



# MEETING MINUTES

## Sooke Elementary PAC Meeting

*Date | time* September 5, 2019 Sooke Elementary Library | 1:15 pm | *Meeting called by* Sooke Elementary PAC

### Executive Members

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Marianne Waldemarar, 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 September 5, 2019 at 1:30pm in the school library. Call to order at 1:35pm

### 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 as amended (JH 1<sup>st</sup>/JP 2<sup>nd</sup> CARRIED)
  - Additions – Can PAC provide plastic forks and spoons for the lunch program (it's a district thing so they should be asking there)
  - Additions - Litterless snacks for treat days (JH 1<sup>st</sup>/JP 2<sup>nd</sup> CARRIED)
- **MOTION** to adjourn meeting by 14:45 (MW 1<sup>st</sup>/ MR 2<sup>nd</sup> CARRIED)

### In Attendance

PAC Executives – Marianne Waldemarar, Janelle Holstein, Jessica Poitras, Shannon Scott, Meghan Rownd

Other Attendees – Lorna Egresits, Trelia Loveless, Brittany Hartley

### Partner Groups

Principal & Vice Principal – not available for meeting at this time

- o ACTION: Janelle will be following up with Ms. Stoutley (Debra) regarding a number of questions and concerns that the PAC has going into the next school year so that we can get started with our plans.

### Review Budget

- PAC Supplies
  - o These will include photocopy/printing, paper, supplies for PAC board outside office, cheques and so on.
- Sign Letters
  - o Budgeted amount not needed this year
  - o **MOTION:** to lower amount need for sign letters from \$200 to \$50 (JH 1<sup>st</sup>/ JP 2<sup>nd</sup> CARRIED)

- Discretionary Fund
  - o This fund will be used to provide the school with equipment or other items that are needed for the students (tennis balls, etc.) and will also be used to provide refreshments, on occasion, to PAC meetings.
- Milk Money
  - o A fundraising opportunity provided to us through Village Foods though it is not widely known that it is there.
    - ACTION: Jessica & Meghan to put note on PAC board and Facebook to let parents know it's there and how to sign up.
- Coast Capital
  - o ACTION: Meghan & Jessica will go to bank to change account information to Meghan as she has a personal account with the bank which will make it easier to do our PAC banking.
- Hot lunch
  - o These estimates are from numbers based on last year
- Snack days the same
  - o These estimates are from numbers based on last year
- Fundraiser Events
  - o These estimates are from numbers based on last year
- Aboriginal Support
  - o Need to let them know it's there
- LSIS Support
  - o Need to find out what they want or what they need
- Classroom Support
  - o ACTION: Meghan will be drafting a letter letting teachers know how much is available for this school year and to set out some guidelines on how the money should be used.
- Garden Maintenance
  - o Need to finalize budget so we need to know if this is a school garden or a classroom garden, as it is PAC paid for, so that we know if PAC will be paying to maintain it or if the funds to maintain should be coming from the Classroom Support fund.
  - o ACTION: Janelle to talk to Ms. Stewart about who uses the garden and what it's for
- Whole School Art & Cultural Events
  - o Amount will be \$2000 this year rather than the \$2500 spent last year
- Sports Equipment
  - o Would like to supply skipping ropes?
- Bursaries
  - o Unchanged
- Whole School Busing & Activities
  - o We need to find out if there are subsidies provided by the school board for busing the whole school to events (noted that other schools have had this paid for by the school board)
- Team Busing
  - o Funds for busing cross country and track/field teams based on last year amounts
- Read with Me Books
  - o Unchanged
- Grade 5 Recognition
  - o The school paid for this last year however, we are keeping a budgeted amount in case there is a need.

- Sheet Music/Music Repairs
  - o District does not pay for any sheet music so we will keep the budgeted amount
- Choir Sashes
  - o Already in production – should be ready end of September 2019
- Christmas Sing a long
  - o Amount based on last year
  - o ACTION: Jessica will be following up in mid-November for a donation from Western Foods for mandarin oranges to add to our candy canes as we may be considering not providing hot chocolate this year as it created quite a mess last year
- Christmas Concert Equipment
  - o Janelle brought up an issue with the amount of the budget as there is concern that we are overpaying for rentals of equipment when we should try to possibly buy equipment needed to have for future years
  - o Note: the school district does not provide any funding for this event and most schools do not have a Christmas concert as a result but we feel it is important for our school
  - o ACTION: Janelle will ask Mr. Pugh about what is needed to do this in a way that we can purchase the items rather than renting them and will also look into getting what we need by borrowing from our community (items such as extension cords).
- Emergency Preparation
  - o Still working out what we need and what is going to be provided by the school board
  - o MOTION: to purchase Ziploc bags for the comfort kits. (JH 1<sup>st</sup>/ JP 2<sup>nd</sup> CARRIED)
- Sooke District Sports Council
  - o Unchanged
- Custodian Services
  - o Unchanged
- Pancake Breakfast
  - o Provided by the Lions Club of BC
  - o MOTION: to make a donation of \$300 for their support (JP 1<sup>st</sup>/ JH 2<sup>nd</sup> CARRIED)
  - o Note: They also provide our Grade 2 swim lessons
- Dare
  - o Still have not received a request for a donation or any other information
  - o Question raised about the amount of donation provided (\$400 last year) as they are providing our Grade 5's with this program not the entire school. Also feel that their support of our school does not necessarily supercede that from the Lions.
  - o MOTION: to reduce the amount from \$400 to \$300
    - VOTED by attendees to reduce the amount to \$300 (CARRIED)
- Appreciation Gifts/Supplies
  - o Unchanged

### Treasurer Report

- In our regular PAC account there is \$16223.19 as of September 1, 2019
- July 19, 2019 received a deposit from gaming for \$8919.14

### Old Business

- Dare Money
  - o Refer to notes in budget
- Comfort Kits
  - o Brittany did the letter to parents and a mock up for this

- Will put copy of letter to parents and photo example of a comfort kit on Facebook and PAC board
- Letter and bag will be ready to hand out September 13, 2019 to be returned by September 20<sup>th</sup>
- 311 students; will prep over that amount
- ACTION: Group will put together the kits to hand out to teachers to distribute to their students by September 13<sup>th</sup>
  - We will pre fill out the division numbers and provide teachers with a bin to put the completed kits into as they are returned
  - By mid-October we will follow up with the students that haven't returned them and possibly make up a generic kit for those kids ourselves so that everyone has a kit
- First Aid to Teachers – when would they like it, how many are interested
  - ACTION: Janelle will follow up with Debra to see if they want to do it and how many will like to partake
  - PAC agrees to offer to all the teachers
- Choir Scarves Update
  - Scarves have been cut (thanks again Jessica) and sent to be embroidered
  - Should be returned to the school for end of September

### **New Business**

- 2019/2020 PAC VISION – goals, fundraising ideas, etc.
  - Want more parent involvement throughout the year in whatever way they can. We are hoping to improve the school environment for our students as much as we can within the funds that we have. Providing opportunities throughout the school year for parents to become more involved in school activities and the PAC itself is important to us as we hope to make the PAC more welcoming for everyone.
- Fundraising idea brought up to do a garage sale type of fundraiser, around the time of the Christmas concert, to give the kids the opportunity to buy things for Christmas for their families
  - It would be done through donations that can be sold
  - Will need parent volunteers to wrap items for the kids (will have to budget for this)
  - **MOTION:** to go ahead with planning this event in time for the Christmas concert (JH 1<sup>st</sup> / MR 2<sup>nd</sup> CARRIED)
- Created by Kids needs to be done better this year, more time to complete, option to take home, and done well before Christmas
  - **MOTION:** to do Created by Kids as fall fundraiser (JH 1<sup>st</sup>/ SS 2<sup>nd</sup> CARRIED)
- Hot Lunch and Snack Day Update
  - Concern by Debra about the foods that we are hoping to provide to our students for both hot lunches and treat days.
  - We signed a healthy schools charter that would mean we need to try to provide healthy options.
  - However, concern is that not providing the fun alternatives for lunch and snack days will mean the PAC will not make a healthy profit as in the past as many children will not want what is being offered.
  - Additional concerns from Debra about calling it a treat day. We feel that once a month having a snack that is not necessarily healthy but rather a fun and rare item it would better to call it a treat. We feel that snacks on a daily basis are healthy foods that we eat to nourish our bodies but having a treat to look forward to is not a negative thing as it is

important teach having everything in moderation. In addition, we want to avoid confusing children that might see a non-healthy alternative to a snack as being an appropriate everyday food item but rather to treat it as an exciting thing that happens only once a month from the PAC.

- ACTION – Shannon & Jessica to go through healthy school booklet to see where we can do better and what kinds of treats we can provide while being mindful of healthy eating habits
- Treat days and hot lunches will be held on Fridays once a month (NOTE: no treat or hot lunch provided in September 2019)
- Dates to note
  - There isn't much information to provide at this point only because we are just starting the year but we have put a calendar up on the PAC Board across from the office that will be updated. There will also be updates on our Facebook page and within our monthly newsletter.
  - ACTION: Janelle will follow up with Debra at their meeting about any important dates to add for September and October
  - ACTION: Meghan will update the calendar posted to the PAC Board on a monthly basis making sure to add as needed. She will also ensure that a picture of the calendar is uploaded to the PAC Facebook page as well.
  - September 24<sup>th</sup> is a Pro D Day
  - Halloween Dance will be October 24<sup>th</sup> with more details to come
  - October 25<sup>th</sup> is a Pro D Day
- Classroom fund allocation – rules & regulations
  - This fund is set up each year with an amount allocated to each classroom to be used at the teacher's discretion. In previous years, there hasn't been any real rules about how the fund can and should be used which resulted in funds being used for things that shouldn't be provided for by PAC (such as classroom supplies and food). We feel that the funds should be used to enhance the educational experience of our students. Items such as field trips outside of the classroom, guest speakers and presentations in the classroom, art supplies and so on. We will be coming up with a list of things that we would like the funds to be used for and will let teachers know that while the funds are theirs to use as they see fit the PAC still has the ability to not reimburse for an activity based on our guidelines.
  - ACTION: Meghan will be drafting a letter to teachers and once reviewed will provide a copy to each teacher's box in the office. This will be completed by the end of next week.
- Start a committee for the Halloween Dance – October 24th
  - Sign up sheet on the PAC board outside the office
  - Committee is for planning and getting organized for the dance
  - Separate sheet for volunteers will be provided once we get closer to the date
  - Not using the Dad Band this year but will offer to allow him to sing a few songs
  - Will have music plugged into a sound system

### **Announcements and Adjournment**

- Next meeting
  - **MOTION:** to have next meeting in evening (JP 1<sup>st</sup>/ JH 2<sup>nd</sup> CARRIED)
  - October meeting 10<sup>th</sup> 6pm for parents who are unavailable during daytime to join us
- **MOTIONS:** to adjourn meeting at 2:48PM (MR 1<sup>st</sup> /JH 2<sup>nd</sup> CARRIED)

**Items for Next Meeting**

- Outdoor Classroom Info
- Hockey Court Info
- More Decals for floors/Do we have any?