

## Highland PAC Meeting Minutes April 25, 2022

**In Attendance:** Dean Patterson (Principal), Stephanie Baker (Vice Principal), Adam Thompson (Chairperson), Melissa Preston (Vice Chairperson/Secretary), Spring Halasz (Treasurer/DPAC Rep), Tonia Frawley (Trustee), Emma Thompson

**Meeting called to order at 7:04 pm**

**Acknowledgement:** We'd like to acknowledge that we are on the traditional territories of the K'omoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

### Welcome & Introductions

**Approval of previous minutes (February 2022)** – Motioned by Adam; seconded by Emma. All in favour. Motion carried.

**Approval of agenda** – Motioned by Emma; seconded by Melissa. All in favour. Motion carried.

### Correspondence

- Melissa received an email from a Pampered Chef consultant in reference to a fundraising opportunity for our school; we opted not to partake in the fundraiser at this time. Melissa will respond to the email to advise of our decision.

### REPORTS:

#### Chairperson Report (Adam)

- nil

#### Treasurer Report (Spring)

- As of April 25, 2022 we have \$1958.02 in the General account, \$23,898.60 in the Gaming account and \$2001.72 in the Grad (2020) Account

#### DPAC Report (Spring):

- Spring will be attending the BCCPAC AGM virtually on April 30. Our district has four resolutions to put forward; Spring will send out a link to solicit input on the resolutions.
- DPAC minutes for meetings held March 7, 2022 and April 4, 2022 can be accessed via the following links:

<https://www.dropbox.com/sh/uthyfuq9fg4bb6j/AACQetRD-7bYknFwZpH3hDjSa?dl=0&preview=AGENDA+2022-3-7+SD71+DPAC.pdf>

<https://www.dropbox.com/sh/uthyfuq9fg4bb6j/AACQetRD-7bYknFwZpH3hDjSa?dl=0&preview=AGENDA+2022-4-4+SD71+DPAC.pdf>

## Principal's Report (Dean/Stephanie)

### **Covid Update:**

1. **Current Restrictions** – Capacity limits and sign-in requirements have been eliminated; masks are now optional
2. **Covid Kits** – Test kits have been distributed to students

### **Programming/Staffing:**

1. **Staffing Update** – Seven to eight postings are anticipated to come out starting next week with a possibility of more in the future

### **Past Events:**

1. **Musical** – Three sold out performances were held in early March
2. **Grade 8 Band Trip to Victoria** – Band students had a successful trip to Victoria earlier this month
3. **Ukrainian Fundraiser** – This fundraiser effort yielded over \$2000
4. **Pink Shirt Day** – Roses were handed out on Pink Shirt Day
5. **Highland Has Heart** – A virtual assembly was held to recognize Lydia Lewis and Chantal Stefan
6. **Grade 7 Jamboree** – Highland hosted a grade 7 basketball jamboree
7. **Interact Club Toiletries Drive** – The Interact Club is currently soliciting toiletry donations to benefit the local Transition Society

### **Upcoming Events/News:**

1. **Grade 10/12 Assessments** – Grade 10 & 12 literacy and numeracy assessments are being conducted this week
2. **Grade 7 Visits** – Highland band students will be performing at feeder schools; a grade 8 orientation event will be held the evening of June 8
3. **Programme for International Student Assessment (PISA)** – A handful of grade 10 students will be participating in this assessment
4. **New Indigenous Grad Requirement for September 2022** – The intent of this requirement is for students to have a deeper understanding of Indigenous culture prior to graduation. School administration has sought feedback from staff and, despite the tight timeline, Highland will have a plan in place to meet this requirement.
5. **New Assessment Requirements** – This has been postponed until September 2023

### **Grad:**

1. **Minuet** – Grade 12 students will be participating in minuet dance
2. **Match's Eatery Fundraiser** – A fundraiser is being held tomorrow night; tickets are \$30 each
3. **Grad Spring Extravaganza** – This event is being held May 19; a barbeque and fun games have been planned
4. **Commencement** – The grade 12 commencement ceremony is being held May 28 at Filberg

## Trustee Report (Tonia)

- This week is Volunteer Appreciation Week
- A website has been created to provide an overview of our district's preliminary budget and solicit feedback/input
- Despite a number of financial pressures (Covid, growth in district, etc) our district has drafted a balanced budget

- Renovations of the newly purchased school board office on Idiens Way (formerly the BC Assessment building) will take about a year to complete. The additional office space will alleviate the pressure on numerous schools within the district that are currently housing departments (eg. student services) that can be transferred to the new location.
- The school board has met with MLAs to discuss management of the student population growth in our district. The board will be meeting with town/city councils to discuss current budget pressures and how to best meet the needs of our students.
- Tonia recently attended the school trustees AGM in Vancouver; the AGM was largely centred around Indigenous education

### Old Business

- nil

### New Business

- **PAC Bank Account**
  - Spring is seeking online access to our RBC accounts so she can obtain balances and statements without having to attend a branch in person each time she requires this information. The account will be set up so that the Treasurer (Spring), Chair (Adam) and Vice Chair (Melissa) are granted access to view our accounts online.  
***Melissa motioned to allow our PAC to have online access to our RBC bank accounts for the purpose of viewing transactions, balances and statements; no online payments (ie. e-transfers) will be permitted. Emma seconded. All in favour. Motion carried.***
  - Adam and Melissa will be required to attend the RBC branch to sign the necessary paperwork to allow online viewing access to our accounts.
  - Online access to statements will allow our PAC to eliminate the need for paper statements (which incur bank fees each month).
  - We will not be making any online payments from our accounts. As per our current operating procedures, all payments will be made via cheque; two signatures are required for all cheques.
  - Financial documents must be retained for seven years; financial records can be stored in the school office.
- **Printer for Treasurer**
  - Spring is seeking approval to purchase a small printer to be used by the Treasurer for printing statements, reports, etc. A printer can be purchased using PAC in-service funds; Dean will research printer options.
- **Grad Funds (2020)**
  - Current balance in the grad funds account is \$2001.72
  - Funds can be allocated to event space rental, food, DJ, etc
  - Adam/Emma will explore options for the event location/food/entertainment; the event will be held in June with the exact date TBD

**Next Meeting** – May 16, 2022

**Adjournment** – Meeting adjourned at 8:16 pm