**PEXSISEN PAC Meeting Minutes**

|  |  |
| --- | --- |
| **Location:** | **Spencer Middle School** |
| **Date:** | **08 June 2022** |
| **Time:** | **6:30pm** |
| **Attendees:** | **Admin: Karen DeCicco (Principal),****Executive: Jennie Nilsson (President), Tory Davis (Vice President), Lyall Chalmers (Secretary), Jen Adams (Treasurer), Louise McKenzie (SPEAC Representative), Tracey Roarty (Comm. Officer), Heather Fulmore (Fundraising Chair)** |

**Agenda items:**

* **Call to order**
* **Welcome & President’s remarks**
* **Adoption of agenda**
* **Adoption of minutes**
* **Admin update**
* **New business**
* **Sept 2022 events**
* **Constitution & By-laws update**
* **Additional items**

**Call to Order:**

* **6:36pm**

**Territorial Acknowledgment.**

**Adoption of Agenda.**

* **Motion passed by Tory Davis, seconded by Jen Lance. All In favour. Approved.**

**Adoption of Minutes.**

* **Motion passed by Louise McKenzie, Seconded by Tracey Roarty. All in favour. Approved.**

**Admin Update:**

* **School supply list to be posted on School Start (**[**https://schoolstart.ca**](https://schoolstart.ca)**). An online delivery service. ($7.50 for delivery). Our school supply list is comparable to other district school & School Start prices are comparable to local stores. School Start pamphlet to be added to the Kindie pack. Admin asks not to label school supplies unless instructed to do so by your kid’s teacher.**
* **Admin to gauge staff interest in creating Amazon wish lists for classroom supplies. Wish lists are available through Scholastic**
* **Website is up & running.**[**https://pexsisen.web.sd62.bc.ca**](https://pexsisen.web.sd62.bc.ca) **The staff list has been posted. There are links for criminal record checks (required for all volunteers entering the building), Consent forms, the My Ed parent portal (where parents can find report cards & attendance records), & the bell schedule.**
* **Lunch break will be outside time & students will eat their lunch during instructional time. The end bell will be staggered with Centre Mountain Lellum to avoid congestion.**
* **Scholastic book fairs booked for 16 October 2022 & 12 February 2023**
* **Staff meeting next week & admin will start creating the virtual tour**
* **All bathrooms to be gender neutral.**
* **Parents who can not attend the Kindie Drive can either pick up their Kindie pack at the board office or have someone pick it up on their behalf. Please contact Karen DeCicco.**

**Sept 2022 Events:**

* **Meet the Teacher Night on 28 Sept 2022. Families to have 30-45 minutes in their kid’s classroom & then gather & play outside.**
* **PAC to decide the style of food offered (picnic, pizza, food truck….) Staci Fraser has volunteered to help supply food via Sysco.**
* **A raffle basket fundraiser to be set up for Meet the Teacher Night.**
* **School to pay for the event & the PAC will repay the school.**

**Fundraising Update:**

* **3 bottle drives booked; 15 Oct, 2022. 07 Jan, 2023. 15 April, 2023. All bottle drives between 9am & 12pm at PEXSISEN Elementary.**
* **Working on setting up an account at the bottle depot so people can drop off on their own schedule and donate the money to the PAC.**
* **Working on sponsorship opportunities (within SD62 rules)**
* **All community business donation requests to go through Heather Fulmore.**
* **Art cards to be set up for mid October.**

**Constitution & By-Laws:**

* **Tory Davis has started a draft.**
* **Final copy required to be sent out 30 days prior to ratification.**
* **Target October 2022 meeting for ratification.**

**Additional Items:**

* **‘Angry face’ 30km/h sign to be installed**
* **Working on getting a crossing guard on Constellation ave (@ westshore parkway)**
* **Lyall Chalmers to set up PAC emails**
* **Admin asking for a shed for outdoor storage & tents for outdoor events**

**Next Meeting:**

* **14 Sept, 2022 at PEXSISEN Elementary.**

**Meeting adjourned: 7:53pm**