**Prospect Lake Elementary School PAC**

**Meeting Minutes – Tuesday February 20, 2024**

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

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

**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.*

**In Person Attendance:** Wendy Bird, Desiree Davies, Erin McGinnis, Harp Hornett, Sarah Angus, Angela Gray, Tina Cameron, Jayna Brulotte, Kailyn Sherk, Marie Garvin, Shelly McIntyre, Paula Hesje, Erin Gray, Jacquie Davis

**Online Attendance:** No attendees.

**Adoption of Agenda:**

Motion: Angela

Second: Sarah

All in favour

**Approval of** [**January 23, 2024 Minutes**](../Meeting%20Minutes/#5 - January 23, 2024.docx)**:**

Motion: Sarah

Second: Erin M

All in favour

**REPORTS**

**Principal’s Report: Sara Postlethwaite and or Sat Lail**

* PAWS squad book sale – looking for used books
* PAW Claw group assembly about kindness
* Basketball jamboree Mar 8 at Claremont
* Swim club district meet Mar 13
* *Accessible BC Act* presentation - Saanich has SEAT team (Saanich Equitable Access Team) started in Spring 2023, developing accessibility plan (updated every 3 years) and way to receive feedback [www.saanichschools.ca/form/seat-feedback/](http://www.saanichschools.ca/form/seat-feedback/)
  + Q: where does payment for environmental changes come from?
  + A: determined by accessibility plan
* Ready Set Learn event at Tsawout gym for 3-5 y/o’s on Apr 18 – more info to come

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

* n/a (very few changes since last report)

**COPACS February Report: Angela Formosa-Gray**

* District adopted final budget (forecasted a surplus of $3.3 million; $2.3 million might be available for use by the schools this year); asking for consideration for items PACs would like to include in the budget
  + Suggestion: include SEAT (Saanich Equitable Access Team) costs?
* Developing a 2-year strategic plan (rather than 1-year)
* No COPACS rep on budget committee if any parent (from any school) is interested in doing that
* Transportation Policy approved last week
  + Angela brought up concerns to Gord re: catchment boundary changes & bussing; he confirmed via email that children that were registered as catchment are grandfathered in and get bus passes (provided they register on time); no confirmation on what happens with their siblings, Angela will update PAC when she knows
    - Q: will there be transportation fees?
    - Q: Kailynn has asked about what constitutes “unsafe conditions” in relation to exceptions from minimum walking distance requirements; no answer yet
* Legislation coming out about cell phones in schools, training to come re: digital literacy and digital citizenship
* School food evening – more details on PLES website
* Parent appeal process: parent brought question re: school administration decision they’re unhappy with; there is process in *School Act* to reconsider decision but SD63 process does not match what is provided for in the Act, so COPACS having follow-up meeting Wed Feb 28 7pm 🡪 Jacquie will attend (others welcome to as well)

**President’s Report: Jacquie Davis**

* Letter re: ill and injured student process
  + Feb 15 Electronic vote that the letter to COPACS regarding the need for an ill and injured student policy be abandoned
    - Motion: Erin
    - Second: Shelly
    - 8 votes in favour, 2 abstained, 2 missing votes

**OLD BUSINESS**

* Fundraising Review and Updates:
  + Bottle Drive: Coordinator – Erin McGinnis
  + Book date for next fundraiser. April 7
* Art Cards: paper ready, ordered after spring break (Admin to talk with teachers)
* Spring flowers: out before Mother’s Day
* Purdy’s: deadline Mar 4, delivery Mar 11-15
* Level Ground Coffee or Hullabaloo Prospect Lake Blend
  + Continue or discontinue and switch to Graeme at Hullabaloo – try one-off fundraiser first, then consider doing it as ongoing fundraiser
  + Cancel Level Ground fundraiser
* Front Garden Bed Beautification Update – push to next month
* New PAC Website
  + Wendy gave update: option to apply for non-profit grant to get Microsoft website (and all their products) for free – Canadian servers and safe storage for all personal information; Wix (website builder) has servers located in the US and other countries, if used will notify parents upon signing up
    - Motion to apply for grant; if we don’t get it, motion we apply to go to Wix
      * Angela: motion
      * Shelly: second
      * All in favour (1 abstention)
  + Discussion about need for a website at all

**NEW BUSINESS**

* How to Chair Meetings Training Session – For PAC Executives
  + Wednesday March 13, 2024
  + 7:00pm
  + Location: Saanich Teacher’s Association office, 202-6981 East Saanich Road
  + Request for a volunteer to attend = Sarah & Angela offered to attend.
* Recruitment of 2024-2025 Executive; all positions can be shared. Positions available are listed below.
  + President – Vacant
  + Vice-President – Vanant
  + Treasurer – Tina & Jim will return
  + Secretary – Vacant
  + Communications – Wendy will return
  + COPACS Representative – Vacant
  + Members-at-Large – Always Accepting Nominees
    - Voting in of new executive at AGM – Tuesday May 21, 2024
    - Jacquie will draft letter to send to class reps to share with class parents
    - Jacquie to plan Parent Info Night (to explain about PAC)
    - Connect with class reps to attend PAC meetings
* Inventorying Earthquake Bin – Sarah Angus and Marie Garvin
  + Will arrange a date with Sarah P. for access to bin

**Door Prizes (Draw):**

* Mosi Gift Card: Marie Garvin
* Rock Coast Chocolates Gift Card and toffee bark: Shelly McIntyre

**Adjournment**

Motion: Wendy

Second: Desiree

All in favour

**Upcoming PAC Meeting Dates:**

* 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