**Royal Oak Middle School**

**PAC Meeting Minutes**

**Wednesday, October 19, 2022, 7:30pm**

**Present:** Luanne Richardson, Co-President; Tiffany Congdon, Co-President; Katherine Barr, Secretary; Jennifer Snow, Communications; Rauber Nascimento, Treasurer; Ivory Xi, Volunteer Coordinator; Julia Roemer, COPACS representative; Nina Heft; Karen MacEwan, Principal (virtual)

**Regrets:** Jill Shaw, Grants; Jennifer Furtado, Lunch Program; Tynke Landsmeer, Member at Large; Sarah Postlethwaite, Vice Principal

1. **Territorial Acknowledgment:** We acknowledge and thank the W̱SÁNEĆ people on

whose traditional territory we live, learn, and teach. The W̱SÁNEĆ people have lived and

worked on this land since time immemorial.

1. **General Welcome** – Luanne Richardson
2. **Approvals** – Luanne Richardson

* Today’s Meeting Agenda: approved; Move: Katherine; Second: Jen
* Prior Meeting Minutes: approved; Move: Katherine; Second: Jen

1. **President’s Report** – Luanne Richardson

* Cross-training meeting with Tiffany on President role. Outlined responsibilities so role can be shared/some tasks delegated out
* Met with Ivory on Volunteer Coordinator PAC position
* Met with Don and Rauber on transitioning Treasurer position
* Updated Staff Funding Requests and sent to Karen for distribution. Due Oct 28th
* Discussions on earthquake kit
* Executive meeting prior to the general meeting
* Karen, Sara, Luanne and Tiffany met on PAC Exec roles and responsibilities on upcoming school year as well as focus of staff funding requests coming from Gaming Account activities

1. **General Discussion** – Luanne Richardson

* Teacher requests are considered by the PAC but not guaranteed; approved items are purchased by the teacher then reimbursed by the PAC
* Reviewed holiday fundraising email (Tynke wrote it) which will be sent out shortly to parents
* Earthquake supplies: ROMS is required to have water, blankets, tarps, etc. for the students; this is something that ROMS PAC and most local school PACs have paid for traditionally

1. **COPAC Update** – Julia Roemer
   * They filled their exec team but few people are showing up for meetings; they are asking for volunteers
   * Hardship Allocation proposal in with the board next Wednesday
   * Treasurer’s report is online
   * Anyone is welcome to dial into/attend the meetings

* BCC PAC: why do we pay for this membership? (Luanne to follow up on this)

1. **Administration Report** – Karen MacEwan

* Successful turnout for parent teacher interviews; had hundreds of parents come through the school, some parents opted for virtual meetings
* Had annual Terry Fox fun at end of September; raised $700; every PE class ran a route for an hour in the sun with music playing; great community building and simple to organize
* Sports:
  + Ultimate frisbee, rowing and cross country: started
  + Basketball and swim club: just starting
* Clubs: Lego, choir, tech, gender identify clubs going
  + Adding: coding, grade 8 art, D&D, chess, writing, holiday card making
  + 45 minutes over lunch offer opportunity to meet with like-minded kids and simple for the teachers to oversee (grateful to those teachers who give their time to this); clubs were very successful previously, especially for kids who were perhaps a bit lost out on the playground
* Halloween: ROMS leadership group have organized pumpkins to be donated from Country Grocer; there will be a costume contest, carving contest and Kahoot game
* Remembrance Day: Thurs, Nov. 10 assembly in person with all 600 students in the gym, and will have live dance, choir, band, drama, grade 8 leaders as MCs
* Teacher requests for PAC funds: due Oct 28
* $5000 in ROMS parent donations collected so far this year
* Student and Family Affordability Fund:
  + $48,000 given to ROMS: amount based on school population and socio-economic factors
  + ROMS had multiple brainstorming sessions for suggestions regarding best use of funds
  + 34 ROMS families have signed up for family in need program
    - Lunch program: 30 families used it at some point in September and October; the food for lunches is covered by PAC or donated; if all 34 participate however will need more food than currently have covered
    - Field trips: offered 34 families field trip coverage for the year (automatic – the don’t need to apply for coverage of each field trip): $10K total throughout year ($1K/month)
    - Grade 8 families: gr 8 yearbook, gr 8 hoodie and gr 8 math workbook covered for 18 of the 34 families who are in grade 8: $8K total
    - Gift cards: groceries and clothing/running shoes; sent an email to the 34 families offering monthly gift cards (families selected the type they would like): $30K total
    - the families are very grateful
* School has bought enough grade 8 math workbooks for any student to use at school; teachers haven’t used the workbooks in class yet

1. **Approval of 2022-23 PAC Executive Members** – Luanne Richardson

* Luanne and Tiffany approved to be Co-Presidents: Move: Katherine; Second: Tiffany
* Rauber Nascimento approved to be Treasurer: Move: Jen; Second: Tiffany
* Ivory Xi approved as Volunteer Coordinator: Move: Tiffany; Second: Nina
* Country Grocer gift cards role open: Member at Large role where money is put into a spreadsheet a couple of times per year
  + Have gotten $3K from Country Grocer for gift cards in past to go towards hot lunch program; appear to be receiving lower % of total spend now
* Grade 8 Graduation Liaison role open: report to PAC, what need, how it’s going, do all of the graduation work; this person puts together the grade 8 grad committee which meets separately from the PAC; hoodies were ordered in early November last year (Out of the Blue designs; costs ~$4K) – Nina Heft volunteered to take care of organizing hoodies

1. **Budget Discussion** – Rauber Nascimento

* Gaming account: Had $17K in bank; have approval for additional $12K for gaming account; total of $29K
* General account: had $3K on Sept. 10; just received $5K from parent donations; should now have ~$8K
* $8K revenue budgeted last year; $9,429 actual
* $19K costs budgeted last year; $14K actual
* Sub total: $25K budgeted; $26K actual (incl $11K gaming funds and $14K carry over)
* Suggestion to target fundraising requests for gaming budget
* Suggestion to spend ~$12K from gaming budget this year
* Approved to spend ~$900 for earthquake supplies
* Will vote to approve budget next meeting

1. **Miscellaneous** – Luanne Richardson

* Ivory: need 4 volunteers (with criminal background checks done) to help with immunization clinic
* ROMS parents email list: Luanne is currently the only one who manages emails to ROMS parents; suggestion to add others who can send emails from this account: Tiffany, Ivory, Jen

**Meeting adjourned at 8:45pm**

**Ongoing Fundraising:**

* Peninsula Coop Number: 58597. Put this number in your phone and don't forget to use it when you pay at the gas station or grocer.
* Country Grocer receipts: Save your Country Grocer receipts as PAC earns gift cards to use for school lunches for those in need. The collection envelope is hanging by the PAC Bulletin Board at school.
* COBS bread: Mention Royal Oak when you make a purchase at COBS bread and 5% of your purchase will be donated to our school.

**Next PAC General Meeting: Wednesday, Nov. 16, 7:00pm**

**Action Items:**

* **Luanne**: BCC PAC: why do we pay for this membership?
* **Nina**: volunteered to take care of organizing hoodies
* **Luanne**: Country Grocer gift cards Role open
* **Luanne**: Grade 8 Graduation Liaison Role open
* **Ivory**: send out Signup Genius for 4 volunteers (with criminal background checks done) to help with immunization clinic; she will coordinate with Tiffany on details
* **Luanne**: ROMS parents email list; Luanne is currently the only one who manages emails to ROMS parents; suggestion to add others who can send emails from this account: Tiffany, Ivory, Jen