

**Strawberry Vale Elementary PAC**  
**Meeting Minutes**  
**Wednesday, September 13th, 2023 @ 6:30pm**



**1. Call to Order**

- 1.1. Territorial Acknowledgement
- 1.2. Welcome / Introductions
  - Meeting called to order at 6:35 pm
  - Attendees: Scott Thomas, Christine Patterson, Sam Jassal, Andrew Balo, Melanie Styles, Chantelle Bowden, Danielle Grbavac, Jack Buchanan, Laura Bey, Tanya Strubin, Desiree Wright, Nadia Hobbs Garmen, Robyn Hiensch, Emily Bruhn, Astrid Loucks, Lars Paronen, Lauren Lemieux, Whitney Corry, Alexa Gordon, Lizzie Enloe, Maria-Jose Pria
- 1.3. Approval of minutes: June 2023
  - MA: Chantelle; Seconded: Danielle
- 1.4. Approval of agenda: September 2023
  - MA: Chantelle; Seconded: Desiree

**2. Guest Spotlight**

N/A

**3. Teacher's Spotlight**

N/A

**4. Admin Report**

**Scott Thomas / Christine Patterson**

- There are 276 students enrolled in the SVE spread across 13 divisions.
- September 13: First full day of kindergarten complete!
- There have been some teacher movements over the summer:
  - Division 1: Mrs. Brown is teaching until the September 22nd Prd D day. The district is working to have this position filled after the Pro D day.
  - Division 3: Mrs. Brooks is teaching Environmental Education on Tuesdays only until February 1st.
  - Division 4: Mrs. Antl-Shrieves has taken over from Mrs. Gibbs who is on leave this year.
- There are a couple more EA positions to be confirmed and hopefully will be filled soon.
- Overall, it's been a good week and a half back at the school with teacher energy being high. As we move further past the pandemic, staff are starting to see their energy come back and they are excited to see more events come back at the school.
- For the school building itself, siding was to be finished this past summer but due to equipment constraints, this will now be completed in the summer of 2024. Painting of the school will commence in the summer of 2024 as well and will be a 2-year project. The new colours will be dark grey with a red trim to match our school colours.
- The new daycare buildings to be built on SVE property are still awaiting permits from Saanich.

**5. Executive Update**

**Sam Jassal / Chantelle Bowden**

- Three items were added to September's agenda under section 9: Island Sexual Health Sessions (section 9.6), Swimming and Other (section 9.7) and yearbooks (section 9.8) (*agenda has been updated*)

**6. Treasurer's Report**

**Andrew Balo**

- 6.1. 2022/2023 Financial Overview Update
  - Andrew gave a brief overview of the PAC's three accounts (high interest savings, chequing, and gaming grant). Paperwork and statements were distributed to meeting attendees.
  - Between all three accounts, there is \$42,460. There is a deficit of ~\$12K. A portion of these funds were approved to be used to purchase and install bike racks and benches (refer to Section 10.1 and 10.2).
- 6.2. Fundraisers/ Events from 2022/2023
  - For the new attendees to the PAC, Andrew discussed in detail the various fundraisers and events that happen at SVE.
  - Looking to this year, Andrew suggested reigniting the fundraising committee to meet separately before the next PAC meeting to discuss, organize, and plan events/ fundraisers for this school year. *For those interested in being a part of this committee, please email the PAC at [pacsve@gmail.com](mailto:pacsve@gmail.com)*

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**6.3. 2023/2024 Proposed Budget**

- The draft budget was distributed to all attendees of the meeting. It was noted that the budget for the welcome back BBQ will need to be increased for next year as well as the Home Alone Program. This is because the new facilitator may be more or less than what was budgeted for. In addition, events like Art Cards and the Spring Fair may need to be added if the PAC decides to go ahead with these events.
- The budget is required to stay in draft format for the next 30 days. Attendees of the PAC meeting can review and send any comments or questions over the next 30 days to the PAC email ([pacsve@gmail.com](mailto:pacsve@gmail.com)).
- A vote to approve the budget will take place at the October PAC meeting.

**6.4. 2023/2024 Gaming Grant Update**

- Andrew gave a brief overview of the gaming grant for the new attendees.
- Application for this year's Gaming Grant has been submitted.

**7. Funding Requests**

- The following points were discussed. The outcome/ decision on each point is described in red.
  - 1) Opening a high-interest bank account to start saving for larger projects around the school such as replacing the playground equipment - **Unanimous no on this item. Item closed.**
  - 2) Bus Fund - The PAC allocating budget to each classroom to help with the cost of 1 field trip - **Scott asked staff at the staff meeting if this is something that would be beneficial. The staff would rather spend funds on revitalizing the pond/ garden. Item closed.**
  - 3) PAC allocating budget to revitalize the garden and pond - **Staff would like to see funds raised to help with this. Travis Ritchie and Mrs. Brown are going to present some ideas around what could happen in the garden area and with the pond.**
  - 4) Increasing the classroom fund due to inflation - **It was decided to see what the PAC's financials are by the end of the year and then decide if there is budget to increase the classroom fund. Item to be reopened at the June PAC meeting.**
  - 5) Inviting staff to the PAC meeting in September to give their thoughts on what would be more valuable: bus fund, revitalizing the garden and/ or pond or increasing the classroom fund - **Scott discussed the above mentioned items with the staff at their monthly staff meeting. Item closed.**

**8. PAC Programs, Events, Fundraisers (updates / feedback / action items)**

<b>8.1. FaceBook</b>	Jasmine Jassal	<ul style="list-style-type: none"> <li>● Posts can be made on Facebook and will either be approved or denied by Jasmine Jassal. Please email Jasmine directly for anything related to Facebook (<i>her email can be given by emailing the PAC</i>).</li> </ul>
<b>8.2. Parent Education</b>	Tanya Strubin	<ul style="list-style-type: none"> <li>● It was decided that sending a survey to SVE families around what PE topics they would like to see this coming year would be beneficial.</li> <li>● The PAC discussed potential PE topics related to the new school goals, indigenous themes, and cultural inclusivity.</li> <li>● Tanya has started research on facilitators for the Home Alone program.</li> </ul>
<b>8.3. Fun/ Hot Lunches</b>	Melanie Styles	<ul style="list-style-type: none"> <li>● Fun lunch dates for the year will be:               <ul style="list-style-type: none"> <li>○ November 24</li> <li>○ December 8</li> <li>○ February 23</li> <li>○ April 26</li> <li>○ May 24</li> </ul> </li> <li>● The first two fun lunches will be pizza.</li> </ul>

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<p><b>8.4 Welcome Back BBQ and Meet the Teacher Night</b></p>	<p>All</p>	<ul style="list-style-type: none"> <li>Scheduled for <b>Thursday, September 14th</b> from <b>5-6:30 pm</b>. Teachers will be in the classroom from <b>5-6 pm</b>.</li> <li>Planning has been going on for the last week. Only minor details were discussed at the meeting.</li> <li>Item closed.</li> </ul>
<p><b>8.5 Community Value Books</b></p>	<p>Chantelle Bowden/ Melanie Styles</p>	<ul style="list-style-type: none"> <li>PAC decided to continue with this fundraiser for this year.</li> <li>Timing: It would be ideal to have the books delivered the week of the Thanksgiving long weekend.</li> <li>Melanie to connect with the organizer of the value books to confirm numbers, delivery and timing.</li> </ul>
<p><b>8.6 Art Cards</b></p>	<p>Danielle Grbavac</p>	<ul style="list-style-type: none"> <li>Danielle presented the information on art cards to the group regarding details around what it is, how it works, timing and cost.</li> <li>There is no upfront cost to the school. The school determines timelines. Kits are supplied to the teachers which include instructions on the art to be created, the materials, and are age specific. There is no specific theme attached to the art to be created and it is not specific to holidays such as Christmas. It is a general theme such as winter. The kids are guided but are able to do their own interpretation of the art.</li> <li>As an example of cost, 8 cards would cost parents \$18. The cost to the school is \$~10 and the PAC would receive \$~8. The cost decreases as you order more cards.</li> <li>The PAC decided to order the kits and the PAC, with help of the admin, will figure out where to fit this project into the school year.</li> </ul>
<p><b>8.7 Monster Ball</b></p>	<p>Nadia Hobbs Garmen/ Chantelle Bowden</p>	<ul style="list-style-type: none"> <li>Scheduled for <b>Friday, October 27<sup>th</sup></b> from <b>6-8pm</b> with doors opening at <b>5:45pm</b></li> <li>A suggested donation of \$2 will be collected at the door.</li> <li>Discussion around donating a non-perishable food item to support a local foodbank.</li> <li>A SignUp Genius will be set up and attached to the weekly emails leading up to the 27<sup>th</sup>.</li> <li>Discussion around capacity in the gym especially with 20+ new families in the school. We cannot exceed 500. Parents will be made aware in the weekly email to arrive early!</li> <li>More details will be discussed at the October PAC meeting.</li> </ul>
<p><b>8.8 Book Fair</b></p>	<p>Laura Bey</p>	<ul style="list-style-type: none"> <li>Next Scholastic book fair is scheduled for <b>November 6-8th</b> (Monday to Wednesday).</li> <li>Laura asked if anyone would like to shadow her for the book fair as its her last year at SVE. Astrid Loucks has volunteered.</li> </ul>
<p><b>8.9 Purdy's Fundraiser</b></p>	<p>Melanie Styles</p>	<ul style="list-style-type: none"> <li>PAC decided to continue with this fundraiser for this year.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Melanie to connect with Leanne Kopp on organizational details.</li> <li>• Melanie to report back at the October meeting.</li> </ul>
<b>8.10 Wild &amp; Free Organics</b>	Chantelle Bowden	<ul style="list-style-type: none"> <li>• The PAC decided to continue with this fundraiser for this year.</li> <li>• This will run consecutively with the Purdy's fundraiser.</li> <li>• Chantelle asked for volunteers to hand out orders at the school. Asterid Loucks volunteered.</li> </ul>
<b>8.11 Toy Drive</b>	Chantelle Bowden	<ul style="list-style-type: none"> <li>• Scheduled for <b>Thursday, December 14th</b> during school hours.</li> <li>• Students are asked to donate gently used toys and sell them for \$2. Students will be asked to bring in a toonie. The students can then shop around the school and buy something with their toonie. Any left over toys will be donated. No student will be denied this experience so toonies will be supplied to those who need it.</li> <li>• Each division will have a chance to "shop" around the school during the day.</li> </ul>

**9. Old / New Business**

<b>9.1. Buddy Benches</b>	All	<ul style="list-style-type: none"> <li>• New attendees to the PAC meeting were given a brief overview of this item. Earlier in 2023, the PAC voted to set funds aside to purchase 3 new benches. Only 1 bench will be rainbow coloured.</li> <li>• Due to staffing shortages, the district is not able to install. Scott to follow up next week.</li> <li>• This item will be updated as Scott receives information on timing for installation.</li> </ul>
<b>9.2. Bike Racks</b>	All	<ul style="list-style-type: none"> <li>• New attendees to the PAC meeting were given a brief overview of this item. Earlier in 2023, the PAC voted to set funds aside to purchase 2 new bike racks.</li> <li>• Please refer to 9.1. for other details.</li> </ul>
<b>9.3. Gaga Ball Pit</b>	All	<ul style="list-style-type: none"> <li>• The PAC was in favor of not proceeding with this item due to location constraints and the expense.</li> <li>• Item closed.</li> </ul>
<b>9.4 School Sign</b>	Chantelle Bowden/ Melanie Styles	<ul style="list-style-type: none"> <li>• Pole and letters will be purchased from Amazon (Chantelle).</li> <li>• Melanie to reconnect with Houston Signs to ask about a sign refresh.</li> <li>• An update on cost will be given at the October meeting.</li> </ul>
<b>9.5 Playground Replacements</b>	All	<ul style="list-style-type: none"> <li>• Background on the ongoing discussion around this item was given by Scott to the new attendees. As a brief summary, the kindergarten playground will be in need of refurbishment at some point in the next few years.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Scott emphasized that a project of this size is a multi-year project. As such, this item will be left as an open discussion with the admin moving forward.</li> <li>• A question was asked about the poles missing in the kindergarten playground. That type of structure is no longer made. Scott has been thinking of a climbing net to put in that space. This item to be left as an open discussion as well.</li> </ul>
<b>9.6 Island Sexual Health Sessions</b>	Robyn Hiensch	<ul style="list-style-type: none"> <li>• Grade 4 and 5 maturation sessions booked for February 1st &amp; 2nd, 2024.</li> <li>• There will be two presentations per day for two days.</li> </ul>
<b>9.7 Swimming/ Other?</b>	Astrid Loucks	<ul style="list-style-type: none"> <li>• Discussion around what other activities, besides skating, can be offered to the students.</li> <li>• There was discussion on activities previously done at SVE prior to the pandemic including tennis and bike week.</li> <li>• It was put to the group to think of what other activities could be offered at SVE and report back at the October meeting.</li> <li>• Astrid volunteered to look into swimming and report back at the October meeting.</li> </ul>
<b>9.8 Yearbooks</b>	Laura Bey	<ul style="list-style-type: none"> <li>• Discussion around if this is something SVE is interested in doing.</li> <li>• Laura volunteered to take the lead on this.</li> <li>• Scott to find out if there are any privacy issues with handing out yearbooks and to report back at the October meeting.</li> <li>• Melanie to forward Laura emails that have come to the PAC regarding yearbooks.</li> </ul>

**10. Next PAC Meeting**

Wednesday, October 11th at 6:30 pm.