

Pearson PAC - Meeting Minutes

Monday, September 16, 2024 - prepared by *Gina-Lily Cooper* , Vice President (acting Secretary)

On Screen: 2024.09.16 PSE PAC General Meeting.pptx

In Attendance

Veronica Meola, *President*
Gina-Lily Cooper, *Vice President (acting Secretary)*
Gemma Robinson, *Treasurer*
Ana Longman, *COPAC*
Jordin Kutt, *Member at Large*
Eric Mets
Kath Charlton
Ashley Thorne
Paula Heron
Jasmeet Virk

Call to Order - 5:35pm

Veronica Meola, President

(Late start due to technical difficulties acknowledged by Veronica Meola)

- I. Land Acknowledgement
- II. Review of meeting protocol
- III. Reminder of Commitment to Communicate Respectfully
- IV. Encourage all Pearson PAC members to volunteer and participate in PAC events, meetings etc. The more who can be included, the better
- V. Introduce execs and attendees
 - A. Paula Heron enquired whether PAC Executive sufficient to qualify for Gaming Grant Funding. Veronica Meola believes so, but will double check. Ana Longman stated that in previous years COPAC and Hot Lunch were two distinct positions, and since this year PAC is composed of COPAC and Member at Large, most likely PAC meets requirements. Jordin Kutt indicated bylaws state minimum four executive members required

Approval of agenda - 5:43pm

- I. Motion to approve by Ana Longman, Seconded by Jordin Kutt. ***Motion passed by majority.***
 - II. Veronica Meola reiterates commitment to agenda being available 1 week in advance
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Approval of Meeting Minutes - 5:45pm

- I. PSE PAC Annual General Meeting Minutes - May 27, 2024
 - A. Motion to approve by Paula Heron, seconded by Gina-Lily Cooper. ***Motion passed by majority.***
- II. PSE PAC - Special Meeting -June 7, 2024
 - A. Motion to approve by Paula Heron, seconded by Gemma Robinson. ***Motion passed by majority.***

President's Report - 5:50pm

Veronica Meola, *President*

- I. PPT SLIDE: What is PAC?
 - A. All parents and legal guardians of Pearson students are already members
- II. Welcome Back + thanks to Kath Charlton for taking part
- III. Formal welcome to new principal, Jasmeet Virk, delighted to be working together and appreciate her warmth and commitment to collaboration, look forward to building a strong community.
- IV. Aim for to include/involve every Pearson family in some way e.g. meetings, volunteering, donations, feedback
- V. Plans this year to put on some of the same events as previous years as well as some new/different events
- VI. Will be updating constitution and bylaws this year, per previous year intent as well as COPAC recommendation
- VII. Submittal of Gaming Grant Application

Principal's Report - 5:55pm

Jasmeet Virk, *Principal*

- I. 274 students enrolled, 280 capacity, combined classes in every grade means room at every grade level up to capacity if required
- II. Three new Inclusion Teachers (formerly Resource Teachers), to facilitate collaboration, each Resource Teacher will support classrooms/teachers at every grade level
 - A. Manage and organize CEAs
 - B. Participated in workshops/trainings as these are new positions district-wide
- III. Food program (Feeding Futures) started today
 - A. Jordin Kutt commented that food goes fast
- IV. Welcome BBQ is schedule for this Thursday, September 19, 2024
- V. As usual, traffic issues during pick up and drop off times have arisen, local residents have brought forth concerns. CEAs are now in place as crossing guards for safety
- VI. Some parents (five-six, so far) have enquired about combined classes, it is helpful for PAC members to help parents new to this system to understand it and to feel

assured that their children's education is very individualized, that classrooms often span several grade levels, regardless of combined class grade-level designations, and that learning is in no way limited or compromised by combined classes

- VII. Student leadership program has begun
 - A. School announcements
 - B. Terry Fox Run
 - C. Will collaborate with organization and facilitation of school assemblies
- VIII. First Terrific Kids assembly is happening Friday, September 20, 2024, student will run

Treasurer's Report - 6:03pm

Gemma Robinson, *Treasurer*

- I. Introduction
 - A. Overview of structure and intent to simplify and streamline processes
 - B. Brief introduction to finances
 - 1. New forms
 - 2. Reporting
 - 3. Budget Planning
- II. PAC actions are directed by objectives laid out in Constitution and Bylaws document
- III. Next meeting is the budget meeting when projections and approvals will be voted on
 - A. Deadline for the approved budget is October 31, 2024
 - B. Spending is only allowed if approved and represented in the budget or is a pre-approved expense under \$200
- IV. Gaming Grant deadline is in June 2025, requires follow up report
- V. Forms now required (paper or electronic) for
 - A. payment requests
 - 1. Cheques will be issued on Mondays only, for all reimbursement forms submitted by 12pm on the previous Friday
 - a) Ensure vendors for Hot Lunch are aware of this schedule so their invoices are submitted on time
 - 2. Tracking and recording cash received at events or fundraisers
- VI. Financial Report
 - A. Fiscal Year End is August 31, August bank statement still not received, incoming treasurer still waiting to receive full access to online banking
 - B. Have begun reporting to guide and inform budget planning at upcoming meeting
 - C. While not a big moneymaker, Hot Lunch Program is a great benefit to the students and staff at Pearson
 - 1. May want to approve a monthly spending limit

2. Eric Mets requested clarification on whether Hot Lunch and Food Program were different initiatives
 - a) Hot Lunch is a program facilitated by the PAC that gives students to purchase an affordable lunch up to a few times per month and have it delivered to their classrooms, some meals are prepared in house by PAC members and others are supplied by local food vendors
 - b) Food Program is coordinated by school administration and is the supply of free, healthy food for any and all students
- D. PAC events and other fundraising efforts are generally very profitable and help the PAC continue to fund many initiatives including teacher requests, field trips, events

COPAC Report - 6:03pm

Ana Longman, *COPAC Representative*

(please see SLIDE 11 for more detailed information)

- I. Four Assistant Superintendents were special guests to discuss their roles in supporting PACs
- II. PIE Meeting Announcement:
 - A. Partners for Inclusive Education (PIE) meeting on September 17, 2024, at 6:30 PM via Zoom: <https://sd23.zoom.us/j/8569391842>
 - B. Encourage awareness and share meeting info at your school. Open form to collect email addresses for those interested in PIE: <https://forms.office.com/r/5ZWgBTDZ4m>
- III. Schools are now requested to use Microsoft Teams in lieu of Zoom
- IV. Seeking new representation from community for district
 - A. Specifically seeking member at large
- V. Watch emails (or junk folders) for a message from Christina Pelsma Macmahon regarding a password reset for PAC President and COPAC Rep accounts.
- VI. Join Facebook Group for up-to-date information on COPAC
 - A. Event dates will be shared via email. Feedback and suggestions for events are welcome
 1. Planned events include PAC 101, Treasurer 101, Bylaws discussion, and a session on Active Transportation & Safe Routes to School
- VII. All PACs are encouraged to review their bylaws this year. A draft bylaw document will be shared soon.
 - A. PACs should submit their most current bylaws in the new year, with a digital repository for storage being set up by the district.
- VIII. Policies for updating playground equipment were discussed

Old Business - 6:24pm

Jordin Kutt, *Member at Large*

- I. Hot Lunch Program Update
 - A. Flyer with QR code to be posted throughout the school
 1. Gina-Lily Cooper suggested the flyer be translated into multiple languages, particularly Punjabi, Arabic, Tagalog, Spanish. Jordin Kutt to send document to Jasmeet Virk, who will coordinate translation into Punjabi and Arabic
 - B. Pita Pit is a prospective new food vendor, but has not responded in time to be included this month, so Fresh Slice providing pizza this month.
 1. Jordin Kutt secured a cost of \$2.50 per slice, which is less than previous vendor cost
 2. Upcoming homemade meals this month include Baked Mac/Cheese, Beef/Vegetarian Chili, and Quesadillas
 3. Join the facebook group for menu announcements and to make suggestions
 - C. Jasmeet Virk underscored the importance of providing even more affordable lunches, e.g. \$1 hot dogs, to serve and benefit even more students
 1. To that end, Jasmeet Virk was able to get a large outdoor BBQ grill donated to the school, which can be utilized to prepare larger quantities of food for the Hot Lunch Program and other events. Minimum one day notice required to allow for coordination of custodian
 - D. Jordin Kutt will attend Food Safe Course on September 23, 2024, Jasmeet Virk will cover the cost of this upon submittal of a receipt
 1. Gina-Lily Cooper and Veronica Meola also willing to become certified
- II. Spirit Wear
 - A. design ideas and samples will be posted to facebook group
 1. Possible Fall Festival presale
 2. Expected sale prices to be \$10/kid T-shirt and \$@5/adult T-shirt
 3. Ana Longman commented that at RMS they usually choose one design and apply it to many different items including sweatpants, hoodies, water bottles, gym bags etc.
- III. Fundraising Committee
 - A. Text Group has been set up
- IV. Silent Auction
 - A. donations coming in
 - B. Veronica Meola requested a spreadsheet to track silent auction donations. Gina-Lily Cooper will produce this.

V. Fall Festival

- A. scheduled for October 23, 2024
- B. Hay bales and carnival type games will be set up
- C. Costumes will be encouraged
- D. Veronica Meola can make a signup genius to request donations from parents
- E. Gemma Robinson recommended approving a budget for this event because waiting until the next meeting will be too late
 - 1. Motion to approve a budget of \$500 by Jordin Kutt, Veronica Meola seconded the motion. ***Motion passed by majority.***

VI. Holiday Fundraiser

- A. vendors will be Rocky Mountain Chocolate and Olivia's Oils who are offering a 25% commission

New Business - 6:45pm

- I. Preparation for teacher funding requests, teachers will be asked to prioritize their requests to help us ensure the most important requests are fulfilled first

Adjourned - 6:46pm