

Cortes Island School PAC
Annual General Meeting Agenda
Thursday, September 12th at 3:00pm
School Library or Garden

1. Welcome and Introductions - changes and streamlining to how the PAC functions
2. Dissolution of 2023-24 Board
3. Election of 2024-25 Board
 - Nomination and election of Executive positions
 - Chair / President
 - Vice President
 - Secretary
 - Treasurer
4. Defining the PAC Role
 - Presentation and approval of draft document - see APPENDIX 1
5. Proposed Budget
 - Presentation and approval of 2024-25 budget - see APPENDIX 2 & 3 for teachers requests & Proposed Budget
6. PAC Policies
 - Review and approval of draft policies - See APPENDIX 4
7. Events Calendar - See APPENDIX 5 for some options
 - Proposal of events for the school calendar year
 - includes one hot lunch associated with a theme/event per month
8. Next Event Planning
 - TRC DAY
 - Fall Fair
 - First Hot Lunch
9. Communications
 - Review of listserve use and sharing information
10. New Business
11. Adjournment

APPENDIX 1. PAC, Values & Funding - FOR FINAL DISCUSSION & ADOPTION:

The Cortes Island Parent Advisory Committee (PAC) is a group composed of parents/guardians of students at a school that aims to support the school through volunteer work and fundraising.

Some key things about a PAC and its role:

- Represents the parent voice and perspective on issues relating to the school. Acts as a liaison between parents and school administration.
- Provides input and advice on strategic planning, policies, and initiatives at the school level. Helps identify parent priorities and concerns.
- Organizes fundraising events and efforts to raise additional funds to enhance programming and resources beyond provincial/public funding of the school. Common areas supported are technology, library resources, arts, athletics, etc.
- Volunteers time and expertise for activities that benefit students and the school community. Examples include organizing events, assisting with hot lunches, beautifying grounds, etc.
- Fosters engagement, involvement and a sense of community among parents, students, teachers and the wider school population. Brings people together to support the school.
- Advocates for the interests and needs of the school to the larger district and provincial levels as needed. Represents the school in relations with external stakeholders.
- Appreciation of staff, as they play a vital role in students' education and school community.

So in summary, a PAC provides an organized structure for parents to get involved, volunteer, help fundraise, and offer advice/support to help ensure the success and continued improvement of their children's school.

Values:

- Student well-being and success
- Community engagement
- Educational enrichment
- Supporting inclusivity
- Honouring Indigenous lands, values & people
- Increasing student enrolment
- Accountability and measurable impact

Areas funded through PAC fundraising:

- Technology - Devices, software, tech infrastructure upgrades
- Clubs, arts, music, theatre, sports
- Field trips and cultural experiences
- Library resources - Books, materials, furniture
- Classroom resources - Supplies, curriculum support materials
- Facility enhancements - Playground equipment, garden needs, grounds needs
- Hot lunches - menus built to be inclusive of dietary needs
- Health and wellness initiatives - Lunch supplementation, mental health supports
- Inclusivity programs - Supporting diverse learners, cultures and needs
- Graduation/milestone event funds
- Emergency funds - Unforeseen costs or circumstances
- Teaching grants - Additional funding for specific classroom needs
- Equipment for specialized programs - Labs, Maker spaces, trades etc.
- Gifts for teachers

The key is that PAC fundraising aims to directly enhance learning and support all students, not just academics but also social-emotional development.

APPENDIX 2. SYNOPSES OF STAFF / COMMITTEE CHAIR FUNDING REQUESTS

Laura Ellingson:

- Senior Garden: \$500 - straw fall and spring, amendments, some plants to help restore the garden. Seeds in spring.
- Front Entry Garden: ideally another \$500 to be safe. Irrigation, timer, plants etc.

Donna Bracewell (Learning Support):

1. Storage Bins - We have money to build a shelf for all of the independent tasks and fine motor activities so that they are out and visible to the students. 5 bins for shelves - Total \$24.95
2. More bins -33.63cm x 20.45cm x 12.85cm - 20 bins Total \$199.80
3. Noise Cancelling Headphones for each of the classrooms
 - These are great for any students who have trouble concentrating or distracted by noise. We would like to have some in each classroom. 3 sets of 3 Total \$104.97
4. [Kinetic Sand](#) 2 x 25-lb Bulk Box - purple, blue Total - \$139.90
5. [Amazon 33 Pcs Beach Sand Toys Set](#) - 1 set \$15.99
6. [Magnetic Tiles, 110PCS Magnet Building Set](#), - 1 set \$69.99
7. Lighting

Total for all items would be approx. \$556.00

APPENDIX 3. PROPOSED BUDGET - FOR FINAL DISCUSSION AND APPROVAL

		2024/2025 Budget
Income	Beginning Balance	\$9,889.27
	Restricted Funds: Grant in Aid	\$1,200.62
	Restricted Funds: Senior Class	\$209.61
	Restricted Funds: KFN Grant	\$2,523.25
	Gaming	\$2,000.00
	Grant in Aid	\$5,000.00
	PAC Fundraising	\$5,000.00
	Total Income	\$25,822.75
Expenses	Inclusivity Room Storage Solutions and Supplies	\$1,200.00
	Hot Lunch Supplies	\$4,000.00
	Hot Lunch Lead	\$1,600.00
	Hot Lunch Assist	\$1,200.00
	Kitchen Supplies	\$500.00
	Total Hot lunch	\$7,300.00
	Junior Enrichment/Trips	\$1,500.00
	Intermediate Enrichment/Trips	\$2,000.00
	Senior Enrichment/Trip	\$3,000.00
	Total Class Enrichment	\$6,500.00
	Front Garden	\$750.00
	Food Gardens	\$1,500.00
	Rainy Day Lunch Activities	\$1,500.00
	Book Fair	\$1,000.00
	Inclusivity Ed.	\$500.00
	Sports	\$750.00
	Sex Ed	\$500.00
	Miscellaneous	\$3,000.00
	Total Expenses	\$24,500.00
	Balance (surplus)	\$1,322.75

APPENDIX 4. SUMMARY OF 2024/25 PAC BUDGET FOR APPROVAL

Income:

Beginning Balance: Unrestricted funds left over from last year.

Restricted Funds: Funds raised or donated for specific projects that were not completely spent:

- Grant in Aid: \$1,200.62 of the \$4,000 for storage solutions and supplies.
- Senior Class: \$209.61 of the \$999.11 raised for the senior class kayak trip above and beyond what the trip ended up costing.
- KFN Grant: \$2,523.25 left of the \$6,750 donated last year for hot lunches.

Gaming: \$2,000 is the minimum we can be awarded. We are now in good standing with them.

Grant in Aid: \$5000 to be applied for to support this year's hot lunch program.

PAC Fundraising: \$5,000 that the PAC members present feel we can realistically raise through fundraising.

Expenses:

Inclusivity Room Storage Solutions and Supplies: \$1,200 left over from the Grant in Aid

Hot Lunch: \$7,300: 8 lunches at \$500 for food, \$200 for lead, \$150 for assist, and \$500 for kitchen supplies. Supported by left over KFN Grant and Grant in Aid.

Junior Class Enrichment and Trips: \$1,500 for books, art supplies, special guests, field trips, and alternative lighting.

Intermediate Enrichment and Trips: \$2,000 for art supplies, off island field trips.

Senior Class Enrichment and Trips: \$3,000 for art and science supplies, special guests and field trips.

Class Enrichment and Trip Notes:

- As long as purchases fall within the above categories, prior approval of purchase is not necessary.
- Off island trips will cost more this year as the PAC will have to cover all off-island bus trips.
- The PAC agrees to offer honorarium to hosts of on island field trips ie Blue Jay Lake or Linnaea.
- The PAC agrees that Strathcona and Mt. Washington trips are outside their budget but that if there is a student who can't make it for purely financial reasons a solution may be offered.

Front Garden: \$750: Anne will work with Laura to rehabilitate the front garden including assessment of the nonfunctioning fountain. For perennials, amendments, fencing, etc.

Food Gardens: \$1,500 between the two food gardens for seeds, amendments, straw, etc.

Rainy Day Lunch Activities: \$1,500: 30 days at \$50 for approved facilitators. Must have an up-to-date criminal record check and submit a proposal ahead of time. Facilitators will be approved for 4 sessions at a time to see how many students participate before awarding more time.

Book Fair: \$1,000 to cover 1 book of their choice per student.

Inclusivity Ed: \$500 to update and add to current supplies and materials including alternative lighting.

Sports: \$750 for equipment upon approval.

Sex Ed: \$500 for mandated annual school wide sex ed based on last year's invoice.

Miscellaneous: \$3,000:

- Bank Fees,
- Stationery, ink, etc., for PAC flyers and newsletters,
- Staff and Community Appreciation,
- Track and Field Day ribbons,
- Decorations upon approval,
- Fundraising supplies upon approval,
- Etc

- Etc
- Etc.

Based on staff input grants above and beyond the current budget will be applied for:

- Outdoor learning space
- Laptops
- Updated Text books,
- Specialty guest teachers
- Musical instruments
- In school work shops

APPENDIX 4. POLICIES - FOR FINAL DISCUSSION & ADOPTION:

- Decision making guided by preset budget & values document.

- It is up to the teachers and committee chairs discretion how to use their allotted enrichment funds as long as the spending is - in line with our values & funding document - within budget.
- Michael reviews staff spending and will come to the board for approval of any spending he deems to be outside the scope of enrichment. This includes infrastructure spending.
- Teachers/Committee Chairs will submit receipts to Treasurer for timely reimbursement
- Committee Chairs are in charge of ensuring their spending is in line with agreed upon uses for their funding. ie. Laura Ellingsen does not need approval to purchase seeds, straw or perennials for the Senior Garden. Anne D and Laura do not need approval to purchase deer proof perennials for landscaping the front of the school.
- Teachers are not to use the PAC line of credit from any of the stores - this money is for hot lunches.
- Board members can clarify for staff or Committee Chairs if a purchase or decision lies within our Values and What we Fund (loop treasurer or chair in).
- If unsure/unclear, board member brings to rest of board for deliberation (majority of quorum - ½ - need to answer) Text OK.
- Day to day, time sensitive requests, spending up to \$X - Board member brings to board (majority of quorum - ½ - need to answer) Text OK.
- Spending outside of Values and above \$X threshold - board member polls board for discussion, crafts email explaining issue and context and polls all members on listserv. All polls are time sensitive, so answer them when you first read them. Will use #poll.
- Results will be shared with membership.
- Meeting attendance - come to the meetings if you want to have a voice in decisions.
- We will endeavour to ensure agendas and past meeting minutes are sent out by Monday of the week of the meeting. If you cannot attend and feel strongly about an issue, please send an email to vice-president to be read out at the meeting for contribution to the discussion.
- Path altering decisions will be brought to the membership for vote after discussion in a meeting or by the board.

APPENDIX 5. SOME CALENDAR OPTIONS

Feast Days could start with an assembly introducing the premise of the day, followed by a story or mini play (could zoom in amazing storytellers, or meinshe, or local storytellers), kids set up the space (many hands light work), school, lunch feast, recess, activity. A list of diverse days that could be celebrated at school with associated values and sample foods are included below:

Fri, Sept 20 - OFF

CIS TRC DAY

Mon, Sept 30 TRC Day - OFF

October 7-11 - Friends-giving celebrating friendship, gratitude and abundance

Oct 14 - Thanksgiving - OFF

FALL FAIR FUNDRAISER - all community, bonfire, draw/raffle? hay to sit on, crafts, apple cider, chili, themed? perhaps students, in lieu of money, could preform for treats and string up lights...

Thurs Oct 31-Nov 1 - Diwali (Hindu) - Values of light over darkness, new beginnings, joy. Foods: curry, rice, samosas, pakoras, mango lassi, desserts like candied fruit, gulab jamun & barfi. stringing lights up, students choose a teacher and have to woo sweets or Taylor bucks out of them by performing skits, songs and dances. It is celebrated by Sikhs, Hindus, Jains, and mostly Newar Buddhists.

Thurs, Oct 31 - Halloween Dress up and parade at the school. In some schools the kids parade outside through the yard so parents can see them and get pics... then they go into assembly and get a big school photo.

Sat Nov 2 - Día de los Muertos (Mexican) - Values of celebrating life and death. Traditional foods like pan de muerto bread, mole sauce.

Nov 1 - OFF

Nov 8- 11 - REMEMBRANCE DAY - OFF

Nov 29 Student Led Conferences

Dec 18? - WINTER FAIR FUNDRAISER - could have a later procession down to the lagoon, then when the students are brought back to the school, the fair is happening. selling cards and gift tags the students made, bonfire, community, draw, crafts - winter decorations, snow flakes, swag, candle holders, selling candles? Maybe the classes make christmas cookies to sell? music

Dec 16 onward - Hanukkah (Jewish) - Values of light, religious freedom, community. Jewish 8-day festival recalling rededication of Second Temple in Jerusalem in 165 BCE. Candle lighting and fried foods like latkes, sufganiyot jelly doughnuts are traditions.

Dec 19 - Assembly before winter break

Dec 20 - OFF til Jan 6th

2025

Jan 17 - OFF

Jan 16 - Bodhi Day (Buddhism): This Buddhist holiday remembers the day that Gautama Buddha is believed to attain enlightenment. Celebrated on the lunar date January 18, 2024. Vegetarian fare, learning a story of the buddha, principles of no-harm, learning to meditate?

Wed. Jan 29 - Lunar New Year (Chinese) - Values of family, prosperity. Foods: dumplings, noodles, soup, tangerines. Make dragons, learn to use chopsticks

Jan 31 - OFF

Thurs, Feb 13 - Valentines - Traditionally parents made sweets for the school, then sent their kid with money to buy one or two treats after lunch. Sometimes community came in a picked up a treat too.

Feb 14 - 18 - OFF

Feb 28 Losar - Tibetan New Year - Tibetan Buddhism - Tibet as a country, Dalai Lama, Momos - tibetan dumplings, tea..

Sat, March 8 - International Women's Day - Maybe this feast is cooked by the dad's and students for the women and mothers... could sell tix.

SPRING FESTIVAL - March 16? - selling seeds from SR Garden, compost, bonfire, selling strawberry starts or raspberry canes? warm food, selling forced blossoms from pruning our trees?

March 17-31 - SPRING BREAK

March 20 - Oestara(Wicca)/Naw Ruz (Baha'i)/Shubun-no-hi (Shinto) - Balance between light and dark, rebirth, renewal, end of winter, return of spring, Oestara

took pity on a bird who could no longer fly, she turned her into a rabbit, so it would have soft fur and would not freeze, but it still laid colourful eggs. Colouring blown out eggs to hang in windows. Kids colour cut out eggs with what they are looking forward with spring return. Older kids, the story of Inanna who goes into the underworld, surrendering all that she has - a young woman who is fully aware of her feminine power and confronts life boldly without fear of how she will be perceived by others, especially by men. Frittata, honey cake, carrots and apples.

Mon. March 25 - Holi (Hindu) - Values of inclusion, playing, triumph of good over evil - This is one of the most known [Hinduism holy days](#), and it celebrates the arrival of spring and new life. This lasts for a night and a day, starting on the evening of the Full Moon Day. Kids get to paint teachers, bring a shirt to tie-die or finger paint. Snacks like gujiyas, thandai drink.

100 days - half way through school

Wednesday April 10th - Eid al-Fitr (Islamic) - Values of community, generosity. Foods: dates, traditional desserts like sohan halwa, biryani rice dishes, dried apricots, flat bread, hummus. Students dress nicely, make small gifts for each other, do mendi on hands

SPRING FESTIVAL - April 16? - selling seeds from SR Garden, compost, bonfire, selling strawberry starts or raspberry canes? warm food, selling forced blossoms from pruning our trees?

April 18-21 - OFF

Tuesday April 22 - EARTH DAY - FEAST DAY?

Cherry Blossom Festival (Japanese) -

May 1-2 OFF

Mon. May 5 - Cinco de Mayo (Pueblo, Mexico) - Celebrating victory over colonization - Could talk about the name Cortes, Hernando, Marina and the significance to Mexico. Pazole or tortilla soup, horchata, churros or mexican wedding cookies

Sports Day

May 19 - OFF

June - Pride Potluck (2SLGBTQ+) - Values of diversity, acceptance. A rainbow of foods.

June 13 - Student Led Conferences

Friday June 20 - Summer Solstice

Saturday June 21 - National Indigenous People's Day

End of School Festival

Thursday June 26 - Last Day of School