**Prospect Lake Elementary School PAC**

**Meeting Minutes – Tuesday November 21, 2023**

**Meeting Offered In-Person & Virtual via MS Teams**

**Welcome, Introductions, and Call to Order**

In-Person Attendance:  Wendy Bird, Christie Wilson, Michelle McNally, Jayna Brulotte, Tracy Michaels, Harp Hornett, Desiree Davies, Natasha Crawford, Jacquie Davis

Online Attendance: Brittany Crump, Danielle Tandman, Erin Gray, Angela Formosa-Gray

**First Nations Territorial Acknowledgement**

*We acknowledge and thank the W̱SÁNEĆ people on whose traditional territory we live, learn, and teach. The W̱SÁNEĆ people have lived and worked on this land since time immemorial.*

**Adoption of Agenda**

**Motion: Desiree**

**Second: Tracy**

**Unanimous 🡪 passed**

**Approval of October 17, 2023, Minutes**

**Motion: Tracy**

**Second: Michelle**

**Unanimous 🡪 passed**

**REPORTS**

1. Principal’s Report: Sara Salemink
* Thank you for supporting Goldstream trips next Mon and Wed
* Reporting Updates-- Parent meeting Nov 23, 7:00-8:00pm MS Teams
* Wild Wise animal safety presentations to classrooms next week and following
* Thank you for contributions for Remembrance Day – 40 families shared photos of family members currently or previously serving in military
* Soccer Jamboree- Dec 1
* PAW Claw assemblies-- going well, first Friday of each month. October- Gratitude, November- Belonging, December- Generosity-- connection with United way
* Winter Concerts – notice to be coming out
	+ Concert A- Dec 13, 5:30-6:30pm- Harward, Gregory, Lail, Tate, Russell, Stewart
	+ Concert B- Dec 14, 5:30-6:30pm- Jamieson, H, Bossence/Sargent, Riddell, Sinats, Close
* Concerts will be ticketed-- each family will be offered 2 tickets to start. If you wish more tickets, we will offer tickets out
* Strong parent helpers needed (5-10 people) at 3:10pm on Dec 11; 8:15 am on Dec 15 for 45 mins (for setup and takedown of Winter concert décor, will need to lift risers)
* Report Cards Home Dec 18-21
* Interim Principal, Sara Postlethwaite to begin for Sara Salemink's maternity leave (in the early new year) . Welcome to Sara P!

Wendy: MOSI would like to donate two turkey dinners + knit items for families in need

Will be some overlap with ROMS families

1. Treasurer’s Report: Jacquie Davis as Tina & Jim away
* Including the $5.5K gaming grant revenue, the PAC has a year-to-date net income of approximately $15k. Note that this also includes any pre-paid hot lunch that will take place later in the year, the expenses of which will only be recorded when paid in the subsequent months
* The PAC made $2K profit from the Halloween howl dance this year
* Additional revenue included this period also reflected the $1K rebate from Monk, and $1K income from the recent Bottle drive (slightly less from the same period last year, where the bottle drive generated ~$1,200 last fall). Great job for regardless for all the volunteer who came out to help with the drive
* As of November 15, 2023, the PAC has $38.5K in the bank
* Also worthwhile to note that the PAC will be actively negotiating with vendors (without affecting any vendor relations) to make sure GST is removed from all hot lunch orders. Last year, a total of $20K was spent on hot lunch orders – if GST can be saved on this for 2023, we can save up to $1K if the hot lunch volume is similar this year
1. President’s Report: Jacquie Davis

See New and Old Business

1. COPACS October Report: Wendy Bird and November Report: N/A ~~Jayna Brulotte~~ \*Amended \*

The October 2023 COPACS minutes can be found here:

[October23\_FINAL\_min\_copacs - Google Docs](https://docs.google.com/document/d/1eRzkuHCzwF8p73_qm_fEwX3u2c_oyZelO7UhWGi3w9I/edit)

**OLD BUSINESS**

* Staff Wish List
	+ Discussion and voting on tabled items:
		- Decodable Reader, $1,000.00 (50 books) - **unanimous in favour 🡪 approved**
		- Literacy Intervention Games $500.00 - **unanimous in favour 🡪 approved**
		- Class Sets of Outdoor Equipment $300 per class = $3,600.00

Discussion: school may want to invest in higher quality equipment that will last longer than a year – **all not in favour 🡪 Not approved**

* + - Buddy Bench $3,000.00 ($1500 for metal bench; $1500 for install)

Discussion: is there warranty on bench? What about wood rather than metal? Too expensive – **all not in favour 🡪 Not approved**

* + - Next Year Subscription for Mathletics $1,890.00 \* for 2024-2025 school year – **11 yes, 1 no 🡪 approved**
		- 5 x Folding Tables – **all in favour 🡪 approved**
* Fruit & Vegetable Program:
	+ Is it going ahead this year? yes
	+ If yes, coordinator and volunteers needed. – coordinator not needed as precut, but volunteer with FoodSafe (or willing to get it) would be helpful
* Halloween Howl Report
	+ Coordinator’s feedback
		- Music Coordinator (Paula): I thought the dance went well. I thought the music was great, decorations awesome and I really liked the lights that were strung from hoop to hoop. Having a few organized 'dances' for the kids was great too - like the cancan, limbo, chicken dance.
	+ General feedback and discussion; positives and potential changes for next year
	+ Follow-up: create food document to list how much food, as was a good amount

**NEW BUSINESS**

* COPACS Request:
	+ $250 from all district PACs to help support cost of monthly parent education evenings.

**Motion: Tracy, Second: Jayna, unanimous vote 🡪 passed**

* + Not every speaker is set in stone.
	+ COPACS budget is $2,000, hopeful PAC contributions will cover the rest of the ~ $3,800
	+ In addition to the speakers, COPACS is planning on offering the conference proceedings/recording from Behaviour Revolution: School Struggles Summit, ADHD & Autism
		- Pro License (3 locations) $499 USD.
		- Multi-use license offer for your entire district of 18 schools for $998 USD.

* + November: Anxiety with Julianne Richards
		- Two Sessions: One in person on Nov 22nd (for middle school students) and one online on Nov 30th for elementary school parents
		- Sessions are paid for by the Eric Foundation, no cost to us.
	+ January: Constitution & Bylaw Workshop with BCCPAC
		- BCCPAC is not able to host, COPACS may host
		- Free
	+ January: SOGI with Island Sexual Health educators
		- $600 (possibly free) - TBA
	+ February: Outdoor Education panel with SD63 and ȽÁU,WELṈEW̱ Tribal School educators
		- $500 honourarium plus hospitality
	+ Feb 22, 2024: District Parent engagement night on "Outcomes: How are the kids and what measures/outcomes matter to families and kids" with SD 63 partners.
		- Educational Partners: Saanich Teachers Association, School Trustees, SD63 Directors, CUPE, Saanich Administrators Association, School Admins and PAC Executives
		- Free
	+ March: Chairing effective meetings with Don Peterson
		- Free
	+ April: Technology and Mental health with Dr. Shimi Kang
		- $500 – COPACS might use a different speaker
	+ May: Section 11 webinar with BCCPAC
		- Free – currently unavailable

The costs are roughly:

$600 (A.Rees), $600 (Technology) and $1,500 (Conference fee)

* Goldstream Field Trip
	+ Hot Chocolate - asked MOSI and discounted price would be $750; Tim Hortons would be $546 (+ $100 deposit on 2 urns) – includes cups, lids, hot chocolate, rental of 2 urns, for both days \*note: there is milk product in the powder

**Motion: Tracy; Second: Desiree; unanimous 🡪 passed**

* + - Volunteers for hot chocolate – pick up & drop off (1 person/day) or make, hand out at Goldstream (4 people/day)
		- Monday November 27th
		- Wednesday November 29th

Jacquie is trying to connect with Country Grocer to see about a snack, will also connect with Sat Lail regarding this.

* Policy Discussion: Sick or Injured Student
	+ Language
	+ Specifics
	+ Pass ideas to COPACS for assist to bring to School Board
	+ Concerns:
		- School doesn’t currently have policy on sick/injured child and when parents should be notified;
		- Elementary teachers not currently required to have First Aid certification, other than WorkSafe requiring First Aid attendants for on-job injuries;
		- School does not have an AED device.

Question **TO** Dave Eberwein, Superintendent, **FROM** COPACS President:

“…how many First Aid attendants are required at elementary schools, if teachers are all required to have a valid FA certificate and what guidelines exist around what level of injury results in parents receiving a call from the school or reaching out for further treatment from their injuries?”

From Dave Eberwein, Superintendent, in response to question from COPACS President: *"Provincial regulations require employers to provide first aid attendants for employees. Elementary schools consist of one Level 1 FA attendant and one back-up FA attendant as per WorkSafeBC requirements. While there is no legal requirement for schools to provide first aid services to students, FA attendants do assist if there are any student injuries that require support up to their trained capabilities. For minor bumps and scrapes, things like bandaids, ice packs, etc. are provided usually through the office by staff pending input from the student on the nature of their injury. Teachers and administrators are deemed to be 'in loco parentis', meaning they have the status of 'what a reasonable parent would do in the situation'. As such, teachers and administrators could tend to these minor situations and return a student to class if appropriate. More serious injuries would result in a phone call home or to the emergency contact or perhaps 911 if serious enough*."

* + Q: Who in the school has Level One First Aid certification? Is there more than one person? If that person / people are away, who is / are their back-up? **Jacquie to follow up with principle to see about this.**
	+ Q: Should we work with the school to create a policy for Prospect Lake as well? 🡪 **Wendy to lead the process of parents drafting a policy for presentation to COPACS and ultimately the SD63 School Board**
	+ Separate from PAC: Erin to draft letter to appropriate authority (MLA/Minister, school board?) re: this issue and will circulate informally to parents to sign on individually if they want
* Wild Wise – asked for a $240 honorarium ($20/class), but PAC will make $500 donation

**Motion: Michelle**

**Second: Desiree**

**Unanimous 🡪 passed**

* PAC Room Organization
	+ Inventory / organize PAC Storage Room 🡪 Recycle / Donate / Dispose items we can no longer use
	+ Goal: to create an easily accessible and organized space
	+ Been given permission to remove benches and school related supplies
	+ Measure / research shelving and storage options that would fit in the space - must include fridge and deep freezers

Q: Can we purchase and build the shelving unit ourselves, or does somebody from the District have to complete the work? 🡪 A: We can build the shelving unit(s) and prepare the room; we need somebody from District to secure shelving to ensure it’s safe

**Jayna and Michelle** have offered their support with this project.

Angela: [Shelving at Costco](https://www.costco.ca/CatalogSearch?keyword=shelving&dept=All&hide-unavailable-items=in-stock&deliveryFacetFlag=true&refine=%7C%7Citem_location_availability-in%2Bstock) $79.99 (lots of options, some on wheels, some solid legs)

* Volunteers Needed:
	+ Inventory Emergency Bin: TBD
	+ Bottle Drive Coordinator: TBD
		- Next bottle drive is hosted by the Grade 5’s for fundraising
	+ Winter Centerpieces/craft (Dec 7):
		- Brown’s can’t fund it this year, so will connect us with wholesalers, ~$1.15/child (x 300 kids), parents to donate greenery, this wouldn’t cover flowers and baubles
		- Alternatively, could do boughs
		- Or a different winter activity, decorate gingerbread cookies

**Motion for up to $600 for a winter craft, will ask for donations to supplement that: Angie (exact craft TBD by Coordinator)**

**Second: Jayna – unanimous in favour 🡪 passed**

Coordinator: Wendy, Natasha, and Yvonne

* Winter Fundraisers: no discussion at this time
	+ Art Cards
	+ Florals
	+ Purdy’s
* December PAC Meeting: yes or no? – yes, combine with PAC potluck, schedule for Tues Dec 12

**Door Prizes (Draw):**

1. Level Ground Coffee, 300g, Medium – Andes Blend - Wendy
2. Mosi Gift Card - Danielle
3. Rock Coast Gift Card & Smoked Salt Toffee Bark - Angela

**Adjournment**

**Motion: Harp**

**Second: Tracy**

**All in favour 🡪 passed**

**Upcoming PAC Meeting Dates:**

* December 12, 2023
* Tuesday January 23, 2024
* Tuesday February 20, 2024
* March 2024 – No Meeting
* Tuesday April 23, 2024
* Tuesday May 21, 2024 \*AGM\*
* Tuesday June 18, 2024

**Your PAC Executive**

* President: Jacquie Davis
* Treasurer: Tina and Jim Cameron
* Communications Coordinator: Wendy Bird
* Secretary: Erin Gray
* COPACS Representative: VACANT
* Members at Large: Angela Formosa-Gray, Desiree Davies, Harp Hornett, Jayna Brulotte, Paula Hesje, Sarah Angus, Shelly McIntyre