**DATE: February 7, 2023**

**ATTENDANCE**: In person: Erica M, Amy K, Holly S, Veronica B, Brandee K, Liz H, Olwen C, Aspen W

**Zoom**: No one in attendance

**CALL TO ORDER:**

* 1. Meeting started at 6:35 pm
  2. Additions and acceptance of the agenda: **Holly S, Brandee K 2nd**
  3. Acceptance of December 2022 Minutes- **Holly S, Liz H 2nd**

1. **REGULAR REPORTS:**
   1. **Chair Report**: Erica Malcolm
      1. Discussion to be had about possible Spring Dance and PAC family movie night
   2. **Vice Chair Report**: Liz Hills
      1. Nothing to report this evening
   3. **Treasurers Report**: Veronica Brackett
      1. Current Bank Account: $23,643.90
   4. **Principals Report**: Olwen Cowan. See attached report
   5. **Community Schools Report**: Ted Chisholm. Absent. No report this evening
   6. **SD46 Trustee**: Maria Hampvent. Absent. No report this evening
      1. Conflict with Tuesday meetings so representative might not be able to attend our PAC meetings.
   7. **DPAC**: Liz Hills
      1. Discussed Literacy Week and the activities that the schools were doing.
      2. Coastal Voices
      3. Food Security in Schools
   8. **Carnival Planning Committee**- Aspen W
      1. First meeting is scheduled for February 9, 2023, at 7pm
      2. 6 people have signed up to attend the meeting. Hoping for new volunteers to take over the committee next year.
2. **OLD BUSINES:**
   1. **PAC Account- Signing Authority Changes**:
      1. This has now been completed and changes are now in effect.
   2. **PAC Constitution & Bylaws**:
      1. This has been updated and a few extra changes have been added:
3. DPAC Chair- is now a 2-year commitment
4. E-Transfers set up for future fundraisers (auto deposit)
5. Added in that travel cost and ferry fees must be pre-approved by PAC before the trip happens off Coast.
   1. **Hot Lunch Policy**:
      1. Policy updates in progress.
6. **NEW BUSINESS:** 
   1. **Hot Lunch Update:** Lisa R absent**-** No report this evening
      1. **Volunteers Needed**
7. Should we consider a Hot Lunch Team? Discussion about starting up a team of people (for training new volunteers, writing out instructions, managing volunteers). Thought is this may help recruit new volunteers and make the hot lunch program less intimidating for new volunteers.

* 1. **Lending out Popcorn Machine**
     1. Discussion about lending out the PAC popcorn machine as the PAC is often asked to lend out the machine for other school events.
     2. Decided that a minimum donation ($40.00) be made to WSES PAC when borrowing the machine. This will help cover costs of the machine including supplies and wear and tear on it.
  2. **Grocery Receipts:** 
     1. New Volunteer needed to collect and tally up the receipts as Melanie would like to step down. Erica will send out a notice to request that someone take over this fundraiser.
     2. This program is doing well and there is money to use right now in the local grocery stores.
  3. **PAC Coin Drive for local Food Bank-** 
     1. Starting next week (Feb. 13-March 3) there will be a coin drive in each classroomto raise money for the local food bank.
     2. There will be a prize for the class that raises the most money.

* 1. **Movie Night-** 
     1. Date: Planned for February 23, 2023, at 6:30pm. Notice to go out early next week.
     2. We will continue discussion on what movie to play
     3. Plan for PAC to donate popcorn and encourage students to bring own water bottles.

* 1. **Spring Dance Planning:** 
     1. Date: Planned for April 5, 2023.
     2. Plan to hire DJ again, and Olwen will look into hiring the same DJ that we had at the Halloween dance. Olwen will get back to PAC to confirm DJ availability.
     3. Discussion about decorations, and activities to do during the dance. Plan to have glow sticks, balloons and do tattoos and face painting.
     4. Discussion about purchasing another tattoo air brush, and it was decided to purchase one.

1. **Spending approval for the spring dance including the DJ and decorations for spending up to $600.00. Aspen accepted approval, Veronica 2nd**.
   1. **Chicken Fundraiser by Tart and Poultry (Port Coquitlam)**
      1. Date: Plan for March with delivery date on April 5th or 12th
      2. Erica will be sending out notices
      3. We need a minimum of 100 boxes ordered
      4. For every box we sell, PAC will make approx. $8.00
   2. **Growing Smiles Fundraiser- (Mothers Day Fundraiser)** Aspen and Tara Porter to take the lead inorganizing this fundraiser. Plan to send out paper notices and will consider e-transfer payments.
   3. **February Spending approvals:**
2. Kindergarten Thermos. $175.00. Approved by Holly, Liz 2nd.
3. Tattoo Machine (air brush) for PAC. $250.00. Approved by Amy, Liz 2nd
4. SD46 Bursary. Motion made to increase the SD46 bursary amount to $750.00. Apsen made a motion to preapprove the bursary increase to $750.00, Erica 2nd the motion.

**Next Meeting Date: March 7, 2023**

**MEETING ADJOURNED: 8:20 pm**

Principal’s Report – Olwen Cowan

It’s been a while since we last met! We are officially at the “just over half a year done” and I can’t believe it. I want to express how I happy I am to be here in this community. Learning the ropes of this specific school the past 5ish months has been mind-bending, but as I always say, look to the kids. The kids here are lovely, hardworking, and kind.

In the past two months we’ve had an elf day (the cutest), swag making day (thank you for your support), a pancake breakfast hosted by our awesome EAs, and of course an amazing Winter concert. Sara Douglas, music teacher, is an absolute gem. I still can’t believe we managed to poach her for our little school up on the hill. Sara continues to run our choir outside of the bell schedule.

January was the longest month ever absolutely, but we had a very engaging literacy week. And settled into the day in day out routine of a month with very little interruptions.

Staffing update: Reegan MacKenzie is now our grade 6/7, Div. 1 teacher. She grew up on the Coast and came back to us over the Winter break. She recently was teaching gr. 6/7 in a middle school in Victoria.

We continue to work on restitution in our school and two classrooms have presented (or will be) key elements to this approach to school culture. A reminder that restorative questions have been shared with families and in our newsletters too. This is a great tool for resolving conflicts at school and at home.

We have rewritten our school code of conduct and invite input. I broke it into 4 key words and used positive, action statements to make it child friendly. Classrooms are going through this rubric. Please have a look and email me with any questions you might have.

Traffic has become a big concern for parents (and the school too of course). About once/twice a week I get an email from a concerned parent. I am wondering what to do next. I know Mr. Marshall definitely spent the after school time on traffic duty. I believe we need to have a community effort with this.

Looking ahead:

* The new playground – last we spoke I was told Spring Break would be the timeline and that continues to hold.
* We will be doing a survey with our grades 5 and 6 students called the MDI. This looks at the emotional health and wellness of students and is critically important when we make school goals and plans.
* Jessy Wollen, from Shift Education, is coming to teach “Body Science” with our classrooms. Jessy is a very funny, engaging, practical, and developmentally appropriate sex ed teacher. If you have any questions you can speak to your child’s teacher.
* Teachers will be focusing on the reporting season just around the corner. You will be receiving report cards/learning updates on March 3rd with early dismissals on the Wednesday and Thursday just before Spring Break.
* If you have kids born in 2018 – Kindergarten registration starts next Monday!