

Pearson PAC - Meeting Minutes

DATE: November 18, 2024 - prepared by Gina-Lily Cooper

On Screen: 2024.02.18 PSE PAC General Meeting.pptx

In Attendance

Veronica Meola, *President*

Gina-Lily, *Vice President*

Gemma, *Treasurer*

Madisyn Pearle, *COPAC*

Ana Longman, *COPAC*

Anji Reddy Balpunoori

ABSENT: Jordin Kutt, *Member-at-Large*

Call to Order - 5:31pm

Veronica Meola, *President*

- I. Member introductions
- II. Meeting protocol overview (*please see SLIDE 2 for more detailed information*)

Approval of agenda -5:41pm

(*please see SLIDE 4 for more detailed information*)

- I. Motion to table Old Business Section 8.A, 8.B, 9.A by VERONICA MEOLA due to absence of JORDIN KUTT
 - A. GINA-LILY COOPER asked for clarification that no Hot Lunch or Fundraiser reports or updates were submitted
 - B. VERONICA MEOLA stated JORDIN KUTT has said she will have a Fundraising Committee meeting prior to the next meeting
 - C. Objection to motion by GINA-LILY COOPER
 1. Motion to approve agenda as is by Gemma Robinson, seconded by Ana Longman. **Motion passed by majority.**

Approval of Meeting Minutes - 5:45pm

- I. PSE PAC Meeting Minutes - DATE: October 21, 2024
 - A. Proposed Amendment by Gemma Robinson: "motion to approve budget"
 - B. Motion to approve amended minutes by Gina-Lily Cooper, seconded by Ana Longman. **Motion passed by majority.**
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President's Report - 5:50pm

Veronica Meola, *President*

(please see SLIDE 6 for more detailed information)

- I. Several teachers have thanked us for funding
- II. Some teacher purchases have been made and reimbursements working smoothly
- III. Fall festival last month drew a nice crowd
- IV. Hot lunch numbers grew for November
 - A. Review of sales/profit of MuchaLunch system
 - B. Jasmeet Virk provided information regarding Food for Thought
- V. Chocolate/oils fundraiser is underway
- VI. Bylaw committee has completed a draft C&B
- VII. Documentation was sent to Gaming commission
- VIII. Transfer of bank accounts are now up to date with the current signing officers
- IX. Donated chips to intermediate students, grades 4-5
- X. New Secretary no longer a Pearson PAC member, so nominations are open for a by-election in January

Principal's Report - 6:05pm

Jasmeet Virk, *Principal*

- I. Reading Club
- II. Lots of events coming up
 - A. Harmony Day Assembly
 1. 10 groups of kids presenting
 2. All assemblies are open to parents, schools have a open door policy, we want parents to attend and participate
 - B. Volleyball after school program, kids are loving it
 - C. Curling will be offered for gymnasium
 - D. Soccer coach came to work on soccer skills with kids and classes
 1. Ann Longman, first year of program in school, big achievement
 - E. working with YMCA in April to host after school soccer camp
 - F. Winter Celebration
 - G. Terrific Kids Assembly
- III. 2025-26 School Calendar, province provides number of days, district finalizes schedule/calendar
- IV. Adding transition times to ensure students are not losing on learning time

Treasurer's Report - 6:20pm

Gemma Robinson, *Treasurer*

(please see SLIDE 8-13 for more detailed information)

- I. Financial report for October 2024 activities
 - A. \$ 6,284.37 Gaming chequing *estimate
 - 1. Increase \$5,470.00
 - B. \$12,363.89 General chequing
 - 1. Increase \$3,016.06
 - C. \$ 3,195.61 Term deposit maturing June 2025
 - 1. No change
 - D. \$ 3,282.36 Term deposit maturing June 2026
 - 1. No change
- II. Cheque requisition process continues to be refined
 - A. some challenges with Hot Lunch Program and cheque/invoice timings
 - B. Gina-Lily Cooper suggested we submit written explanation of payment terms and policies to ensure clarity and understanding
 - C. Madisyn Pearle suggested using a Save-on-Foods gift card
 - 1. Gemma Robinson likes the idea of a gift card
 - a) cheque reimbursements have been challenging
 - b) consistency is key
 - c) PAC members shouldn't have to be out of pocket for extended periods of time
 - d) Treasurer needs more time for cheque turnarounds, if we're wanting to proceed with even less turnaround time, then that causes concern over whether the job can be done effectively
 - D. Reiteration/clarification of Cheque requisition process:
 - 1. Complete a Payment Request Package
 - a) PAC Executive/Treasurer will review the Payment Request Package
 - (1) If the payment request package is complete (no additional information needed), treasurer will prepare the cheque and work with signing authorities to get approvals, according to the current turnaround time commitment
 - (2) If the payment request package is NOT complete (additional information IS needed), treasurer (or designate) will return the entire Payment Request Package to the requestor, according to the current turnaround time commitment. Requestor will re-submit the package when complete and the review will begin again
 - b) Cheque will be issued For complete payment requisitions that pass the review, a cheque is written and signed by two designated signing authorities then provided to the Requestor

2. Current turnaround time commitment for payment requests:
3. Requestors can submit completed Payment Request Packages (PRPs) until 2:00 p.m. on Fridays
4. Cheques for complete PRPs will be provided to the Requestor by the following Tuesday morning at the school
5. If PRP is not complete and/or more information is needed, Treasurer will contact the Requestor by Monday advising what is required
 - a) Notes
 - (1) Where the day listed is a holiday or non-instructional day, the submission deadline is one day earlier (Thursday) and the cheque turnaround will be one day later (Wednesday)
 - (2) Returned PRPs requiring additional information will not be picked up and actioned again until Friday

COPAC Report - time

Ana Longman, *COPAC*

(please see SLIDE 14 for more detailed information)

- I. Guest Speaker: Acting Deputy Superintendent Jon Rever discussed Family and Community Engagement. Slides are available for PAC sharing.
- II. Provincial Landscape:
- III. PACs are encouraged to pay BCCPAC fees if able; COPAC can cover fees for up to 15 PACs with tight budgets. Deadline for membership dues: December 31. Contact COPAC for fee assistance by December 1.
- IV. DPAC Coalition working on formalizing efforts to address BC Public Education issues; updates forthcoming.
- V. PAC 360: PACs can submit questions in advance
- VI. See COPAC facebook page for most current event information
 - A. lots of cool events to check out

Old Business - 6:54pm

Veronica Meola, *President*

- I. Hot Lunch update
 - A. will discuss and ask questions of Hot Lunch Coordinator
- II. Chocolate/Oils fundraiser update
 - A. no further information
 - B. questions how to increase sales
- III. Fall Festival outcomes and feedback
 - A. Madisyn Pearle, request to get a Square for event

1. include Halloween and Dance in marketing materials would help to clarify and perhaps would contribute to more donations at door
2. Paper flyers next time
- B. Veronica Meola
 1. Great effort by Jordin and those who helped
 2. Treat bags, popcorn was a big hit
 3. Heard feedback that kids were disappointed that there wasn't a dance
 4. Kids were hoping for more games
- C. Gemma Robinson
 1. some feedback that kids were disappointed about it not being a dance and no costumes
 2. need more clarity and process for cash handling during events
 3. Deposit for Halloween Dance was \$1,355, this year \$261
- D. Anji Balpunoori
 1. Great to see community turnout
 2. compared to Toronto events, should expect to have half students attend
 - a) everyone loves events, so asked why, what could have been better
 - b) How to get more people together
 - (1) get back to basics, a good crowd will speak for itself
- E. Attendance was estimated to be 40-75 people

New Business - time

- I. Future fundraising discussion
 - A. Veronica Meola
 1. Request for people to submit ideas for community events
 - a) What should the PAC do? To be discussed at executive meeting
 - b) to be proposed in January
 - B. Gemma D'Attilio, let's separate events and fundraising
 1. Gina-Lily Cooper, let's start to do more events that have nothing to do with fundraising but are more focused on community and connection and fun
 2. Anji Balpunoori, money doesn't matter, let's build the experience, money follows
 - C. Gemma D'Attilio
 1. Child care for parents to make it easier for parents to attend meetings
 2. Chai and Chats
 - D. Anji Balpunoori
 1. Cultural Day, make chai, leave biscuits
 2. people love to socialize, need the right moment

3. create the environment
- II. Formation of Staff Appreciation Committee
 - A. Aim to do several appreciation days throughout the year, including lunches, baking, coffee, etc, e.g “I Loaf you A lot”
 1. Involve new parents in preparing, serving, providing items for each iteration
 - B. Veronica Meola to head
- III. Submission of Draft Constitution & Bylaws (C&B) for review
 - A. Reasoning and Previous Activity
 1. COPAC recommended we do this last year
 2. PSE’s C&B last updated in 2016
 3. Review committee formed last year
 4. Review of C&B documents from numerous schools, as well as COPAC and BCCPAC resources
 5. Contributions by entire Bylaw Review Committee consisting of meetings, calls, and collaborative editing of the document
 - B. Amendments (examples):
 1. Rewording of some sections to provide clarity where experience shows it has been missing
 2. Addition of language to address virtual meetings and social media
 3. Revisions to reflect Robert’s Rules in meeting and voting procedures
 4. Amendment to assignment of signing officers in accordance with BC Gaming anti-fraud protection guidelines
 - C. Filing draft tonight for review by the membership
 - D. Feedback to be emailed to pse.pacpresident@sd23.bc.ca by January 5

Next Meeting - 7:27pm

1. General Meeting
 - a. Monday, January 20 at 5:30PM in the library
2. Executive Meeting
 - a. Monday, December 16 at 5:30PM location TBD

Adjourned - 7:29pm