

# Minutes

## LDB PAC General Meeting

### June 14, 2022

**Call To Order** 6:30

**Attendance:** Melissa S, Julie A, Bonnie W, Deb Y, Richard P, Laura W, Cliff W, Monique E, Tara K, Modian T, Nathan, Jim, Byron

**Land acknowledgement:**

“Ecole Lac Des Bois PAC acknowledges that we live, work and play on the beautiful unceded ancestral lands of the Lheidli T'enneh Nation”

**Adoption of agenda** 1<sup>st</sup> Deb Young 2<sup>nd</sup> Bonnie White

**Adoption of minutes** 1<sup>st</sup> Laura Weller 2<sup>nd</sup> Tara K

**PAC highlights since last meeting:**

- Students who participated in the Track and Field event at Masich Place had a great time! PAC paid for bussing costs and snack.
- The last hot lunch is June 15th prepared by Opa! PAC pays for the Hot Lunch website and relies on an amazing group of volunteers to meet the logistical challenges of getting food out to the students.
- PAC Movie Night featuring Bad Guys is completely sold out. Proceeds of this event go to the library and breakfast club. Tickets are being sent home, but have no fear, a ticket is not required to get in the door, we'll have a list of who bought tickets in case they get lost.
- The cookie dough fundraiser was a great success thanks to Julie Andersen. Delivery will be happening on June 15th.
- As a year-end treat, the PAC provided the opportunity for all students to participate in a French escape room at our very own school in each classroom. Students have been really enjoying it. The puzzles were tailored to each individual grade and was hosted virtually by a French immersion teacher.
- This year PAC will be thanking teachers and staff for their hard work this school year with a lunch on June 29th
- The first batch of Orange Shirts have arrived thanks to the perseverance of the PAC to get us to the finish line! If we do this again next year, we'll shorten the ordering timeframe.
- Some classes attended the Hubble Homestead as a field trip which was supported by PAC. They even had a visit from the resident black bear!

- Our PAC Scholarship and Bursary was awarded to two former Ecole Lac des Bois students Luthien Thielmann from Ecole Duchess Park Secondary and Jana Engel from Ecole Duchess Park Secondary. Money for the scholarship and bursary come from some of the proceeds of the hot lunch sale.

### Executive Written Annual Reports:

#### President's Annual Report

#### Vice-President's Annual Report - See below

#### Treasurer's Annual Financial Report

This year was my first year in the role of Treasurer. I learned a lot and am grateful to have been able to work with such wonderful people supporting our children and their school. We had several very successful fundraisers this year that have left us with a healthy balance of funds to put towards the projects our PAC have been working on. I look forward to being a part of PAC again next year and excited for what we will be able to achieve!

- **General Account: \$25,565.00**
- **Gaming Account: \$16,955.50**

### Cheques

- **General Account**
  - **Cheque #640 - VOID**
  - **Cheque #641 - Payable to Julie Anderson - \$79.72**  
Reimbursement for Fudge Bars purchased for Grade 7 Hot Lunch Fundraiser
  - **Cheque #642 - Payable to Triple O's - \$1759.00**  
Payment for Grade 7 Hot Lunch Fundraiser
  - **Cheque #643 - Payable to École Lac Des Bois - \$1003.08**  
Payment of proceeds of David Henderson Grade 6 Triple O's Fundraiser
  - **Cheque #644 - Payable to École Lac Des Bois - \$1085.00**  
Payment of proceeds of Navid Mathiscyk Grade 7 Triple O's Fundraiser
  - **Cheque #645 - Payable to École Lac Des Bois - \$1261.50**  
Payment of proceeds of Navid Mathiscyk Grade 7 Panago Fundraiser
  - **Cheque #646 - Payable to EZS Software Inc (Hot Lunches) - \$315.00**  
Payment of Hot Lunch Software Annual Subscription
  - **Cheque #647 - Payable to Subway - \$1138.00**  
Payment for Hot Lunch May 25, 2022
  - **Cheque #648 - Payable to Philine West - \$3325.00**  
Payment for Orange Shirts
  - **Cheque #649 - Payable to Cineplex - \$1034.25**  
to be voided due to change in payment policy

- **Gaming Account**
  - **Cheque #500 - Payable to École Lac Des Bois - \$727.85**  
**Reimbursement for Pottery Supplies**

### Past President Annual Report

### Secretary Annual Report

Hi, my name is Julie Anderson and this is my first year as secretary but my third year of being on the PAC. I have to say this has been a great year with all the new Pac executives and their enthusiasm to help make Pac great. I've enjoyed my year as a secretary, Melissa has made it very easy with her in-depth agenda, so thank you very much Melissa. I only have one more year at the school so this will probably be my last term on the PAC. Thank you everyone for a great year.

### DPAC Representative Annual Report

### Old Business

1. **Outstanding Expenses (expenses we are expecting to pay, but do not have a final invoice:**
  - a. **Richard Parks, reimbursement for the Cineplex Theatre Rental: \$1034.00**
  - b. **Awesome Escape Rooms: \$1500.00**
  - c. **Melissa Steidle Expenses:**
    - i. **Gifts: \$40**
    - ii. **Fertilizer: \$20**
  - d. **Bonnie White Expenses:**
    - i. **Teacher Appreciation: \$350**

### **2. Bylaw Amendment Motions:**

- A) Deletion of all references to examples of committees such as "Hot Lunch" found on page 3, page 6 and page 11 of the LDB PAC Constitution and Bylaws.

The reason for this deletion is that we have many informal volunteers and who would not be able to attend committee meetings. Removing examples of who should form a committee allows PAC to be flexible on when to create a committee. The volunteer lists are more flexible and do not require appointment as a committee would require.

### **Motion Passed**

- B) Changes to Executive Meetings on page 8 of the current bylaw to reduce the amount of executives needed to initiate a meeting. Executive meetings are a

space for ideas and discussions on PAC matters. All financial decisions still must be approved at general PAC meetings. The current bylaw reads:

#### **Section V – EXECUTIVE MEETINGS**

##### **Meetings**

*1. Executive meetings will be held at the call of the president or vice-president, should the president be unavailable. At least one meeting will be held before each general meeting.*

##### **Quorum**

*2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.*

The proposed amendment would read:

*2. A quorum for executive meetings will be a minimum of 3 executive members.*

The reason for this change is that it may be difficult to get 4 executive members at an executive meeting before each general meeting. Since financial matters are voted on at general meetings, the current quorum requirements for executive meetings can at times be a challenge for the volunteer executive to meet and not violate the bylaw.

Note: We increased the minimum from 2 to 3 after providing written notice as feedback received from some parents indicated 2 may be too low.

#### **Motion Passed**

C) Changes to the current bylaw reads on Page 7 that reads:

*Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).*

The amended bylaw would read:

*Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1). At least 1 voting member must not be part of the executive.*

The reason for this addition was that it was common practice among previous PAC execs to ensure this condition was met but was not written into the bylaws.

#### **Motion Passed**

## **New Business**

1. Motion to approve spending up to \$3500 from the gaming account to pay for 100 new jersey's. Quote # 6725 was received from Up The Creek Garment Co Corp in the amount of \$3,057.95. Additional costs beyond the quote will be related to allocating adult sizes and shipping.

**Motion to pass** 1<sup>st</sup> Deb Young 2<sup>nd</sup> Laura Weller

### **Motion passed**

2. **Election of executive members at June 14th Annual General Meeting** *(By secret ballot unless elected by acclamation)*
  - o President **Melissa S**
  - o Vice President **Jim**
  - o Treasurer **Deb Y**
  - o Secretary **Richard Parks**
  - o DPAC Representative **Laura W**

*(Reminder to exec to update signing authority with a letter to Jeb in order to ensure cheque can be written for jersey's if motion is carried)*

## **Principal's Report**

Thank you to PAC for another great year. Thank you Bonnie for all your hard work over the years with PAC.

Assembly for Volunteers is Monday 27<sup>th</sup> at 1:30

Welcome to Kindergarten went great. Lots of new and excited students. There will be 56 new kindergarten kids

Farewell to the Grade 7s takes place June 24

LDB is looking for volunteers to help with the up coming summer games LDB will be hosting overnight students in the school

Last day of school is June 28<sup>th</sup>

### **Next PAC General Meeting:**

**TBD (September)** *(New exec will have to start working on a budget)*

## **Vice President's Annual Report:**

1. **Volunteer Participation** - One of my main goals this year was to increase participation in PAC through volunteer recruitment and organization. I was really lucky to have the support of a great executive team who let me run with a lot of ideas. A big thanks to Melissa Stiedle for getting the parent survey out and for crunching the numbers. I think this was a big step in increasing engagement among parents.

The executive agreed to hold an additional 30 minute open floor session to see if this would give parents an opportunity to be more engaged as the structured agenda of the general meetings may be intimidating for some. I think it didn't result in an increase in participation but it was a good way to catch up with one another and ease into the meeting. I think it is something that the future PAC exec should consider doing.

A PAC Awesome Volunteer Facebook Messenger Chat group was created after unsuccessfully trying to organize volunteers via email threads. Although Messenger has its limitations it has been a great way to organize hot lunches and fundraisers. I would recommend next year's PAC continue with this great success.

Bylaw changes that we will be voting on later was also something I wanted to propose to ensure that the requirements of a volunteer PAC executive to hold executive meetings won't discourage future parents and guardians from volunteering for a PAC executive position. By setting a number for quorum it allows future execs to bring in any interested parents and guardians into the executive without fear of not being able to meet quorum.

2. **Parent Involvement at School** - the last few years have been really tough on our school community due to covid restrictions. Ensuring that our school continues to involve parents is important and it was great to see parents being able to participate in the drumming circle we had in February as well as the spring dance, field trips, talent show and hopefully in future assemblies. The school has reached out to PAC to bring parents in to volunteer for the Indigenous Culture week which is very exciting.

3. **Increasing Indigenous Education and Supporting Indigenous Reconciliation Efforts -**

Lheidli T'enneh Language Crossword Puzzle contest - This contest was a way to help students connect with the Dakelh language through videos of a local elder speaking Dakelh words. Students who participated were entered into a draw for 10 x \$10 gift cards from the Pine Centre Mall. Winners will be announced in the June Assembly. Our schools Indigenous Education Worker Michelle Bernard has worked tirelessly to get this to as many classrooms as possible and

Principal Monique Engert has been a huge supporter of this initiative as well as many other Indigenous reconciliation efforts and education pieces that are happening at the school.

Indigenous Mural Painted by Carla Joseph - The PAC executive has been really grateful to Bonnie and past PAC execs for initiating this project. Bonnie White has been an amazing mentor over the year and I hope that we will get this project to the finish line soon.

We have recently received back the cost for installation from the district and I have reached out to DPAC and the School Board to see if there is a way for the district to cover the installation costs since a lot of the extra costs involve increasing fire resistance.

#### **4. Hot Lunch Report**

This year we held 9 PAC Hot Lunches:

**June 15th - Opa!**

**May 25th - Subway**

**April 13 - Amigo's**

**March 30 - Panago**

**March 9th - Wasabi**

**December 8th - Tano**

**November 10th - Wassabi**

**October 27th - Subway**

This year's hotlunches were not without challenges but we had a really solid team of volunteers that got us through it. Tano and Opa were the 2 new restaurants we tried this year. Melissa started a Hot Lunch Guide and I have been adding information as we go.

- 5. Fundraisers** - Led the "Created by Kids" fundraisers which reached a new fundraising record. Proceeds of this fundraiser are divided up evenly between classes. My suggestion for next year is to engage teachers in a survey to make sure they still want to participate before initiating the fundraiser. Personally, I think following the directions from "Created by kids" to have the artwork done in the classroom before sending home puts financial pressure on some parents who then have to say no to their kids who already invested time in it without advanced warning. Scholastics has tried this marketing tactic in the past by getting kids to fill out a wishlist before bringing the flier home to parents which creates that same pressure. I have spoken to parents who really enjoyed getting something with their kids artwork so I am conflicted. Maybe there is a local business that would do the same thing as advice for the future exec?

Initiated the QSP Magazine fundraiser later in the year than would have been ideal and raised under \$100.

One of the really cool things I saw this year is PAC's ability to have different individuals lead fundraisers.

**Natsuko Komine Cronje** did the Colibri Fundraiser

**Deb Young** and **Bonnie White** were Purdy's fundraising leaders,

**Brooke Farr** was our Holiday Plant Fundraise leader,

**Modian Thiessen** was our Van Roodes Plant fundraising leader,

**Ren Goldberg** was our Movie Night fundraising leader.

**Julie Andersen** was our Cookie Dough fundraising leader.

**Kaelyn Goldberg**, Hot Lunch Coordinator and was also instrumental in getting some of these fundraisers on our Hot Lunch ordering site.

My reflection on these fundraisers was that I had hoped at the beginning of the year we would have fundraising goals. To my surprise it was more challenging to establish goals when we were constantly being surprised by how much it was costing to install things like basketball nets. I am not a fan of fundraising to fundraise and think the best fundraisers are those that people know what they are supporting. My advice for the future PAC executive is to take a good look at what options are available for funding before the budget is approved and set some goals before doing more fundraising.

## 6. Learning Opportunities:

Watched "Understanding PACs from A-Z and Why they are Important for Families" offered by BCCPAC

Attended the "2021 BCCPAC Virtual Summit"

Attended "DPAC Virtual PAC 101" session.

## 7. Capital Improvement Projects:

**Basketball Nets** - Cost including shipping up to \$9000. Reached out to the city again to see if they could provide their own installation quote and supply the equipment. It turns out the school district owns the land and the city owns the tennis courts so the install would have to be done by the district and the city thought that the actual net would have to be purchased by the district as well.



I also asked the city about possible grants and they indicated applying to the Northern Development Initiative Trust as they have a specific grant opportunity for recreation.

This is still an important project for students and teachers who I have spoken to. Melissa may have already mentioned in her report that there is another grant opening in the summer that we may be able to help with the Basketball net Costs.

**Volleyball Nets (Future Considerations)** - Sports Imports in Ohio, which the City of PG used to purchase their courts, gave a quote for \$3,677.55. We would have to find out from District Maintenance about install labor and additional material costs. Volleyball coach Natalie Manhas indicated it would be very beneficial for the volleyball team and she would support a fixed site.

**Swings and Playground Equipment (Future Considerations) -**

I have been reaching out to DPAC and the Board of trustees to get a better understanding of why the district is not offering financial support in terms of covering installation costs or providing small grants. What I have learned so far is that there have been occasions where the district has found money for schools they deemed as in high need for playground equipment. However, the money that would be available for playground equipment to be spent by the province would come from the Ministry of Education so the board can't decide on its own that we want to fund 2 new playgrounds a year unless they were able to find a surplus or the Department of Education set the direction. Board members would have to lobby the Education Minister to be able to fund new playgrounds.

Waiting for a response from DPAC as to whether the district keeps a priority list of schools that need more playground equipment in case the Minister of Education announces new monies for playground equipment. Also asked if DPAC has input on the process and asked if DPAC could poll other PAC's to see if they believe their schools need more playground equipment to meet demand.

I also inquired with DPAC about why PAC's pay for installs when maintenance employees already exist to do the work. The current system requires the maintenance manager to report yearly to the Ministry of Education on what priorities they need to accomplish in the coming year and the system is driven by work orders. Currently the maintenance department can't keep up with current staffing levels and have been contracting some work out.

**Lhana Dune Pit House/ Sharing Circle Landscaping (Future Considerations)**

This may be covered already by Melissa. PAC and the School had applied for a grant that would have created a story walk and landscaping around Lhana Dune. Unfortunately, it was not approved so Melissa is looking into another grant. We were approached about doing a survey of teachers to determine how often this learning space is being used and after talking to the principal we suggest the future exec consider doing a teacher survey at the beginning of

September to see how often the learning space is being used and what improvements could be made to increase the usage.

DPAC had its June meeting at the circle and it was really enjoyable. Jennifer Pighin praised the design of the space as it most accurately reflects how people would sit in pit houses that would have been found in the area. All attendees agreed that more meetings should be held there.

### **Shade Trees (Future Considerations)**

Melissa can speak to this as we have made some inroads as to what we can't and can plant with district maintenance.

### **Gaga Ball (Future Considerations)**

Grade 7 field trip to Ness Lake involved a lot of playing Gaga ball. This may be an affordable investment at our school that would increase play opportunities for students.

### **Indoor Hydroponics (September)**

As a result of the responses from the parent survey an overwhelming amount of people wanted students to learn more about food. In September, our school will be borrowing and trialing a hydroponic system to see if this is something we can do on a yearly basis at our school.

A suggestion for next year's PAC exec is to consider how much it will cost for an entire year and then put some money aside and ask teachers if they would like to sign up to have a fully funded PAC hydroponic system in their classroom.

### **Grade 3 Swimming Lessons**

I was looking for ways for PAC to improve the school experience for students in the primary grades and found out a number of schools have done swimming lessons that maybe a future PAC exec may be interested in approaching the school and teachers about doing annually.

It was a busy year for me and I learned a lot in the process. I am really proud of the entire executive team and parent/guardian volunteers that I had the privilege of working with this year. Have a great summer!