

# **Bayside PAC Meeting Minutes**

## **August 28, 2018**

Attending: Erika Antl-Shrieves, Kimberly Bramadat, Tricia Brown, Kim Cook, Shannon Hamill, Kelly Hoffmann, Cat Jensen, Keely Kastrukoff, Wendy MacDonald, David Mark, Niall Paltiel, Lori Polukshko, Marti Redman, Doug Ransom, Natalie Salem, Leanna Young

Regrets: none sent

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

- Approval of June 2018 minutes and August 28, 2018 agenda. MOTION: Shannon moved to accept minutes and agenda as presented. Natalie seconded. All in favour – Motion Passed
- Correspondence:
  - none

### **Guest Reports:**

#### **10<sup>th</sup> Tsartlip Scouts – Doug Ransom**

- Reaching out to community schools as they are trying to increase membership, especially Scouts (11-14 years of age)(Bayside Middle School). Other areas are Cubs; typically, elementary school aged and Venturers which are typically secondary school age group.
  - Outdoor activities and programs for all school age children.
  - Scouts typically meet on Thursdays and have one outdoor activity per month.
  - Camp all winter
  - Co-ed

#### **Councilor with Saanich District - Niall Paltiel**

- Part of his role is linking community organizations and resources. For example, working with Panorama Rec Centre and bringing resources and programs into school (i.e. Last year at Keating Elementary they had instructors from Panorama work on skills training with teachers and kids). Recently met with Brentwood Elementary PAC and to work on possible programs and see if they can help address traffic concerns. Here at meeting to connect with Bayside PAC and encourage to us reach out as needed to see what resources in the community are available and what collaborations can be made.
- Expressed his appreciation for PAC and what we represent in the school system.

### **PAC Reports:**

#### **President's Report - Marti**

- Expressed appreciation for tonight's attendees and encouraged everyone to welcome friends to future meetings as it's the parent's energy at the PAC that makes it great and the more feedback and input we can get the more representative we can be of the school community.

#### **Vice President's Report - Cat**

- Apologies for missing June meeting, technical difficulties.
- Welcomes personal feedback and input from PAC membership for guidance and support specific to Bayside. Has been in supportive roles like this in other areas of the community but is new to Bayside Middle School.
- Looking forward to supporting Marti, Wendy/David and Bayside PAC.

### **Secretary's Report - Kim**

- Looking forward to continuing the awesome community that Bayside PAC is and continuing the forward momentum created by previous and continuing Bayside PAC members.

### **Treasurer's Report – Tricia**

- One more receipt came in since last year's budget numbers were shared in June, showing a slight change to end of school year budget numbers.
- Reviewed the PAC Funding Request Form that is located on the Bayside website under PAC. These forms are typically used by school staff to request funds to support school activities and/or resources for the students in various ways but can also be used by parents or others involved in the school. In the past PAC has dedicated two meetings during the school year to review these requests and allocate available funds received from a gaming grant. Meetings have typically been October and February.
- Wendy communicated some background regarding allocation of funds at Bayside from the school administration perspective to help give transparency and work collaboratively with PAC to help make informed decisions about funds allocation.
  - Of note, the P.E and FAAS departments as well as the Learning Commons are areas of the school that have not had many funds directed their way in recent years due to other need within the school and are likely in need of support this year.
- Funding request:
  - Requesting \$1100.00 for staff jerseys for when staff play against kids at intramurals, 15 jerseys at 66\$/shirt (just over 1100.00). Jerseys are already purchased.
  - Request was discussed. Overall strong support to allocate funds towards this request however at this point in the year there is not enough information to come to a decision. Agreed to table request until October when all funding requests can be reviewed at once and available funds are clear. Marti will communicate to Requestor.
- A Reimbursement Form has been created and will be available on the Bayside PAC page to be used when anyone purchases items for PAC events and needs to be reimbursed.

### **Communications Report - Natalie**

- Looking for support in Facebook and Twitter if anyone is interested in taking on that part of the Communications role.
- Open to feedback on posters/creative work to promote Bayside PAC events throughout the upcoming year.
- As this is Natalie's last year at Bayside she would be happy to have someone work with her in this role in preparation for next year.

### **COPACS Report – Keely and Erika**

- COPACS (Confederation of Parent Advisory Councils of Saanich) provides district representation of all PACS in Saanich district. Provides a direct line of communication between PAC and the District/Board. Essentially a huge resource share for the individual PACS.
- First meeting September 13, 2018 at 7 pm – venue change as Keating is not available, now at Mount Newton Cross Road School.
- Childhood Stress and Anxiety Building Resilience presentation on Sept 20, 2018 by Julie-Anne Richards, Clinical Counsellor. Unfortunately, same night as Bayside's meet the teacher. (see attachment for more details)

### **CPF Report – Rachelle (absent)**

- Marti is aware that there is a huge membership drive going on right now.

### **Fundraising Report – (empty)**

- No one in the role, but happy to beef up budget whenever we can.
- Last year we did an 'Emergency Preparedness' fundraiser at beginning of year. Was successful, raising around 900\$. This summer Marti reached out to the company we used last year (First Alert) however they did not respond so we are not ready to proceed with a fundraiser at this point. Marti has also reached out to Holly who has a contact to potentially help provide kits for a fundraiser.
- Kimberly recommended going into Total Preparedness as they are responsive face to face. Our First Alert Fundraiser contained items in the kit from Total Preparedness anyway.
- Natalie has updated last year's fundraising form and is ready to roll with it. She has offered to try to stop by Total Preparedness this week and see if she can't get it rolling.
- Kim has looked into some small extra items that can be added to Bayside's stock such as popsockets. Will continue to explore this and other ideas. Kim welcomes any suggestions.

### **Emergency Preparedness Report – Kimberly / Christina**

- Previous problem with mold in storage bins which has since been cleaned and they are properly vented now. This should no longer be an issue. School board maintenance will repaint them (Sid) and they will then be ready to restock food and water etc.
- Kimberly has 10 Rubbermaid bins purchased to store food once ready to stock.
- District still needs to review location of the bins as Earthquake bins are designed to roll over in the event of an earthquake and in their current location they may block doors, etc if they were to tip over.
- ~1800\$ available funds to put towards food this year.
- Kimberly could always use help if any parents are interested.

### **PAC Lunch Report – Bridget (absent)**

- First fun lunch is October

### **Principal's Report – Wendy**

#### **(submitted by email, discussed at meeting)**

- Reiterated importance of parent involvement in school and importance of being seen by your kids at the middle school level.
- Anticipating 550-560 students for 2018-19 school year (school capacity is 750) but we are considered quite full with current numbers; final numbers will be known Sept 30, 2018.
  - 9 French Immersion divisions
  - 14 English divisions
  - 2 empty rooms in West pod at this point, one may be used for art as art room is not ready for students yet.
  - 2 empty rooms in South pod, will be used by Tech Ed if needed as new room gets completed.
  - Also extra classroom right across from West pod for clubs or pull out
  - East pod (FI) full
- This year the Principal and VP are going to host assemblies by grade about 8 times per year so teachers can collaborate. The first one is Wednesday, September 19<sup>th</sup> in blocks 1, 2 and 3 by grade. Get students of each grade to MC and keep theme/content the same for each.
- Tour de Rock is at Bayside School this year, so Empathy will likely be the school 'initiative' to start with. Will have speakers at school who have and will be involved with Tour de Rock.
- First day of school will focus on getting Grade 6 into building quickly and smoothly into their classrooms with their teachers. Parents are not to come past the gallery after assembly, PAC will have coffee/tea set up.
- Request for a PAC member to attend they September 4, 2018 meeting at 11 am to present PAC and any info to share like funding requests, etc. Natalie and Trisha happy to go but will need some pointers on what information to share as new to school etc. Marti and Cat went to represent PAC.

- Wendy and David very welcoming of communication and have open door policies. Please spread this information to families of Bayside Community.
- New platform form for SD63 emails so communication might be a bit bumpy/clunky but should all be resolved by end of September.
- The week before school, the school is open 8 am to about 3:30 but best to come in between 9-2 if families are wanting to walk around and help reduce anxiety if needed.

### **Unfinished Business**

- PAC Vision and 2018/19 dates – reviewed 2016 document
  - Reaching out to our own connections to encourage broader involvement
  - Funds – donation jar, clothing, fun lunches
  - Will work on creating a PAC Vision document at September meeting. Things to consider:
    - What do I see as our Primary Role as PAC?
    - Where can we collaborate: choose 2-3 areas to focus on
    - Develop strategies and action plans over time
- Bayside Clothing
  - Marti considered ordering more to be ready for this fall, but decide it was best to sell current stock first.
- September Staff Meeting Attendees (Cat and Trisha). Suggestion to bring Thrifty's Smile cards and Fairway cards to meeting to share with teachers.
- Emergency Preparedness Fundraiser
  - Natalie created a new form, quite similar, will be able to adjust information if we are able to proceed with Total Preparedness.
- School Supply sorting
  - Amber Sebastian (replaced Julie Taggart) – will notify when Monks School Supplies come and PAC will need help to get supplies organized into classrooms. (Natalie available)
  - Last year, supplies delivered to classrooms after early dismissal first day of school and teachers handed them out to students the next day. (Natalie available)
- Natalie to update 'Year at a Glance' dates on website

### **New Business**

- Welcome Back Coffee/Tea – Sept. 4
  - Need servers: Shannon and Natalie are available, Cat will be available (has a Grade 6 child new to school)
  - Coffee: Fresh Cup has donated many times so will buy coffee this time. Looking at using Emporium to get our urns filled and brought over as is to serve. Suggestion to use Tim Horton's large disposable coffee dispenser or reach out to Level Grounds.
  - Will also purchase a couple bags of cookies or muffins and some fruit
  - Will set up outside the front doors by the shark. School has tents in case of rain.
  - Informal opportunity to talk about PAC but not the purpose. Will present PAC more at Welcome Back BBQ
  - Will have Smile Cards, etc at tea.
- Pancake Breakfast – Grade 8's and Grade 6's – Sept 7
  - Marti in communication with Chantelle Leveque (leads the leadership group at Bayside) to work out details. Ms. Leveque was hoping for PAC support both financially and with volunteers. (Natalie available)
  - Wendy reviewed schedule and unfortunately the suggested date will conflict with other things at school. Wendy also has concerns with how early this is in the school year and whether Grade 6's are settling in yet. Wendy, Chantelle and Marti will review see if and when it could fit. Scheduled for Monday, September 17<sup>th</sup> with muffin and juice box to keep it simple this year. Great buddy exercise and hopefully make Grade 6's feel welcome.

- Welcome Back BBQ/Meet the Teacher – Sept 20, 2018
  - Corn donated from Sluggett farm in the past, Fairway has donated in past however just supported Central Saanich movie in park which had some drinks left over and will re-donate those over to Bayside
  - Will need to buy hamburgers and hot dogs, buns and condiments (buns have been donated by Portofino in past however will not request at this time as they have recently donated to Bayside)
  - Cost is shared with school.
  - Great night to showcase PAC and our clothing
  - Will need to rent a BBQ from Petersons. Bayside School also has BBQ that we will use as well.
  - Ideally should form a small committee to run this event.
  - Feeding 400+ people (Plan for 600).
  - 5:00 pm BBQ start. Will need to start set up right after school (2:30 pm). In the past volunteers and teachers ate first, then Bayside community served. Families then proceed into gym for assembly, PAC presentation, and school tour.
- Marti had some 'Bayside Volunteer t-shirts' at the meeting that had been used in the past. There was a request to purchase more volunteer t-shirts for our events as it represents the PAC well and facilitates communication for families at events.

### **Meeting Adjourned at 8:30 pm**

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

**Next meeting:  
Tuesday, September 25, 2018 6:30 pm  
Bayside Learning Commons**