



CHEAM PAC Meeting

Date: November 18, 2024

Time: 7:01pm

Location: Cheam Elementary Staff Room

1. CALL TO ORDER

1.1 Welcome & Acknowledgements

We live, work and play on the traditional and unceded land of the Sto:lo Coast Salish Peoples

1.2 Attendance

Alyssa Blondin, Rachelle Pinch, Melissa Graham, Shawn Gieselman, Darcy Gauthier, Tanya Cannon, Kaitrin Vit, Emmy Kerr, Iain Gardner, Laurel Thornton

1.3 Ensure Quorum

All execs present

1.4 Approval of Agenda:

Motion -Rachelle Seconded - Melissa

1.5 Approval of Minutes from previous meeting:

Motion – Michelle Seconded -Rachelle

2. REPORTS

2.1 Principals Report

- Remembrance Ceremony: blown away by the students. Kids were all very well behaved. Teachers dialed into what was expected. Assembly was very good. Good parent turnout. Iain played the bagpipes, was much appreciated by all. Overall a very successful ceremony.
- 150 Celebration: Moving along well with a group of volunteers currently researching, including connecting with the Chilliwack Museum. More volunteers would be appreciated (email Iain if interested). The celebration will happen May 2025 – a carnival-like event.
- Strategic Planning Meeting:
 - To be discussed in the DPAC report

2.2 Treasurers Report

- Gaming Grant came in.
- Hot Lunch have been very successful
- Fundraising – about 25% to our goal. Coupon Books did well.
- World Book Day has been paid for.
- See attached treasurer's report.

TREASURER'S REPORT - OCTOBER 2024					
GENERAL ACCOUNT					
TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
Balance Forward (as at September 30, 2024)					\$ 31,565.44
		Various			483.00
2-Oct-24		E-transfers Grad Hoodies			456.16
8-Oct-24		Munchalunch			1,362.63
10-Oct-24		Munchalunch			247.45
11-Oct-24		Munchalunch			426.41
15-Oct-24		Cash deposit (bookies \$248; coupon fee \$310.25; 2024 yearbook \$22; xmas fund. \$60)			668.20
17-Oct-24	270	Hot Lunch - Papa John's	1,163.44		
18-Oct-24		Munchalunch			431.16
25-Oct-24		Munchalunch			418.71
28-Oct-24		E-transfer Xmas fundraiser			137.00
28-Oct-24	272	Office supplies	13.95		
28-Oct-24	273	Hot dog day	130.98		
28-Oct-24	274	Classroom support	171.82		
Total Income and Expenses			1,480.19	4,630.72	
Ending Balance (as at October 31, 2024)					\$ 34,715.97
COMMITMENTS ON ACCOUNT					
	271	Safe at home course	1,296.75		
	275	Coupon books	840.00		
	276	Trunk or treat concession	96.03		
	277	Classroom support	175.00		
	278	Hot lunch - White Spot	1,304.21		
		Munchalunch: Accounts Receivable		31.75	
		Munchalunch: Accounts Payable	113.50	-	
		Subtotals	3,797.49	31.75	
Total Cash Available (as at October 31, 2024)					\$ 30,916.48

GAMING ACCOUNT					
TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
Balance Forward (as at September 30, 2024)					\$ 1,051.32
2-Oct-24		Gaming grant		4,960.00	
25-Oct-24	53	World Book Day	1,250.00		
Total Income and Expenses			1,250.00	4,960.00	
Ending Balance (as at October 31, 2024)					\$ 4,761.32
COMMITMENTS ON ACCOUNT					
		Subtotals	-	-	
Total Cash Available (as at October 31, 2023)					\$ 4,761.32

CASH BOX (FLOAT)		
TRANSACTION DATE	DESCRIPTION	BALANCE
(this float is kept in the locked PAC box in the staff room)		
Balance Forward (As at September 30, 2024)		\$ 100.00
Ending Balance (as at October 31, 2024)		\$ 100.00

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2024-25 Year to Date

ITEM	APPROVED		ACTUAL	
INCOME				
Gaming Grant	\$ 4,800.00		\$ 4,960.00	
Hot Lunches + Milk Program	1,500.00		1,140.91	
Fundraising	4,000.00		959.66	
SD PAC Grant	150.00			
Total Incomes	\$ 10,450.00		\$ 7,060.57	
EXPENSES				
			Spent	Remaining
Athletic Department	800.00		-	800.00
Classroom Support (\$175/division + EA)	2,275.00		171.82	2,103.18
Field Trips	2,000.00		-	2,000.00
Library	700.00		-	700.00
Special Events Committee	750.00		68.03	681.97
Staff Appreciation	300.00		-	300.00
BCCPAC Membership	850.00		-	850.00
World Book Day (books for families)	1,250.00		1,250.00	-
Yearbook software	250.00		-	250.00
Munch-a-lunch fee	340.00		-	340.00
Miscellaneous costs	300.00		13.95	286.05
Grad Fund	300.00		18.08	281.92
FoodSafe Certification (Level 1)	100.00		-	100.00
Fruit Program	100.00		-	100.00
		10,315.00	1,521.88	8,793.12
Net Income/Loss	\$ 135.00		\$ 5,538.69	

2.3 DPAC Report

Janine, Family Smart community representative presentation:

- Janie is our Peer Support worker in Chilliwack - please reach out to her at anytime to speak one-on-one, or book a presentation for your school / PAC - Janine McMorran (janine.mcmorran@familysmart.ca)
- Janine would like to be invited to each PAC in the district to present on Family Smart.
- There is an 8 min video that we did not have time to watch at the meeting, you can find the video here: <https://www.youtube.com/watch?v=gQbk5ID-CnE>
- Family smart is a safe space non-profit organization that works with children 0-24+
- They meet you where you are (i.e. they can meet you in-person, video chat, email, over the phone)
- Family smart is a non-clinical service, that is confidential and provides free services with NO WAITLIST and no diagnosis needed
- Family smart has monthly events called “in the know” (<https://familysmart.ca/monthly-events/>).
 - November’s topics are OCD: It’s more than over washing your hand
 - Supporting safety at home when your child has a mental health crisis.
- There is a free video library online that covers a variety mental health topics.

Chair Report:

- At the learning Halqemeylem workshop, participants learned how to use the firstvoices.ca website
- Elections – Trustee Maahs is still a trustee even though she has been elected as an MLA, she is not obligated to resign. If she resigns, a byelection needs to happen within 4 months of her resignation and the district is obligated to cover the costs of an election. https://www2.gov.bc.ca/assets/gov/education/administration/legislationpolicy/legislation/schooltrustee/school_trustee_election_procedures.pdf

Trustee Report:

- A boundary review and enrollment planning is happening this year
- End of November beginning of Dec the board will be looking for strategic planning meetings:
 - **Nov 27th GW Graham Family of Schools** (GWG, MSMS, Stito:s, Cultus Lake, Swilhcha, Unsworth, Vedder Elementary, Promontory)
 - **Nov 28th Chilliwack Secondary Family of Schools** (CSS, CMS, Rosedale Traditional, Central Elementary, Little Mountain, Strathcona, Cheam, East Chilliwack)
 - **Dec 3rd Sardis Secondary Family of Schools** (SSS, VMS, Evans, Sardis Elementary, Tyson, Watson, Greendale, Yarrow)
 - **Dec 4th Chilliwack Secondary, Imagine High and Kw’iueqel Secondary Family of Schools** (Imagine, KSS, ADR, Bernard McCammon, Robertson, Leary)
 - Jan – Feb 2025 online engagement – all parents/guardians/caregivers of the Chilliwack community

BCCPAC:

- What is BCCPAC: not part of the school act but is a society
- Byelection information was just emailed out, if you want to learn more visit: <https://bccpac.bc.ca/index.php/about-us/board-of-directors/by-election-2024>
- Their meetings minutes from June to September are on their website now
- They have a lot of resources available online including a leadership manual, <https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual>

- Membership fees are now due. Eligibility to vote at the AGM requires fees be paid by Dec 31st; Cheam has done this.
- Dates for Digital Learning Events are posted for the year. Establishing Safe, Caring, and Respectful Digital Communities. <https://pages.saferschoolstogether.com/erase-family-session>

IDEA:

- Nov 20th is Trans day of Remembrance there is a 16+, unless with an adult, event being held at CSS
- Focus this year is to continue work with SOGI/SOGI123, and inclusive schools, while also introducing the topics of Anti-racism and intersectionality.
- New partnership with Valley Shidokan is in development
- All schools should now have SOGI leads in their school

SAGE:

- No meeting held, rescheduled to November 4th
- Reach out to dpacvp@sd33.bc.ca if you would like to attend a meeting and see if its for you, if you have topic ideas to discuss or need any resource/support assistance.

ACIE:

- Started the year off with a Student Services update. The district has put together an admin tool kit that equips administrators better with how to evaluate CBIEP documents and the work teachers and inclusion teams are doing.
- Parents can expect changes this year with CBIEP supplementary and replacement goal progress being reported in the report card, not a separate document.

CHC:

- Next meeting Nov 26th @10am via zoom
- **Working to keep Free Food Resource document updated.**
<https://static1.squarespace.com/static/6508c32d4783f7679312eb6d/t/66b6a864556d4b3f79653fdb/1723246692391/Free+Food+Programs+Aug+2024.pdf>
- have we shared this information with our parent group? Add to bulletin board?
- **Ann Davis Transition Society has several free programs this season including:**
 - **Mastering your Emotions, a 10-week virtual group, in partnership with CYHC**
 - **Children in Between, for children ages 5-11 and one or both parents. This group provides info on the emotional costs of separation and divorce and is designed to increase communication and coping skills for all involved.**

CYC

- No minutes yet
- **DPAC has a vacant seat on Middle Years (ages 6-12), if you are interested in going to these meetings let them know dpac@sd33.bc.ca**

DPAC priorities and Action Plan Proposal:

- **Classroom temperatures continue to be a concern in brick-and-mortar classrooms. (Some schools don't have air conditioning).**
- **Some concerns about bussing came up. If DPAC strikes a committee to advocate for bussing, Trustee Westerby has volunteered to be a part of it.**

DPAC Logo:

- There was some discussion about concerns inviting designs from students and a potential alternative of having students and caregivers vote on one out of a few options.
- Discussion about selecting an artist came up with a couple ideas: canvassing artists via a survey, DPAC VP also have experience and ideas for artists.
- Discussed plan of action: Start with student and parent feedback via a survey on what they want in a logo then bring to a designer and have 3 options to vote on.

Upcoming Meetings and Presentations:

- **November 21st, @ 7pm – Advocate Sue Robins**
 - **Your Silence Will not Protect You – The Nuts and Bolts of Advocacy. Online via zoom** <https://sd33-ca.zoom.us/meeting/register/u5YpcOmtqTwrGNB-whULpuN60Wuw0BQchJNW>
- **Nov 28th, @7pm – DPAC General Meeting – In-person or online via zoom. Register for zoom access here:** <https://sd33ca.zoom.us/meeting/register/u50odeyuqzwejE9HQJ-9GfWKYVL4an8wEsCfC>
- **Dec 5th, @ 7:30pm – SafeTeen Violence Protection**
 - **Violence Prevention Presentation online via zoom –** https://sd33-ca.zoom.us/meeting/register/u5UsfuqtqjsjH9BcijCkUQnEHLdZLrdmynYJ?fbclid=IwY2xjawGg9_VleHRuA2FlbQIxMAABHYzbH7KdKrM4nupfGgWkjLvpnut9wcq27xzKpLzz0X1Vu7ExexV5BmULgA_aem_BxSp4Gjg7q4m2pf8oIlKVA#/registration

2.4 Committees Report(s)

Special Events:

- Movie Night: (Nadine) graphics look great! Well done Nadine. Volunteers for concession still needed. Student Supervision volunteers needed? Iain says supervision may not be necessary but will need people to minimize the extra things the kids may bring (ie: stuffed animal bouncers). Parents will be responsible for their own kids. Iain will provide this introduction/rules at the start of the movie.
- Pancake Breakfast: Leaders for each group have been established. More volunteers are still needed! Date is Friday, Dec 13th.
- Metis Jig Dancing and Spoons: Kehew Roussel. Dec 6th (performance at 1pm). Students will learn some traditional steps prior to the presentation. Parents are welcome to attend.

Hot Lunches:

- Carla is doing an amazing job as usual. Kaitrin suspects she may be able to get more funding from Superstore for the next hot dog day.
- Nov 22- McDonald's.
- Nov 29 – Hot Dog Day.

Fundraising:

- Cookbook Fundraising idea – Darcy/David. Put together a proposal, email PAC for the next meeting.
- Spin into Yin – 6 bikes left. Nov 29th.
- Reminder that 150 Celebration is a Community Event, not fundraising.

Yearbook:

- No new news.

Grade 5 Grad:

- Kids got their hoodies. Happy with them. Location has been set.
- Bottle drive?

Bulletin Board:

- Darcy has been doing an amazing job! He would like it to be more interactive with the students and have each classroom decorate trees/ornaments for December.
 - The consensus is that most teachers will be on board with this activity, but it should be left to each teacher to decide if their classroom will participate.

3. UNFINISHED BUSINESS/CARRIED OVER FROM LAST MEETING

- Constitution Committee:
 - Currently has two members (no more needed). First meeting planned for January. To bring a rough draft of the constitution for the April 2025 PAC meeting.
- Organization template for Trunk or Treat (and other special events)
 - Melissa. Event Templates for all major events as a guide for new PAC members. Melissa made a sample template/framework for each special event.
 - Ask Melissa to send the introduction paragraph
- Pancake Breakfast
 - Discussed in Special Events
- Review/Approve Account Signer Policy
 - Operational Policy – will be on the one drive
 - Each person on PAC signs it. Meets the banking criteria. To vote on next meeting
- Code of Ethics Policy
 - Each year would be signed by execs and coordinators of committees and events. To vote on for next meeting (one drive)
- Review dates for remaining PAC meetings
 - Proposed: January 13, February 10, March 10, April 14, May 12, June 9 (AGM)
 - Shawn would like to have the dates solidified.
 - Reminder the AGM would have to meet quorum (3/6 execs).
 - Consensus - These dates will be entered as the dates for the remaining PAC meetings, with some flexibility as needed.

4. NEW BUSINESS

- Cheam PAC Email Consent Policy
 - Shawn did a lot of work creating an email consent policy to be used going forward, if approved.
 - Discussion point from the proposed policy: PAC will retain the email list from previous years.
 - Concern around the emails being sent to individuals who do not currently have a child attending Cheam Elementary if they have not opted out of emails.
 - Reminder that the information in PAC emails is public information.

- if we chose to keep previous email lists, it will be unclear how many individuals the PAC email is reaching.
- Voting to approve the proposed Cheam PAC Email Consent Policy will happen at the next PAC meeting – January 13th. The document will be made available to view. (where?)
- Code of Ethics Signing Policy
 - A draft was presented by Shawn. To be reviewed and voted on at the next PAC meeting.
- Cheam PAC Executive AGM Signing Policy
 - A draft was presented by Shawn. To be reviewed and voted on at the next PAC meeting.
- Feedback from the Cheam Elementary community regarding the frequency of PAC emails. Some families feel the frequency is too much, while others appreciate the weekly reminders. Concern around the information in the emails being repetitive.
 - Is a Communication Policy needed? What is the frequency of communication and why have we chosen it? Tabled for next meeting.

5. OPEN DISCUSSION none

6. DATE FOR NEXT MEETING: January 13th

7. BUSINESS FOR NEXT MEETING

- Follow up on Movie Night
- Cookbook Fundraiser – Proposal to be presented by Darcy and David.
- Grade 5 Bottle Drive
- Review/Approve Account Signer Policy
- Review/Approve Code of Ethics Policy
- Review/Approve Cheam PAC email consent policy
- Communication Policies – why do we send emails frequency, email structure.

8. ADJOURNMENT:

Motioned - Rochelle Seconded - Melissa.

Time: 8:42PM