

Prospect Lake Elementary PAC Meeting
November 24th, 2020

In Attendance:	Shelly McIntyre, Wendy Bird, Carolyn Ensing, Krista Barnabe, Brittney Crump, Andrea Rantucci, Harprett Hornett, Paula Hesje, Desirree Davies, Marina V, Sean Ratz, Sarah Angus,
Guests:	Sat Lail, Kristen Sinats, Laura Riddell
CALL TO ORDER:	7:01
WELCOME:	<p>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.</p> <ul style="list-style-type: none"> o Approval of Agenda: 1ST and 2Nd Andrea and Carolyn o Approval of Minutes: 1ST and 2nd Carolyn and Andrea
PRINCIPALS REPORT	<p>Laura Riddell (teacher at Prospect Lake K/1): has been using reading A-Z for the last 16yrs on and off. I Think it is an awesome k-7 resource. Reading A-Z is more teacher based and more opportunity to pick the right book for the student. More instructional based and can be used to deliver instructions and meets the needs of all the kids. In current class she has 18 kids and 8 are in k, two reading at grade 2 level. Reading at levels 2, 3 and 4. Being able to find resources quickly is really hard to do. Need the support from PAC to use in the classroom. She gave an example that she printed off the annual purchasing statement, and she spent \$628 of her own money for resources for the school. Not including amazon and dollar start. A lot of money out of pocket for us to spend. But this resource is really great and they get a lot through this.</p> <p>Kristen Sinats: gives us access to leveled readers, home readers, similar type programs that can be used at school and at home. Gives a little bit of consistency, teachers spend a lot on the classroom resources. Used throughout the states and Canada. Access to research-based lessons. Including Raz kids \$209 CDN per division; without Raz it is \$150 CDN per division.</p> <p>These can be printed off and able to project it on the screen for in class instruction.</p>

	<p>Teacher directed. \$1760 for 13 divisions, price goes up if we want to add the app (Raz). Kids can record themselves reading the book and send it to the teachers. It would just be the kids assigned to the class. Concern is that if we pay for the entire school some divisions aren't going to use it. Can you pay for it per division? Yes Laura is going to see who would be interested, and let Shelly and Desiree know how many teachers would want this resource. \$2400 US with the A-Z and Raz kids. Asking the parents to fund maybe? Asked parents to chip in? Sat will need to look into what the procedure would be for that, might not be able to fundraise in one division and not the other.</p> <p>From Sat: Novembers theme was on peace; PAW did an assignment: I keep my school peaceful by? and the answers were posted on a board in the school. (See attached document) Boundary changes: results were approved last week and the link will be sent out. Lost and Found: rolling cart will be back at outside near the undercover area on Fridays, please come and look. The clothes are piling up. Winter Art: PAW will be sending home a giant ornament; the families are being asked to decorate the ornament. They will be displayed through the school. Policies and Admin procedures for the district were updated, last one was done in 2007. Outdated language, needed to review school district policies. Comparing the board policy handbook and administrative procedure manual. Examples of where to find information in the handbook. All can be found on the Saanich district school website. Reminder to parents to please pick up kids and leave the school grounds as soon as possible. Parent question: what is the policy on parents wearing masks on school property and students in class. Students under 10 are not mandated, but some do wear them all the time. Kind of all over the place with masks. Adults should be wearing masks on the grounds. Strongly encouraging parents to wear masks on the school grounds. Will put it on the website When are kids supposed to be wearing them? Not saying they have to, because of no mandate, it is whatever the child's comfort level is. Parents stressed out about what to do, as teachers we are supporting them at whatever level they are comfortable with. Kids wearing masks on the bus. Can they wear face shields? Are classes staying in cohorts? Yes, still in place that cohorts are playing together. Some do more cohort things together and they are still in place. Activities done together tend to be outside. Once a week in outdoor ed, play outside, not a lot done indoors.</p>
TREASURER'S REPORT	<p>Starting balance to report 30k includes cash, bank and paypal account, also takes into account some outstanding cheques that haven't been cashed. Not much on this report. Don't have totals for some activities. Did</p>

get a gaming grant, \$5180. Will fix it later because of the hot lunch refunds and what is showing for the art cards. Over \$6000 in sales and will get around \$1700 in profit, might see another large order of \$600 come in. Teachers gift and principal funds and classroom funds will be the only other outgoing funds.

Haven't started tracking the refunds yet, \$537 in cheques ready to go out for refunds.

Will break even for the year.

Looking at consideration for the A-Z program we can afford to fund it. Will still have plenty in the bank for next year.

Will remove the projection for popcorn. Hot lunch or prepackaged snacks are out as per Sat Lail.

Does not look like we will be charged at all for the Gaga Ball Court.

Can only spend the gaming grant on non curriculum items, shelters benches etc. Seeds could come from the gaming grant.

Money set aside for the earthquake bin? Not this year, funded last year but not this year.

COPAC REPORT

Welcome to the November COPACS report.

Ryan Lacasse, SD63's Health & Safety Operations Manager was in attendance as a guest speaker. He spoke to emergency preparedness, specifically earthquakes, the roles and responsibilities of parents, staff, schools, the board and then the ministry. He also clarified the district's role around financing for earthquake supplies: SD63 will cover the cost of an emergency storage container, groundwork necessary for structure stability, locks, etc. It is up to each individual school's PAC to cover the cost of water, food, items of comfort (tents, blankets, flashlights, toilets, etc.). Ryan will research supply vendors with the hopes of finding one that SD63 schools can purchase from at a reduced price.

More information on this topic can be found at:

Emergency Preparedness:
<https://www.sd63.bc.ca/leadership-governance/board-policies-administrative-procedures/100-general-administration-21>

Earthquakes:
<https://www.sd63.bc.ca/leadership-governance/board-policies-administrative-procedures/100-general-administration-32>

SD63's Superintendent, Dave Eberwein, gave an update on the remote learning program offered this school year. At the beginning of the school year the district received Federal money to support the program through to December 31, 2020. At this current time, no updates are available about further financial support. There are currently around 240 students still in remote learning: down from just over 600 students in September.

Parent Question: Can students leave their brick and mortar school and enter remote learning?

Superintendent's Answer: Ideally no. However, we [SD63] will approach each situation on a case by case basis. If a family is feeling like being in school is not going to work for them, please encourage them to first speak with your school's principal who can then work with them to figure out how to best meet their needs.

Parent Question: What will happen if BC goes back to Stage 3 closures?

Superintendent's Answer: The district is in a really good position right now. The transition should go smoothly as we have plenty of staff available to meet the needs of all students. At this point in time there has been no direction from the Province that we are headed that way.

The COPACS Executive's Report highlighted a strong concern with the new Board Policies & Administrative Procedures as they have renamed the one policy specific to parent involvement within our district. The concern is that it is scheduled to no longer be a policy which helped our standing as parents in the district and supported our voices. The plan is for it to be turned into an administrative procedure – name TBD. It is important to note that we are the only District Parent Advisory Committee (DPAC) in the province that had a policy about parent involvement.

The original policy, Policy 1100 can be found here (pages 25-31):
<https://www.sd63.bc.ca/sites/default/files/Policy%20Section%201000%20-%20Governance%20&%20Communication.pdf>

New Parent/Guardian Involvement:
<https://www.sd63.bc.ca/leadership-governance/board-policies-administrative-procedures/board-policy-handbook/policy-15>

Upcoming Parent Education Night!

COPACS is offering a webinar by Dr. Allison Rees on her popular workshop, 'Sidestepping the Power Struggle' on Monday, December 14th from 7:00-8:30 pm over Zoom. The session will be packed with concepts and information on understanding and working with your child's unique temperament, winning cooperation and family decision making. The session is available to all parents/guardians of children in School District 63, and is hosted by the Keating Elementary PAC.

Please register for the session by following these instructions carefully. Complete the registration at the link below but be sure to include your affiliated school/schools in your last name, e.g.,

First name: Josephine

	<p>Last name: Bloggs (Keating Elementary).</p> <p>Here's the registration link: https://us02web.zoom.us/meeting/register/tZwrce-oqDksGdlU68goGZRJhFXBq3U4sBJa</p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p> <p>In other news, the PAC at Deep Cove Elementary are looking to donate funds to another school's PAC to help support the school, students and their families that could use a little extra help. Each year the Deep Cove PAC looks for nominations; within SD63 first then throughout Greater Victoria and Sooke. If you know of a school that could benefit from this, please contact the Deep Cove PAC at deepcovepac@gmail.com by the end of November. Currently, the nominated schools are: Craigflower Elementary, Quadra Elementary and the Brentwood Bay Tribal School. Once all school nominations have been received, the Deep Cove PAC will research the nominees and make their donations.</p> <p>Upcoming COPACS Meeting: December 10th @ 7pm via MS Teams</p> <p>Note: Adam Olsen and hopefully Lana Popham will both be in attendance</p> <p>Meeting Log In Information can be found on the COPACS website: https://copacs.sd63.bc.ca/</p> <p>COPACS Contact Information</p> <p>E-mail: copacssd63@gmail.com</p> <p>Website: https://copacs.sd63.bc.ca/</p> <p>Facebook: https://www.facebook.com/sd63copacs/</p>
<p>PRESIDENTS REPORT</p>	<p>Fundraisers: Art Cards, poinsettias and Purdy's have been really good. Bottle drive Jan 10th, need to send out email to remind parents to save bottles. Popcorn is off the list now.</p>

	<p>Clothing order: do have a volunteer and will start in the early year and get grad hoodies ordered before they graduate. Teachers had also said they will do the spring art cards as well in April or May.</p> <p>Still looking for Mrs. H and Mrs. Evans and Grade 5 Liaisons. Grade 5 Liaisons: Not much to do this year but will need to make a yearbook. Should be a relatively easy job, have a template from last year. Volunteers will be needed for the art card gluing. Once we get those printed, we will need some help with gluing. Group into classes, taking them home and then gluing them together. Purdy's order can it be done by paper? – might be able to, might want to call in and give them the credit car over the phone. How does it get organized? All the Purdy's stuff comes together in boxes and then sorted into individual orders and bags. Going to set up a table in the undercover area starting at 215, don't want them sent home with kids.</p> <p>Earthquake kits: 48 hours for 300 people left over from last year. Crystal HF was supposed to be organizing the ones for the kids that didn't have ones, Shelly to follow up with her. Still in the bins from last year. Bins for the teachers? Don't know if the staff have them. School district might be putting in bulk order for all schools for the earthquake kits.</p>
<p>GENERAL DISCUSSION:</p>	<p>A-Z – could we do a time limit? Yearly subscriptions are these reading books they come home with?. Don't think every class will want it or use it. Grade 4/5 might not use it. Comes with worksheets and other resources that come with the subscription. Also has an App that goes with it. Hesitant to pay for the app. Library time is not used for reading level guidance. Levels are very specific to where they are in reading capability. Again hesitant to fund the App as it is just more screen time that will need to be managed.</p> <p>Will we have access to the web if we get sent home to stage 3 will we be able to use this? The teacher prints out the example and then uses it for the classroom. But then they will be printing out books, waste of papers. Will it be reusable?</p> <p>Top out at a certain level? – primary books are too simple and not interesting enough for higher levels.</p> <p>Asking parents to fund this is a tough area, may not benefit everyone. Asking parents for money for just one or two classes is not really done.</p>

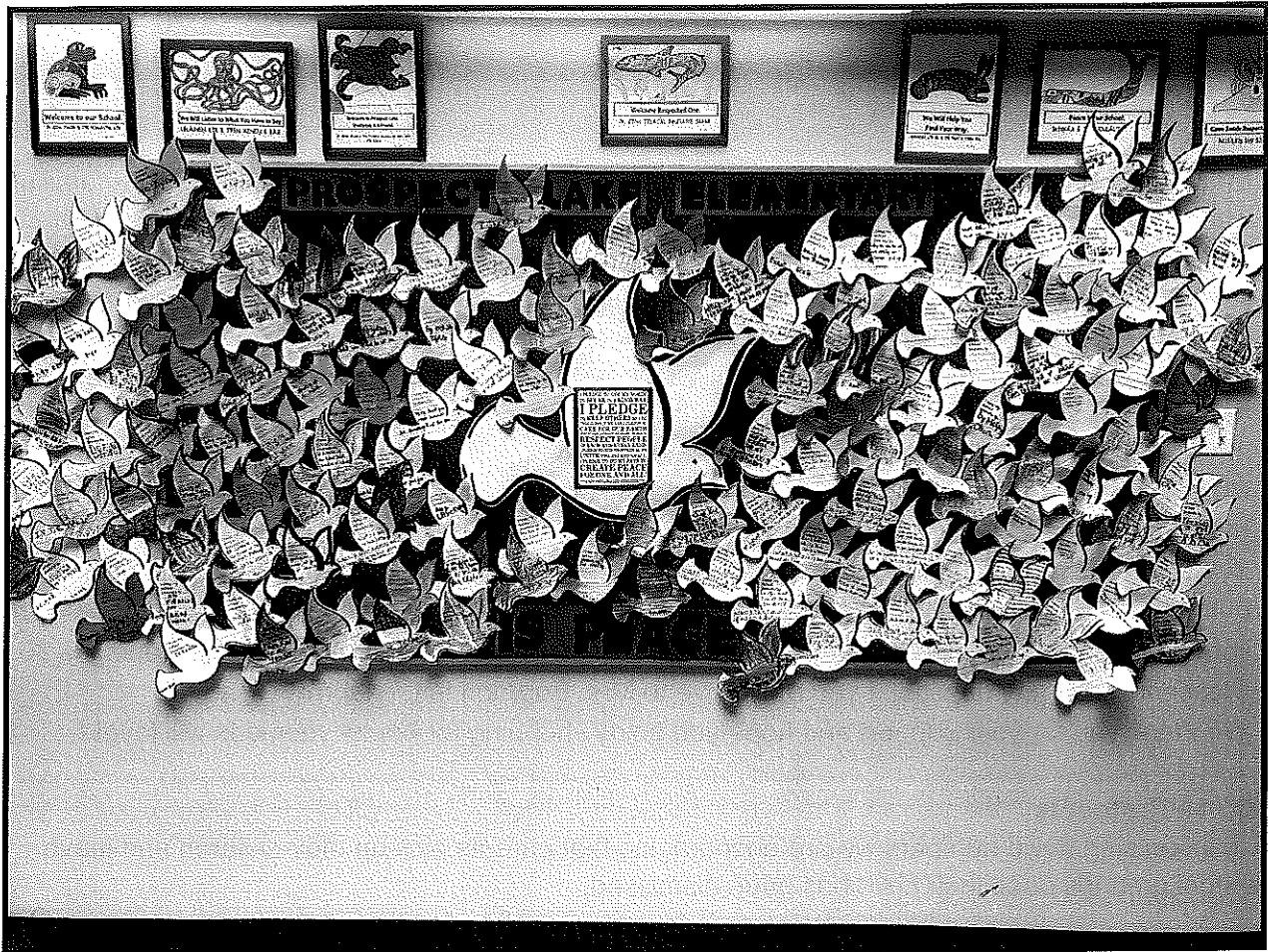
	<p>Maybe we should table this until January? Can we vote via email? We might be able to do this but have never done this in the past.</p> <p>Carolyn: The president can approve up to \$400 without a meeting.</p> <p>Sean: Could the library be the central subscription for the entire school? maybe have designated time.</p> <p>Have a lot more questions that we will need to get more answers to.</p> <p>Could do an extraordinary meeting where the only subject is this voting.</p> <p>Might want to schedule a meeting for December so we could vote.</p> <p>Shelly and Desiree will meet with Sat and see if she wants to attend. Table this one again.</p> <p>New parking lot? Were told it was going to be started last year. Saanich website for the traffic light has not been updated since February. Trying to get projects going at the same time. Going to ask Sat.</p>
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Immediate Need for Volunteers: sign up at <https://ples.hotlunch> or email prospectlakepac@gmail.com

Upcoming PAC meetings: Via Teams 7:pm

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MEETING ADJOURNED: 8:40



This month we are focussing on Peace and being peaceful. In this whole school assignment (above) students were given the following prompt... I keep my school peaceful by....

Some of the responses include - I cheer my friends up

- Being quiet and respectful
- Being careful with books
- Picking up scraps on the ground

Many thanks to our Paws Squad and Mrs. Russell for organizing the board.

Catchment Boundary Changes

Last week the Board approved the changes proposed to the catchment boundaries for our school. I was asked to communicate this to our PAC and staff

The results of the consultation and the recommended changes (approved last week) are in the November 2020 briefing on the consultation page:

<https://www.sd63.bc.ca/leadership-governance/school-catchment-boundary-review>

See slide deck for Saanich Policies and Administrative Procedures - No. 2020

Virtual Book Form

Each year our school Learning Commons holds a Scholastic Book Fair. I'm sure you are familiar with the excitement that usually surrounds it, as we have many children keen to help out with our book sale and have had so many families come to support this important fundraiser for our library. Unfortunately, this year we will be unable to host this book fair in person but do have the option to host a **virtual book fair** to help raise funds to purchase new books for our library. This is normally our most successful fundraiser which helps to ensure that we can meet the reading needs of our school community. We hope that you will consider supporting this virtual book fair at your convenience from **November 23-December 4**.

On the first day of the book fair you can access this link:

<https://bookfairs-canada.myshopify.com/pages/5151927>

You can go here to shop a large selection of Scholastic books. Once you have made your purchase, the books will be shipped directly to your house and you will be supporting our school library (Thank you!) Shipping is free with orders \$35 or more, otherwise standard shipping is \$6. Please forward any questions you may have to Mrs. Bourdon in the Library.

We thank you for your support and hope you enjoy shopping for books your kids will love!

COVID 19 Protocols

Due to increasing covid numbers we are encouraging that parents pick up their children and leave the school grounds once their child has been dismissed.

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. Next week, we will have another chance to put the items near the covered area for parents/guardians to have a look - before and during school.

Winter Art

Paws Squad will be continuing with their annual Prospect Lake Elementary Winter Fun Project. They are sending home instructions and one tagboard with a giant ornament drawn on it per family. They are asking all of our Prospect Lake families to take some time to decorate the ornament together. The decorated ornament will be displayed on the classroom windows for the

	Actual Budget Amounts 2019-2020			Proposed Budget Amounts 2020-2021			Difference
	2020-2021 Planned Income	2020-21 Planned Expenses	2020-21 Planned Totals	Income	Expenses	Totals	
Gaming Grant	\$ 5,180.00		\$ 5,180.00	\$ 5,180.00		\$ 5,180.00	\$ -
Interest	\$ 5.00		\$ 5.00			\$ -	\$ 5.00
Hockey Pool			\$ -			\$ -	\$ -
Halloween Dance			\$ -			\$ -	\$ -
Hot lunch	\$ 1,500.00		\$ 1,500.00			\$ -	\$ 1,500.00
Magazines			\$ -			\$ -	\$ -
Red Barn Cards	\$ 3,000.00	\$ 2,700.00	\$ 300.00			\$ -	\$ 300.00
Donations	\$ 575.00		\$ 575.00	\$ 502.40		\$ 502.40	\$ 72.60
Art Cards December	\$ 2,500.00	\$ 400.00	\$ 2,100.00	\$ 3,224.22		\$ 3,224.22	-\$ 1,124.22
Purdy's Christmas	\$ 1,000.00		\$ 1,000.00			\$ -	\$ 1,000.00
Purdy's Easter	\$ 400.00		\$ 400.00			\$ -	\$ 400.00
Clothing	\$ 2,000.00	\$ 1,500.00	\$ 500.00			\$ -	\$ 500.00
Basket Raffle			\$ -			\$ -	\$ -
Winter flowers	\$ 2,000.00	\$ 1,500.00	\$ 500.00			\$ -	\$ 500.00
Monk Office	\$ 350.00		\$ 350.00			\$ -	\$ 350.00
Bottle Drive	\$ 500.00		\$ 500.00			\$ -	\$ 500.00
Spring Fair			\$ -			\$ -	\$ -
Spring Art Cards	\$ 2,500.00	\$ 1,000.00	\$ 1,500.00			\$ -	\$ 1,500.00
Spring flowers	\$ 1,600.00	\$ 1,200.00	\$ 400.00			\$ -	\$ 400.00
Seeds	\$ 2,000.00	\$ 1,300.00	\$ 700.00			\$ -	\$ 700.00
Subtotal	\$ 25,110.00	\$ 9,600.00	\$ 15,510.00	\$ 8,906.62	\$ -	\$ 8,906.62	\$ 6,603.38
Planned Expenses							
Gifts		\$ 450.00	-\$ 450.00		\$ 127.49	-\$ 127.49	
BCC PAC		\$ 75.00	-\$ 75.00		\$ -	\$ -	
Teacher's lunch		\$ -	\$ -		\$ -	\$ -	
Coffee morning		\$ -	\$ -		\$ -	\$ -	
Executive Costs		\$ -	\$ -		\$ -	\$ -	
Miscellaneous		\$ 200.00	-\$ 200.00		\$ -	\$ -	
Staff Wish list		\$ 6,530.00	-\$ 6,530.00		\$ -	\$ -	
Principal's Fund		\$ 200.00	-\$ 200.00		\$ 200.00	-\$ 200.00	
Classroom funds		\$ 6,750.00	-\$ 6,750.00		\$ 6,750.00	-\$ 6,750.00	\$25 x 270
Grade 5's		\$ -	\$ -		\$ -	\$ -	
Emergency Preparedness		\$ -	\$ -		\$ -	\$ -	
Refunds		\$ -	\$ -		\$ 537.25	-\$ 537.25	
Hot Lunch Program		\$ 315.00	-\$ 315.00	\$ -	\$ -	\$ -	
Subtotal	\$ -	\$ 14,520.00	-\$ 14,520.00	\$ -	\$ 7,614.74	-\$ 7,614.74	
Total	\$ 25,110.00	\$ 24,120.00	\$ 990.00	\$ 8,906.62	\$ 7,614.74	\$ 1,291.88	
*\$500 allocated to reserve fund to upgrade the nature playground not included in the figures above							
**Does not include an additional \$2000 for IXL Math for the next 2 years							

Staff Wish List						
Item	Amount	Approval Date	Spent	Available	Notes	
4 Outdoor picnic tables	\$ 980.00	27-Oct-20	\$ -	\$ 980.00		
6 Outdoor benches	\$ 480.00	27-Oct-20	\$ -	\$ 480.00		
Washing station cover	\$ 150.00	27-Oct-20	\$ -	\$ 150.00		
Outdoor space covers x 2	\$ 400.00	27-Oct-20	\$ -	\$ 400.00		
Student storage bins	\$ 520.00	27-Oct-20	\$ -	\$ 520.00		
Home Readers	\$ 1,600.00	27-Oct-20	\$ -	\$ 1,600.00		
Reading A-Z			\$ -	\$ -	Based on \$1039 USD	
IXL Math	\$ 1,000.00	27-Oct-20	\$ -	\$ 1,000.00		
Red Cedar books	\$ 300.00	27-Oct-20	\$ -	\$ 300.00		
GYRO balls	\$ 250.00	27-Oct-20	\$ -	\$ 250.00		
Charging station	\$ 850.00	27-Oct-20	\$ -	\$ 850.00		
Subtotal	\$ 6,530.00		\$ -	\$ 6,530.00		
Classroom funds (\$25 per student x \$270)	\$ 6,750.00	27-Oct-20	\$ -	\$ 6,750.00		
Total	\$ 13,280.00		\$ -	\$ 13,280.00		
Nature play area expansion	\$ 500.00	11-Oct-19	\$ -	\$ 500.00	Reserve Fund	
IXL Math	\$ 2,000.00	11-Oct-19	\$ 1,000.00	\$ 1,000.00	\$1000 for each of next 2 years	
In-Year Requests						
Item	Amount	Approval Date	Spent	Available	Notes	
				\$ -		
	\$ -			\$ -		
	\$ -			\$ -		
Total	\$ -		\$ -	\$ -		
Additional Requests						
Item	Amount	Approval Date	Spent	Available	Notes	
				\$ -		
				\$ -		
Total	\$ -		\$ -	\$ -		

Year Total	\$ 13,280.00					
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Trial Balance

Prospect Lake Elementary School PAC

As of Nov 24, 2020

ACCOUNTS	DEBIT	CREDIT
Assets		
Bank Account	23,264.95	0.00
Cash on Hand	792.90	0.00
Gaming Account	9,657.94	0.00
Paypal	3,090.97	0.00
Total Assets	36,806.76	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		
Art Cards - Dec	0.00	3,224.22
Donations	0.00	502.40
Gaming Grant	0.00	5,180.00
Total Income	0.00	8,906.62

Expenses		
Gifts	127.49	0.00
Principal's Fund	200.00	0.00
Refunds	537.25	0.00
Total Expenses	864.74	0.00
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Total for all accounts	37,671.50	37,671.50