and cleaning. Food safety plans are recommended (but are not required for breakfast programs, salad bar programs or other food access programs that are not regulated under the Food Premises Regulation). For more information on food safety, please visit the Island Health and BCCDC webpages, or contact your local Environmental Health Office:
https://www.islandhealth.ca/learn-about-health/food-safety/food-safety
http://www.bccdc.ca/Health-Info-Site/Documents/COVID public guidance/Guidance-k-12-schools.pdf
(Appendix D)

[^0]Tel: 250.519.3401| Fax: 250.519.3402

## Q: Can produce from school/community gardens be served to students?

A: Yes, fresh fruits and vegetables can be served to students if they are prepared in the school kitchen or another approved kitchen (i.e. Island Health approved). Excess produce can go home with students.

Q: Can reusable dishes be used safely in school food programs?
A: Yes, reusable dishes can be safely used if washed on the sanitize cycle in a standard dishwasher (NSF standard 184) or washed in a commercial dishwasher. If a dishwasher is not available, it is safe to wash, rinse and sanitize dishes in three separate sinks or basins. Otherwise, we recommend single use disposable containers. http://www.foodsafe.ca/docs/Common Sanitizing Solutions.pdf
https://www.islandhealth.ca/sites/default/files/2018-05/dishwashing-steps-sign.pdf

## Q: Should I wear gloves when preparing and serving food?

A: Good hand hygiene is key to preventing the spread of viruses. Handwashing is preferred over glove use when preparing and serving food. This is due to the fact that gloves can give a false sense of security and sometimes are not changed as often as they should in order to prevent cross contamination. Good handwashing includes washing your hands for 20 seconds under running warm water before, during and after preparing and serving food. Alternatively, hand sanitizer (minimum of $60 \%$ alcohol) can be used, along with assigning specific duties to workers with good education and oversight on glove use (i.e. frequent change of gloves).

Q: Will parents and community volunteers be able to help with school meal programs?
A: Please have parents work with School Administrators in advance of entering the school if coming on site for food prep or meal service. COVID-19 Precautions, such as mask use, wellness checks, and adhering to the appropriate number of people able to work in a space, will be outlined by the school's Administration Protocols.

## Q: Are Salad Bar Programs able to operate safely at this time?

A: Yes, Salad Bars are able to safely operate. It is recommended that children be served (or food be pre-plated), and not operated as a buffet-style Salad Bar. Environmental Health Officers can provide support to school staff or volunteers with reviewing safety plans if needed.

Please do not hesitate to contact us if you have questions or if you are looking for healthy schools support.

In good health,


Joanne Lum, Senior Environmental Health Officer, Island Health: Joanne.Lum@viha.ca 250.519.3644

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