Craigflower Parent’s Advisory Council

Minutes of the 12 September 2018 meeting

1) Welcome and Introductions (all)

2) Elections for PAC executive:

1. Christina and Margaret explained the various PAC executive roles:
	* Chair: sets the agenda and runs the meetings
	* Secretary: takes notes and types up minutes
	* Treasurer: manages the finances
	* Communications: handles correspondence addressed “to the PAC”
	* Member-at-large: no formal duties, but comes to meetings and helps out
2. The floor was opened for nominations:
	* Christina and Diana were nominated as Co-Chairs
	* Margaret was nominated as Secretary
	* Jennifer was nominated as Treasurer
	* Megan was nominated as Communications
3. A vote was held for each position, and all passed unanimously
4. Brittani, Leah, Maggie, and Kyle volunteered to be Members-at-large
5. The regular time for PAC meetings was set for 6:15 on the second Wednesday of the month

3) Active and Safe Routes to School:

1. Kate Berniaz, the “Active Transportation Program Manager” presented on the Active and Safe Routes to School program, which Craigflower will be participating in this year (see attached handout)
2. She further explained the “Neighbourhood walkabout” which will be happening on November 22nd: all parents are invited to join in a walk around the neighbourhood with representatives from City of Saanich Engineering department and the City of Saanich Police Department. This is a chance to discuss problem spots in the routes to school, and ask questions directly to the city
3. Kate was asked if this program included the municipalities of View Royal and Esquimalt. It does not, but the results will be passed along to these municipalities
4. Connor pointed out that no matter where students start their journeys to school, they all end at the school – so feedback from all parents, no matter which municipality they live in, is important

4) Administration Report (Connor):

1. Thanks to everyone for attending, it’s great to see so many people came out. We promise to bring snacks next time
2. We acknowledged the problems with parking around the school. Last year saw 3 fender benders happen in the school parking lot. We had a Saanich Councillor visit to see the challenges we’re facing. The Active and Safe Routes to School program is a start, but it’s not the solution.
3. The start of school this year was a bit different than in previous years. The school had lost a lot of staff, due to retirements, illness, and turnover. At the beginning of the year, we were down to 7 divisions, but the administration worked closely with SD61 and on Tuesday, September 4th at 5:30 pm got the message that they could hire another teacher for an 8th division. This resulted in some kids ending up in different classes than they were expecting, but having 8 divisions will be better in the long term and the school is very happy for the extra teacher.
4. Parents have been very understanding about the confusion, but please do let us know if we’re ever failing at communications
5. The school is currently hiring for a number of positions, all of which should be finalized in the next week or two:
	* A K-1 teacher for Miss Siemen’s class (she is a teacher-on-call)
	* A 4-5 teacher for Miss Ness’ class (she is also a teacher-on-call)
	* A part-time librarian
	* An English Language Learning / Reading Recovery teacher
	* EAs
6. Because of this hiring, the meet-the-teacher night has been moved from September 20th to September 27th, so parents can meet the permanent teachers
7. The Tour de Rock kick-off happened today, and the new vice-principal Tim got “arrested” for a jail-and-bail fundraiser. Connor did this last year, and found it was a great ice breaker as a new teacher
8. There will be a car wash in the Canadian Tire parking lot on Sunday, September 16th from 10-3 as a Tour de Rock fundraiser
9. Upcoming events:
	* September 17 and 18: Pro-D days
	* September 21: Terry Fox Run
	* September 28: Orange Shirt Day
	* October 5: Tour de Rock visit to Shoreline (Craigflower students will walk over)
	* October 11: Photo day (retakes on November 14)
10. Are there any questions from the PAC?
* A parent asked if there were any regulations about pets in the schoolyard at drop-off and pick-up. Even if the pets are leashed, is it safe for the students? Tim suggested a “doggie parking lot” area marked off in the field, where people who bring pets could be asked to wait for their children
* A parent mentioned she had seen someone playing fetch with their dog in the school field during school hours. Connor agreed this wasn’t acceptable and will monitor this
* A parent asked if the school water fountains had been tested for lead. Connor confirmed that all the fountains were tested and updated last year
* A parent asked if the parking lot at Craigflower Manor could be opened for parents to use. Connor said he’s tried to start with conversation through the school board, but hasn’t gotten far and will have to start fresh this year as there’s new staff at the board. Margaret said she asked the Victoria Highland Games Association about this in the past, and was told the problem was dumping. She wondered if they would give us a key and let us open and then relock the gates so they’re only open during pickup and drop off. Connor and Tim said the school would support this. Margaret said she’d contact the Victoria Highland Games Association
* On the topic of parking, Connor said he’d spoken to the bylaw enforcement people, who said they will not ticket or tow anyone parked in the 2 hour parking spots in front of the school, or the turnabout area next to the school parking lot on Dunkirk. He also said that school staff who can’t find parking in the lot, especially those who need to leave when the school day is over, have been asked to park behind the school, on Munroe
1. If the PAC would like any announcements in the September newsletter, please get them to Connor by September 14th

5) Hallowe’en Dance

1. The Hallowe’en Dance has been scheduled for October 30th from 5-7 pm. Christina will take the lead on this again this year
2. Diana volunteered to help too
3. More volunteers will be needed to run the concession during the dance and supply baked goods
4. Christina may be asking for money from the PAC to buy supplies. She will also approach Thrifty Foods and other businesses in the community for donations
5. Tim volunteered to be the DJ

6) Craft Fair

1. Margaret volunteered to coordinate a craft fair again this year
2. December 2nd was chosen as the date
3. The PAC decided to raise the price for tables from $20 to $25
4. Volunteers will be needed to help advertise (online, and by putting up posters), and to help with set-up, running the concession stand, and clean-up

7) Thrifty Foods Smile Card Fundraiser

1. Craigflower will be participating in the Thrifty Foods Smile Card Fundraiser again this year. Parents can pick up a Smile Card from Christina and load it with cash at any Thrifty Foods. Every time they use the card, Thriftys will make a donation to the school
2. Christina will check if she can also leave some cards in the main office

8) Budget and funding requests

1. Jennifer reported that the chequing account balance is $2245.13, and the gaming account balance is $2188.47
2. Connor reported that Kiwanis will be donating $2000 to the PAC, specifically to be used for field trips
3. Connor asked if the PAC would be offering each division $50 for consumables again this year. The PAC generally agreed this was a good idea, and would also like to hear from any teachers with more specific funding requests
4. Tim suggested meeting with the PAC executive to set up a form and process for teachers to use

*The date for the next meeting was set for 10 October 2018*