



PAC MEETING MINUTES

October 2, 2024
7:00 p.m. Library

Attendees: Peter Tyrrell, Maryse Neilson, Marc Lerman, Hanne Smaahdahl, Brendan Berbenuik, Bruce Bidney, Megan Boniface, Pauline Robertson, Tanya Silletta, Cassie Thorogood

Regrets: Jessica Koski

ITEM	INFORMATION
<p>1. Opening (Maryse)</p>	<ul style="list-style-type: none"> ● Call to order at 7:00 pm. Welcome! ● Land acknowledgement
<p>2. AGM</p>	<p>Last AGM (April 2023) minutes approved by Maryse, seconded by Peter.</p> <p>ANNUAL CHAIR REPORT</p> <p>Highlights:</p> <ul style="list-style-type: none"> - Welcome evening with PAC and Principal in August 2023 provided a nice opportunity to meet face to face with all before the start of the school year. This was the second time we did this. - Fundraising through a direct ask as part of student fees solicited a significant fund for staff appreciation. - Gaming Grants were distributed to many innovative projects detailed in the Treasurer’s report in both fall and spring. - Staff Appreciation at the winter holiday break (baked goods provided by parents and students to all staff. - Parent Education Grant secured and PAC hosted Katy Bigsby on January 24 in the theatre. Katy presented on “Proactive Strategies”. - End of year Staff Appreciation involved individual charcuterie boxes at an all staff meeting as well as ice cream cones to all staff over lunch. Ice cream was made and served by students. - 3rd Annual Welcome evening with PAC and new Principal Bruce Bidney and new Vice Principal Megan Boniface took place September 4, 2024 - First PAC meeting of the 24/25 school year held September 19 at 6pm in the library prior to the Meet the Teacher night. <p>Jobs Actioned in past year</p>

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	<ul style="list-style-type: none"> - Constitution and by-laws reviewed and approved. - Streamlined and organized fundraising – direct asks with school fees at start of year that provided greater flexibility for spending. - Streamlined Gaming Grant Application and process. - Communications Strategy and platforms developed with both Facebook and Instagram pages <p>Chair’s report approved by Peter, seconded by Hanne.</p> <p>Annual Treasurer Report Pauline moved from Secretary to Treasurer. Three bank accounts:</p> <ol style="list-style-type: none"> 1. Operating account TD - \$8.48. Not used much anymore. Two TD accounts. 2. Gaming grant account - \$3800. 3. School cash online account managed by school. Modified funding wording to broaden scope from just Staff Appreciation. - \$2900 <p>See Appendix A for full Treasurer’s Report.</p> <p>Approved by Maryse, seconded by Marc.</p> <p>Nominations Chair - Maryse Neilson Vice Chair - Marc Lerman Treasurer - Pauline Robertson Secretary - Peter Tyrrell Director at Large - Jessica Koski Director at Large - Hanne Smaahdahl</p> <p>All nominations were acclaimed.</p> <p>AGM concluded at 7:20pm.</p>
<p>3. Agenda</p>	<p>October 2 2024 Agenda approved by Pauline, seconded by Peter</p>
<p>4. Minutes</p>	<p>September 19 2024 minutes approved by Hanne, seconded by Marc.</p>
<p>5. Chair’s Report (Maryse)</p>	<p>Most topics covered in annual report.</p> <p>Parent Education Grants are available up to \$250 per PAC. Maryse will not be taking on a parent education event this year due to her parents’ health. Past</p>

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	<p>events have included a speaker on climate anxiety, and have partnered with middle schools and Vic High. Peter will contact other PACs with contacts from Maryse, Marc will draft the grant application.</p> <p>Chair's report approved by Pauline, seconded by Jessica.</p>
<p>6. Treasurer's Report (Pauline)</p>	<p>Treasurer Report Going to convert TD operating account to Business Savings Account type to avoid monthly fees draining the account.</p> <p>Should receive gaming grant amount soon. Request form for staff has gone out. Deadline end of October. BCCPAC membership fee will be paid soon, attempting reimbursement from VCPAC.</p> <p>See Appendix A for full Treasurer's Report.</p> <p>Treasurer's report approved by Jessica, seconded by Brendan.</p>
<p>7. VCPAC Representative Report (Hanne)</p>	<p>Lansdowne school land sale. [link to VCPAC minutes]</p>
<p>8. Principal's Report (Bruce Bidney)</p>	<p>Reynolds Gives Last year was first time, in place of Cops for Cancer. Extreme Outreach is charity chosen by grad class this year. Departments do their own fundraising but all for same charity. Ends Oct 18.</p> <p>Head Count / FTE Updates 916 local students, 60+ ISP students. A few more students than projected, so possibly more funding will be available for more courses, particularly senior academics.</p> <p>Cell Phone Policy / Washrooms "Off and away." Still working on consistent policy. No reports yet of digital bullying or photo/video without consent. Collab Committee talked recently about washroom safety, vaping in washrooms, no obligation for students to report what they see (reports of student nervousness around this came up last meeting, don't want students avoiding the washroom!).</p> <p>Support Block Work in progress, seeing students accessing support.</p>

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	<p>Feeding Futures Got a grant for the breakfast program, leadership students running it. 60 students using the lunch program. BC fruit/vegetable are being paid for by District, not school this year (savings ~\$5000).</p> <p>Meet the Teacher / Parent Teacher Interviews A lot of grade 9 parents at Meet the Teacher night. Going to try something new on Oct 17 for parent-teacher interviews - all will be done in the gym. Allows for more meetings - gets rid of buffer times between interviews where parents have to get from one classroom to another. (Gym interviews can be cacophonous, sez Pauline. Virtual meetings are appreciated.) (Confidentiality? sez Maryse. Tables will be spaced out.)</p> <p>Funding Requests Applications from staff are coming in.</p> <p>Committee struck to review applications and make grant decisions the evening of Oct 28 at Maryse's house: Maryse, Pauline, Marc, Jessica, Hanne.</p>
<p>9. New / Other Business</p>	<p>Are lack of chromebooks being addressed? Chromebook funding is under review, but no change currently. We should talk to other PACs / write a letter? VCPAC did sign the open letter from Victoria School District to the Minister of Education. Hanne will check with VCPAC on raising awareness.</p>
<p>10. Adjournment</p>	<p>Meeting adjourned at 7:57 pm</p>

Next Scheduled Meeting: November 6 2024 @ 7:00pm in the Library

*** Note: Minutes considered draft until formally approved at the next PAC meeting ***

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Appendix A - Reynolds PAC Treasurer's Report

October 2024

1. 2023/24 Year-End Financial Statement & Account Balances

- Our fiscal year runs July 1 - June 30. The [attached year-end financial statement](#) summarizes our starting position at the beginning of the 2023/24 fiscal year, revenue, budgeted expenditures, actual expenditures, and our end-of-year balances.
- There are three main (& separate) PAC accounts, with distinct purposes/rules.

Account & Purpose	2023/24 balances	Balance as of Sept. 30, 2024	Notes
<p>TD Operating</p> <p>General operating. Used to be where parent donations by cheque would be deposited.</p>	<p>Starting = \$582.80 Ending = \$8.48</p>	\$2.63	<p>Need to come up with a different plan for this account, as the \$1.95 monthly fee is eating away at our balance. If we don't have direct cash flow to this account (e.g., no longer receiving donations directly from parents), the banker's current suggestion is to convert it to a "business savings account".</p>
<p>TD Gaming</p> <p>Gaming Grant funds from the Province of BC. Staff submit requests for funding to PAC for review/approval.</p>	<p>Starting = \$4,496.52 Ending = \$19,925.85</p>	\$3,884.27	<p>The majority of approved 2023/24 expense claims were submitted late in the year, so the cheques did not clear our account until the 2024/25 fiscal year.</p>
<p>School Online Donation Account</p> <p>Online donations from school community. Account is held in trust by SD61 (i.e., we must go through the school's Account Clerk to get updated balances & reimbursement).</p>	<p>Starting = \$2,440.00 Ending = \$642.18</p>	\$2,917.00	<p>In 2023/24, the online donation form specifically said for "staff appreciation", so we were generous with staff appreciation in 2023/24. That stipulation was removed in 2024/25 so we have more flexibility in how we allocate these funds this year.</p>

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2. Gaming Grant Funding

- 2023 Gaming Grant Report has been submitted.
- 2024 application was submitted in May. Application status = Complete.
- Funding request form has been distributed to Reynolds staff. Deadline for fall funding requests is October 28; requests will be reviewed by PAC members (Maryse, Marc, Jessica, Pauline, Hanne, and anyone else who wants to join!) that night. Goal is to present recommendations for approval at the November PAC meeting. Contact any PAC Exec if you'd like to participate in the process of review & developing recommendations.

3. BCCPAC Membership Fee

\$100 membership fee for [BC Confederation of Parent Advisory Councils](#) is due. As per current guidelines, BCCPAC membership fees qualify as an eligible use of Gaming Grant funds.

“BCCPAC represents parents at the provincial level, providing direct feedback and engaging in dialogue on behalf of our members. Members are able to become involved in committees, provide input throughout the year, request guidance from our staff or Board, stay informed about current and emerging issues within public education and engage in the democratic process of elections and resolutions which help guide BCCPAC’s priorities. BCCPAC gratefully welcomes your support and engagement! Membership fees support our advocacy efforts and help us continue to support members through our website, communications and members-only forum.”

→ **Proposed motion:** Be it resolved that Reynolds’ PAC pays the 2024/25 BCCPAC Membership Fee from its Gaming Grant funds.

Respectfully submitted by Pauline Robertson
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