

# **DRAFT Bayside PAC Meeting Minutes**

## **May 15, 2018**

**Attending:** Bridget Anderson, Tora Cameron, Kim Cook, Rachelle Hill, Kiran Kareer, Marti Redman, Darcy Winkel,

**Regrets:** Lori Smith, Lily Yee, Wendy MacDonald, Kimberly Bramadat/Christina Filipovic

Meeting called to order at 6:40 pm – Welcome/Round Table of Introduction and Attendance/Contact List Circulates

- Approval of February 2018 minutes and April 19, 2018 agenda. MOTION: Rachelle moved to accept minutes with amendments (CPF Concour location) and agenda as presented. Marti seconded. All in favor – Motion Passed
- Correspondence: BC PAC – Election results passed around (copied below)

### **2018 Board Election Results**

The British Columbia Confederation of Parent Advisory Councils held its Annual General Meeting in Richmond earlier this month. During the AGM's business session on May 5, 2018, the membership elected the following directors:

**2nd Vice President:** Andrea Sinclair

**Secretary:** Kendra Mann

**Director** (one-year term): Lisa Boudreau

**Director:** Kim Currie

**Director:** Karen Nordquist

**President:** not elected (see NOTE below)

**NOTE:** Jen Mezei withdrew her nomination for President and announced she will be running for school board trustee in the upcoming municipal election.

1st Vice President Gord Buyers formally declined to accept the presidency appointment as he cannot commit the time required. In accordance with BCCPAC Constitution & Bylaws, 2nd Vice President, Andrea Sinclair now assumes the role of President when the new Board takes office on June 6, 2018.

### **Board of Directors for 2018-19**

**President:** Andrea Sinclair

**1st Vice President:** Gord Byers

**2nd Vice President:** vacant

**Treasurer:** Gillian Burnett

**Secretary:** Kendra Mann

**Directors:** Crystal Andrews, Lisa Boudreau, Kim Currie, Karen Nordquist

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#BCCPACConference

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#### **BCCPAC**

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### **Principal's Report: (submitted by email)**

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

- Weekly Thursdays: Pizza Lunch
- May 16 – Gr . 6 Immunizations
- May 16 – Spring Band Concert
- May 17 – Interim Report #3
- May 17 – Early Dismissal @ 1:31
- May 21 – Victoria Day – No School
- May 24 – Gr. 5 Parent Night/Instrument Petting Zoo 6:30 – 8pm
- Jun 5 – PAC Extended Hot Dog Lunch
- Jun 11-15 – Gr . 8 Exams

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

- Sports/Clubs underway include: Rugby, Track & Field, Field Hockey, Badminton, Volleyball & Basketball practice, Bike Club
- Field Trips this month include: Imax/Museum, Boulders, Science World, Fired Up Ceramics, Star Cinema/Island View, Dragon Boating, plus more...
- Creatures of Habitat took place on May 9th with all Gr. 6's
- Gr. 7 Eng classes to Camp Imadene May 22-24th
- Gr. 7 FI Quebec Trip May 26-Jun 1st
- Sexual Health Talks - May 23-24 & 28-29
- Indigenous Awareness Month is underway, with a variety of organized activities (five Tuesdays)
- Gr . 8 Stelly's Transition continues – student tour was this week
- Class Placements and staffing for 2018-19 are underway

## **PAC Reports:**

### **Emergency Preparedness Report – Kimberly (submitted by email)**

- Steve was going to check out the idea of putting it in the school list, but didn't get back to me yet. We have to create a system to check the water that goes into the big tanks in a timely manner such as: more drops, when to dump and refill, etc. The person at Total Prepare suggested getting someone with an RV and filling their tank then driving it over to our tanks and filling it that way. All very time consuming. Is there was a school to visit where they are all set up? Maybe Gus would let us see what he did- Tina and Kimberly to go on a field trip?
- Discussion about 6\$ fee already added to school package from previous years that goes to PAC. Would adding any more fees such as a 'refill fee' to help cover the cost of filling the tanks just take away from what is already being donated?
- To clarify, there are tablets that can be put into the tank to make sure it is clean/drinkable, the issue is a hose that is food safe needs to be used to fill the tanks
- Darcy will inquire with Kimberly regarding moving and venting the bins, and a proper hose for filling.

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

- Outdoor classroom needs water. Darcy will attend to this for now, but need to look into the logistics of this happening in the summer; there is a key that is used to turn tap on, but how will this be accessed over summer months. Need to inquire with school if they have a plan in place. Darcy will discuss with Wendy and get Celtic Trees opinion on cedar tree that is looking unwell. Will also discuss tree with Kimberly, as she is the one that donated the tree.
- Plaque for outdoor classroom. Darcy recalls Wendy approving plaque design and will look for correspondence regarding this. Item tabled to the budget meeting. Purpose of the plaque is to be a way to honour Wendy, who did not get blanketed during the unveiling last year but was instrumental in the outdoor classroom coming together, and making sure all those that donated and helped make the project come to fruition are acknowledged.

### **Treasurer's Report – Tora**

- See attached report
- Fairway total represents 3 months of donations; is a little low
- Hoodie sales does not include some recent payments and does involve Grade 5 money collected so far. More samples are coming on Thursday for Hoodie sizes and will have sample rack in office for kids to try on starting this Friday. Marti will also pick up or arrange to get orders already completed at the feeder schools by this Friday. Darcy available to help with this. Plan is to have orders placed by Wednesday, May 30, after Grade 5 Parent Night, so that the hoodies arrive in time, before end of school

## **Funding Requests**

### **GAMING APPLICATIONS:**

**D - \$500 - PADDLE PROJECT** – ½ of cost of paddle project (monies pay for Artist). This is a club, involves 21 children and kids keep their personally made paddle. Information sent in by email:

“I have attached a list of the students who participated in the paddle making project last term. It was 21 students who were invited all together. So during second term the students, with the help of Curtis Henry and Mike McCully, shaped, smoothed out/finished, the rough paddles Mike had cut out and then with additional guidance from Curtis added Coast Salish design artwork to their paddles. Curtis is a local carver, who has made many wooden paddles himself before, so he helped out with guidance on making the paddles and adding the finishing artwork.”

- Money available in Gaming Funds. Discussion on giving full amount versus partial to not empty Games Fund. Of note, PAC supported shawl-making process, which was about 21 kids as well as various other small group clubs. Marti moved that we support the Paddle Project with the \$300.00 of remaining funds allocated in the budget for clubs. Bridget Seconds. All in favour - Motion Passed.

**COPACS Report** – not available

### **CPF Report – Rachelle**

- Next event being held is on June 22, 2018 at Star Cinema. CPF is donating \$400.00.
- CPF is looking for a treasurer for next year. Of note, this individual does not need to have a child at the school. If someone needs bookkeeping experience or accounting this is a great place to get it.
- On June 25, 3-5:30 pm, CPF is hosting an informal social for parents and teachers to come and socialize at Emporium. Coincides with St. John Baptiste day (June 24<sup>th</sup>). The hope is to also generate new membership.
- Suggestion from PAC to get a form, or at least awareness to Julie at Bayside as she is currently getting welcome packages for September ready.

### **Marti's Report – Marti**

- Hoodies discussed during Treasurer's Report.
- Julie received school supply order forms today from Monks but unfortunately still some errors. Hoping it is a quick fix and Julie is planning to launch ordering campaign on June 1.
- Natalie and Marti were co-teaming communications this year but due to work/life commitments there is concern that not enough communication is going out. Ideally should happen once a week. Discussion of magnet/business card to keep PAC in forefront of people's minds. Marti will look into getting cards done in time for next week Grade 5 Parent Night. Discussion on what should be on the card; Bayside attendance line, Coop number, Smile Card info, Fairway Info..
- Julie has asked for PAC dates for next year:
  - Welcome back BBQ September 20, 2018. Grill is not available. Red Barn not able to operate the BarnBQ. Will need to rent BBQ.
  - PAC meetings to be scheduled the same as this year: 3<sup>rd</sup> Tuesday of each month at 6:30 pm in Learning Commons (Sept 18, Oct 16, Nov 20, \*Dec 11, Jan 15, Feb 19, no March due to spring break, April 16, May 14 PAC / May 28 AGM, June 18). (\*not third Tuesday)
  - First Special lunch, Wednesday October 15, 2018.
- Have heard discussion about opening up Canteen next year as well as discussion that it won't. If so, it would be good to have PAC involved/aware somewhat in the discussions to ensure no overlap. Need to have conversation with Wendy/Steve to see if debt from Canteen has cleared and if it is possible for PAC to run pizza day as previously done. Darcy will connect and see if PAC can take this on for next year, still using classroom help and continuing with \$100.00 donated to the classroom that helps that day.

### **New Business**

- Steve Newlove is transferring to North Saanich to be Vice Principal and Vice Principal of North Saanich is coming here. Gift for Steve N from PAC; maybe announcement at Grade 8 assembly. Have not yet used money from retirement budget (\$100.00). Some suggestions included: Marvel things, ties, Darcy's daughter may be able to make something (wood round to hang on wall, motif on front and message on back)
- Darcy has been collecting Portofino bread to give to Sophia for breakfast/lunch. Darcy will no longer be at Bayside next year and is hoping this role will be filled. Sophia is willing to do it but would prefer if there was a volunteer. Darcy also gets funds donated from her church and this money goes to gift cards that are handed out to families at Bayside as needed.

- Suggestion to put the Bayside Coop number up at Coop to generate outside funds. Darcy will look into this.
- Suggestion to bring in Bayside business card for stamp and get some sort of reward – to help keep the card to the forefront of people’s minds.
- Grade 5 night 6:30 pm: volunteers arrive to set up in Gallery and Library 4:00 pm. Need multiple tables and showcase of what PAC does (board), rolling rack, markers, paper for posters, PAC pictures printed out (Marti will look at organizing pictures)
  - Passed a list for voting on type of Portofino sweetbread. Will need to slice and platter it.
  - Will also have tea, coffee/decaf (will have to only pay for one, rest is donated), ice tea (Darcy will make). (Marti has powdered lemonade). Need extra kettles. Darcy to get cups. Not using plates, just napkins. Looked in PAC cupboard and Canteen at end of night and Darcy created list of supplies to get.
  - Positions to fill at AGM: President, VP, Treasurer, Secretary, Communications, COPACS
  - Kimberley is willing to stay on in Emergency Preparedness, Bridget is willing to do Special Lunch Coordination (as long as staying).
- Tues. June 5, 2018 hot dog day. 14 volunteers currently signed up and asked to arrive at 10:30 am. One of volunteers is with B&C meats and is getting a great deal on hot dogs. Buns are being donated by Portofino. One of volunteers brought up need to have a gluten free option, as she doesn’t recall this being an option at past Bayside events. Discussion about why communication did not reach this family. Need to be sure families know there are other options either by making forms clearer and/or adding a piece about communicating by email with dietary concerns. With donations of food items, will not need all of the funds set aside for this day from the budget. Darren is providing BBQ. Lunch bell at 12:11, likely will stagger release of students. Ready to serve at 11:45. No pre-cooking to be done.
- Staff appreciation – no news at this time. Kelly seems to be set, but PAC will check-in to verify if enough volunteers have stepped up or if anything else is needed.
- Suggestion for last PAC meeting to be at Emporium as was done last year. Darcy will connect with Emporium to see if we can have final PAC meeting there. Suggestion to make it a bit earlier than regular meeting time so staff doesn’t have to stay too late. Julie is putting a note in the Welcome Package going out to the Grade 5 families with the date for the last PAC meeting for anyone that would like to attend.
- Marti and Darcy are willing to review PAC documents for Welcome package that Julie is preparing. Discussion to review where and what PAC donation information is on the forms, as funds were down this year.
- Central Saanich Little League is having a movie in the park. Fee tickets being are handed out at Brentwood Parade. Of note, Lions are doing BBQ – something for Bayside to consider as an option in the future. They come and volunteer at no charge if you buy the food. If you need them to bring in food they charge for it.

**Meeting Adjourned at 8:31 pm**

**We are always looking for new ideas and people to get involved. If you have some expertise or just want to get involved, email us at [baysidepac@gmail.com](mailto:baysidepac@gmail.com)**

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

**Final PAC meeting:  
Tuesday, June 19, 2017 6:00 pm  
Location to be confirmed**