

# DRAFT PAC Meeting Minutes – November 21, 2017

Attending: Darcy Winkel, Tora Cameron, Marti Redman, Kim Cook, Kelly Hoffman, Jolene Burns, Wendy MacDonald, Christina Filipovic, Rachele Hill, Lily Yee, Jeanne Puritch

Regrets: Lori Smith, Natalie Salem, Melissa Drolet, Bridget Anderson, Shannon Hamill

Meeting called to order at 6:17 pm – Welcome/Round Table of Introduction and Attendance/Contact List Circulates

## **Principal's Report – Wendy (submitted by email, discussed at meeting, distributed to staff)**

Upcoming dates to note:

- Weekly Thursdays: Pizza Lunch
- Nov 15 – Indigenous Gr. 7 Luncheon
- Nov 24–NID
- Nov 29 – White Hatter presentations
- Nov 30 – Evening of Fine Arts @ 7pm
- Dec 4 – Term 2 commences
- Dec 6 – Report Cards home
- Dec 7 – PAC Hot Luncheon
- Dec 13 – Winter Concert @ 7pm. FSL/FI French Cafe & Student Project Sales 5-6:30 pm.
- Dec 22 – Last day of school before Winter Break

Information to Report:

- Website forum subscriptions have been repaired and are functioning for all forums, including PAC
- Sports/Clubs underway include: Basketball. Complete: Rowing, Soccer, Cross Country
- Field Trips this month include: Royal BC Museum, Royal Theatre, Goldstream, Panorama Gym, Boulders, Commonwealth
- First Nations Luncheons with families and staff continue with Gr. 7 students/families
- White Hatter Presentations: Internet Safety and Personal Protection with Darren Laur. Daytime session for all students. Parent session to follow at 7pm.

Educational Grant

- \$18,000
  - \$2,000 Chromebooks
  - \$3,000 Outdoor Classroom
  - \$3,000 PE Equipment
  - \$10,000 MPR Phase 1 Sound/Screen System

Staff Theme Days:

- Dec 1 – Rodeo
- Dec 8 – Beach Theme
- Dec 15 – Red & Green Sweater
- Dec 22 – Ugly Sweater

Presentation at meeting:

- First Nations school community Smoking salmon during the day instead of at night, involving entire school community.
  - Ivy is off right now, not sure of reasons. Have Lorelea McAlvie doing language support plus Gale Sam from Brentwood School covering the spot until the situation can be resolved.
  - Krista Tracy coming back part time, Grade 7 Art term 2, co-teach with Rebecca and this transition has gone very well.
  - Julie Proulx talked about the garden – great leadership in Garden and support from staff, sparking interested in some kids who are hard to engage in the school community.
  - Dec 13, Band Concert starting at 7 pm. French Café running that night as Bayside is no longer hosting Girls and Boys Club event from previous years. French Café has access to Home Ec. Room for Food Safety prep regulations and Christina is able to help with that if needed, as she has Food Safety Certificate. Besides French Café; 3 classes have tables selling work from their Inquiry-based learning, Quebec trip parents running a silent auction, as well as the Shark Shop will be open. These events are running from 5-6:30 pm, providing 30 min to transition and prep students for the concert at 7:00 pm.
  - PE Equipment – discussed installation of an outside running track but the logistics of it cost-wise are prohibitive. A circuit training system in gym or outside on the asphalt is being explored instead.
  - Besides Educational Grant funds, there are monies available to schools province-wide that is held in each District office intended to help supply the extra classrooms created under the new mandate with desks, projectors, chairs, etc as requested. Steve Newlove has been accessing this for Bayside's extra classrooms.
- Approval of October minutes and today's Agenda. MOTION: Kelly moved to accept minutes as presented. Marti seconded. All in favour – Motion Passed
  - No Correspondence

## **PAC Reports:**

### **President's Report - Darcy**

- Discussion on changing the night for PAC meetings in the New Year as Melissa (COPAC rep) and Kimberly cannot make Tuesday meetings. Potential January dates for PAC meeting: meeting usually runs on 3<sup>rd</sup> Tues of the month, Mon or Wed work for Kimberley or Melissa but unfortunately not in the 3<sup>rd</sup> week of January. Discussion that the 4<sup>th</sup> week of January is preferable as the 2<sup>nd</sup> week is too early in the month after winter break. Most members at meeting okay with either a Monday or Wednesday. Meeting set for Monday, January 22 at 6:30 pm.
- December meeting PAC last year was held at Brentwood Lodge. Discussion about repeating this as a social event as opposed to meeting due to the difficulty of running notes and currently no pressing matters to resolve. Darcy will check the bylaws to make sure Bayside PAC will still meet the minimum number of meetings necessary per school year. Darcy will follow up with plan for either PAC meeting or PAC social for December.

### **Treasurer's Report – Tora**

- \$135.00 profit from new Bayside clothing sales. The \$321.00 on treasurer report reflects funds from old Bayside clothes that were sold to date this school year.
- Increased sales with Monk supplies ordering as compared to previous years.
- PAC lunch net 1055.97\$, outstanding!
- At this point of the year, fundraisers doing better than budget estimates.

### **COPACS Report – Kelly for Melissa**

- Kelly reported on COPACS as Melissa unable to attend.

- Huge thank you to those that were able to come to Policy meeting. Very good turnout this year. Kelly presented a gift card to Bayside PAC on behalf of COPACS. \$40.00 to Coffee Emporium. Also received chocolates, shared by Darcy.
- Ashley and Kelly going to DEPAC Chair summit for District PAC chairs. Fri and Sat, table discussions with Education Minister (Honourable Rob Fleming). If we have any questions for Ministry or Honourable Rob Fleming personally, please send to Kelly by Thursday, Nov 23. One scheduled topic of discussion is privacy around Chromebooks usage by students. Currently do not have enough filters at District level WIFI and there are significant concerns as students inadvertently seeing inappropriate content.

### **CPF Report – Rachelle**

- Bonjour Bon Nuit. This week working with École Deep Cove. Kindergarten/Gr 1 come in pajamas and Grade 8's read to them in French. Will be at École Keating next week.
- Magazine Fundraiser is going well. Of note, Bayside School community has most subscriptions ordered as compared to other schools.
- Looking to organize a book/magazine exchange to increase access to French literature. Plan to gather donated/gently used or new books from families, putting CPF stickers on them and distributing them to schools.
- Bon Marcaron. All Gr 6's going. Researching fundraising opportunities to support this event.
- French Café on Dec 13 in conjunction with winter band concert. Kids that are not busy with band will be involved with cooking and serving. Of note, students do not have to be in French Immersion to help out. Thinking of serving poutine, crepe and cheese plates. Discussion around some of the logistics of organization; is there a simple/efficient way to pre-order, or is it best to just plan for 100 of each item. Suggestion to keep it simple – Crepe (sweet and savory) and poutine. Chantal Levesque and the leadership team helped out previously with crepe making and had a very good system (good resource person to access). School has frying pans so no need to purchase or bring in. Ovens have been problematic in the past for large orders. Plan for extended cooking time or perhaps look at pre-cooking if possible.
- Emailed correspondence sent in by Rachelle ahead of meeting: The debate is not happening this year. The Teachers are not in support of this so no need for the funds for that item. However, we could use it to purchase some verbathon games. It's a game the teachers want and ideally there is one per classroom. We have put in requests for CPF to purchase two but they would be shared for all schools (Keating/Dc/Stellys). Rachelle will right up a proposal for this for 3, for next meeting. Debate is happening at Stelly's and is being received very well. French program looking at keeping events specific to a Grade level so students can look forward to events as they progress through school. For example: Bon Macaron for Grade 6, debate at Stelly's Secondary, etc.
- Karate Brothers, 2 Francophone Canadian brothers who compete in Karate at the national level have a program to come to schools and run Karate workshops (in French). Program is available for Grades 6, 7, 8 at \$3.00 per student. Working to have them come and run a workshop.

### **PAC Lunch Report – Lily**

- Next lunch is Dec 7; 2 Buns (ham and cheese, bacon and cheese, turkey and cranberry drizzled in sauce) mandarin orange, and rice crispy treat (Christmas tree – green and sprinkles). Previously had carrot and celery sticks, but not popular and time consuming. Suggestion of Caesar salad as very popular with other PAC lunches. Suggestion to call Island West to see what food supplies they have for buying in bulk and keeping costs low (i.e. pre-washed lettuce already cut). Jeanne offered to communicate with Camosun Interurban to see if there is something they could help with food-wise (purchasing and preparation). Discussion around drinks; juice box as per usual or shall we add chocolate milk? Lily will look into costs and logistics.

- Posters need to go to Tora who can print them and get them up for Monday, November 27. Natalie has posters from last year on her computer so can just update the dates. Aim to have order forms out on Monday
  - Will need volunteers:
    - Thursday only for preparation and serving
    - Someone to make rice crispy treats
- Option of donating a lunch when ordering was successful so will continue to have this. 10 lunches were donated and used.
- Also had 10-15 kids buy the day of the lunch. They are offered the option to go to the end of line with the understanding that there may not be any available, or just partial orders (oranges or rice crispy squares, but no buns).
- Discussion around ordering/supplying more snacks/treats than ordered and people can buy separately on the day of the lunch instead of buying the whole lunch.

## **Marti's Report**

- Some 'old' Bayside clothing sold (shorts, t-shirts, one hoodie) during the sale of the new clothing. Still some 'old' stock to sell but need to look for a good opportunity to run another campaign. Grade 5 information night is where best sales have come from in the past, so will plan for that in the New Year. Discussion about selling at the upcoming Band Concert, however it was felt there is a lot going on already there so will look for other opportunities.
- Sold 30 hoodies and 2 t-shirts with 'new' Bayside clothing
- Marti is not happy with the new logo design, material of the hoodies nor the t-shirts (specifically the teal). Not sure if she will continue to use Passion Sports or return to previous company (Out of the Blue) who unfortunately had dropped the ball a few times in the past. The sales team with Passion Sports were great to work with, the ordering process was easy to use on both ends (setting up and customer use), but the end product is not quite what was expected. In the logo, Bayside was designed with a space between 'Bay' and 'Side' in order to make the zip-up hoodie an option for students. Unfortunately sales on the zip-up are not high enough to justify a separate logo, so one logo was designed for both styles of hoodie. On the specs the space did not seem as noticeable, however on the larger hoodies it is quite noticeable. Also, the teal logo on the teal t-shirt is not great as they wording is lost. Suggestion to continue with new company, but do not order zip-up hoodies so logo can be adjust back to one word. Ultimately, Marti feels quality of previous company was better. Marti will continue to explore options for future Bayside clothing.
- Discussion around ways to donate some of past stock to various events/fundraisers as way to unload some of it. Will continue to look for opportunities for this.
- Monk school supplies was a successful fundraiser this year however continues to be problematic. Grade 5 families are instrumental in these sales, however 20 people fell through the cracks this year and did not receive supplies. It seems that Monk left online ordering open past the cut-off date and extra supplies weren't accounted for. There was a scramble to get these things fixed in September both on the Monk office end as well as Darcy and Marti to ensure the Bayside orders were fulfilled as this reflects on Bayside PAC. Staples has been offering some good options; better pricing and orders are supplied in a backpack, seemingly more reliant process of delivery due to larger company. Kim brought up her positive experience ordering supplies this year, and that there was extra initiative to do so as it was using a local company. Kim suggested keeping in mind that while there was problems with the ordering for some families, there were also a lot of successful orders made. Decision to table the issue for now, Marti will connect with Cailtyn (Monks representative) in January and have conversations regarding list, smaller essential kit and more options and what is proactively being done to prevent last years problems as well as source out other companies.
- Website communication still getting resolved. Apologies to those who are receiving duplicate emails. After discovering there were 2 separate subscription places (main page, PAC page) and that the posts on

the PAC page were not reaching everyone, they have suspended subscriptions on the PAC page and moved all subscriptions over to the main page. Marti is posting on both pages just in case for the time being, which has highlighted that the PAC page subscriptions may not be successfully suspended as some people are getting two and some are not getting at all. Ultimately, this is a work in progress and will hopefully be resolved soon.

## **New Business**

- Lily asked if there is a way Bayside can be involved in a Stelly's event that is fundraising for a trip to India. Decided this is beyond Bayside PAC parameters but a great thing to communicate the event out to families, especially in Grade 8.
- Discussion around the creation of a Bayside newsletter– need to discuss with Natalie Salem.
- Tina(Christina) is helping Kimberley with the Emergency Preparedness committee at Bayside. Some of plastic water bottles are breaking due to weather but they are not sure if they will be replaced or just use the large water storage tanks. Currently working through the logistics of how to fill these tanks. Kim and Steve N (liaison) are working through options.
  - Food grade hoses can be used but will need to purchase more as they current ones to not reach the outside tap on west wing.
  - Perhaps a water delivery service.
  - Suggestion at PAC meeting of accessing fire hydrants, however likely not potable water.

Once filled, can add special tablets to make water last 10 years. As for the food supplies – rations are all good for 10 years. Hot chocolate and soups have all expired and need to be removed/replaced. Suggestion for the future; at end of school year supplies are used at school event like Fun Day, or donated to Food Bank. As Emergency Preparedness is PAC organized, not school organized, can continue to earmark Emergency Preparedness fundraiser funds for restocking. Marti indicated that the keys to the Emergency Preparedness area need to be organized and labeled.

## **Meeting Adjourned at 8:16 pm**

**We are always looking for new ideas and people to get involved. In particular, we need help with some of our PAC events, PAC posters and information, earthquake preparedness and communications. If you have some expertise or just want to get involved, email us at [baysidepac@gmail.com](mailto:baysidepac@gmail.com)**

**Next meeting:  
Tuesday, December 19, 2017 6:30 pm at Brentwood Lodge**