



Rose Valley Elementary

PAC Meeting Minutes

Sep 20, 2023

Welcome and Introductions

Executive Present: Tanya Klimm - President
Keri Marples - Treasurer
Robyn MacNeill - Secretary
Maureen Kilcullen - COPAC Chair
Kirsten De Jager - Member at Large

Executive Absent:
Paige Gillingham - Vice-President
Stephanie Whiting - Member at large

Additional Parents in Attendance: Shanna

1. Call to Order: Meeting called to order by Tanya Klimm at 6:33 pm.

2. Adoption of Previous Council Minutes

Motion to adopt the minutes of June 21, 2023 as distributed. Moved by Tanya Klimm. Seconded by Keri Marples. *All in favour. No opposed. Carried*

3. Principal's Report:

Summary:

Welcome back!

School: 14 classrooms, 302 students. All teachers came back. 2 new CEA's: Ms Grant and Ms Rogers (9 resource CEA's, and one Jordan's Principle CEA for Indigenous Students). Couple new students joining in October.

Health & Safety: New wildfire evacuation plan. Staff have been trained and the district has busses on call if needed.

Theme: This year's district theme was "Wonder" and was switched to "Rooted in Hope" for our school. We will plant our trees in the forest once safe to do so.

Upcoming:

September 22nd - Picture Day

Thurs/Fri Sep 28/29 intake conversations.

Sep 29th will also be truth & reconciliation events.

October 5th is Terry Fox Run. Ms. Waddell's class helps to organize.

October 5th - library publishers display

October 19th - Great Canadian Shakeout (earthquake drill)

October 26th is DEAR day (drop everything and read and wear PJ's)

New purchases: Seacan is now here. PAC can use it. Purchasing department is now looking at staging. Get 3 quotes and then choose.

Artists Residents Grant: Applied for one to get a drummer to come in and teach the kids.

4. Presidents Report:

Summary:

Spirit Wear Fridays: Starting in October for the November Pizza Party.

No teacher requests yet: Week behind because of getting in the building, so we are functioning a week behind.

5. Vice President's Report:

Halloween Dance: October 27th is closest to Halloween. From 5:30-7:30pm. Put out for volunteers. Family dance. FREE.

Action Items: Kirsten put out a call for volunteers on FB. (Robyn to give signUp Genius Links)

Stephanie/Robyn order pizza

Keri - Get glow sticks

Tanya - ask Beau if he want to DJ (backup DJ Kelani). Get flyers ready.

Maureen - candy bags (bulk barn discount??)

Day of Event Availability: Maureen (full event)

Tanya (setup prior)

Keri (will check apptmt schedule)

Kirsten (will check schedule)

Robyn/Paige unavailable

Hot Dog Days: Wednesdays Oct 18, Nov 15, Dec 13 = need 1 volunteer.

Action Item: Paige to order hot dog wrappers from Amazon

Popcorn Machine: We don't need to order it for now, as they don't work as well as we will need them.

RVE Spirit Wear: Ordering shirts next week. Only need to order 40 Red Medium T-shirts (with Black Logos) Will also order PAC t-shirts.

Pancake Breakfast: Nov 17th. We will still use McDonalds. Request to have Katy & Steph made GF and Vegan options for kids.

Action Item: Paige to reach out to McDonalds. Robyn to reach out to Katy & Steph.

Christmas Bake Sale: Don't yet have a date. Invite Michelle to to help again this year. Steve is looking at getting the Santa Bus to collect food donations. Maybe also sell decor.

Action Item: Paige to connect with Michelle once we have dates.

Purdy's Chocolates: Ordered 400 bars. We paid \$1.50/bar. Sell for \$3/bar or 2 for \$5.

6. Treasurer's Report:

Budget: Waiting on grant to finalize the number.

Motion to pass the budget as distributed. Moved by Tanya Klimm. Seconded by Maureen Kilcullen . *All in favour. No opposed. Carried*

Gaming Fund: \$1022.65 is set aside for accessibility playground.

RVE Fire Relief Fund: \$2583.85 came in for donations. Requests will be sent to Steve and passed on to PAC. Keri will create a spreadsheet to track.

Motion to approve \$200 per classroom for startup supplies etc: Moved by Keri Marples. Seconded by Tanya Klimm. *All in favour. No opposed. Carried*

7. COPAC Representative Report:

CO-PAC: Registration fee for BCCPAC is to be delayed until December 1st.

No to Zoom access.

ADHD presentation on Zoom: October 17th - once there is something to post, Maureen will send to Kirsten

Treasury 101: October 3rd live to ask questions

Policy 703: COPAC wants feedback on this. "Relations with parents of students" - which will restrict the CO-PAC's from having employees of the school district working more than 10 hours a week.

Does your PAC support the policy change? We have agreed that "no we do not support"

8. Hot Lunch

We are offering lunches Tues/Thurs (hot dog days will be separate days on Wednesdays if continuing?)

Stephanie will be finding a team lead for Tuesdays for when she's not available (she already has 2 people in mind from last year)

Erin & Katy will continue to lead on Thursdays

Getting a lot of interest in volunteering, lots of parents submitting CRC's

New documents are being created

- New volunteer orientation document

- Daily volunteer checklist & instructions
- Hot lunch letter for parents
 - Pack in/pack out
 - Order closes 2 weeks in advance now.
 - Pickup lunch between 11-11:30am only (cell service at the school makes it difficult to do it any other way) and must be notified by email by 9am
- Gluten-free handling procedures
 - Making sure separate knives and cutting boards are used on hot-dog day
 - Keeping GF items away from other items until wrapped
 - Boil separately from other hot dogs
 - Other recommendations from our GF parents on handling
- New volunteer sign-up (and will include link to new volunteer orientation)

Hoping to have hot-lunch ready for ordering on Thursday through the 28th for first weeks' order (Oct 3 & 5)

NOTE: Food prices have gone up for our vendors, so many of our meals are around the \$7.50 mark before juice or sides.

REQUEST: Purchase of fold-down insulated bins for easier transport from It's a Bakery and White spot, and to keep food temperature controlled longer - \$29.99 on Amazon (one needed per class)

Motion to approve \$500 to purchase insulated bags. Moved by Tanya Klimm. Seconded by Robyn MacNeill. *All in favour. No opposed. Carried*

9. New Business:

Robyn MacNeill, Secretary

Summary: Request that nothing changes (no additions to sales/events ie. adding a sales item, or changing a major theme) occur within the week before an event. This will ensure we aren't having to put out last-minute communications or additions to MAL, and that we are respecting everyone's time.

Keri Marples, Treasurer

Summary: Request for a one-week before events deadline for float requests. TD Bank now closes at 2pm every day, which makes it trickier to get there during bank hours.

Member-at-Large needs to be included within the Constitution & Bylaws and new logo needs to be added. Recommended changes were posted for 14 days.

Changes proposed:

Revise Section IV (2) to add Member at Large to the description of the executive.

Revise section VII (G) to add 2x Members at Large.

Motion to revise bylaws as posted for 30 days. Moved by Robyn MacNeill. Seconded by Tanya Klimm. *All in favour. No opposed. Carried*

10. Termination:

There being no further business to discuss, the meeting was terminated at 7:52pm.

12. Next Meeting

The next meeting will be October 18th.