



Minutes for November 13, 2019

Attendance: Julianna Moore, Matthew Riddett, Jacob Buurma, Tuire Tammilehto, Teresa Bubela, Tiffanie Hanoski, Julena Lovegrove, Brenda Moar, Alanna Wish, Sharon Rai, Claire Manhas, Kimberly Douglas, Caitlin Baker, Lois Bender, Nancy Hodgson, Breena Blazkow, Vanessa Lloyd, Caren Morris, Leann Trenchard

Call to Order at 7:02 pm by Jacob

Adoption of meeting agenda by Tiffanie and seconded by Vanessa

Adoption of meeting minutes from previous PAC meeting (October 9): moved by Jacob and seconded by Caren.

Standing Items

Financials

- Fun Lunch money will go from PayPal to the school account shortly
- \$5,250 in PAC donations received so far!
- \$21,706.21 in general account and \$8,530.83 in gaming account
- Tiffanie suggests we allocate \$300 to each of the 15 divisions + 2 (ELL and Learning support) for discretionary spending. Moved by Tiffanie seconded by Juliana. Voted on and passed.

Bus Fund

- Last year the bus fund was \$100 for each classroom. This year teachers are asked to come to the administration with their idea for the use of the bus and a decision is made as to whether the funds can come from the school budget or from the PAC funds.
- This takes a great deal of pressure off parents but it's expensive (up to \$400 per bus). More costly for older classes as more younger kids can fit in one bus. For example: three classes took a bus to Witty's Lagoon that cost \$270.
- Jacob proposes we keep it as a separate "field trip fund" and this was a popular suggestion.
- Final resolution: due to a need for funds allocated to the classroom emergency packs, there will not be a bus fund for this year.

Action: create a "Drivers at Large" pool of parent volunteers that can be used by all classes

Emergency Preparedness: Classroom Emergency Backpacks and other supplies (Kimberly Douglas)

- \$800 currently in the budget. Kimberly wants to know if Lois has plans for the school to contribute to the current kits. Lois has looked at our current supplies to get a sense of what we have/need. At her previous school each classroom has emergency backpacks.
- Eagle View's emergency items list was assessed by a person who had provincial-level emergency preparedness training so their list is comprehensive and could be followed by Torquay. We could build it up gradually as Eagle View did or "go for the gusto" and do it all now.
- In our classrooms currently there are supplies in a reusable bag but these are not sufficient. No medical supplies for triage or heavy trauma. Are we gearing toward earthquake or lockdown (or both)?
- Regarding pricing for individual items: thermal blankets for example are \$2 each for 320 kids, but if we get a pre-done backpack they are around \$300 per pack (x 18-20 groups) and can be supplemented by an external triage kit. Claire suggests focusing on the 15 classrooms first and focusing on backpacks first.
- Going through an online company that Kimberly knows of would be better than piecing it out. Alert First Aid and Total Prepare are local options. They will likely last about 3 years.
- Our current supply of granola bars expired in October. Replace via donations?
- Buckets for toileting in each classroom (suggested by Vanessa). Tiffanie is wondering if Home Depot might donate some of the items (buckets/hard hats/vests)

- Jacob suggests we double the current allocation (\$800 to \$1600), others feel a backpack in each class is an immediate priority. Tiffanie suggests we not do a bus fund this year if the funds are needed for the earthquake kits. Jacob suggests \$3000 for the backpacks. Tuire could potentially arrange for first aid training in some classrooms to help teachers know how to use the triage kits. Voted on and passed.

Action: volunteer to do inventory of what is currently available/needed for school-wide supplies.

Take Home Books (decision on proposal from Breena Blazkow)

- Last year's purchase was just over \$5000, this year's would be approximately \$4500. This is to bring all the K/1/2 and ELL/EA groups up to the same stocking levels. Grade 1 has 16 reading levels for the school year, these books help a great deal with the home reading exposure/interest/enjoyment. Approx \$1500 per class that would cover the K/1 class and the ELL/EA groups.
- Jacob: might partial funding be available from the school, or we could potentially do a partial purchase this year (\$3000) and the remainder could be assessed later in the year?
- Right now Breena is not sending home books with her EA kids and is relying on their teachers to be doing this. Ms. Apa is in a similar situation.
- Lois: Instructional Supplies Committee has been formed within the school staff and they will be making decisions about purchasing from the school's funds.
- Group feels that all the classes and EAs/ELL teachers should have the same resources, no kids left behind.
- Jacob moved to fund the full proposal of \$4500 for home reading. Voted and passed.

Proposal from Lois Bender for installation of updated audio-visual equipment in gymnasium

- Our current equipment is very outdated and difficult to navigate and a source of stress for anyone who needs to use it. It's a limiting factor for school gatherings. More staff would use it if it were easier to use and it would help bring the student body together.
- A district assessor came to Torquay and said that some items can be re-purposed but there are many things that are needed (totaling around \$15,000 maximum, possibly less). There is no funding from the school district for this, and aside from some of the school's general funding the money would need to come from the PAC.
- Ms. Trenchard and Ms. Baker both spoke to the issues they have experienced first-hand with our current equipment. Ease of use is the main priority for all concerned.
- Discussion to use the money from the Spring Fair for this purpose? Holiday concert proceeds, another school dance, a walk-a-thon? Due to the timelines at the district level, Lois Bender would like to initiate the process as soon as possible.
- The PAC indicated a willingness to help fund a new A/V system to the school administration, without committing to a specific dollar amount.

Purdys Chocolates fundraiser

- November 20th deadline to order
- Teresa is organizing and submitting the group order by the 21st
- Orders arrive at the school on November 27th
- Kimberly, Alanna, Claire, Tuire and Juliana are helping sort the orders in the Music Room from 12 noon-2:30 on Thursday November 28th
- Pick-up on Friday November 29th

Events Update

Halloween Howl

- \$3,220.54 raised by the Halloween Howl!!! \$1,930 pre-sale entry tickets and \$830 food tickets
- Overall the music (sound levels) and photobooth were a big hit, kids loved it and the pizza was appreciated by parents (we had lots left at the end though and were selling 2 for 1 etc).
- Parent volunteers were scarce (GH Middle students were used at the door) so that was definitely an issue

Spring Fair

- Clare Randall provided some notes to the exec re: suggested number of team leads needed and what areas of focus for team leads, these were presented by Vanessa.
- Vanessa has said we need to make a decision on it by December 20th in terms of yay or nay
- Strong motion to avoid one overall leader/coordinator. Leadership by committee instead?
- Kimberly, Tuire, Brenda, Claire, Teresa have offered to form the initial committee to get things started. Suggestion to meet in December as a leadership group to make some decisions.

- Caren will send out a call for volunteers amongst parents and class reps
- **See earlier discussion re: Spring Fair proceeds funding a major upgrade to the A/V equipment in the gym.**

Board Game night

- Jacob can pick up popcorn and juice boxes from Costco (no cost to parents)
- Volunteers needed for set-up/take down on the day (5pm/8pm), event is 6-8pm.

Parent Ed Nights

- We received \$250 to fund a speaker
- We are aiming for February/March for our presenter.
- One hosted by each school, available for all local families, not just Torquay families. Some ideas:
 - Shannon Husk (Screen Time)
 - Sheepdog Self Protection (presented last year as well)
 - Shelley Brown (Risky Play)
 - Jennifer Gibson (Island Sexual Health)
- A vote was taken and Shannon Husk was the winner, she may be free and if so we may also invite Shelley Brown.

Action: contact Shannon Husk with Shelley Brown as alternative or second speaker if possible.

Administration Report

Lois Bender: **Winter Concerts this year will be held on December 16 and 17.**

Town Hall:

- Tether balls installation—tabled until closer to spring. Juliana has a contact who will do the work but it isn't a priority at the moment, hopefully soon.
- Home Alone program: a course that has been offered to grade 5 students in the past and some parents are asking for it to be offered again this year. The PAC would potentially fund up to \$20 per child and parents would pay \$15. There is money set aside for it but Tiffanie cautions that we not commit until we know who will be presenting as the most recent presenter did not hold the kids' interest. Further discussion needed in order to proceed.

Meeting adjourned: at 8:20 pm by Jacob