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| **O**pening |

Meeting called to order at 6:30 pm on September 6, 2023 by PAC President, Kirsten Hunter. The Bayside PAC acknowledges with gratitude that our meeting occurs WSANEC traditional territory.

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| **Attendance** |

**PAC Executive**

Kirsten Hunter – Chair Michelle Cooper – Treasurer

Caroline Upton – Communications Kate Guthrie – Fundraising

Mindy Panesar – Vice-Chair Nidhi Khanduja – COPACS Representative

Cheryl Pocklington – COPACS Representative

**School Administration**

Rae Dennett – Principal

**Guests**

Olina Mitovka Karen McNeil

Shauna ?

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| **Introductions** |

Round table introductions by all attendees. The PAC is seeking additional Executive members:

* Secretary
* Co-chair
* Grade 8 Farewell Coordinator

Motion: Kirsten to nominate Mindy Panesar as Vice-Chair. Cheryl 2nd.

**Action: Caroline to post position vacancies on Facebook/Instagram accounts. Information to be added to the student start-up package.**

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| **Principal Update** |

The school year is off to a busy start. Vice-Principal, Kim Graves, is currently on leave. Sarah Alford will be acting as interim VP. There are currently 591 students with 23 divisions for this school year. Group assemblies were held for all students with a presentation by Dr. Lisa Gunderson on building community, equity and to be kind and respectful in differences. Middle School Administrators updated the Code of Conduct around safe and caring communities. A lot discussion around the use of cell phone talks in the school. Cell phones are to be kept in lockers. Rae will be canvassing staff for needs and will communicate this to the PAC. Intermural activities will be starting soon.

Question: Can notifications come out earlier for parents? Parents hear the announcements at the end of the day which is often too late to organize activities.

Answer: Yes, School Messenger will be implemented and all parents are automatically subscribed. Announcements are also posted within the pods for the students.

**Action: Rae to send Caroline intermural schedule to post on Facebook page. Caroline to provide the Facebook link to Ryan Davidson (Instagram) and Amber Sebastian (School Messenger)**.

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| **General PAC Business** |

* SignUpGenius will be used to sign-up and manage volunteers. **Action: Mindy to create account.**
* Access to email accounts and passwords will be provided to Mindy. **Action: Kirsten to provide information.**
* Mindy will be added as a signing officer. **Action: Michelle to coordinate with bank.**
* Agenda item for next meeting – Hoodie fundraiser. School waiting on new logo.
* Communication plan for Executive needs to be developed. **Action: Kirsten to poll members through Google doc and distribute via email.**
* Provide parents with the best method to contact the PAC. **Action: Kirsten to provide information for Facebook page and school for distribution.**
* PAC meetings will be held on the first Wednesday of each month at 6:15 pm.

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| **Welcome Back Event – September 20th** |

* Event will run from 5:00 – 7:00 pm
* Greek ‘n Go food truck. **Action: Kirsten to confirm set-up time.**
  + Requires a minimum of $1500 in sales and up to 250 eaters
* PAC will pay for pizza & beverages for staff. **Action: Rae to invoice the PAC.**
* PAC table
  + Set-up near multipurpose room
  + Free lollipops **Action: Kirsten and Cheryl to coordinate purchase (enough for 600 students).**
  + Draw for free hoodie **Action: Caroline to bring box, pens, paper and draw forms (student name and division). Kate to bring hoodie.**
* Welcome back event information to be included in student package. **Action: Caroline to create poster to put into student package, Instagram & Facebook.**

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| **Meeting Adjourned** |

The meeting adjourned at 7:32 pm. The next meeting will be held on Wednesday, October 4th at 6:15 pm.