**Prospect Lake Elementary School PAC**

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

**In-Person Attendance:** Wendy Bird, Tina Cameron, Erin Gray, Marie Garvin, Sarah Angus, Angie Gray, Desiree Davies, Paula Hesje, Jacquie Davis, and Jayna Brulotte.

**Online Attendance:** Marina V.

1. Welcome, Introductions, Call to Order, Territorial Acknowledgement – 7:05pm
2. Approval of Agenda:

Motion: Sarah

Seconded by: Desiree

1. Approval of February minutes:

Motion: Paula

Seconded by: Sarah

1. Principal’s Report:
* Grade 5 end of year planning happening.
* Maturation talks by Island Sexual Health coming up in June for Grade 4 & 5s (more info to come)
* Lockdown drill coming up (conducted by Saanich Police)
* May Paw Claw was last Friday, held outside.
* Grade 4 & 5 Bike activity
* Cross country underway, practices on Tuesday and Thursdays
* Track and field, Grade 3, 4, and 5
* Vaping education for elementary school parents (more info coming in the fall)
* Art Starts performance coming up in Mid-May (Wills Jam Concert coming, multi-lingual)
* School supply list coming to the PAC next week
* Kindergarten orientation May 14, 2 classes of Ks next year
* Student and Family Affordability Fund coming back in some form (broad funding, field trips, fees, etc.)
	+ Note: Feeding Futures program ongoing this year but only for groceries
* Literacy plan ongoing
* Solidifying year end dates
* Possible year-end luncheon date June 12
* Parent appreciation morning Friday May 31

Questions & Answers

Q: Can Sara get a copy of the approved wish list items?

A: Jacquie to send.

1. Executive Update:
	1. Treasurer’s Report
	* About $31,000 left, $5,000 of which were going to transfer from the gaming account to the operating account.
	* PAC has raised $8,500 net-to-date.
	* Tina to provide Grade 5 reps with a cheque.
	* Gaming grant to be applied to before June.
	1. COPACS Reports
		1. Paula – March Meeting
		* School board budget presented; funding favours growth areas (not Saanich), unfunded inflation impacting budget, BCTF Political Action training available.
		* BCCPAC AGM May 3-5 in Richmond (PLES PAC sending proxy)
			+ Vote: PLES to send COPACS as proxy to BCCPAC
				- Motion: Jacquie
				- Second: Angela

7 voted in favour via executive email; vote passed.

* + 1. Wendy – Appeals Process Meeting (for parents with concerns with school)
		- SD61, SD62, and SD63 have now all aligned their appeal process (go to “Concerns and Complaints” under Parents section of PLES website)
		- Training for supporting other parents and families on May 14 from 7-8:30pm via MS Teams \*see PAC website or COPACS website
		1. Jacquie – April Meeting & AGM
		- Sick / Injured child policy described: 3 classifications of injuries with accompanying processes for each
		- Executive for COPACS voted in for next year
1. Grade 5 Committee Update
* Goal is to have campy day and yearbooks paid for ($5,600), about $2,500 raised so far
* Raffle ticket fundraiser ongoing (draw May 10)
1. Old Business
	1. Website Update
	* Wendy: we don’t qualify for the Microsoft grant, so going ahead with Wix
	* Putting this on hold until new Executive has been identified.
	1. Front Garden Beautification
	* Students and teachers planted some tulips, etc.
	* School district has said we can’t do anything else. 🡪 Closed.
	1. Inventory of Earthquake Bin
	* Sarah A. and Marie taking this on, May 4.
2. New Business
	1. Funding Requests
		1. Paws Squad Pizza Party
		* Asking for $146.00
		* Vote: PAC to provide $300 toward Paw Squad December and Year-End Pizza parties
			+ Motion: Angelia
			+ Second: Jayna
			+ Vote: Unanimous
		1. Classroom Funds Top Up
		* $17,000 of PAC funds allocated to wish list which is separate from this.
		* There are ~250 children; would be used by teachers for anything they need in their classroom, field trips, supplies, at their discretion.
		* Vote: PAC to allocate $20 per child for classroom funds top-up
			+ Motion: Sarah
			+ Second: Jacquie
			+ Vote: Unanimous
		1. Art Cards
		* Art Cards, Classroom Set - Heather Hamilton would like to place an order for each classroom a set of art cards.  The cards are $1 per card = $204 (approx).  Each division will receive a set of cards their classrooms to use as they see fit.
		* Vote: PAC to provide $250 to purchase class set for each 12 divisions.
			+ Motion: Desiree
			+ Second: Marie
			+ Vote: Unanimous
		* Additionally, teachers would like more funds for more art supplies to support art card making – to be included in wish list next year.
	2. Staff Appreciation Lunch
		1. Date: Wednesday June 12, 2024
		2. Coordinator: Organizing rentals from Victoria Party Supplies (note: Sara P. to confirm number of folding tables Gabby purchased) – Put out a call to parent body
		3. Florals: Need one person to oversee bouquets. Request students to bring a couple of flowers from home gardens. Mason jars can be used a vases.
	3. Fundraiser Review
		1. Bottle Drive
		* Made about $600
		* No further bottle drives this year.
		* New coordinator needed next year if PAC runs bottle drives.
		1. Art Cards
		* Heather Hamilton organizing
		1. Spring Flowers
		* Jacquie is unable to take this one this year. Usually only brings in $500. Skipping this fundraiser this year.
	4. Beach Day 🡪 June 7, 2024, 10:00am-2:00pm, whole school event
		1. Hot Lunch
		* Sushi / Pizza not ideal on beach day (Subway is easier and less likely to get sandy!), but June 7 is already a sushi/pizza hot lunch day per MunchaLunch system. Changing this is logistically very difficult. Sarah A. is going to coordinate extra prep work with parent volunteers for the sushi and pizza at the beach.
			+ Family ordering details to come.
		* Can we add Friday June 21 as a Subway hot lunch? Sarah A to ask Subway contact.
	5. School Supplies 2024-2025
		1. PAC to coordinate group buying with Monks again.
		* Ordering available the last 3 weeks of June
		1. Jacquie to speak at Kindergarten orientation May 14 from 12:30-1:30pm and will mention school supply ordering
	6. Switchback Coffee Fundraiser (Graeme at Hullabaloo)
		1. They will discount coffee by $1, and mark it up by $5
		2. They could do 100-200 bag – no risk to the PAC as they make the coffee anyway.
		3. PLES stickers on bags
		4. They coordinate the website ordering and fulfillment, no work for parents.
		5. Open ordering for May 24 – June 7(ish), 2 weeks, with delivery to school a week later (can also be picked up from Hullabaloo).
		* Class reps could order a bag for part of year end teacher gifts’
		1. Jacquie will contact Graeme (Hullabaloo)
3. AGM
	1. Positions Available
		1. Email Jacquie Davis with nominations at prospectlakepac@gmail.com before May 21, 2024 meeting.
		2. Nominations:
		* Sarah Angus: Nominates Angela Formosa-Gray for President
		* Angela Formosa Gray: Nominates Erin Gray for Vice-President
		* Angela Formosa Gray: Nominates Tanya McDermid for Secretary
		* Angela Formosa Gray: Nominates Selena McGinnis for Communications
		* Angela Formosa Gray: Nominates Marie Garvin and Sarah Angus for Members-at-Large
	2. Elections Officer
		1. Jacquie Davis will fulfill this position as she is not returning next year.
4. Door Prizes
	1. Mosi Gift Card: Tina Cameron
	2. RockCoast Confections Chocolate and Gift Card: Jayna Brulotte
5. Adjournment at 8:30pm

Motion: Angela

Second: Tina