



**Eagle Ridge Elementary Parent Advisory Council (PAC)  
Meeting Minutes  
Oct. 17, 2023 7pm, Zoom**

*The Eagle Ridge Elementary PAC acknowledges that our school community is located on the unceded ancestral and traditional lands of the Kwikwəłəm (Kwikwetlem), xʷməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.*

**Present:** Tara Lyons, Sarah Wells, Nicole Coatta, Joanne Breckenridge, Erin Davis (minute taker), Jennifer Short, Don Hutchinson, Leah Dixon (Chair), Shweta K., Becky R, Darcy Bergsma, Jennifer Husband, Kathy H, Angela Poon, Shawn Marsolais, Jenn Green, Ramona G, Sara W., Boston, Angela, Jen Dolsen

TOPIC	SPEAKER
<b>Territorial Acknowledgment</b>	Joanne
<b>Approval of Agenda with amendments to Motions 4 &amp; 5 and addition of Motion 7 &amp; 8</b> Motioned by Jen S. Seconded by Jen H. Approved by Consensus	Leah
<b>Approval of Minutes of Sept. PAC meeting</b> Motioned by Jen S. Seconded by Jen H. Approved by Consensus	Leah
<b>Principal's Report &amp; Questions:</b> <i>For full report please see <a href="https://sd43.bc.ca/school/eagleridge/Parents/PAC/">sd43.bc.ca/school/eagleridge/Parents/PAC/</a> under "Principal's Report"</i> <b>Highlights:</b> <ul style="list-style-type: none"> <li>● Building Communities Committee discussed having parent gatherings or drop-ins in library on a Thursday or Friday. Thinking of ways to get connection with parents who aren't coming to meetings or are in our own social circles. Don has previously had "Coffee with the Principal" events; we could try "Coffee with the PAC" as a monthly event.</li> <li>● Grade 5 volleyball has started and has an informal league with 1-2 jamborees.</li> <li>● Feeding Futures Program – not a lot of feedback from families. Decided that school will buy food and have it in the classrooms with teachers for any kid that is still hungry or forgot their lunch, instead of having to go to the office. Backpack Buddies program – bag of non-perishable items go home with kids for the weekend (12-15 kids receive it). Fruit and veggie program continues. District lunch program – every day receive a bagged lunch from the district delivered each morning.</li> </ul> <b>Action:</b> Don will talk to teachers about making food bags more anonymous <ul style="list-style-type: none"> <li>● New provider for school photos</li> <li>● Learn to Ride program for Grade 4-5's was successful. New riders were accommodated with special session to learn to ride.</li> </ul>	Don

<ul style="list-style-type: none"> <li>● ArtStarts: Release the Rhythm presentation today. It was engaging, interactive, high energy. Positive feedback from students, teachers and administration.</li> <li>● Winter concert will be same as last year with families attending one of two performances, families will be told which one they attend by last name</li> <li>● New fence around blue and red playground was put up to support EA's and children who leave the school grounds</li> <li>● Updates on Hazel Trembath school fire – District put out surveys to schools to help with furniture and resources. District 43 Foundation is accepting monetary donations. Students being kept together and will be attending Winslow Elementary.</li> </ul>	
<p><b>Executive Committee Reports</b></p> <p>a. President Report</p> <ul style="list-style-type: none"> <li>● No Report</li> </ul> <p>b. Treasurer Report</p> <ul style="list-style-type: none"> <li>● Finances were reviewed, no questions or concerns</li> </ul> <p>MOTION 1 - to approve the 2023-2024 General budget  Moted by Joanne B  Secoded by Leah D  Motion passed.</p> <p>MOTION 2 - to approve the 2023-2024 budget  Discussion:</p> <ul style="list-style-type: none"> <li>● Executive voted to approve to purchase freezies for Grade 5 committee – to be added to the general budget.</li> <li>● \$750 from gaming has been allotted to Grade 5 committee as safety net in case necessary funds aren't raised.</li> </ul> <p>Moted by Joanne B  Secoded by Leah D  Motion passed.</p> <p>MOTION 3 - to approve Sarah Wells as the fourth signing authority on all banking accounts for the 2023-2024 school year  Moted by Jen S  Secoded by Darcy B  Motion passed.</p> <p>c. Fundraising Report</p> <ul style="list-style-type: none"> <li>● Upcoming: Poinsettias and Purdy's</li> <li>● Andrea H. in contact with Spirit Wear for delivery date</li> <li>● Pizza Night with Me 'n Ed's in mid-November</li> </ul> <p>-Distribution of scholastic credits</p> <ul style="list-style-type: none"> <li>● Last year PAC allotted \$100 to each teacher and Mr. Drake to purchase books from Scholastic Fair. We have \$4800 in credit from last year's fair.</li> <li>● Consensus is to do the same for this year</li> <li>● There will be a scholastic fundraiser for Hazel Tremblath</li> </ul> <p>d. DPAC Report</p>	<p>Leah</p> <p>Darcy/Sarah</p> <p>Jen S.</p> <p>Joanne</p>

<ul style="list-style-type: none"><li>● Nothing to report (first meeting is next week)</li><li>● Attended PAC 101 workshop – presentations available on DPAC website <a href="https://dpac43.ca/documents/meetings">https://dpac43.ca/documents/meetings</a></li></ul>	
<p><b>Committees/Events</b></p> <p>a. Hot Lunch</p> <ul style="list-style-type: none"><li>● Our first pizza day was biggest ever – 285 orders</li><li>● Red Robin coming up next</li><li>● Usually there are extra orders to distribute to kids that can't afford lunch orders. Providers do not provide extras, there were usually leftover from students who weren't at school that day.</li><li>● Discussion to add a donate option as a line item on Munch-a-Lunch; donations that can be carried forward to future hot lunches.</li><li>● Decided that every hot lunch, Don will order 6 extra meals paid for with MAL fund.</li></ul> <p>b. Traffic Safety Committee</p> <ul style="list-style-type: none"><li>● No Report</li></ul> <p>c. Grade 5 Committee</p> <p>Movie night Oct. 27<sup>th</sup>:</p> <ul style="list-style-type: none"><li>● Candy and bags have been purchased. Grade 5 students will prepare candy and popcorn bags next week. Have enough volunteers on the night of.</li></ul> <p><b>Action:</b> Erin to purchase water and chips; Jen S. will take pictures of extra snacks from Meet and Greet.</p> <p>Year End Events:</p> <ul style="list-style-type: none"><li>● Would like to support students at Cultus Lake by providing snacks.</li><li>● Moving away from the gift card gifts; mementos instead.</li><li>● Think about how to decorate the gym. Email to come out to Grade 5 committee soon.</li><li>● Discussion around having graduation ceremony and lunch on same day. Trying to find a schedule that helps working parents attend without taking full day off.</li></ul> <p>d. Pancake Breakfast Committee</p> <ul style="list-style-type: none"><li>● Contacted Thrfty's, Tim Horton's and Starbucks for donations</li><li>● Tara will be purchasing 2 large flat top grills, Jenn G. may be able to acquire another</li><li>● Committee planning a zoom meeting soon</li></ul> <p>e. Building School Community Committee</p> <p>Year End Dance:</p> <ul style="list-style-type: none"><li>● Teachers liked positive aspects of year-end carnival/dance last year. Proposing an additional winter dance on Dec. 15 as well as the year end celebration. The winter dance would not have any carnival games.</li><li>● Amy W has lined up 4 face painter volunteers, asked to just cover cost of makeup supplies.</li></ul>	<p>Jen S.</p> <p>Erin</p> <p>Tara</p> <p>Jenn G.</p> <p>Jen S.</p>

<ul style="list-style-type: none"> <li>● Stage would be up for the winter concert so the DJ can be on the stage. Same DJ as last year.</li> </ul> <p>MOTION 4 – to approve additional \$200 for winter dance</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>● Will include DJ, decorations, honorariums for face painters</li> <li>● \$1000 already approved in budget</li> </ul> <p>Motioned by Jen S.  Seconded by Sarah W.  Motion passed.</p> <p>MOTION 5 – to approve up to \$1800 for year-end carnival/dance</p> <ul style="list-style-type: none"> <li>● Will include DJ, carnival games, bouncy castle</li> <li>● Bouncy castle will be smaller to enable it to be placed outside undercover</li> <li>● Concession pays for itself so is not included in amount</li> <li>● Call for volunteers in November</li> </ul> <p>Motioned by Jen S.  Seconded by Sarah W.  Motion passed.</p> <p>f. Parent Communication  -Newsletter updates</p> <ul style="list-style-type: none"> <li>● Newsletter has been implemented. It goes out weekly on Fridays by email and a picture of the newsletter is posted on Facebook. Suggestion to use an email newsletter format in the future; requires necessary research.</li> </ul> <p>g. Parent Education</p> <ul style="list-style-type: none"> <li>● No report</li> </ul>	<p>Angela P.</p>
<p><b>Additional Motions</b></p> <p>MOTION 6 - to approve up to \$450 from the General account to purchase a square card terminal</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>● Jen S polled other PACS and consensus is that the square reader for \$69 is appropriate. Does not print receipts – text or email is fine. Needs to connect to someone’s cell phone with the app.</li> <li>● Full terminal doesn’t need to use personal device but does print receipts for \$450</li> <li>● With referral code we would get \$1000 of fees covered. Fees are in line with striping fees on Munch-a-lunch. No annual fees.</li> <li>● Square hardware is 20% off first purchase right now.</li> <li>● Anyone on PAC can get the App and log in to the PAC square account to use the reader.</li> </ul> <p>Motioned by Jen S.  Seconded by Sarah W.  Motion did not pass.</p> <p>MOTION 7 - to approve up to \$100 from the General account to purchase a square card reader</p>	

<p>Motioned by Jen S.          Seconded by Sarah W.          Motion passed.</p> <p>MOTION 8 - to approve up to \$50 from the General account to purchase flowers for Linda          Motioned by Sarah W.          Seconded by Tara L          Motion passed.</p>	
<p><b>Questions/Discussion</b></p> <ul style="list-style-type: none"> <li>• Will Lunch Lady program start again – PAC has reached out to the company but haven't had a response.</li> </ul>	
<p><b>Motion to adjourn at 8:36pm</b>          Motioned by Joanne B          Seconded by Sarah W</p>	