**Prospect Lake Elementary School PAC**

**Meeting Agenda – May 23, 2023**

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

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

**In Attendance:** Christie Wilson, Angela Formosa-Gray, Desiree Davies, Shelly McIntyre, Sarah Angus, Tina Cameron, Jacquie Davis, Danielle Tadman, Danielle Fournier, Heather Hamilton, Carolyn Ensing, Wendy Bird, Marie Garvin, Natasha Crawford, Erin Egan

**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.

Motion to approve April's meeting minutes made by Shelly Second: Sarah A. Vote: motion approved

**REPORTS**

**Principal’s Report: Sara Salemink and Sat Lail**

* Author visits for Gr 2 were very successful: thank you for support from PAC
* Successful season for x-country. Over 60 kids started. They looked great in their new jerseys.
* Gr. 5 Transition: tour of ROMS, counsellors coming to visit, tour at ROMS for families on May 31
* Science Venture: University Students will lead two-hour presentations for classes on Magnets and Motion on Friday, May 26
* June 2 Spirit Day - kids will be encouraged to wear school colours of blue/gold
* June 6 Kindergarten open house/introduction
* June 8 District Track meet for grades 3-5 at UVIC.
* June 19 Whole School Beach Day: Two lifeguards booked. There will be a subway hot lunch on beach day. Sarah S. says a reminder will go out on the beach day permission form.
* June 20 K-2 Willy Wonka Musical Preview at Cordova Bay Elementary
* June 21 Indigenous Peoples Day: Looking forward to learning about and celebrating Indigenous culture at PLES during this week.
* June 28 Grade 5 Farewell. Families will be invited. Mr. Jong is preparing a song with the grade fives.
* Final Day June 29 – report cards will be distributed this day. If your child is absent, you may pick up reports the following week from the office, or during the last week of August.
* There are still many items in the Lost and Found. Anything not picked up will be donated at the end of June.
	+ Marie: can these items go to the playground for families to look through after school?
		- Sat will do this.
	+ Desiree: can unclaimed items go into the earthquake kit?
		- Sarah S: this is a possibility, but we'd like to return the items to their families first, if we can.
* Discussion Item: Jesse Reuben additional fund request.
	+ Carolyn: what is the financial impact on the school if the PAC doesn't provide the additional funding?
		- Sarah S: The rates were more than quoted. The cost exceeded our artist-in-residence budget. This won't affect our spending for the remainder of the year, but it is an extra amount that we don't have. The extra cost was due to changes in travel costs; we were responsible for 1/10 of the total cost, as we shared with other schools. It was a quick turnaround, but it was a worthwhile opportunity.

**Treasurer’s Report: Stephen Gaskin**

* Steve isn't present for the meeting, but he emailed the treasurer's statements. Please see attached reports.
* Some larger items PAC approved funding for haven't been submitted for funding yet. This includes Mathletics, the poster board for the holiday concert mittens, plus plus blocks, story building kits for library, etc
* Carolyn: the WestCoast Seeds fundraiser cheque isn't listed. Wendy: this was submitted. Carolyn will check to see if it's been unlisted by mistake.
* Biggest Fundraiser is the Hot Lunches. Question: can we have more variety (or pizza lunches) for children who don't like subway? Subway was chosen because it's easy to distribute. We offer fewer choices than we used to.
* Sarah A. /Angela have been discussing other options for next year, such as Cobs
* Clothing was not a large fundraiser. Was the system online a deterrent for children? We haven't put the margins up high on the clothing, as they're already expensive.
* Hoping to continue with bottle drives, look into getting more community support with the drop off fundraiser program as well.
* Tree chipping was not a successful fundraiser.
* We ended with a positive balance. We have a healthy bank account, and have increased our balance by $3000. We want to spend the money, and have bigger projects in the mind for the future (such as the expanded nature playground).
* Do we need to end up with a net zero balance for the gaming grant? Carolyn: we have 24 months to spend the gaming grant.

**COPACS Report: Jacquie Davis**

* Signed proxy for COPACS to go to Provincial AGM on our behalf.
* Signed a request for more supports for ADHD students in the district.
* Meghan Misovich is the president for another term.

**President’s Report: Carolyn Ensing**

* Nothing to report.

**OLD BUSINESS**

Nature Wagon Follow Up: COPACS is working on this

Exterior Property Updates:

* Basketball Hoop Request has been put in to the school, but they need to decide where the cemented area might go, lines, etc. School has formed a small group to spearhead this.
* Second GaGa Ball Court: no need for a second court

Funding Request

* Jesse Ruben: Jacquie motions that PAC pays the difference between what the school was quoted and what they had to pay, up to $2000.
* Angela seconds the motion Motion passed unanimously.

**NEW BUSINESS**

Discussion:

* The school is looking at changing the format of assemblies with school groups or “families.” Students would be divided into 12 families/groups and then join other groups from each grade. These groups would work together on small group activities in assemblies and follow their group all the way through grade five.
* The staff would like to give each group a t-shirt with a crest (colour groups). They might be placing siblings in the same group – undecided. Students would be asked to wear their “spirit” shirts to the assemblies. PAC is being asked to fund the t-shirts.
* We can choose to decide on this now, at the June meeting, or table to the end of September. Lots of discussion, some concerns about the work and feasibility of t-shirts. Interested in further information or other ideas. Table discussion for June.

Discussion of Executive Positions:

* Responsibilities: It would be helpful for the president if more people could act as co-ordinators for different roles and fundraisers.
* We need to re-do the job descriptions. Can our descriptions indicate time commitments as well?
* Marie: some parents don't realize that they can attend the PAC meetings; they think the emails are meeting notifications, rather than invitations.

Discussion of AGM:

* Carolyn: Proposes that we push the AGM to June and review and revise our job descriptions and bylaws.
* Can we send home paper materials with information on the PAC? Angela says she could print the forms at home.
* PAC does a lot of fundraising, but we are an important liaison between families and staff as well.
* AGM Postponed until June 20.
* In the meantime, we will revise the job descriptions and see where the roles and responsibilities of President might be shared.
* Amendments must come out two weeks before the meeting. Erin can type out amendments, if needed.
* Halloween Dance: Date planned for October 27 at Bayside.
* Reminder that PAC has a website as well ([Course: Prospect Lake Elementary School PAC (sd63.bc.ca)](https://prospectlake.sd63.bc.ca/course/view.php?id=38) There may be some families who are not signed up for emails. The school went to a new website this year.

Motion to adjourn: Angela

Second: Sarah A.

Motion passed. 8:27