

Aspenwood PAC Meeting – Minutes

September 28, 2023 7:00 PM

Attendance:

PAC Members	Parents
Ine V. A.	Mihaela S.
Jessica S.	Farnaz F.
Lara P.	Natalie B.
Kathryn M.	Arlene S.
Fiona K.	Leah K.
Sam N.	Brynna C.
	Gwynne F.
	Rachel L.
	Kurtis W.

Call to order 7:00 PM by Jessica S.

1. Approval of agenda: Approved By Lara and Seconded by Ine
2. Adopt Minutes from June 15, 2023 – Adopted by Lara and Seconded by Kathryn
3. Message from the Chair
 - Welcome to the new School Year
 - Introduction
 - Overview purpose of the PAC
 1. Connection between parents and school
 2. Work with the school to enrich our children’s education experiences
 3. Raising money to support school goals
 - Meeting schedule:
 1. PAC Executive team meets once a month
 2. Regular PAC meetings – 4 times a year
 - Communication schedule
 1. Monthly Newsletter will be sent by Mrs. Kirkhope
 2. Printed newsletter
 3. Facebook
 4. WhatsApp – Looking for class parent representatives to share PAC news
Class representatives will create their own WhatsApp groups for parents to be able to communicate with fellow parents with children in the same division.
If you wish to be a Class rep for your division please sign up:
<https://signup.com/go/SJsGhSY>

5. Action Items
 1. Update C&B
 2. Share the Class Parent Rep Link
6. Spending goals: Looking to make a plan to be able to spend our funds strategically throughout the year.
7. Parent Education Coordinator: Coordinating educational opportunities for parents. This role is currently not filled. If you are interested please email Aspenwood Pac aspenwoodpac2001@gmail.com

4. Admin Report

- Introduction by Mrs. Tipper
- The school has grown and increased by 1 division
- Introduction to new teachers
- Smooth start to the new year
- Calendar:
 1. Pro D on September 22 – Educational focus was on writing.
 2. Fire Drill was successful and the building was cleared in 3 min
 3. Orange Shirt Day September 29
 4. Interim Reports coming home on October 5th
 5. Monthly School Newsletter on the first Friday of every month – If you would like to see certain topics in the newsletter please connect with Mrs. Tipper. If communication is more time sensitive additional communication will be sent out.
 6. School calendar will be updated
 7. October 19 – BC Shake out – Earth quake Drill
 8. Pro D Day October 20th
 9. November 1 – 9: Halloween Candy Pick up
 10. Toy Drive coming up as well
 11. We scare hunger – Dates to be announced.
 12. Glasses drive coming up – more information to be announced soon.
- Afterschool programs are starting:
 1. The Chess program is full
 2. Young performers will start October 17th
- If you have any questions feel free to connect with Mrs. Tipper.
- Mrs. Tipper has no indication of when her term is coming to an end. Mrs. Tipper will be our acting Principal for the next foreseeable future.

5. Treasurer's Report

- All our documents are on Quickbooks
- PAC finances and budget were reviewed. Parents may request a copy of the all financial materials at any time by emailing the PAC at aspenwoodpac2001@gmail.com

- What are some bigger projects that may need attention:

1. Playground enhancements: Accessibility
 2. Providing shade
 3. Consideration of Air-conditioning
 4. Gym mural with the new logo
 5. Pancake breakfast
- Motion to approve the budget – Please note, at the November PAC meeting we will discuss how to allocate the reserve funding. Consider creatin a capital funding line item for future enhancements.
Motion has been approved by majority vote.

6. DPAC Report - Absent

7. Grade 5 Leaving Committee Report –

- PAC allocated funds \$2500
- Grade 5 leaving committee is looking to fundraiser for an additional \$4,000
- Hoodie Sale has launched and will close on October 6th.
- We are looking into fundraising opportunities for the Grade 5 leaving event.
- Grade 5 Students will receive an opportunity to vote on the Grade 5 leaving event.

8. Multicultural and Diversity Coordinator Update – Update to be emailed out.

9. Events and Activities Update

- Welcome to kindergarten tea
- Pizza party
- Spirit Wear: Aspenwood themed apparel for all students. – Sam N. will lead Spirit Wear.

10. Hot Lunch Update: Ordering will close September 29th.

11. New Business

- Four Square Balls: No basketballs allowed on the blacktop area. Only soft balls are allowed. The school will be providing some balls.

12. Adjournment

- Next meeting will be November 16, 2023
- Adjourned at 8:24 pm