



**Eagle Ridge Parent Advisory Council (PAC)
Meeting Minutes
Thursday June 23/2022 6:45pm via Zoom**

In Attendance: Tara Lyons, Maribeth Pearson, Amanda Weber, Jennifer Short, Joanne Breckenridge, Mrs Martin, Don Hutchinson, Jen Husband, K Davy, Becky Ma , Erin Davis, Stella Pepper, Laurel Schnee

1. Call to Order and Territorial Acknowledgment – Tara Lyons

Request to switch agenda – treasurer’s report moved up in the agenda due to timeline of presenter

2. Review and Approval of Agenda –

Motion to approve agenda change. Approved by Amanda Weber, seconded by Jen Short. No oppositions, motion approved.

3. Review and Approval of May meeting Minutes – Motioned by Erin Davis, 2nd by Tara Lyons. No opposition. Minutes from May 2022 meeting approved

Moment taken to say farewell to Melissa Fisher and Stella Pepper, who are thanked for great service on the PAC but are moving on.

4. Principal’s Report – Its been a busy and exciting month! Many activities were pushed through the year to bring a busy schedule in June

June in Review

- Canada Red/White Day
- Indigenous Artist
- Class Phot retakes
- Swimming at Eagleridge pool – thank you parent volunteers
- RCMP Street Safety presentation
- Sports Day, first in two years after two reschedules, it was HOT!
- Talent Show
- Staff appreciation lunch
- Pride month
- Indigenous month
- Pizza lunch
- Grade 5 ceremony (tomorrow)

** Principals report paused for Treasurers report

Treasurers Report – Stella Pepper

Thank you for a successful year. We ended close to what we budgeted for

General \$14,357.27

Playground \$ 11,552.43

Gaming \$ 9,948

Liabilities include outstanding checks for general of \$ 2838.46

- Teacher FTE unclaimed
- Hardship fun unclaimed
- Grade 5 event to finalize

Adjusted Bank balances:

Gaming \$9948.65

General \$11,098.46

- Our gaming fund is in good shape with no grants expiring soon

Items of interest reviewed: Pizza day, Fraser Mills event, movie night, return it depot

Thank you to generous parents who donated direct to PAC

Teacher appreciate event has \$546 left in budget after donations took care of some expenses.

All financial reports are posted to the PAC page on the schools website

** Back to Mr Hutchinson to complete the Principals Report

Other Info: We need to have a parent with a food safe certificated for the fruit and veggie program next year.

- There is 1 parent interested

Thank you to PAC form the teachers and school administration for all of the events and support. Special thank you for Melissa and Stella

- Opportunity to ask questions – no questions

Changeover in staff this year, especially in EAs

- Mrs Martin will go on maternity leave
- Ms Martin, Mrs Lee and Mrs Z – waiting on recall process, may come back

- Mrs Freeman is going to Baker Drive
- Ms Swain is retiring
- Ms Cederberg is taking a leave of absence

5. Executive Committee Reports

a. President's Report – Tara Lyons

Acknowledgement of all of the hard work put in by Stella and Melissa who will no longer be with PAC next year.

Thank you to volunteers – June has been busy.
Movie Night was a success, it was great to have parents into the school

Thank you to teachers, staff and admin for taking care of and supporting our kids through this past challenging year.

PAC welcomes feedback on what we can do better or to support the school, staff and community

There was a lot of good feedback regarding staff appreciation

- More tables next year
- Set up in gym for more space
- Change is to coincide with teacher appreciation week in May instead of June
- Only comment on food was that it was too much, there was lots of leftovers and sushi doesn't hold well

Tara will prepare a report of what we have done throughout the year, and what was a success in terms of fundraising. PAC will also report on what was done with funds, our goal is to be transparent and accountable.

b. Fundraising Report – Jen Short

- not a lot to report on with this being last school week
- treasurers report covered most of what's recently happened for fundraising
- Chapters/ Indigo program is ending
 - Suggestions all welcome for new fundraising ideas

** Thank you Jen, for all the hard work put into the fundraising

c. DPAC Report – Jen Dolsen (absent)

- Nothing to report, DPAC is already wrapped up for the school year

5. Committee Reports

a. Hot Lunch / Treat Days – Misplaced pizzas were found! Having Apr. May and June hot lunch all ordered at one time, was beneficial for fundraising as we paid 1/3 in stripe fees. Did not seem to hurt the volume

- It should be noted that setting up new fundraisers in Munch a Lunch is time consuming so two weeks notice is needed to post
- Munch a Lunch is never ready right at the beginning of the school year, it needs to be set up with teachers/ divisions, ect. Mrs Richmond should be able to give a reasonable date

b. Traffic & Safety Committee – not heard from the city, Tara will follow up

c. Health and Safety Committee – not active/ vacant

d. Website & Newsletter / Parent Communication – nothing to report

e. Emergency Preparedness Committee – Vacant

f. Parent Education – nothing to report

g. Grade 5 Committee

- The grade 5 event is all wrapped up – great job!

h. Childcare Committee – nothing to report

6. New Business / Updates

- Mr. Hutchison has a question about the Lunch Lady. PAC has reached out to renew the contract for the new school year and confirm if Monday is still a good day. We've not heard back yet

- The parent who is interested in the fruit / veggie program would like to know what kind of time commitment there will be

7. Elections for Executive positions: Per our bylaws, the elections need to be run by someone independent

PAC motions to appoint Maribeth Pearson to be the election chairperson

- Seconded by Jen S, no opposition. Motion carries

Positions can be shared/ co – appointed

RESULTS:

President – Tara Lyons

Vice President – Jen Husband and Jen Short

Treasurer – Becky Ma

Secretary – Amanda Weber and Joanne Breckenridge

DPAC – vacant, will try to fill in Sept

** PAC kitchen needs to be cleaned out before school is closed, volunteers needed

8. Adjournment

Jen Short Motions to adjourn. 2nd by Amanda Weber, meeting adjourned

Thank you for attending the Eagle Ridge PAC Meeting. We appreciate all of our parent and caregiver volunteers! If you would like to add an item to a future agenda, please send you request to item 2 weeks prior to meeting.