

Lake Hill Elementary PAC Meeting

7:30 pm Tuesday, 16 January 2024



MINUTES

In Attendance

Cara J. Div 2 & 7
Christine T. Div 4 & 11
Monica H. Div 4 & 9
Tammy M. Div 7 & 9
Ashley S. Div 9
Brett J. Principal
Michelle V. Div 1
Rupali Div 6
Anita C.

1. Welcome and introductions
2. Review minutes (Nov 2023)
 - a. Motion to approve minutes: Cara
 - b. Seconded: Christine
3. New PAC Member Vote
 - a. All PAC members in favor to appoint Ashley Sloat as Acting Secretary.
4. Administration's Report
 - a. Anticipated snowfall event process: Superintendent communicates to Brett by 6am if there is a closure, Brett will notify parents.
 - b. Thanks to the parents for the bottle drive.
 - c. Diving started January 16. Five divisions participating. Div 7 started first. Being paid through 94 Forward; 94 Commonwealth Games have a fund that goes towards supporting kids in the community. Was well organized, had some parent volunteers and Lisa Brisbane. Will run for next four Tuesdays.
 - d. January 18 and 25: BC Transit will be coming to Lake Hill. Kids get to explore a bus and learn how to get comfortable getting on a city bus.
 - e. January 22 - 25:
 - i. Canadian family literacy week, plans are still being discussed for literacy week.
 - ii. Kindergarten registration.
 - iii. School District may be looking to expand Lake Hill to include another class due to the high increase of immigration.
 - f. January 26: Pro D Day organized by the School District.
 - g. Daycare Portables - pushing to get daycare and out of school care building finished. Will follow up with an estimated opening date.
 - h. February 1: Family Board Game Night.
 - i. February 8: Student led conferences, early dismissal. Will send out information to families with more details.

- j. Staff meeting with teachers planned for January 17, to discuss upcoming events in February ie: Valentines Day, Random Acts of Kindness, Black History Month, Family Day, Pink Shirt Day.
 - k. Emergency Kiosk, Plan to inventory early Feb with the PAC, to check out the food and water supplies. PAC has purchased granola bars and water to replenish.
 - l. Brett to send out a Parent Memo this Friday with notice about clubs available for kids and Home Reading Challenge.
5. De-brief past events and fundraisers:
- a. Community Craft Fair
 - i. 31 vendors, increase from 2022/23, space to add more vendors for 2024/25.
 - ii. 320 adults attended, ~50 less adults from the previous year.
 - iii. Profits:
 - 1. Vendor fee increased by \$5 to \$50 each per table, \$1500 profit.
 - 2. Admissions - \$2 per adult, \$640 on admissions.
 - 3. Raffle tickets were new this year, raffle tickets were \$1. Generated under \$200. Vendors donated items, four raffles in total.
 - iv. Expenses included printing flyers and posters, placing ads in Times Colonist and Saanich News.
 - v. Big thank you to Brett who cleaned the gym and bathrooms because the district custodian did not come as scheduled.
 - vi. Grade 5 Fundraiser: Made ~\$500 toward the Grade 5 grad funds, kids enjoyed volunteering and selling goods.
 - 1. Would recommend having extra hot chocolate, and to continue offering drinks next year.
 - 2. Would also recommend more baked goods because they sold out.
 - vii. Overall, event was a success!
 - b. Spirit Wear
 - i. Staff/Adult: 7 Orders. Youth: 30 Orders. Grad: 43 Orders.
 - ii. Other few sales (from back stock).
 - iii. Still a few items left if anyone wants to order.
 - iv. Comments: Start earlier! Able to get samples of sizes to try on. New art for next year (Tanya).
 - c. Purdys Chocolates
 - i. 31 Orders
 - ii. No issues or missing product: Success!
 - iii. Ashlea will coordinate again for Spring
 - iv. A good fundraiser for the PAC
 - d. Holiday Gift Shop
 - i. \$1528.00 before expenses. Up from \$1190.25 last year
 - ii. Comments:

1. Send home gift tags to be completed in advance
2. Hold back $\frac{1}{3}$ of items to restock part way through the day.
3. Place cap on in-class purchases (3-5 items max)
4. Cap in-class purchases, allow for after school purchases without gift wrapping.
5. Include 45 minute staff and volunteer purchasing time.
6. Donated items = big success! Would ask for donated items earlier, so parents could save items earlier in the year.
7. Ask for donations of wrapping paper and bags.
 - a. A PAC from another school asks End of the Roll to donate paper that the kids decorate in advance to wrap items in.
8. Have kids bring reusable bag to take their shopping away.
9. Keep prices per item at \$2.

e. McTavish Art Kits

- i. 10 orders. Profit \$212.
 1. Discussion result: They have some nice items but not a worthwhile fundraiser to repeat in the Fall when there are so many other fundraisers.

f. Bottle Drive - January 12

- i. First year doing a simplified sort with the Bottle Depot. Bottle Depot charges 20%. Usually do a full sort.
- ii. Haven't received the final amount yet, likely less than previous year.
- iii. Sent out flyers earlier which made it challenging to reschedule date.
- iv. Only had 2 volunteers, Kris and Robyn - Thank you! Rest of volunteers were PAC Executive Members.
- v. Suggestion to do the bottle drive after May Long weekend next year, warmer weather and still have a surplus of returnables.
- vi. Thank you to the Filipino Bakery for bringing hot coffee.

6. Current Items:

a. Fun Lunch

- i. Coordinator: Tammy
- ii. Leader: Robyn
- iii. #2 Panago - November 24 - most profitable Fun Lunch, earned \$680
- iv. #3 This Week's Lunch - December 15, earned \$317
- v. #4 White Spot - January 19
- vi. #5 Hi5 Chicken/Sushi - February 9, Hi5 Chicken is a new Fun Lunch

b. Kernels Popcorn

- i. Coordinator: Tammy
- ii. November 17, - earned \$165
- iii. Dec 8 - earned \$239

- iv. January 25
- c. BC Fruit and Vegetable Program
 - i. Coordinator: Cara & Veronica
 - 1. Going well.
- d. Swim Club
 - i. Coordinator: Cara
 - ii. Upcoming Swim Meets: January 21, March 17
 - 1. Had 2 meets already, swim meets optional
 - 2. Going well, kids are enjoying the swim practices.

7. Treasurer's Report

a. Financial Snapshot

Bank balances:			
Chequing	\$24,293.22		
Savings	\$10,887.76		
Gaming	\$2,767.13		
Total	\$37,948.11		
Fundraiser net proceeds:		Expenses:	
Bottle Depot	\$578.55	Class Enrichment Funds	\$1,100.00
Welcome Back BBQ	\$929.07	Field Trips (Gaming)	\$1,860.00
Fun Lunches	\$1,296.85		
Kernel's	\$651.24		
Scarecrow Stomp	\$2,231.89		
Art Cards	\$1,504.20	Total	\$2,960.00
Craft Fair	\$2,169.98		
Holiday Gift Shop	\$1,476.58		
Purdy's Christmas	\$1,106.76	Upcoming Expenses:	
Monk's	\$462.24	January-June Fun Lunches	
PAC Toonies	\$448.75	Jan - June Kernel's	
		Library Nook Chair/Carpet/Decal	
Total	\$12,856.11	Grade 5 Grad Shirts (Gaming - \$296.00)	

Funds held with SD61:	
Online Donations - School General	\$390.00
Playground/Tax Rebates	\$3,596.00
PAC - General	\$351.78
School Specific Activity - Music/Concerts	\$367.60
Online Donations - PAC	\$775.00

b. Budget for year:

- i. Nature playground - priority.
 - 1. Discussion ensued regarding replacement/modifications of current nature playground
 - 2. Action: Cara look through PAC paperwork regarding warranty by next PAC meeting.
 - 3. School District has mapped out where they will plant 3 - 4 larger trees around the periphery of the Rainbow Playground to provide shade.
- ii. Stage curtains - price estimate coming
 - 1. Discussion ensued regarding replacement of stage curtains
 - 2. Action: Brett and/or Yra provide estimate at next PAC meeting.
- iii. Screen and Projector
 - 1. Discussion ensued regarding adding a Screen and Projector to Gym
 - 2. Action: Brett provide estimate at the next PAC Meeting

8. Upcoming Events

- a. Family Board Game Night
 - i. Feb 1, 5:30 - 7:30pm
 - ii. Interactivity Board Game Cafe will arrive 20 - 30 min prior.
 - iii. Ask to receive a rough number of attendees. Less than 100 people, just one staff person. More than 100 will have 2 or more staff.
 - iv. Suggested having a donation jar for the PAC, based on what they have seen from previous PAC events.
 - v. Set up more tables and chairs than anticipated.
 - vi. Action: Brett ask District about fire limit capacity with tables and chairs. Brett talk to Kids Klub to see if can get into the gym at 5:00.
 - vii. Action: Monica will email class reps and post to social media for awareness and to get an idea of how many plan to attend
 - viii. Make a note about Movie Night in notifications.
 - ix. Concession: Tammy will run the minimal concession.
- b. Movie Night
 - i. Feb 23
 - ii. Movie suggestions coming through Facebook, not determined yet
 - iii. Sound system - speakers in the gym and projector are fine.
 - iv. Action: Tammy will ask Tanya to be the tech person again this year.
- c. Adults Only Social @ Monkey Tree Pub
 - i. Date suggested: April 18th with April 11 and May 2 as alternates.
 - ii. Action: Christine will contact Monkey Tree to solidify date.

9. New Items Discussion:

- a. Parent Voice
 - i. The board on the wall outside the gym can be decorated to advertise upcoming PAC events.

- ii. Look for someone to decorate the board for board game and movie night.
 - b. Parent Education with Andrew-John (AJ) Hildebrand, M.Sc., RSLP(C), Registered Speech-Language Pathologist
 - i. Poll on Facebook Results: Recognising when our kids need extra help with their developing language skills, and how to support this at home
 - ii. Dates: March 5th, 6th, 8th
 - iii. Could do in person or via Zoom. If in person, need to coordinate space and janitorial needs.
 - iv. Action: Cara will create a Google Form and add to upcoming newsletter and Facebook to see if parents preference is for in person or online, date preference.
 - c. Parent Education
 - i. QMUNITY (partner with Northridge Elementary) Pending Rate
 - 1. Learn about the basics of 2SLGBTQIA+ inclusivity
 - ii. Victoria Child and Family Psychological Services (partner with McKenzie Elementary)
 - 1. Anxiety in children, unsure if there is a cost for this event.
 - iii. There is a grant of \$250 for parent education to pay for both events.
10. Adjourn
- a. Time: 9:30 pm

Next PAC meeting – Tuesday, February 20, 7:30 pm