



MEETING MINUTES

Sooke Elementary PAC Meeting

Date/Time October 10, 2019 Sooke Elementary Library at 6:00 pm | *Meeting called by* Sooke Elementary PAC

Executive Members

Marianne Waldemar, President | Janelle Holstein, Vice President | Jessica Poitras, Treasurer | Shannon Scott, Food & Event Coordinator | Meghan Rownd, Secretary

Call to Order – Meeting of the PAC was held October 10, 2019 at 6:00 pm in the school library. Call to order at 6:03pm

Welcome and Introductions

Territorial Acknowledgement – Sooke Elementary PAC would like to acknowledge the traditional territory of the Coast Salish, specifically the T'Souke nation on which the school is built. We recognize the territory and the nation. We thank them for sharing this beautiful land.

Opening Motions

- **MOTION** to adopt agenda (JH 1st; MR 2nd CARRIED)
 - o Additions to agenda – none
 - o Motion approved by vote
- **MOTION** to approve September 2019 meeting minutes (JH 1st; MR 2nd CARRIED)
- **MOTION** to adjourn meeting by 7:15pm (LE 1st, JH 2nd CARRIED)

In Attendance

- PAC Executives – Janelle Holstein, Meghan Rownd, Marianne Waldemar, Shannon Scott
- Other Attendees – Debra Stoutly, Mandi Becking, Brittany Hartley, Lorna Egresits, Heather Grove, Gayle McIntosh, Eric Denne, Danielle Huber, Jennifer Hennebury, Jane Darling

Partner Groups

- Principal & Vice Principal
 - o Debra
 - Shake out is this month October 17th – we are getting a visit to have our drill watched and go through everything with the kids
 - The presentation is about family emergency kits at home and information will come home with kids
 - Ready, step, roll – safe transport to school
 - Help institute buddy walks, trails, etc.
 - **ACTION:** We will follow up with Debra. Marianne will be on the sign up for it and PAC Exec will join as they can for the community walkabouts
 - Garden is run by Ms. Stuart
 - The neighbor that lives by the gravel parking has offered a space for our kids to build raised beds – MS. Stuart is interested in that
 - It would provide our students with more space to work in
 - Playground safety
 - Kids are running down slides and playing tag on the equipment and there are concerns over their safety doing so
 - Staff is putting message out to kids that this kind of play needs to be safe
 - Kids safety coming into the school during break time – teachers concern that was brought up at the beginning of the year

- Last year there was an issue with kids staying inside the school where there is no proper supervision
 - They just need to check in with someone when they come in so that adults know where their kids are in case of emergency
 - There is no intention of staff stopping kids from coming inside to use the washroom or if there is a legitimate reason
 - Would like the PAC parents to spread the message that contacting Debra is okay if there are concerns
 - Ribbons for school track meet
 - Is this something that can be done? It isn't something that typically is done by the school but can be looked into for future events
 - Beach lifeguards
 - Are not paid by PAC
 - We would need at least 4 lifeguards to go for beach day
 - PAC needs to figure out if we can spend that money or if it should fall to the school
 - Might be an idea to look into alternative school field trips that won't require hiring extra assistance
 - Pancake breakfast with the Lions
 - Mandi noted that the school buys the condiments, utensils, etc. but PAC provides the Lions with a donation
 - PAC will revisit budget for pancake to contribute more to the event rather than just our donation
 - Hot Lunch
 - School will start to do a theme day along with hot lunch days
 - This month will be crazy hair day
 - **ACTION:** Meghan will update the calendar and Facebook
 - Online App
 - Debra will not be using it but will leave it with the individual classes/teachers to decide if they want to use it
 - Wants to get PAC members emails so that she can send out information right away to be passed around
- Mandi
- Cross country races went really well
 - Kids loved it and did really well working on doing their personal best
 - Hand ball is starting for grades 4 and 5
 - Kids can sign up with their teachers if they ask them
 - Choir has started as well
 - Is there a way we can share this with parents what clubs, events, etc. are upcoming so that it doesn't fall on the kids to remember to go to these events
 - **ACTION:** Debra will include this with the email and Meghan will make sure to add information to monthly email

Old Business

- Class Garden
 - We need to look into how the garden is maintained over the summer time
 - Looking into weeding, watering and expanding the garden area
 - Need to consider protecting it more if we want to have it as an all year garden
 - **ACTION:** Brittany will follow up with a personal connection to supply us with gardening supplies etc. that may be donated to the school garden
 - Anything used has to be child and pet friendly
- Approve 2019/2020 Budget

- Amount for classrooms
 - One is for Mr. Pugh
 - **ACTION:** Meghan will put letter in his box
- Garden Maintenance in the budget
 - **MOTION:** to keep budget at \$500 (JH 1ST, MR 2ND CARRIED)
- Approve budget as written
 - **MOTION:** to approve budget as it stands (JH 1st, SS 2nd CARRIED)
 - Final approval by vote
- Hot Lunch Update
 - Shannon will collect the order forms on Tuesday, October 15
 - Need 4-5 parents handing out juice/chips
 - Need 3-4 in kitchen
 - Kindergarten and Grade 1 will come to gym before the bell starting at 11:35am
 - Parents volunteers should be there for starting at 11:15am
- Halloween Dance Update
 - Meeting tonight October 10th
 - Dance is October 24 from 5:30-7:30pm
 - Mandi needs to put in the permit she needs to know how many tables and chairs we need
 - **ACTION:** Marianne will follow up with Mandi about what is needed
 - We need to stress that parents must come with their children
 - **ACTION:** Marianne to make a poster for the event and will put on that children must be accompanied by an adult
 - Mr. Pugh will be here in place of Mandi and Debra for supervision
 - May need to get parent volunteers for security
 - **ACTION:** Heather Grove has offered to have her parents do this for the dance as they have security experience
- Emergency Kits Update
 - We need more rubbermaids for storage
 - No room in the storage bin outside for the rubbermaids
 - They are in the staff room right now in the totes – need to move them when we can
 - We are still waiting to hear from the district about if we are getting a seacan and other supplies
 - **ACTION:** PAC to get them out of the staff room and into the basement until we have a more permanent place
 - **ACTION:** Brittany will go with either Mandi or Debra to see what is in the storage bin outside right now and work through our expired product
- Change Movie night to November
 - **MOTION:** New movie night date November 28th (JH 1st, MR 2nd CARRIED)
- Movie night Plans
 - We need to set up a committee soon to get it going
 - May get a Santa to hand out candy canes
 - **ACTION:** Heather Grove to confirm if her father can act as Santa for the event
 - **ACTION:** Shannon will get a committee set up and plans started after Halloween

Treasurer Report

- In June/July gaming grant was applied for by Marianne
 - We haven't gotten it yet because our reports that were sent for previous years were incomplete
 - Big hit to our budget if we do not get the grant this year
 - Jessica, Marianne and Janelle have worked through everything and sent them in
 - **ACTION:** Marianne to follow up with our application
- Bursary
 - Winner from last year is still due as she deferred from attending post secondary school for a year following high school
 - It's in the guidelines that recipients have 18mos to collect their gift

- **ACTION:** Marianne to look into changing this requirement to 12mos
 - Dahlan is still due his money as well
- Choir scarves are complete and off to the choir
- Used book sale brought in \$102.00
- Milk money was \$531.00
 - Tell parents to sign up at village foods
 - **ACTION:** Meghan to add to newsletter to remind parents to sign up

New Business

- Shannon will be going to the co-op gas to apply for the Co-op number
 - Will be under Sooke Elementary PAC
 - Will be put in under the school address and information
- Vote Brittany in for Fundraising Coordinator
 - **MOTION:** Brittany for Fundraising Coordinator (LE 1st, SS 2nd CARRIED)
- Fundraisers – Created by Kids AND Purdy’s Official Vote
 - Created by kids
 - We need more teacher involvement to help us get this done
 - Will send home extras for kids that are not in the school so that it can be a family gift
 - Could be sent home by teacher’s if they choose not to do it in class
 - Need to be picked up on November 7th, collected by the PAC on November 6th
 - Purdy’s Chocolate Online Fundraiser
 - Agreement to do online orders only
 - PAC will start the campaign after Remembrance Day
 - Deadline for online orders is November 26th
 - Chocolates to go home December 6th
 - **MOTION:** To run both Created-by-Kids and Purdy’s Chocolates fundraisers for Christmas (JH 1st, SS 2nd CARRIED)
 - Final approval by vote
- 50/50 Dates – Vote on when to run them
 - Only have to apply once if we have dates set up
 - **MOTION:** To sell 50/50 tickets at Halloween and Valentines Dances, Christmas Concert and Spring Fair (SS 1st, GM 2nd CARRIED)
 - Final approval by vote
- Christmas Sale – Set up committee/plan/send letter as soon as possible
 - Date December 12 and 13th in the library
 - Need to nail down the details of what kinds of donations we are looking for
 - **ACTION:** Meghan and Marianne to discuss what items we will be asking for
 - **ACTION:** Meghan draft a letter to parents to send out with Debra’s weekly email and for the PAC Board

Tabled for November Meeting

- Tabled for next meeting Christmas Concert Ideas – give popcorn away to children?
MOTION: To give popcorn to children at the concert free of charge (CARRIED)
- Tabled for next meeting Sing a Long – candy canes and oranges – no hot chocolate?
MOTION: What items to give to students at the Sing A Long (CARRIED)

Announcements and Adjournment

- Next meeting
 - We will try alternating day and evening meetings to give everyone that wants to a chance to attend
 - **MOTION:** To have next meeting November 7, 2019 at 1:30pm (JH 1st, MR 2nd CARRIED)
- **MOTIONS:** to adjourn meeting at 7:35pm (JH 1st, MR 2nd CARRIED)

