PAC Meeting Minutes

Wednesday, May 14, 2025

In Person: in the Multipurpose Room

Online: https://ubc.zoom.us/j/69722410193?pwd=jYzRkxrwo7oGqaKuIyeTQUb91ztbsI.1

6:30 pm – 8:00 pm

PAC Executive
Emily Lefebvre (EL), Co-Chair, absent
Tegan Williams (TW), Co-Chair
Julie Cole (JC), Treasurer
Sara Hyde (SH), DPAC Rep
Taryn Hayes (TH), Past CoChair
Sara Osenton (SO), Co-Secretary
Megan Atkinson (MA), Member at Large
Marlene Cummings (MC), AOWG Rep, Member at Large
Mike Joe (MJ), Hot Lunch Coordinator

School Representatives
Jason Eng (JE), Principal

Regrets:
Emily Lefebvre
Taryn Hayes
Sara Osenton

ITEM	LEAD	TIME
1. Welcome, Land Acknowledgement and Introductions	TW	6:35-6:36
2. Additions and Approval of Agenda Motion to approve the agenda - Megan Second - Sara H	TW	6:32-6:34
3. Treasurer Report ● Fundraising / Income: ○ Hot Lunch year to date earnings approx $4600 ○ Movie Night - approx $700 proceeds, donated to Strathcona Elementary	JC	6:34-6:40

• Expenditures:
  ○ Some costs for additions to the Spring Fair
  ○ Paid for snacks for sports day
  ○ Paid approx $4200 teacher stipends, $3500 for field trips
  ○ Ran tabs at Renzullos and To Live For for teacher appreciation - approx $240
  ○ Paid Babysitting for PAC mtg
  ○ Paid for Pride tattoos
  ○ Donated for the X'pey leaving ceremony donation
 	
Projected approx. $19,000 surplus for 2024/2025		

4. Upcoming Events, Fundraisers, and Volunteer Opportunities
 	
• Spring Fair - June 20th
  ○ still spots available for volunteering
  ○ set-up, takedown, activity leads, concession
  ○ split into 3 hour blocks (3-5pm) or (5-7pm), early and late shifts for set-up and tear-down
 	
• Volunteer Opportunities:
  ○ Treasurer, Secretary, Vice-Chair
  ○ some roles can be shared, like secretary and vice-chair
  ○ Treasurer role has been filled for a 1-year term, will need someone for longer term
	TW	6:40-6:45

5. DPAC update
 	
• Discussion topic of last meeting was School Gardens
  ○ Three different speakers (one teacher, one rep from Farm to School BC, one rep from Fresh Roots)
  ■ information on school garden team
  ■ tips on how to get a garden going
  ■ discussion on bringing healthy food into schools
  ■ Farm to School has grants available for schools gardens
  ■ Fresh Roots runs camps over the summer and do field trips that teachers can sign up for
 	
• Accessible Education - letter writing campaign (update)
  ○ A letter/email campaign was led by the DPAC regarding Accessible Education - link to see that info
	SH	6:45-6:50

○ After the campaign, upon receipt of the email letters, one trustee referred to the campaign as spam on twitter - link to article. This member brought a motion to limit the ability to contact trustees directly. The motion was amended to send the idea to a staff and procedures subcommittee. It passed with only Suzie Mah voting against it. ○ DPAC is calling for accountability and respectful communication ○ Nelson PAC members provided comments to the VSB supporting open communication with elected officials		
6. AOWG Update ○ Ethos Lab finished a successful 4-week program with grade 5s ○ Working on getting 1-2 youth from Urban Native Youth Association as artists-in-residence for the display cabinet for June ○ Pride Club tattoo winning design is out for printing	MC	6:50-6:55
7. Garden Club Update ● Regular Friday afternoon gardening sessions continue, last week a grade 2 class and a kindergarten class had some garden time ● Bear Den - pressure washing done today, primer painting will happen next week (including top of the retaining) ● Side garden planting - located at the north side of the school, just east of the stairs, kids planted spring bulbs and transplanted some summer plants ● Indigenous Garden - fall time project to avoid having to maintain hand-watering new plantings over the summer ● Request from the PAC - create subcommittee Terms of Reference document ● The PAC is also interested in creating a webpage with garden information, contact details, and scheduling. ● Suggestion to include garden events in the Wednesday Weekly ● Suggestion to cover the bare slope with some ground cover - this would be a VSB Grounds decision ● Possibility of getting a hose bib near the old playground - Megan to send an email to Jason	MA	6:55-7:00
8. Constitution and By-Laws Review ● Background: ○ The constitution was created a few years ago, previously this PAC did not have a constitution.	TW	7:00-7:49

- The current constitution is a template from the DPAC without much tailoring. It needs to be updated to reflect values, realities and intentions of Nelson PAC
- Several changes are proposed, we reviewed the changes at this meeting

- The changes to the constitution will be voted on at the June 12th meeting (last PAC mtg of the year)
- Notes:
  - Changes to the Constitution:
    - Suggestion to include a land acknowledgement - add one created by the AOWG
    - Update language around inclusion, reference BC Human Rights Code, Canadian Human Rights Act, using language from the VSB
    - Suggestion to review QVA, Laura Secord land acknowledgement and inclusion language
    - Purpose of the council section - needs a bit of formatting, collect the like bullet points together
    - Add a bullet point to encourage diversity in attendance at the PAC meetings. This generated discussion about encouraging more participation with the PAC in general and especially attendance at meetings, more notes captured in Section 10 - Other items (see below)
  - Changes to the By-Laws:
    - change to the bullet point regarding the discussion of individuals at PAC meetings - change wording to cover off negative discussions and targeting individual but also allow for positive discussions and learning moments
    - suggestion to drop quorum to 8 (comment - this change would not support getting more attendance at PAC meetings)
    - allow absentee votes or digital voting which currently isn't allowed
    - clarify the number of additional members on the PAC executive, should the definition be adjusted to allow for flexibility. Comment - there are pros and cons to larger exec size. A larger exec means there is greater diversity of opinions, but may also be more difficult to collect responses/votes when decisions are needed.
    - DPAC rep must be elected by secret ballot - this may be a requirement, but it isn't something that is strictly enforced, could change
    - Allow the ability to appoint a replacement if someone leaves the executive - currently this isn't allowed, must be voted in
    - Allow for constitution changes to be proposed and made at any PAC meeting instead of only at the AGM/last meeting of the year

○ SubCommittees: ■ suggestion to require official documentation that sets out clear expectation ■ suggestion to require more transparency around how to participate on a given committee and the committee activities ■ these rules could apply to subcommittees like Garden Club, Leaving Ceremony, Spring Fair ○ Finances: ■ Currently, the budget gets approved at the beginning of the year, but some costs need to be addressed before the year starts (First day parent coffee event, some Hot Lunch costs). It is the practice to just allow for these costs before the approval of the budget, but it isn't actually permitted under the current by-law, so we could change by-laws to reflect what does happen. Alternative suggestion - add line items on the previous year's budget to cover these expenses. ■ Financial institution - currently the by-laws states that banking must be done at an institution governed by the Bank Act. The PAC account is currently at a provincial institution and therefore not governed by the Bank Act. We could change the by-laws to allow for this. ■ Increase the amount that we can approve without voting at a PAC meeting. It is currently at $500, but it would be helpful at times to be able to approve a higher amount. $1000-$2000 was suggested.		
9. Principal's Report ● Spring Fair items - working on the layout, including a quiet space (KD and JG to coordinate with Dillon and Jason) ● Upcoming events to highlight: ○ Sports day - rain or shine ○ Walk-a-thon ○ Spirit wear to be delivered same week as sports day ● Newsletter - to come out next week, 2025-2026 calendar will be available ● Form-fillable pdfs for the field trips are now available, teachers are starting to use them	JE	7:56-8:03
10. Communications / Other items ● Date of next meeting - June 12th ● Thoughts for getting more people out for PAC meetings: ○ Discussion topic at each meeting, similar to DPAC	EL, TW, etc	8:03-8:08

○ Have an event for kids, instead of just babysitting, target the kids to get parents here ○ Post a questionnaire at the beginning of the year for parents to post their skill set and assign more "official" roles ● Gentleman who pulled the fire alarm during the movie night - admin will handle any follow-up		
ACTIONS ● Circulate Constitution and By-Law changes - Tegan ● Follow-up with Katherine D about ideas for getting more people involved in PAC - Tegan ● Email Jason about possibility of getting hose-bib at upper playground - Megan ● Terms and Condition for garden club - Megan/Michelle/Rachelle ● Suggestion to review QVA, Laura Secord land acknowledgement and inclusion language - Tegan		