

PAC Meeting April 8, 2025

Online attendees

Kaylee, Karyn

In person attendees

Staff: Kerry, Cam

PAC members: Sharon, Mark, Lilia, Melissa, Cat, Leah, Monica

6:33

approval of agenda - 1st: Mark, 2nd: Sharon

adoption of March meeting minutes - 1st: Leah, 2nd: Melissa

6:34 Principal Update

- Soccer
 - Grade 4/5 soccer signup
 - There were not enough girls so absorbed them into the boys team
 - The team can't go to the soccer jamboree because it conflicts with the spring concert. It is too much to do on one day
 - Kerry is investigating having games with Millstream or other schools or intramurals so the team can play more games since they can't go to jamboree.
- Hop On Bicycle program
 - Kerry had a conversation with staff about HopOn bicycle event
 - Grade 4 staff feel overwhelmed as there is a lot of instructional time taken by other events (FSA tests, Fire safety program etc).
- Spring Concert
 - Will be May 14 & 15th
 - Kerry asks a question to PAC on whether we will do a raffle for parking and front row seating?
 - Answer: Yes.
- Spring fair
 - Display boards have been ordered
- Elections Canada
 - School will be used for advance polling and election day.
 - Kerry figuring out the logistics for parking, use of gym
- Reunification drill
 - Discussed with staff. They like the idea of parents coming to the field via the stairs. There would be a check in table and runners would bring kids to parents. Families would leave by the back gate by sandpit. This layout provides one direction of flow of people
 - Drill will happen next year.
 - Kerry heard it might be mandatory every 2nd year
 - What happens if parents can't make it, i.e. work downtown?

- Parents should have emergency contact in area of school for emergency pickup
 - The school can't release students to anyone not on the list. Staff will be going by paper forms, as they may not have access to online or phones in event of emergency
 - Need to educate parents in September about the need to have someone close to school be an emergency pickup.
 - PAC and school to work together to educate parents on this
 - In an emergency, students aren't allowed into the school until the building is deemed safe. Students will be kept outside. But expect to get direction from School District on what to do with students
- Drumming
 - Staff made drums last year
 - Had a drumming circle with indigenous elders. Was really good, everyone was involved.
 - Kerry is looking into having an indigenous artist help staff paint drums.
 - Also have drumming circle for students
 - Been gifted 3 songs to sing/drum
- Fire expo in Metchosisin for Grade 4s on fire safety is coming up
- Book fair
 - It was successful
 - Hosted by School House from Tillicum Mall
 - There were over \$10K purchased.
 - Company donates back portion to library
- Literacy week
 - Was a success.
 - Literacy bingo cards - every kid that participated won a prize
- Games night
 - It was fantastic.
 - Company that hosted it said we were well organized.
 - Parents' feedback was positive.
 - Nice to have a quieter event for kids that don't like loud events like dances.
- Question about hop on bicycle event - what happens to the funds allocated for it?
 - Can we do it earlier in the year so it is not conflicting with other events?
 - No, Kerry thinks it was lost instructional time overall that was the concern, not the time of year.
 - Suggestion: Would grade 5 teachers be able to take it on next year? Then grade 4s that missed it this year would have it next year. And going forward it will be held for Grade 5 students.
 - Kerry to ask Grade 5 staff.
- Spring fun fair
 - PAC to provide Kerry more info about gift baskets as staff was unsure about how it works. Confusion about collecting items and if the teachers should have baskets to put items in.
 - PAC to provide more info to Kerry that she can pass along to staff.
- Communication follow up
 - Staff is being more diligent about updating the school's website.
 - 3 people are working on keeping it updated: Michelle, Cam and Kerry.

- Should promote the school website at kindergarten orientation and at the start of the school year.
- Kindergarten orientation
 - May 1 - Read/ride event
 - get a book and go on the bus. That is district orientation for kindergarten
 - June 6th - kindergarten orientation.
 - September 5th - similar to June 6th event. Gives staff a chance to see kindergarten students again before forming classes.

Treasurer report

- We are just shy of \$72K goal
- Still have art cards, bottle drive, and spring fair revenue to come so we should reach the targets.
- Hot lunch almost \$2K over projections.
- Games night
 - We didn't factor in tax and tip on food, so we lost money on food.
 - If we do the event next year we need to make sure to take in the total cost of food, so it is revenue generating.
 - But overall it was a successful event and did make money.
 - Leah to follow up with Subway on whether tax was included in the quoted price.
 - Cash from the concession hasn't been calculated yet.
- 50/50 tickets
 - awaiting reply on online raffle ticket license. Hoping it will be easy to convert from paper to online 50/50 license.

Next year roles

- Kerry can send out message that we need pizza co-ordinators
- Also need treasurer and secretary
- Can we include it with Rack email?

Bursary committee

- April 16th - deadline for students to submit
- April 17th - committee will receive applications
- May 2nd - deadline for bursary committee to choose their selections for bursaries
- June 23rd grade 5 ceremony - bursaries to be presented to selected students.

SPEAC

- PAC put in 2 applications for volunteer recognition
- SPEAC March [meeting notes are available here.](#)

Calendar of events update

- Games night

- We can't get bigger tables, but should get more tables for next year. Need 5 extra tables.
- We should have some empty tables for those that show up without tickets, wanting to buy tickets at the door.
- Booked for next year on Thursday March 12th, 2026.
 - Kerry and Cam express concern for timing as it conflicts with literacy week/book fair.
 - Leah to confirm if the event can be moved to the previous week so as not to conflict. The literacy week/book fair requires gym space and tables as well.
- The Rack event
 - have sold 24/75 seats
 - Need to push tickets
 - Notices in agendas will be going out
 - Rafflebox will be used, there is a cost to it but hope to raise more than it costs.
 - But don't need a volunteer to sell tickets as a QR code will be at each table.
 - Rafflebox suggests is to set up week before and advertise it
 - Using it at this event allows us to beta test it before using it at spring fair
 - Learned we need a different license type for online 50/50 draw.
- Spring fair
 - Leah talked with WhiteSpot about sponsoring the BBQ
 - there is charge of \$1-\$2 per item depending on counts
 - They want to build a partnership, so we use them for hot lunches as well.
 - They have sent Leah a hot lunch menu. Leah said that we can't hold a hot lunch this year. Potentially next year, but we don't currently have the volunteers to hold it.
 - They provide hot dogs, salads, veggie options, burgers
 - We would need to cook the items and prepare the salads.
 - Would need to presale the items
 - PAC will discuss at the working group about using WhiteSpot or not.
 - Kerry noted that Savory school has held PAC hosted BBQs. Kerry to get PAC contact so we can get details/plan from them. They also have a grill, maybe we could borrow it?
 - Kerry has ordered tables, but doesn't remember how many. Will find out.

Fundraising

- Bottle drive
 - Had good weather with lots of people spring cleaning and ready to get rid of their bottles
 - Got 2 full bins from the Rack and LogHouse
 - Had 16 full bins.
 - Should check with other restaurants for the next bottle drive.
- Pizza

- Question: can we setup the system for the whole year vs half a year?
 - People forget to re-order for the first week of the new year.
 - Need to check with Karyn about setup.
 - Can we open up ordering the last week of December for New Year pizza signup?
- Spirit Wear
 - We found a new vendor for spirit wear as the previous vendor moved to Alberta.
 - New vendor won't be open year round like the previous vendor. Spirit wear items will only be available 2 - 3 times a year.
 - Melissa suggests tying Spirit Wear releases with events like the Halloween Dance, Games night and Spring fair. This gives opportunity for families to try on samples and for PAC to promote items.
 - Cam to update the school's website to remove the link to the previous vendor's website.
 - Kerry to connect with Karyn about grad hoodie for Grade 5 student
- Art card
 - Have been sent home for purchases.
- Pedal Heads
 - Kerry can't email out the discount code for their summer camp because it is a for profit business. Also the website is in the US.
- Question about 50/50 - can we do a long term 50/50 draw?
 - Have to see what the licensing requirements would be.

7:28 meeting adjourned.