**Prospect Lake Elementary School PAC**

**Meeting Minutes – Tuesday January 23, 2024**

**In-Person Attendees:** Jacquie Davies, Erin Gray, Yvonne Hendry, Michelle McNally, Desiree Davis, Shelly McIntyre, Harp Hornett, Sarah Angus, Wendy Bird, Jayna Brulotte, Laura Riddell

**Online Attendee:** Paula Hesje

**Adoption of Agenda**

Motion: Harp

Second: Desiree 🡪 all in favour

**Approval of** [**December 12, 2023, Minutes**](../Meeting%20Minutes/#4 - December 12, 2023.docx)

Motion: Sarah

Second: Michelle 🡪 all in favour

**REPORTS**

1. Principal’s Report: Sara Postlethwaite and / or Sat Lail

* Fri Jan 19 pipe burst: fire department attended, quick evacuation
* PAW CLAW assembly – honouring this place
* Sports club – basketball gr 4/5, jamboree at end of season; swim club – swim meet at end of season
* Fri Jan 26 Literacy day – dress up as fav literary character, family reading
* Kindergarten registration coming up
* Feb 8 – 1 hr early dismissal
* Jan 24 afternoon – Robbie Burns Day highland dance performance
* Feb 7 – Carnival with Bonhomme
* New Coast Salish art around school
* Thank you PAC for West Coast seeds
* COPACS school struggles summit – parent support program
* Request to remind parents no stopping in drop-off/pick-up lane, if your kid isn’t ready for pick-up, drive around again (and definitely no parking in that lane)
* Staff meeting discussed hot lunch: Fridays are best day

Question: Evacuation procedure in negative degree weather

* Procedure is exit to nearest location when hear fire alarm (in this case, end of recess, so most kids still had outdoor clothes on; brought coats out for the one class that didn’t have outdoor clothes on still)
* Teachers will try to get coats for kids if possible on their way out of the building.
* Ongoing, to keep kids warm (b/c need to leave as soon as fire alarm rings):
	+ Emergency bin outside has clothing/blankets, Gabby has key
	+ Teachers will grab clothes if possible
	+ Garbage bag of baby blankets someone donated as well

2. Treasurer’s Report: Tina and / or Jim Cameron – **absent, presented by Jacquie**

* Just over $25k in bank account ($19k operating acct/$5k in gaming)

3. COPACS January Report: No Representative, Update presented by Wendy

* Seeking feedback on Transportation policy, final approval to happen at Feb 14 meeting
* Feeding Futures - hopefully Principals/VPs have included PAC in the FF programs in schools
	+ COPACS seeking feedback on what FF programs include in individual schools
* Roberts Rules learning session – Mar 13 at Saanich Teachers Association Building

4. President’s Report: Jacquie Davis

* Front garden beautification effort – had approached school district but was not on board with this (Jacquie to discuss with Sarah P)

**OLD BUSINESS**

* Policy Discussion: Sick or Injured Student
	+ [Draft letter](../Sick%20or%20Injured%20Student%20Policy/Letter%20to%20COPACS%20re%20policy.docx) review for COPACS **to be revised to be more sensitive to the great jobs existing First Aid Attendants are doing (PAC doesn’t know who FAs are), includes mention of collaborative development of a policy with staff/parents – Erin to revise, circulate to full executive for review, will be presented at next PAC meeting**; then to COPACS March meeting if ready
* Fundraising Review and Updates:
	+ Hot Lunches: Coordinators – Sarah and Angela
		- **Milk: didn’t have milk with pizza/sushi day this session; raising price to $2/milk for next session**
		- All Monday dates now moved to Fridays
	+ West Coast Seeds: Coordinator – Wendy
		- PAC donation for staff (**Jacquie to follow-up** on what flowers/veg are needed for teachers)
	+ Purdy’s – Easter: Coordinator – Paula
		- **Mar 4 deadline, Mar 15 delivery, must do $500 order minimum**
	+ Spring Art Cards – Heather Hamilton to do this again
	+ Bottle Drive: Coordinator – Erin McGinnis
		- Will we have one in the spring? Yes
		- If yes, when? TBD
	+ Spring Florals: Coordinator – Jacquie
	+ Level Ground Coffee
		- Continue or discontinue and switch to Graeme at Hullabaloo – **Jacquie to follow-up**, preference is Hullabaloo

**Desiree:** if doing a raffle for Gr 5 fundraiser, do we need a gaming license? Yes

**NEW BUSINESS**

* New PAC Website
	+ What do we want from the website? Suggestion for possibly message board
		- Create list of ideas
			* Wendy will research appropriate platforms to meet needs and have ideas for the February meeting. – ROMS uses Wix (**Wendy to get pricing for different options, note that email addresses should be stored on Canadian servers**)
* Feedback on [Policy 3](../../Communications%20Coordinator/2023-2024%20Weekly%20Reminders/Feedback%20-%20Policy%203%20Role%20of%20the%20Trustee.pdf) (Role of the Trustee) and [Policy 21](../../Communications%20Coordinator/2023-2024%20Weekly%20Reminders/Feedback%20-%20Policy%2021%20Student%20Transportation%20Proposed%20%20Revisions.pdf) (Transportation) – reminder that feedback deadlines are approaching
* PAC [Call for Input Document](https://docs.google.com/document/d/1pDyiRKq8_s9ugk_8_uBVc9XwT6zZOr9hnUWkpdfEetQ/edit#heading=h.8ii1f51z4sqi) **- r**equest from COPACS, general info sharing
* Principal's Proposal: Sarah Postlethwaite proposes PAC's permission for Principal and Vice Principal to stay for entirety of PAC meetings.
	+ Discussion and vote: overall beneficial, certain discussions can be PAC-only, issue can be revisited
	+ **Motion: Shelley**
	+ **Second: Jayna** 🡪 all in favour, one abstention
* **Sarah A to draft class rep intro email** describing teacher gift process
* Add PAC recruitment to next month’s agenda

**Door Prizes (Draw):** Cynthia Mackey, children’s book: [*Katie Shaeffer Pancake Maker*](https://www.indigo.ca/en-ca/katie-shaeffer-pancake-maker/9781943767724.html?lgcykwrd=9781943767724), and Stephanie Rabbers (a previous PLES family), children’s book [*The Mudhole, A Story About Being True to Yourself*.](https://www.indigo.ca/en-ca/the-mudhole-a-story-about-being-true-to-yourself/9781982234676.html) **🡪 Donated to the PLES library by winners**

**Adjournment**

Motion: Sarah

Second: Desiree 🡪 all in favour

**Upcoming PAC Meeting Dates:**

* 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