**Prospect Lake Elementary School PAC**

**Meeting Minutes – Tuesday December 12, 2023**

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

**In-Person Attendance:** Christie Wilson, Suzanne Richards, Sarah Angus, Wendy Bird, Harp Hornett, Tracy Michaels, Yvonne Hendry, Angela Formosa-Gray, Jacquie Davis, Marie Garvin, and Natasha Crawford.

**Virtual Attendance:** Tina Cameron and Jayna Brulotte

**Meeting Call to order:** 7:05pm Start

Motion for the adoption of agenda

* 1st Angela Formosa-Gray
* 2nd Tracy Michaels

Motion to accept November’s meeting minutes

* 1st Sarah Angus
* 2nd Christie Wilson

Intros – round tables

**Principal’s Report – Sara Salemink & Sat Lail**

* Welcome and Introduction- -Sara Postlethwaite (new interm Principal)
* Thank you for the centrepieces
* Thank you for Goldstream trip
* PAW CLAW- December-- generosity and connection to United Way; January theme Honouring this place and land acknowledgments
* Looking forward to our Concerts
  + Dec 13- Harward, Gregory, Lail, Tate, Russell, Stewart
  + Dec 14- Jamieson, H, Bossence, Riddell, Sinats, Close
* Report Cards Home Dec 18-21
  + **Some changes to format and length**
* Parent question – what was the process of parent engagement prior to making the changes to the reporting
* Answer:
  + Information around the process and rationale was shared earlier in the year
  + Consistency across the districts and province, as well as more accessible information are the goals

**Treasurer Report – Tina Cameron**

* ~$37K in the bank – this includes hot lunch funds, bottle drive funds and more
  + Popcorn funds need to be removed as it is a Grade 5 fundraiser only
  + Important to note that the current balance includes funds raised through hot lunch but are not yet invoiced for as those dates have not arrived

**COPACS Report – Jayna Brulotte**

* Janya attended virtually on Nov 23rd
* Superintendent provided updates:
  + He talked about celebration importance at this time of year
  + Many are experiencing illness and encouraged PACs to reach out to their members and greater school community to check in on people
  + Noted the importance of teacher and admin gifts of appreciation
* Bus registration
  + This year has had a record number of registrations
  + Have also had several hundred late applications and the team that reviews those is small so it is taking time
  + Important to note that all on time and in catchment applications have received a place and notifications
* Police Liaison program
  + There are no longer police liasions in the Saanich District
  + However, with strong relationships with previous liaisons, the District has a number of officers the can call on for support and who are willing to support as needed
* COPACS is looking for more direct ways to reach families
  + They are looking to school PACs to help with this
  + Could parent possibly sign up for both school PAC emails and COPACS emails at the same time?
  + Or as part of the school registration package
* Feeding Futures program update
  + Seems to be varied implementations happening
* Indigenous Family PAC – link to come from Janya
* Still have vacancies on COPACS Committee
* Parent Presentation on a Saturday in Feb – to do with Nature Wagons and will be about Nature based learning
* Feb 22nd – SD63 Parent Engagement Evening via COPACS
* Discussion and motion happened at COPACS
  + Whether or not Education Board members should stay on for more of the meeting rather than providing an update and leaving
  + Decided they should be invited – to be seen if they accept

**President’s Report – Jacquie Davis**

* Nothing to share currently, all materials are relevant to old and new business.

**Old/New Business**

* Goldstream field was a great success – volunteers and kids enjoyed!
  + Next year thoughts
    - Need less hot chocolate
    - Possible connection to West Shore Parkway Tim Hortons – Natasha to share the connection?
    - For planning and securing of volunteers it would be good to have the Goldstream dates from the school sooner if possible
* Winter centerpieces
  + $600 from PAC and $645 in donations = $1,045.82
  + Total cost $1,166.20
  + Great event – lots of volunteers
  + Next year plan:
    - Start planning in early November
    - Obtain activity date in November from administration
    - Start asking municipality for cuttings sooner
    - More equal distribution of flowers/extras
* This Week’s Lunch
  + Late delivery was dealt with with vendor
  + TWL offered $100 refund for next order
  + We will continue with TWL as planned in January and will see how that goes before deciding to do more orders with them
  + Nothing has come in through the subscription fundraiser
  + Sarah A to put out an email for how to adjust your order in MunchaLunch as some feedback was that the mac and cheese wasn’t great and some people might like to change their child’s choice
* Hullabaloo
  + Fundraiser currently on
  + Are opening a roastery and want to create a ‘Prospect Lake’ blend as a fundraiser
  + Discussed that since Level Ground hasn’t been raising much we might explore switching to Hullabaloo
* PAC room organization
  + It’s been confirmed with the school that the PAC can have the room and buy the shelving we need
  + Angela to lead
  + We have to have the district secure shelving to the walls
  + Need to look into cost of benches being removed and if PAC would pay for it – if so we will not have them removed
* Emergency Bin inventory
  + Need to be completed by Feb 2024
  + Sarah A., Suzanne, and Harp to do
  + List will be kept electronically
  + Needs to have a tally and expiry dates noted
  + Extra clothes from Dec lost and found to be cleaned and added – Sarah A.
  + School clothing order extra pants can be added too
* Bottle Drive
  + Need new coordinator
* PAC Emails
  + Discussion around length and frequency
* Need new PAC Website
  + Old one is retiring – other PACs are in the same position
  + The one recommended by the district runs data through states so not ideal
* Art Cards
  + Really well done and good timing to use them!
* First Aid Policy Discussion
  + Discussion around first aid for children within the school and on field trips
  + Will look at creating a parent letter to COPACS as one avenue
  + 2nd avenue is to continue the discussion with the school around gaining a better understanding of process and looking to help create/support consistency
  + Jayna, Wendy, and Erin Grey to help create opening conversation – will send to Jacquie

**Door Prizes**

1. Box of Purdy’s Chocolates: Harp Hornett
2. Hullabaloo $25 Gift Card: Suzanne Richards
3. Floyds Diner $25 Gift Card: Sarah Angus

Motion to end/close out meeting

* 1st Angela
* 2nd Wendy