

Puntledge PAC November 16, 2022 Meeting Minutes

November 16, 2022 5:00pm soft start 5:30pm call to order

Puntledge Learning Commons

Julia Wells (Chair), Noah Burdett (Principal), Jen Waller (DPAC), David Frisch (Vice Chair), Garth Yule (Treasurer), Janine Mummery, Pamela Powell, Emily Brown, Renee van Doorninck (secretary), Christian Streit (Vice Principal), Janice Caton (School Trustee), Alanna Thompson, Katie Thompson

CALL TO ORDER - 5:30pm

Land acknowledgement

ROLL CALL

READING AND APPROVAL OF MINUTES - Garth first, David Seconded. Approved.

TRUSTEE REPORT

School trustees were sworn in last night. We will get assigned a new trustee and they will attend our meetings in the new year. Vandalism is still an issue- there is a \$2000 reward out for finding the culprits. The money that goes into replacing windows is coming out of classroom budgets. Strategic planning process is starting. The strategic plan is on the district website. Parents are encouraged to look at it for their information. There will be an opportunity to give feedback in the future. The budget process will start in the new year. There will be opportunities for parents to participate in this process. A reminder to check out the district website for more information:

<https://www.comoxvalleyschools.ca/>

Action: Julia Wells to post the website info on facebook.

Question: if a parent has an idea for the school district, where should she bring it? Example first aid training for students. Can be taken to the PAC and email the school trustee with the idea or take it to the DPAC. Janine will send this idea to the PAC email to add to the agenda for the next meeting. Also could do Narcan training - Julia and Renee could help teach older students.

Thank you to Janice Caton for her service. She will continue to advocate for the rebuild of the school.

ADMINISTRATIVE REPORT

Survey Attached as PDF

Strong support for a Meal Program, the funding allocations reflect areas we need to address to make it happen.

Affordability Fund Draft:

Item: Allocated

Kitchen equipment:

Fridge \$2,500.00

Commercial Dishwasher \$5,000.00

Serving equipment (plates) \$500.00

Serving equipment meals \$1,000.00

Croc pot X 4 \$400.00

Staffing:

Add to pay (120 hours) \$3,000.00
4 hours a week 30 weeks

Pantry:

Shelving \$600.00

Food \$1,000.00

Clothing \$2,000.00

Food:

Weekly (\$250 x 30) \$7,500.00

School Supplies:

Un paid supply fees \$1000.00

Total \$24,500.00

Discussion on allocating some funds to a Blue Toque account as part of the clothing budget.

Less interest in pantry items and clothing than in class lunch programs.

Why were EAs hired to do food prep? Easier to add the extra hours to their time already. Came from interest from staff.

Other schools have been running lunch programs. Would be useful to ask schools for good ideas when planning starts happening.

Lush Valley: families can register for free food hampers. Noah to send info out to families. They will have partnerships with the school.

Vandalism: If you know anything call Crime Stoppers or tell Noah Burdett.

Communicating with the school:

- o A parent has an idea for a teacher they will contact that teacher directly, if they have contacted Admin, Admin will forward/reply and direct it to the classroom teacher.

- o If it is an idea for a grade group please share it with your colleagues that are also teaching that grade, Admin will do the same as above but with the grade group.

- o If it is an idea for the whole school please decide if it is something you want to take on or form a

committee to support, if not send it to Admin and we can share it with PAC or perhaps take on the project.

- o If it is an idea for an after school event we will share it with the Community Connections committee if it is educational and/or with PAC.

PAC Parents:

12 teachers expressed interest in the idea. Noah will forward those names to PAC.

Other News:

\$489 money is going towards PAC costs.

Hampers: Royal LePage does a hamper program. Should we allocate some funds to doing hampers or are there a lot of hamper programs out there already? There are a lot of hamper programs running over the holidays so maybe keep as is.

Christmas light walk: the school community will be invited on a Christmas light walk on "Candy Cane Lane."

EDAS is underway

Literacy Night: We are planning a literacy night in January Primary Focus
Registration news will be coming out in the new year (in case there is no PAC meeting in December)

Oral French: We have received a one day a week position to help support Oral French and we have also received Federal French Funds to release teacher to collaborate and discuss retention.

Horne Lake trip for the grade 7 was a success

We are seeing a significant increase in sick students - 20% absence on Monday.

REPORTS OF OFFICERS

DPAC - Jennifer Waller. DPAC minutes will be posted so parents can review them.

Action: add to next meeting's agenda to discuss the strategic plan for Jen to bring to the next DPAC meeting.

Action: Julia to connect with Jen Waller about what volunteer opportunities are open to parents to be part of district committees. Jen to send info to Noah to send out to parents.

The sexual health committee is looking for more members.

There's lots of DPAC funding available for parent education. **Action: Jen to send info to Noah to send to parents about bringing their ideas for parent education.**

There will be a harm reduction workshop at the end of November. Details to come. Feedback from parents that more notice for these events would be helpful.

REPORTS OF COMMITTEES

Events and Fundraiser committee:

Nutrition Committee: David Frisch. Julia forwarded some more options for hot lunches to David. David to move forward with sushi next. A list of ingredients would be helpful. Daily hot lunch program for the future: could set a date for a meeting and invite parents out to discuss. **Action: Meeting date TBA.**

Higher demand for yogurt and fruit. Demand for sandwiches is low right now.

Movie nights: David Frisch - there is a movie night coming up. One more volunteer to make popcorn would be helpful.

Treasurer report:

Current operations

The expenses since last meeting are hot lunch related, and catching up prior years expenses that were delayed in the school and/or district office.

Deposited 103.25 cash from Salmon Day.

Still need to do reconciliation of last year's accounts; believe that information is complete now that last payments to SD71 have been cleared.

Hot lunch / donations

Unfortunately, lost about \$700 on November hot lunches from a pricing error, but it will be corrected for the next hot lunch.

	Oct 11	Oct 25	Nov 8
Total pizza sales	900.00	1,340.00	1,157.00
Paid to vendor	595.88	884.63	939.75
Profit \$	304.12	455.37	217.25
Profit %	51.04%	51.48%	23.12%

Nov 22 hot lunch pizza sales are just over \$1300 as of reporting pulled at Nov 12.

Haven't yet calculated the margin on yogurt/cookies but have some receipts now, expect this next time.

Disbursement of donations is handled by Tamara with Lauren Riley. So far, \$348 in donations collected, and \$133.50 disbursed so far.

If we want to keep donations open all the time, we'd have to change the wording and presentation on the Munchalunch site. **Garth motion to put a general donation on the munchalunch site.** Julia seconded. Approved. **Action: Garth to add this button.**

Society Incorporation and bylaws

Garth Spoke to Logan Lapointe - Swift Dato - on Nov 15th 2022.

In short: our reasons to incorporate make sense (more banking options, more fundraising/donation options) and not much apparent downside. Incorporating a nonprofit is a fairly low-risk activity, and the procedures for how to handle anything that does go wrong for any reason are very well defined for societies.

Annual reporting would be more or less the same, just adding one more place to send the minutes of the AGM (to the province, and to the school district)

We would need to change the society bylaws to conform to the provincial standard bylaws; BCCPAC may also have some 'standard' bylaws and I will contact them about whether they have an "approved" hybrid of both.

Incorporating would also confer the benefit of better protections in terms of directors liability i.e. directors not held jointly and severally liable if something bad happens. There is no limitation of liability at this time and technically the PAC does not hold property i.e. the bank accounts are the joint property of the current executive members. Lapointe suggested that we discuss directors' liability insurance regardless of whether we incorporate, notwithstanding that our activities may be so low-risk that it's not warranted.

Action: Garth to continue with this process and gather more information.

UNFINISHED BUSINESS

1. Incorporation of PAC - Garth Yule - see above.
2. Fun Food Fridays? - Jennifer Waller. December 9 there isn't much in the schedule. Jen will do baked goods.
3. Volunteer grounds sweep - Julia Wells. No interest from parents. The district is sending someone to help. No help needed now.

4. Puntledge clothing - Julia Wells. Sale on now. Grad sweaters could be available if there is interest. If there is demand for this then Julia can take this on. **Action: Noah to take this to the grade 5 and grade 7 teachers.**

NEW BUSINESS

1. School district staff on PAC - review current bylaws and discuss if this should be changed to allow staff to be members. They cannot vote. - defer.
2. Review of constitution and bylaws - defer.
3. Alumni Bursary - Julia Wells. Asking for \$500 for Vanier. Already budgeted for and approved. Julia to send info to Garth.
4. Hoki Stool request - Julia Wells. Nowhere in the budget has been allocated for this. Maybe there are ways to share equipment from other classrooms? Noah to be looped into this discussion to problem solve. Can discuss with the teacher and admin first.
5. Christmas concert - Katie. There is no Christmas concert planned for this year. Katie and other parents are disappointed that there isn't one this year. Music teacher is going to plan a Spring concert and a musical in the spring so he's focusing his efforts there. Staff planning in June the staff identified that too much is happening at that time of year with EDAS. Tania has an idea for a singalong. Tania and a group of interested parents to plan this event and make it happen. It cannot be on a weekend this year.
6. Book fair - Pamela Powell. Options for funds - all to PAC or a combination of monetary rewards to PAC and the library. Library budget is healthy. All money to PAC.
7. EDAS request - Noah Burdett. Missing cheque for fuel last year needs to be replaced. Pamela will email details to Garth. Parent volunteers needed for December 7 and December 9. **Pamela to send info to Noah to add to weekly email.** EDAS is asking for an additional \$500 for brown bags and additional \$950 for t-shirts for participating students. **Motion to give an extra \$500 to EDAS for brown bags. - Julia. Pamela seconded. Vote held - not approved.**
8. Next PAC meeting will be moved to December 7, 2022.

ANNOUNCEMENTS

ADJOURNMENT - 7:55pm