

**Sangster PAC meeting minutes  
Tuesday, September 12, 2023**

**Present:**

- Nargis Kiewiet, *President*
- Sarah Fitton, *Past President*
- Kara Beach, *Vice President*
- Meagan Bagnall, *Secretary*
- Allison Hyatt, *SPEAC*
- Jessica Alva, *Hot lunch coordinator (on site)*
- Bonnie Barazzuol, *Fundraising*
- Sarah Baidoo, *Member at Large*
- Jessica Dovanne, *Member at Large*
- Justine Howley, *Member at Large*
- Camille McFarlane, *Principal*
- Amy ?, *Parent*

**Absent:**

- Josh Picardal, *Emergency Preparedness*
- Dana Dawson, *Treasurer*
- Jessica Vanderkuip, *Fundraising*
- Tonya Crowther, *Hot lunch coordinator (offsite)*
- Alanna Goodman, *Member at Large*
- Georgette Walker, *Vice Principal*

**Territorial acknowledgment by Camille**

**Meeting called to order at 7:02pm**

**Treasurer's Report:**

- Dana unable to attend most meetings this year; Meagan to send request to Dana for communication plan moving forward
  - Request for brief summary of accounts and any major expenditures and fundraising from the previous month
  - Request for summary of how much money was raised from each fundraiser last year, so that we can make informed decisions for fundraising plan this year

**Principals's Report:**

- The school year is off to a great start!
- Music and drama are now taught in the library and gym
  - Storage on stage in gym for instruments and supplies provided by school district
    - Request for PAC to support additional storage; 2 more cabinets @ \$800 each; will revisit during budget meeting
      - Possible line item: capital expenditures
  - Tables and bookcases on wheels for flexible learning spaces; provided by school district
    - Must be portable; community groups need access to the gym space

- 272 out of 274 possible enrollments; numbers are still being finalized
- We are excited about the addition of a crossing guard at the Lagoon Rd & Metchosin Rd intersection
  - Addition of “Your Speed” signs on Metchosin Rd in both directions leading up to Sangster; sign on post noting “gathering traffic data”
- \$4000 left from affordability grant
  - More to come on how to spend in October’s meeting
    - Some used for school supply purchases
    - There will be less focus on food security for this year
- Communication guidelines from district sent via email
  - Outlining expectations for communicating with school staff
  - Encouragement for parent community to review
- FSA info sent out to grades 4 & 7 families
- Gaga Ball court was purchased in June, has arrived
  - Facilities will install soon on back field
- New process for communicating student learning
  - More info to come in October’s meeting
- District continues to grow exponentially, no new school openings this year
- Focus on alignment of school values with students, staff, and parent community
  - How do we support all of these values
  - PAC/school events are always a highlight
    - School and PAC are mindful of spreading out events and fundraisers with number of asks/cost to families (affordability and accessibility)
- Class photos
  - LifeTouch is not doing class photos for free anymore
    - Looking at charging approx. \$2 per photo
    - Camille asked PAC for feedback on value of class photo
      - Consensus that we can likely get parent or staff member to take class photos instead
- Logo update
  - No news; focus on a design that will incorporate a cedar tree, sun, ocean
  - Working with District’s Indigenous Education department to commission a local Indigenous artist for the project
- K & Nature K orientation has gone well; all K’s start full time tomorrow

### **President’s/Vice President’s Report**

- Meeting day and time to stay second Tuesday of the month @7pm
  - Surveyed PAC exec via email prior to September meeting
- Bank meeting to be set up to update signing authority for new executive members
- External message board outside of school for PAC info
  - Seeking district approval; Camille to follow up
- Virtual option for PAC meetings; can we open online option to wider PAC community?
  - Currently online option only available to current exec members
  - In the interest of making PAC as accessible as possible, we would like to have an online attendance option available
  - Stipulation that there must be some ground rules

- Children are not supposed to be present/participate in meetings due to the sensitive nature of some information shared/discussed at meetings
  - Will request for attendees to write out their full name for attendance
- Discussion regarding how to promote participation and spread the word about PAC
  - Suggestion for PAC newsletter
  - PAC info section included in school newsletter
  - PAC Facebook page
  - Methods for communication to be considered for moving forward
- Move for Carla Charles to take over vacant Media Relations executive position
  - PAC voted YES
  - Sarah F to confirm with Carla, as Carla not present at meeting
- School/community garden update
  - Lisa Lockerbie will be working in the garden with her class this year
  - Limitations as to who can work in the garden; unlikely for community volunteers to be able to take over the garden
  - More to come on plan for garden moving forward

#### **SPEAC Report:**

- No update; SPEAC has not met yet for September
  - Allison will send notes following each meeting via email

#### **Fundraising report:**

- Meet the teacher night coming up Wednesday, September 20, 2023
  - 5:30-6:00pm in classrooms
  - 6:00-6:15pm in gym for welcome message from Camille and PAC
    - Jess D to speak on behalf of PAC
  - Decision to not move forward with a BBQ this year
    - No response from Langford Legion RE: providing food and volunteers
    - Not cost effective, and too short notice to organize food production ourselves at this time
- Giving Store scheduled for Monday, December 4
  - Request for no books
  - Set up Friday night prior, takedown Monday night after event
- Spring Fair discussion
  - Should we consider doing a Walk-A-Thon instead?
    - Consensus that the fair is a well-liked community event
  - What is the goal? Fundraiser or community event?
  - Note that the school population has grown significantly; must also reevaluate fair
    - Most popular stations were hockey (Grizzlies), rugby (Grassroots), lollipop pull, plinko, spin the wheel
    - Suggestion to scale back event; ask Legion to provide food (rather than multiple options)
    - Must reevaluate prizes; in past years PAC has never spent any money on prizes (all prizes were donations from families “things in jars”)
    - May 23 or 30 possible dates for fair
- Idea: free family movie nights
  - Fundraise via concession items

- Must confirm licensing with School District
- Must adhere to capacity limits; possible ticketed event?
- Created By Kids postponed to next year per feedback from staff
- First bottle drive this Saturday 9am to 1pm
  - Event on Facebook, sign up link for volunteers within event
- Family dance
  - To confirm date, capacity, and food strategy

**Hot Lunch:**

- Dates & vendors confirmed as follows:

<u>Date</u>	<u>Vendor</u>	<u>Secondary Vendor</u>
29-Sep	Royal Bay Bakery	
13-Oct	White Spot	
27-Oct	Mychosen Pizza	
10-Nov	Royal Bay Bakery	
17-Nov	Subway	Booster Juice
1-Dec	Boston Pizza	
15-Dec	Ali Baba	
19-Jan	Ali Baba	
2-Feb	White Spot	
23-Feb	Subway	Booster Juice
8-Mar	Royal Bay Bakery	
12-Apr	Mychosen Pizza	
26-Apr	White Spot	
10-May	Royal Bay Bakery	
24-May	Boston Pizza	
14-Jun	Ali Baba	

- Popcorn & cookies
  - Would like to see how much money these made last year before continuing this year
  - Feedback from staff and families that these were offered too frequently
    - If continuing this year, will scale back to once per month each

**Round Table:**

- PAC storage options
  - Top of stage
  - Portion of sea container at back of school

**Meeting adjourned at 8:38pm**

**Next Meeting is Tuesday, October 10, 2023 at 7:00pm**