

## Monthly Meeting Notes

2018/2019- Parent Advisory Council (PAC)– SD19 -Revelstoke – Begbie View Elementary (BVE)- SD19

### 1st PAC Meeting of 2018/2019 School Year

**Date:** September 10 2018

**Time:** 6:02 PM called to order

**Place:** BVE

**Meeting Governance:** BVE PAC Constitution and Bylaws

**Attendance:**

Allyn Shillington (Voting Member)  
Candice Mangione (Voting Member)  
Helen Sheppard (Voting Member)  
Jenna Tear (Voting Member)  
Lisa Belsham (Voting Member)  
Karen Matthews (Voting Member)  
Koreen Morrone (Non-Voting)  
Pamela Mayer (Non-Voting)  
Rose Wolfowski (Voting Member)  
Todd Hicks (Non-Voting)

**Dear Parents,**

It is important for Parents and Guardians of students registered at BVE to know: You can be a voting member of the **PAC (Parent Advisory Council)**. All you need to do is attend a PAC meeting and physically be present in the room to vote. Votes are simply a show of hands. No registration required.

**PAC Meetings are the first Monday of every month at 6:00 PM in the BVE Library.**

**Childcare: provided by Grade 7's**

Administration, teaching and non-teaching staff of BVE may not vote at PAC meetings as per the bylaws.

Examples of topics discussed at PAC meetings, and areas we may vote on include: school safety, extracurricular activities funded by PAC, yearbooks, accelerated reading program, harvest festival, fundraising, social media, and parking. Sometimes we vote on where PAC money should be allocated for the best interests of the students. Areas such as core curriculum and District PAC meetings also come-up.

There is a high volume of content to cover in PAC meetings and we generally have only 1 hour per month to get through all items, vote, discuss where necessary, and record action items. For efficiency and transparency reasons, when requesting additions to the agenda, at least some background info may be requested as a prerequisite to being added to the agenda. This is to prevent 1 hour of conversation resulting in unproductive meetings. To submit an agenda item for the monthly meeting you can reach us in person or at:

**To contact all PAC Officers:** [BVEPAC@Gmail.com](mailto:BVEPAC@Gmail.com)

**To contact President:** [PresidentBVEPAC@gmail.com](mailto:PresidentBVEPAC@gmail.com)

If a voting member escalates an issue to PAC because they need more of a 'parent advocated' avenue, one of the first things PAC may ask or recommend is to reference BVE Code of Conduct: <https://begbieview.sd19.bc.ca/code-of-conduct/>

And/Or if the School board policies <https://www.sd19.bc.ca/board-policies/>

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Parents (voting members), if you must raise an issue with the school or school board, it is always a good idea to have communications in the form of writing, in addition to verbal discussions and meetings. Especially if there are 'action items'.

If your issue was not dealt with as per the Board Polices and Code of Conduct, you may choose to bring it to the attention of PAC because one of the purposes of PAC is: to advocate on behalf of parents and students. Please note at least some information may be requested in order for it to be added as an agenda item in a PAC meeting.

**PAC advocates on behalf of parents, and we follow a detailed code of conduct which includes protecting the confidentiality of people involved. The well-being of students is the primary focus of all PAC decisions.**

At the beginning of every school year the establishment of Executive PAC officers is required for the term of office, whereas the term begins in October for a period of 1 year. **The purpose of the PAC is outlined in the PAC constitution and bylaws. At a high level, PAC Officers represent the Parents and the Parents views on programs, policies, and activities. PAC also operates as a non-profit organization with no personal financial benefit.**

The first PAC Meeting for 2018/2019 school year began under some helpful guidance provided by Mr. Hicks to the voting-members present at the meeting, with immediate call for nominations for 2018/2019 PAC Executive Officers.

Following the Nomination, voting, and appointment of Executive Officers it was duly-agreed a PAC budget needs to be confirmed for PAC 2018/2019 School Year (high priority). Some Immediate action items were also acknowledged including the Gaming Application and Harvest Festival – both of which provide significant funding to PAC, and have time-sensitive deadlines. The detailed meeting minutes below provide more information.

If you would like to read more about PAC in British Columbia: <https://bccpac.bc.ca/index.php>

Sincerely,

[PresidentBVEPAC@gmail.com](mailto:PresidentBVEPAC@gmail.com)

### Detailed Meeting Minutes:

1. Call for nominations for PAC Executive Officers 2018-2019 School Year
  - President - Rose Wolfowski
    - Nominated by Lisa, seconded by Candice
  - Vice President - Karen Matthews
    - Nominated by Lisa, seconded by Helen
  - Past President - Ashley
  - Secretary - Lisa Belsham & Jenna Tear
    - Nominated by Candice, seconded by Helen
  - General member - N/A
  - Treasurer - Allyn Shillington & Candice Mangione
    - Nominated by Lisa, seconded by Helen
  - 2 members at large - N/A
  - DPAC - Helen Sheppard
    - Helen nominated by Candice, seconded by Lisa
    - Candice nominated by Helen, seconded by Karen

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### 5. Report from the Principal Mr Hicks (non-voting member)

Lots of new teachers who are filling in well. Organizing trips for the fall already. ABED is going to Kelowna for the Pow Wow. Chris Derkson Performance on Sept 27 at Centre for performing arts as part of the Arts Starts Program. There will be three performances this year.

School enrollment is 265. Majority of younger children less intermediates.

Terry Fox run is on September 28.

Running club starts tomorrow. Meets start next Thursday. More information coming in the newsletter.

**District 19 is trying something new this year. Not all schools will have the same early dismissal days in SD 19.** All the models are close but a bit different. Parents are advised to check the BVE calendar.

### 6. Agenda item proposed: Vitamin D lamp - Candice

The notes are included in this email.

*(noted this is a requested agenda item , and info needs to be included when agenda is sent)*

### 7. Old Business

Parents are inquiring what is the PAC doing, where is the money going etc.

A detailed report is recommended to inform parents.

There is some concern as to whether or not the PAC has overextended itself financially.

A detailed review of the finances is needed to determine the 2018 budget.

In the past PAC has supplied half the cost of the grade 7 sweaters. We can postpone decision until we get the treasurer report.

During the 2017/2018 school year the PAC committed \$1000 to the outdoor classroom and approximately \$2600 for the AR program.

There needs to be more accountability for where the money goes.

Solid budget planning should be undertaken.

We receive a lottery grant that is approximately \$20 per child.

### 8. New Business

Terry Fox Event - Helen to ask Save on Food for fruit

Mountain Harvest Festival - October 18 - Candice is lead organizer

Scholastic Book fair - Dec 3/4 - Candice & Lisa to organize

### 9. PAC Administration: Facebook administration - Bex and Todd administration of PAC account.

A new administrator should take over. The PAC nominated Helen to be an administrator of the PAC facebook page. Todd created a school account for official school postings.

### 10. PAC Administration: More transparency needed from PAC for parents. More information for parents on meetings, events etc. PAC to send information to Todd for additions to school newsletter.

### 11. PAC Meeting Logistics: Babysitters - Todd will contact the grade seven teachers to arrange babysitters for future PAC meetings.

### 12. Message to parents from CBAL - Koreen **“One to One” reading program** starting after Thanksgiving. **Call out for volunteers.** Tutoring once a week for either 1 or 1.5hr at either BVE or Columbia Park.

### 13. Next Meeting October 1, document Agenda

Meeting adjourned at 7:13pm