



# PARENT ADVISORY COUNCIL

PAC Business Meeting

September 21, 2021

MINUTES

**Executive Members in attendance:** Kathryn Allan-Kwasnica, Emah Christiansen, Sacha Anderson, Jennifer Meadows and Hilary Hagel

**Executive Member regrets:** Shanel Higham, Ruqaiya Kahn and Judy Kitts

**Others in attendance:** Ms. Susan Ottenbreit, Mrs. Barb Sapsford

**1. Welcome and Acknowledgement:** Kathryn Allan-Kwasnica

a. Introductions

- Territorial acknowledgements
- Roundtable to introduce administration, executive and parents

b. Review Agenda/Additions/Accept Agenda

- Motion to accept: Hilary 1<sup>st</sup>; Kathryn 2<sup>nd</sup>

c. Accept any Outstanding Meeting Minutes

- Motion to accept: Hilary 1<sup>st</sup>; Jen 2<sup>nd</sup>

**2. Principal's Report:** Ms. Susan Ottenbreit

- It has been an exciting first few weeks with classes developing routines and students meeting old and new friends
- Thank you for everyone for their flexibility with Meet the Teacher event last week over Zoom. There was good feedback from teachers and great turnout because done in a virtual setting
- Parent teacher interviews will also be happening over Zoom. Parents are to sign up for specific time slot. Due to Zoom licence restrictions, teachers must log off after 40 minutes. If parents are removed from the call, please log back in as the teacher may have reached their time restriction
- School enrolment is at 315 students with 15 divisions. Seven of the divisions are combined grades
- There are few staffing changes including a new Literary Support Worker joining the school (0.4 FTE) and working directly with primary students. Ms. Breanne Glover has moved to a position with the district. The posting has closed but has not yet been filled
- Orange Shirt day will be on September 29
- The blacktop paving was completed over the summer and some painting has been done. The painting for the basketball court on the blacktop will happen once the asphalt has cured

### **3. Vice Principal's Report: Mrs. Barb Sapsford**

#### Seaquarium

- The Seaquarium has arrived at the school and is being set up and new creatures being introduced slowly as the climate allows. Thank you to the PAC and the Grade 5 legacy gift who helped fund it
  - There are pictures of the Seaquarium on school's website
  - All grade fives are part of marine team and collect data on the tank by measure salt and water levels etc. and will share their findings with other classes
  - Some staff will have an opportunity to have a presentation about the Seaquarium on the September Pro-D day
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- Terry Fox run will be held Friday, September 24<sup>th</sup> with students divided into groups. Students are bringing in donations for the Terry Fox Foundation

#### Grade Fives

- Sizing completed and orders close on Friday for students wishing to order the signed "22" for their T- shirts gifted by the PAC
- Looking at a "no-sort" bottle drive instead of holding a typical bottle drive as a fundraiser
- Working on leadership with grade fives doing announcements and helping kindergarten teachers with monitoring students at recess time

### **4. Treasurer's Report/Budget Review: Shanel Higham**

- Shanel was unable to attend the meeting
- The budget for this year was passed last year and many fundraisers are planned

### **5. Updates on Fundraising and Events:**

#### a. Monk's School Supply Fundraiser: Kathryn Allan-Kwasnica

- Thank you, parents, for ordering school supplies through this fundraiser and apologize for the delays receiving supplies
- Thank you to the teachers for accepting late supplies
- Monk's was unable to fill many school supply orders in time due to COVID supply shortages, but all orders were eventually received
- The PAC would like to continue with Monk's again next year as it is a local company to Vancouver Island, and they give back 10% of the amount purchased to the PAC to purchase things for the school

b. Upcoming Meetings/Events: All

- Virtual PAC meetings will continue for now using Teams as it is convenient, safe, and school events are not permitted at this time
- All PAC events are on hold for now, but will be planned for when it is safe to do so
- Local coupon books will be sent home early October for parents if they wish to purchase. Jenna Haywood and Eric McAskile are organizing this fundraiser
- Hanging baskets sale in the spring

Poinsettia sale

- Poinsettia sale is planned again this year with the delivery date being Wednesday, December 1. Hilary is leading this fundraiser and will be looking for volunteers from 12:30pm until 5pm that day
- There was a suggestion to ask restaurants or other businesses if they want to order poinsettias through the PAC for the decorations in their business. Hilary and Leah Mak to discuss how this could work and talk to the nursery about their capacity to deliver on a larger scale

c. Fundraising Suggestions for 2021-2022: All

- Christmas tree recycling
- Silent auction
- Purdy's chocolate order for Easter
  
- Jeremy Tymoshik will donate a tool kit (approximately \$1,000 value) for Father's Day PAC raffle. He will plan to have it ready for January 1

**6. Current COVID Protocols Review: All**

- The Public Health Office will be implementing a new system to report school exposures
- There was an exposure at the school
- Masks are strongly encouraged for everyone
- Masks are mandatory for all staff and students grades 4 and 5
- Parents should be doing the daily health checks for their child(ren) and keep their child(ren) if they are feeling unwell
- The school is working hard at hand hygiene and ways to avoid unintentional contact

**7. Roundtable: All**

**Meeting adjourned @ 7:53pm**

**Next PAC Business Meeting:**

Tuesday November 2, 2021 @ 7:00pm