

**Parent Advisory Council Meeting
Agenda for November 13th, 2019 6:00pm**

Attendees: Laura, Stephanie Spracklin, Stephanie Steele, Liz N., Amanda, Nadine, Candice, Brandi, Ed Young, Holly, Andrea, Angela, Nicole, Corinna, Becky, Leah, Megan

Call to Order – 6:02pm

Welcome and Come to Order

Conduct

- Roberts Rules reviewed

Approval of Agenda

Kristi moved and Nicole seconded to approve the agenda – motion carried

Principal's Report

- Thank you to the PAC for taking on an important role
- Bus safety is currently happening this week in odd number grades (K/1, 3, 5, 7)
- Remembrance Day ceremonies held last Friday went very well and students were all very respectful
- FSA's are now completed. Most students in grades 4-7 wrote the assessment
- Several students placed well in the zone cross country track meet and were able to go to the district track meet held at Beban
- A letter will be sent home from the Vancouver Island Health Authority informing parents of their requirement to make sure the child(ren's) immunization records are up to date. They will be contacted if their child's records are missing or incomplete. Please note that this does not have to do with the school
- We will be having a winter concert this year on December 4th and there will be 2 performances one at 9:30 a.m. and one at 12:30 p.m. Each performance will be approximately an hour long.
 - o Please note that there will be no evening concert due to logistics being so complicated. Not enough parking, and many kids are not able to get back in the evening in the outskirts of the catchment, resulting in only ½ of a class being able to see the concert. This decision was only made recently, as it has been on the agenda for several months but was only addressed recently. Lighting is also considered a factor as well, but not the only factor in determining the decision
- We are receiving another 1.0 FTE teacher effective immediately. This person will be deployed in the 5 classes that have more than 2 designations. There will not be another division replaced
 - o Currently there are 5 classes out of compliance, so the new teacher will be deployed to those classes to assist with students who need extra attention. This is effective immediately

Playspace Report – Laura read report on behalf of the Committee

- Concrete border is required to surround the tunnel(slide) and prevent erosion of soft surfacing
- BCAA Play Here sign to be installed. A "thank you" sign will be installed in the future
- Current construction costing for extra surfacing to come – expected to be expensive
- **Emergency Preparedness Committee - Meagan**
- Purchases have been made for purchases already made
- SOS bars, emergency blankets, 4 toilets & 4 toilet sanitation packages purchased. Will purchase more depending on final cost

- Fleece blankets to come this weekend
- Great tour with staff – more items have been identified as possibly being required
- Staff have raised concerns regarding kiosks. For example staff in portables having access to emergency lighting and toilets in the event of a shelter in place
- Becky looked after grant application to the Ladysmith Healthcare Auxilliary. Should hear back fairly quickly regarding this
- Going forward, will continue to discuss, and seeing how we can marry these thoughts together. Everything being in a building only or kiosk only won't work

Fundraising Report

Meagan moved and Kristi seconded that we move the Fundraising report – motion was carried

Hot Lunch Report – Liz Nicholson Reported

- Number of extra lunches purchased is up from last year
- November had new volunteers – great to see that
- 20 November lunches donated
- Pancake lunch on Nov 29. Kids will be eating with their Cedar families. Looking for griddles. Doing ok for volunteers now.
- December's burger hot lunch was cancelled. Liz & Camille are working on a new option, possibly pasta. Accounts have been credited.
- January to March session – hoping to have it open by December. Might be possible to add to the next newsletter to Christine
- Hoping to have 2 lunches in January

Fundraising Report – Read by Stephanie

- Fredrich's Honey fundraiser
 - o Discussed to add it to Munchalunch. A limited amount of events/fundraisers can be open at any time.
- New fundraising idea for a raffle
 - o Ticket booklet with top prize of \$1000. Set number of tickets. Details to come at the next meeting for discussion, eg. Ticket price, quantity for sale, etc.
- Winter concert fundraiser
 - o Ideas include: bake sale items, ordering baked goods at wholesale for sale, 50/50 tickets, cake walk, silent auction
- Other fundraising ideas: hot dinners, casino, panago pizza, harbour city bingo, plants, bulbs, and businesses donating bottles to our PAC account. Camille has volunteered to head up the plant sale
- Please note that as of 2020, McNabb's will only granting us one day for fundraising, as they don't see us as in need

Moved by Kristi to have a 50/50 draw at the Winter Concert, and seconded by Angela - motion carried.

Treasurer's Report - Nicole

- Still setting up access to the PAC bank account for new Exec., will be provided at the next meeting.

Moved by Candice and seconded by Amanda that we write a cheque for childcare tonight (rather than in cash) - motion carried.

New Business

Constitution changes. Proposed changes were presented and reviewed.

- Proposed changes include:
 - o Fundraiser to be moved to a separate committee rather than under the Executive. The committee will be in charge of themselves, to reflect how it currently runs
 - o Amend the AGM to be in November
 - o Change election of Executive Officers to June, rather than Fall, in order to give the new committee time to prepare
- We will bring this forward with after it is confirmed with the most recent version of the Constitution
- Confirmation was given by previous Executive members that written notice of any constitution changes will be made at least in 14 days in advance

2019 Temporary Hiatus on Additional Funding Requests

- Given that the Playspace will require a large sum of money to fix the outstanding item(s), it was suggested that the PAC place a temporary hiatus on all funding requests, until district monies are received
- District goes through several different sources to get the monies returned, but we still have not been able to ascertain when this will be released
- Moving forward, a copy of the bank account will be available to the committee at the meeting
- Develop a vision for what will be the next thing(s), to keep inspiration, and to keep moving forward to have responsible spending and a vision
- PAC – will be putting it out to teachers to find out their needs. Looking at long-term goals come January

It was decided by consensus that the committee does not want to place a hiatus on funding requests at this time, and that all budget decisions will wait until the New Year as there are no current requests.

Formation of new committee – Food program

- PAC is looking to formalize involvement in a hamper program, which would also involve grant writing for the committee
- Steph has been going to Loaves and Fishes, Good Food Box, and bringing food to the school
- Looking for volunteers to bring in muffins, and other things for the program (with donated ingredients) when the committee starts up
- Laura has also been in contact with Ladysmith Resource Centre (LRCA) with some collaboration, to come in and bake with us
- It was suggested that we look at DPAC to see their perspective
- Another goal is to do Christmas hampers this year. Then again in the Spring. (specific list to be distributed)
- Deborah McClement has expressed interested in this position. Candice and Nadine showed interest on being on the committee

Meagan moved to form a Food Program Committee, seconded by Brandie – motion carried.

Winter Concert Fundraising

- Ideas brought forward: 50/50, bake sale

Dates set for future meetings - once a month on Mondays at 6:00pm, including:

- **December 9 at 6pm**
- **January 13 at 6pm**
- **February 10 at 6pm**

Meeting Adjourned- *Candice moved for adjournment at 8:14pm*