**Prospect Lake Elementary School PAC**

**Meeting Agenda – September 19, 2023**

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

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

**In Attendance:** Wendy Bird, Angela Formosa-Gray, Erin Gray, Lauren Mycroft, Jayna Brulotte, Jessica Dalton, Tiare Watson, Katrina Richmond, Pallavi Murthy, Tina Cameron, Harp Hornett, Michelle McNally, Jacquie Davis, Sarah Angus

**Online MS Teams Attendance:** Jude Coates, Sharleen Sleeper, Marina V

**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**

Move: Erin Gray

 Second: Angela Formosa-Gray

**Approval of** **June 2023’s Meeting Minutes**

 Move: Wendy Bird

 Second: Michelle McNally

**REPORTS**

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

* Mathletics – need funding from PAC, exact amount TBD based on which classes are using it; no identifying info, just ocean animals + number
* Terry Fox Run – last Friday Sept 15, successful
* T-shirts for family groups (12 colours) – ordered
* Spirit wear – orders open
* Open House – Sept 20, next year, will try to avoid it being same day as ROMS next year
* Pro D day - Fri Sept 22, teachers to attend Indigenous education “Reconciliation through leadership” at Mary Winspear (Murray Sinclair’s son speaking)
* Orange Shirt day - Fri Sept 29, different events for different classes, librarian doing art project with whole school
* Reconciliation Day (no school) - Mon Oct 2
* Parking – encouraging drop-off through drop-off lane (quickly, at end of lane, student gets out passenger side); discussions ongoing about use of lower lot for drop-off parking; please use crosswalk in parking lot even if using visitor spots not near crosswalk
* Bussing – contact Sara with concerns; bus passes will come, but some students still considered “courtesy riders” so that needs to be sorted out
* Reminder to contact by morning if changing bus/pick-up plans (call school office rather than email teacher if changing plans during the day)
* Clubs:
	+ Paws Club - make posters, Grades 4/5, meet Wednesdays
	+ Swim club – Mrs. Sinats, max 20 students, Grades 3/4/5
* Thank you to PAC for welcome back flowers
* Sara will be going on parental leave in January 2024; Admin team working on transition plan

Wendy: can we do large animal safety?

Sara: need to go to Francis King Park, wasn’t appetite from teachers; could do so with a presenter coming to school (age-specific, site-specific) – Follow-up: does anyone know somebody that has training to do the education that could come to the school?

**Treasurer’s Report: Tina and / or Jim Cameron**

* Steve (previous treasurer) applied for gaming grant
* Finalizing signing authority

**President’s Report: Jacquie Davis**

* Nothing new since June

**COPACS Report: Sarah Angus**

* Feeding Futures program: $800k over next 3 years, focusing on under-nourished kids (~20% of kids), seeking approval this week for it to be distributed for engagement and feedback
* Transportation Review: buses are really full, demand for transport increased but budget stayed the same, difficulty hiring drivers; changed walking limit to 4 km to 2.5 km; surveyed other districts, parents & consultation done; policy being reviewed this week, putting forward policy to Board that would include late registration fee, and possibly registration fee; bus passes will be handed out and swiped/enforced
* Online portal: for sharing work with parents (incl. learning objective).
	+ Fresh Grade moving to Bright Space (optional for teachers in elementary)
	+ Follow-up: check with teachers whether they’re using it
* Strategic Plan for the school will be up soon
* Accessibility Plan beginning stages
* PAC 101 Mixer – Oct 18 630-830pm at Bayside (typically 2-3 members to go), details TBD
* COPACS funds to be spent
* BCCDPAC Summit - Nov 17-18 in Richmond BC (looking for 2 people to attend from PAC)
* COPACS website has all links

Question about start-of-year documents being digital; they’re working on it

**OLD BUSINESS**

* None.

**NEW BUSINESS**

PAC emails: need to sign-up through school website; going to ask Gabby to email full school, do paper flyers to notify parents on how to sign-up to PAC

* 2023-2024 Fundraisers
	+ Year Round: Tru Earth, Mabel’s Labels, This Week’s Lunch, Level Ground Coffee
		- Links on website, weekly newsletter
	+ Seasonal: Clothing, Winter Florals DeVry Greenhouses, Purdy’s – Christmas & Easter, West Coast Seeds, Bottle Drive (choose dates), Art Cards – Christmas & Spring, Hullabaloo
		- Bottle drive: consider reducing number volunteers so people aren’t idle; next bottle drive date is Sun Oct 22
		- Art cards: will be earlier this year (early Nov) for Christmas, Heather Hamilton organizing
		- Hullabaloo: month of December, say “Prospect PAC” then 10% donated to PAC; also donating 200 ice cream sandwiches for open house
	+ Annual budget to be discussed and voted on at October’s meeting.  Includes the Staff Wish List.

* Fruit & Vegetable Program: Coordinator and volunteer
	+ Sara to get back to Jacquie about whether it’s happening
	+ Need volunteer with food safe certification – interest from Lauren Mycroft

* Board Game Café Night(s): community building and /or PAC fundraising
	+ Free for BG Café to come with games and teach you to play game, 2-hour period (either 5-7, 6-8)
	+ Can rent gym for free
	+ Sign up for first hour
	+ Not fundraising event, just mix/mingle event
	+ Have table outside event with PAC info

* MunchaLunch Update: This Week’s Lunch new provider (Mondays), put lunches until January in system
	+ Number volunteers set by system, will look into Sign Up Genius / PAC Sign up program to reduce number of volunteers so no one is idle
	+ Very few issues

* Breakfast & Forgotten Hot Lunch Program
	+ Brentwood and Bayside run this program
	+ Wendy coordinating with Peninsula Food Bank and with Mosi, as well as Red Barn, some local farmers
	+ Follow-up: Jacquie to discuss with administration an anonymous survey to assess need (possibly couple it with gift cards email)
	+ Follow-up: Wendy to talk to Gabby re: breakfasts & sandwiches
	+ Mosi also wants to donate Christmas Dinner to a family or two in need

* Grade 5:
	+ Representative – Shelly McIntyre and Desiree Davies
	+ Yearbook – Michelle McNally
	+ Country Grocer Receipts – Angela Formosa-Gray
	+ Fundraising: discuss at October’s meeting if necessary

* Class Representatives
	+ One parent / guardian from each class (Division 1 through 12) – to coordinate group gifts for teachers & EAs (Winter and end-of-year)
		- Permission to put name and email contact on PAC website.

* Halloween Howl dance – at Bayside, Fri Oct 27, need Committee (Coordinators: 1 x event, 1 x ticketing, 1 x food, 1 x music, 1 x bake sale, and 1 x decorations)
	+ Food: bake sale (all donated by families), pop, chips, pizza

Paint Night: Jacquie received info from McTavish School of Art, Angela Formosa-Gray to coordinate

EA split scheduling – Jacquie to follow-up with Sara

**Door Prize Draw** - Courtesy of The Flower Patch at Tiny Tree Herb Farm – Michelle McNally!

**Adjournment**

Move: Wendy Bird

 Second: Angela Formosa-Gray

**Upcoming PAC Meeting Dates:**

* Tuesday October 24, 2023
* Tuesday November 21, 2023
* December 2023 – Meeting TBD
* 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, Brittany Butler, Desiree Davies, Harp Hornett, Jayna Brulotte, Paula Hesje, Sarah Angus, Shelly McIntyre