

## **PAC Meeting Minutes – April 19, 2018**

Attending: Kimberly Bramadat, Tora Cameron, Kim Cook, Rachelle Hill, Marti Redman, Lori Smith, Darcy Winkel

Regrets: Christina Filipovic, Shannon Hamill, Kelly Hoffman, Wendy MacDonald, Natalie Salem, Lily Yee

Meeting called to order at 6:35 pm – Welcome/Round Table of Introduction and Attendance/Contact List Circulates

- Approval of February 2018 minutes and April 19, 2018 agenda. MOTION: Lori moved to accept minutes and agenda as presented. Marti seconded. All in favor – Motion Passed
- Correspondence: Thank you from Julie Proux (see attachment)

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

#### **Upcoming dates to note:**

- Weekly Thursdays: Pizza Lunch
- April 20 – NID
- May 4 – NID
- May 16 – Spring band concert
- May 17 – Interim Report #3
- May 17 – Early Dismissal
- May 21 – Victoria Day – No school
- May 24 – Grade 5 Parent night/Instrument Petting Zoo 6:30-8:00

#### **Information to Report:**

- Sports/clubs underway include: Swim club, rugby, badminton, volleyball and basketball
- Field trips this month: Imax, Boulders, Science World
- Skill Canada Provincials in Abbotsfort on April 18<sup>th</sup>
- Band trips to Ladysmith, feeder schools, Whistler (Apr 19-21)-Wendy to attend
- Grade 5 transition is underway this month: Admin and leadership students visit the schools April 23-25<sup>th</sup>; feeder schools visit Bayside April 30-May 2<sup>nd</sup>
- Grade 8 transition courses continues
- Mindfulness training: 24 staff on Monday took part

#### **PAC Reports:**

##### **Emergency Preparedness Report – Kimberly**

- Meal bars are not out of date. Food we need to replace: chicken noodle soup, hot chocolate, fruit roll ups.) Need to confirm if we should get fruit roll ups through the food bank or Superstore.
- Kim worked on getting the large water bottles replaced by exchanging the old bottles with Canadian Springs so that the refunding of bottles covered the cost of the lesser amount of bottles. That occurred after much communication with Canadian Springs. Even though we agreed at the last meeting for us to not have those bottles, Tina and Kim decided to get them for use in stations like hand washing, etc. Need to buy some pumps for them and use and replace the water bottles before due date this time.
- Kim looking at options for replacing/adding to current food stock. Talked to Bev Elder, prices at Thrifty's high (i.e. 15 cases of chicken noodle soup = \$675.00, fruit bars = \$1008.00 for 2 orders; all at Food Bank prices). Cisco and Gordon Foods are not options as minimum order is too high for what is needed and they need reoccurring orders. Superstore Warehouse as good option (chicken noodle soup was \$179.00

- for 2 cases). May even be able to get further discount – need to draft a letter on Bayside letterhead and talk to Charles.
- Kim looked into other food options to supplement chicken soup and better quality meal replacement bars using the potential savings from buying at Superstore, such as **seasonings, veggie soup, tea, coffee, tomatoes, canned meat and chick peas**. Other ideas such as canned meat and food allergy options were put out by PAC attendees. Logistics of cooking and distributing food was discussed (pots for cooking, bowls or mugs for serving, who is cooking food) which brought up various concerns and difficulties (does it help give direction and occupy time for student’s staff or is it a barrier during emergency) and discussion came back around to concentrating on this being an emergency ration for 3 days, not full meal replacement.
  - Current numbers at Bayside: 650 students and staff. Price to provide good meal replacement bars for this amount of people for 3 days is beyond current funds. Concerns around expiry dates/replacement in the future and that current bars are not that enjoyable so not likely usable at Bayside events prior to expiry. Suggestions:
    - Request extra funds from school board
    - Have parents supply bars at beginning of each school year (helps alleviate having appropriate bars for those who have specific food allergies) and at end of year all bars distributed/used at various school events/field trips. Concern raised that requesting this donation at beginning of year along with all other fees and fund requests could reduce contribution to other PAC fund requests. Also, with individual families buying, we lose the financial benefit/savings of a bulk order.
    - Kim will connect with Steve Newlove – Can we request ‘9 meal replacement bars’ for Earthquake Emergency Kit at beginning of year either as a separate request or included in school fees list? Alternatively, if we stocked the Emergency bins with food as suggested above, could the staff (with or without student involvement) cook (adding tomatoes, chickpeas, etc to soup). Depending on information from this, Kim will re-evaluate options for food as well as tea/coffee/hot chocolate etc.
  - Water tanks; need to get the bins moved prior to cleaning and filling with water as they are not in the appropriate place. Working with school board to get these moved sooner than later. Until then need to have bottles of water in storage – **675(25 extra in case) bottles at all times (one per person) in emergency that they would refill** during the emergency. Need to be used at school events when expiry date approaching. Once tanks are full (and how this will happen is still yet to be determined), there should be plenty of water to support making soup along with drinking water.
  - Need to purchase totes/storage bins to keep all items clean and safe while being stored in Bins. Darcy found 4 L jugs of Real Canadian Spring water for \$1.98; 24 (500 ml) bottles of RC Spring Water for \$2.37 and 35, 500 ml bottles of Nestle Pure Life for \$3.97 at the warehouse. Costco’s water was the 35 bottles of Nestle PL for \$4.99.
  - Working to have dried fruit bars in the kit, but these have not been in stock. Bev will continue to re-order on a continual basis for us until the order can be filled.

### **President’s Report - Darcy**

- Review of AGM meetings to come and executive positions to fill President, Vice President, Treasurer, Secretary (possibly) Darcy will connect with Shannon to inquire about her intentions for next year.

### **Treasurer’s Report – Tora**

- PAC hot lunch numbers were down for the last hot lunch of the year (April 12) but it went well. This decline is similar to last year; possibly as band kids were away, just after spring break so only one week to get forms back. Unfortunately, were low on volunteers for this but staff jumped in to help.
- Operating funds are low (Treasurer PAC Meeting Report April 2018 attached); Suggestion to reach out/distribute Thrifty’s Smile cards to Grade 5 families coming to Bayside
- Gaming Funds are okay (Treasurer PAC Meeting Report April 2018 attached)

## Funding Requests

1. When the lock down was happening at the school, Marti bought some food and brought in for Wendy, Steve and a couple other teachers as they spend the whole afternoon at the school. The amount is \$34.05, and Marti is asking to get it reimbursed.  
Tora moved to use the PAC discretionary fund (\$196.86 available), Rachelle seconded, all in favor
2. Signage for disk golf course - Last school year we allocated \$300 for this project. This was paid out in September 2017. This fall we allocated \$250 for signage. This was paid out March 2018. Signage was bought in previous school year though (April 2017). Need confirmation that we are OK with last school years expense being submitted this year.  
Discussion that this should have been submitted last year. Will approve funding as is but discussion with submitter that PAC will not approve funding for past expenses moving forward.

## GAMING APPLICATIONS:

- Applications reviewed as a whole, discussed and then voted on:

**A - NATIVE GARDEN ENCLOSURE - \$345.44** to put up a single layer cinder block **enclosure** around the native plant garden to protect the plants from students trampling them down. The plan is also to raise the beds a bit and put up signs to raise awareness about protecting the garden. Some plant have already been destroyed. She is happy with any amount as the enclosure can be built in sections.

SUGGESTION: In the operation budget we have allocated \$400 from the Smile card towards a cultural activity. I suggest we put \$350 (so far we have received \$333 from Smile card) towards this garden project.

**B - \$500** to buy **10 FIELD HOCKEY STICKS** for the girls' field hockey team. The ones they have are in rough shape and they have no field hockey balls.

**C - \$493.25** to buy a **YEARBOOK STAFF CAMERA** + lenses. The camera is regularly priced \$1200, but they get it at this price as it's a bulk buy through Futurebooks. It would be used to shoot sports and other events.

**D - \$500 - PADDLE PROJECT** - We have not received a formal application about this, just a payment request. Wendy told me the total cost for the project is \$1,000 and is asking us to cover 50%.

**E - \$50 - SPELLING BEE PRIZES** - Last year we gave \$50 to this project and was sent a payment request from Jo Ann for this year as well. Marti has had the communication with the librarian about this, but I don't think we have made a formal decision on this for this year?

## WHAT GAMING FUNDS DO WE HAVE LEFT TO ALLOCATE:

\$1,582.48 - Unallocated funds

\$ 500.00 - Late bus (will not be used)

\$ 300.00 - Lunchtime clubs (allocated but not to a particular project)

\$2,385.48 - Total available funds

- Darcy will get more information on Paddle project as parameters were unclear. Information will be circulated to PAC via email for consideration.

- After discussion, Marti moved to accept all other funding requests listed above (Native Garden, Field Hockey Sticks, Yearbook Staff Camera, Spelling Bee Prizes). Tora seconded and all in favour: Motion Passed.

### **COPACS Report – not available**

### **CPF Report – Rachelle**

- Sirop D'erable fundraiser was a great success, will repeat again next year.
- Stelly's K-12 event was biggest ever with 170 students involved. It was well organized and flowed well. Thank you to PAC for prizes.
- Concour d'art oratoire compétition at Vic high was April 12 and quality of French was high. Five kids will be going to provincials held on May 5. Of note, there was no Grade 6 Francophone category.
- June 22, 2018 FI (French Immersion) students going to Star Cinema for film festival
- Discussion about succession in CPF (Rachelle is on board for next year but many others moving on). Sandra requested for CPF committee volunteer request to be put on Bayside PAC page. Discussion to also reach out to Deep Cove and other schools. Seems to be some questions with the FI families about what the CPF membership fee covers (\$25, \$75 for 3 years – middle school) and discussed how to best get that information out to the FI families to encourage membership. Fees go towards events/programs to give extra support to the FI families as the kids/families need as many resources as possible to support learning and immersion.

### **PAC Lunch Report – Lily unable to attend, shared by Tora in Treasurer's Report**

### **Marti's Report**

- Marti organized some SWAG packages that were sent with Bayside representatives to feeder schools to be handed out as prizes (water bottles, 6 bags, 12 pens, 12 patches and 6 toques – approximately \$30.00 worth) as well as order forms for Bayside clothing
- Marti is working with Monk's to get school supplies ordering for 2018-19 settled, but it is continuing to be very difficult.

### **New Business**

- Need to look for opportunities to incorporate/expose more of Bayside community to Garden that was unveiled this year. Discussion around potential opportunities but due to volunteers being tapped out and Wendy/Bayside staff also having full plates at this time of year, best to defer this until next year
- School was having difficulty getting enough parent volunteers for Grade 5 visits (Christina Filipovic was only volunteer); Marti had recommended using kids from Bayside as done in previous years and this was how the school proceeded
- Grade 5 Parent Information Night at Bayside – May 24, 2018 7:00 pm
  - Volunteers available: Darcy, Marti, Lori and Rachelle
  - Rachelle will get CPF booth up
  - Tea/Coffee/light refreshments (Portofino sweet breads wholesale \$15/loaf cut into small pieces, coffee from Fresh Cup hopefully)
  - Need to have Bayside clothing out – suggestion to drop the price of pants to move out stock
  - Try to have a PAC poster to show all events/clubs/etc PAC supported over the last year
- Staff Appreciation – May 29
  - Kelly Hoffman coordinating; has spent \$330.00 so far and requested \$50.00 more. \$50.00 from conference budget reallocated to cover this
  - Marti has napkins to donate
- Hot Dog Day – June
  - Volunteers? Need to send out an email
  - Darryl is able to get the BBQ grill

- Hot dogs from B&C meats or GFS
- In past have served 700. This year no seconds – 1 hot dog for kids, staff and volunteers (need to be sure there is no announcement for seconds)
- Stelly's Breakfast Club coordinator
  - Stelly's PAC reached out to Bayside to send out request for a coordinator for this program as the current volunteer no longer has a child at Stelly's – Darcy to send out notification (completed)

**Meeting Adjourned at 8:40 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, May 15, 2017 6:30 pm  
Bayside Learning Commons**

**AGM:  
Tuesday, May 29, 2018 at 6:30 pm  
Bayside Learning Commons**