

Puntledge PAC October 19, 2022 Meeting Minutes

October 19, 2022 5:00pm soft start 5:30pm call to order

Puntledge Learning Commons

Noah Burdett (Principal), Garth Yule (Treasurer), Jennifer Waller (DPAC), Julia MacKenzie, Renee van Doorninck (Secretary), Julia Wells (Co-chair), Kathryn Helm (Co-chair), Rebecca Quigly, Emily Brown, Iris Faraklas

CALL TO ORDER - Kathryn Helm 5:22pm

Land acknowledgement - Kathryn Helm

ROLL CALL

READING AND APPROVAL OF MINUTES - approved

TRUSTEE REPORT -

Election last week. First thing they will do as a new board - look at foundation for enhancement of student learning. They will be holding community engagement forums in the new year. They will be more data driven and more evidence-based and more accountability. There is going to be a new district principal of early learning. Name hasn't been announced yet.

Vandalism - many recent acts of vandalism at Comox Valley schools. District is working with RCMP. Private security has been hired to work at a repeat site - this comes out of operational funds. Budget just passed - a fairly good position. Bussing will be higher. There are a lot of rising costs. There is a one time injection of funds to ease financial pressures. School student numbers are still growing and some schools are at capacity - there might be possible boundary changes in the future.

Shannon Aldinger will be sworn in next month. Then the trustees will be assigned to schools and the one that is assigned to Puntledge will come to our future meetings.

ADMINISTRATIVE REPORT

I would love some Feedback on the website and communications please.

My impression is that our parent community is well informed, so my report is centered on upcoming events and areas that are not covered in whole school emails.

Ecole Puntledge Elementary School Goals 2022-23

- **80% of our students will be proficient grade level readers, writer and speakers exiting grade 3 and 90% going into grade 7. (Over the course of 3 years)**

·

To build stronger connections between school and home for our Indigenous learners. (starting at a school level and expanding over the next 3 years)

o

Know the students in your class who have ancestry.

o

Visibility within our school (elders, mentors)

o

Understanding the role of an ISW

·

To maintain and build a positive school culture by creating relationships that build community within the school (how many staff/ students do we all know?) and create commitment to support

the school in parents and community partners. (Ongoing)

Outdoor Play Equipment:

- We have ordered the equipment and the roll-out will be coming soon.

Grant for reading assessment tools:

·

We have been granted \$8000 to buy GB+ and PM benchmark kits. That looks like 10 kits in total. We will place the order once we confirm which version with our LSTs.

Fun Friday:

·

We are going to launch fun Friday (October 28) which will look like all students being out at lunch at the same time. Once we try it Christian and I will decide the frequency.

Pineapple Chart:

·

Staff are able to visit each other and learn what's happening in all the other classes.

Walk for Wenjack:

·

On Oct 27 we will walk up to the foodbank, leave a can or a toonie, and walk back. More details to come but no Field Trips will be approved for that morning.

Stewardship:

.

Our grade 7s are going to be taking on monthly jobs to help grow our school community.

Volleyball:

.

Volleyball is starting soon which means the nets will be up at times to allow our grade 5s and our grade 6/7 teams to practice and gym classes as well.

Vandalism:

.

We continue to work with the district and the RCMP. We hope the windows will be repaired by the end of the week. We have now moved up the list to receive cameras.

Costs for field trips are increasing.

Kids are asking about fun food Fridays.

Garth asked how are Elementary school goals are made? District reaches out to partners to make a plan for the next 4 years. Budget meeting - parents identified that they are wanting more communication. Teachers and staff are wanting this too.

Reading, writing and speaking: Currently don't have numbers on French speaking currently but all other factors are at about 60-70%. Teachers didn't have the tools to do assessments. Currently gathering assessment tools for teachers. Going to have a school wide-write so teachers can compare grade levels and then plan next steps.

Why were these goals set vs. other academics? These topics were identified by teachers. Literacy has also been identified by our feeder schools.

Does the school have a unified literacy program? No. School is $\frac{3}{4}$ French and $\frac{1}{4}$ English. This month the staff had a meeting for French literacy, next month the staff meeting will focus on English literacy. Literacy boxes are being created and will be introduced to teachers for the English program. This will hopefully be done for the French program too.

Julia brought up the Reading Buddy program from other schools where older students read with younger students. Also ideas around having guest readers to come visit the school to read. Answer: Some classes do reading buddies. Last year famous authors read to the school virtually. Teacher librarian opens the learning commons at break times so kids can read. This school was the reading links challenge winner - this makes it fun. Kindergarten group connects with grade 7 Lake Trail students.

How do ideas get passed from parents to school staff? Janice Caton suggested an evening to discuss the plan and strategic development with parents and principal. Can email ideas to Noah so he can send it out to Teachers and they can decide but if teachers are too busy then don't want parents to feel that their ideas are honoured. Balance between teacher and parents need. Janice - pre-COVID there was a school that had a PAC organised reading night. This can relieve some pressure on teachers.

How to foster communication between the school staff and the parent community? Teachers are feeling busy. Queneesh developed a community connections group. Ideas for PAC report at staff meetings. Garth - one of the ideas that came from budget meeting - have a parent liaison? Another idea for a town hall?

Action: Noah to go to staff and talk about parent/staff communication and bring ideas to next PAC meeting.

Action: PAC can email some ideas to Noah for him to review.

Action: Janice Caton to ask District how they can support parent/staff communication.

REPORTS OF OFFICERS

DPAC update - Jen Waller. Puntledge is first on the list for school replacement but it won't be for at least 10 years. There will be some money to spend on new equipment which would be useful to use.

Action: everyone to report to DPAC things that they see at school grounds (needles, graffiti, broken windows etc). Noah to send updates weekly to Jen Waller. Julia to ask for parent volunteers to help with morning sweep 7:30am to 8:00am - supplies to be provided.

REPORTS OF COMMITTEES

Nutrition committee: Bag lunch program is going well and is fully funded by some non pac related grants (as far as I can tell).

Hot lunch is also going well. David would like some help creating a survey for parents to see if there's an appetite for healthier options or allergy diet options.

UNFINISHED BUSINESS

1. Review and approve yearly budget - Garth Yule. There is additional \$1500 money owing from school lunches - this change will be reflected in the updated budget. Julia - asking about using money to print labels for bottle drive and sending them home vs. other distribution. **Action: bottle drive labels to be discussed at a future meeting.** The budget reflects the things out of the budget meeting that have finances attached to them. There were lots of things that don't have a financial side. There is more in the budget to support more volunteers as there is a lot of work to be done. Can't buy volunteers. Amendment: combine the fundraising events into one line item as they might be different this year. **Action: fundraising and events to be discussed at a future PAC meeting.** Garth would like to set a margin of 30% profit for future fundraising - not including food.

Motion to approve budget - Garth, Iris seconded. Approved.

2. Incorporation of PAC - Garth Yule update? No updates. Free legal advice available? David Frisch - update did not find corporate lawyers available. **Action: Jen and Garth to follow up with looking for pro-bono legal advice.**
3. Change of financial institution information update - Garth Yule. No update until incorporation information is received.
4. School merchandise update - Julia Wells. Jim Cunningham has done this the last 3 years. Jim to price some stuff out for Julia. Suggested doing a sweatpant. Looks cute. Is there a cheaper option for students that can't afford - maybe a sticker and a toque. Keep profit low so it's accessible. Sales should be up on munchalunch in 2 weeks. Posters will be supplied to be put up in the schools.

NEW BUSINESS

5. School district staff on PAC - review current bylaws and discuss if this should be changed to allow staff to be members. They cannot vote. **Action: tabled.**
6. Review of constitution and bylaws? **Action: tabled.**
7. Movie nights - call for interested volunteers. **Action: Noah to add to weekly email.**
8. Bottle Drive - transfer from Jeff Masuda to PAC account. **Action: Garth will take over administration of this account.**
9. Learning Support Teacher funds request - Kathryn Helm. Request for high interest reader series for intermediate grades at reader level and interest level. She is requesting \$1800 for sets. If this is to be too prohibitive then request for \$600 for one set. This would be for the Neighbourhood program. Maybe this can be done by district budget? **Action: table for next meeting.**
10. Potential Fundraisers - Kathryn Helm. **Action: table for next meeting. Separate committee to be formed to meet about more detailed information.**
11. Art Cards fundraiser - Lisa Hallstrom. **Action: to be pushed to spring.**
12. Fun food Fridays - no freezies right now. Noah requires 10 days notice for fun food Fridays.
13. EDAS request - **Tabled to next meeting.**

ANNOUNCEMENTS

ADJOURNMENT - 7:16pm.