

Northridge Elementary School – PAC Meeting Minutes – November 1, 2023

Members present meeting: Robyn Heath, Lindsay Plumb, Lindsay Swan, Melanie Heidorn, Katie Hebert, Dayna Beuthin, and Danielle Eeuwes.

6:35pm Meeting is Called to order – Land acknowledgment

	Topic	Discussions/Updates	Resolutions/Tasks
1	Executive Summary – Lindsay Plumb		Northridge.pac.info@gmail.com
1a	Previous Minutes – October 4, 2023	<ul style="list-style-type: none"> December minutes have not been completed yet. 	<ul style="list-style-type: none"> Motion to accept the October minutes made by Robyn and seconded by Melanie, passed unanimously
1b	Land acknowledgement	<ul style="list-style-type: none"> Used the school districts land acknowledgement 	<ul style="list-style-type: none"> Discussed creating a PAC land acknowledgement and passing the opportunity around to say it at each meeting.
2	Administration Update – Lindsay Swan		
2a	Halloween Dance	<ul style="list-style-type: none"> Some complications with some children being outside to cool down but they might not have been supervised. Continue to communicate that the dance is a family event and children need to be supervised at the dance. 	<ul style="list-style-type: none"> Possibility of having volunteers monitor an open door to prevent children going outside without a parent or placing caution tape on the open door.
2b	Remembrance Day	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Friday November 10th at 10:45am Students can wear uniforms
2c	Awards	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Salmon awards have been given out to students. Next might be the bear awards.
2d	Shelter	<ul style="list-style-type: none"> Has lots of rain coming off the roof when it rains. Possibility of looking at how to prevent the mud around the shelter (e.g., rain barrel, gravel pit) 	<ul style="list-style-type: none"> Lindsay Swan will check with facilities to see what might be possible or preferred at the school.

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2e	Facilities Requests	<ul style="list-style-type: none"> • Split rail fencing quote • Wheelchair door opener button • Sign 	<ul style="list-style-type: none"> • The district will fund the automatic door opener. • The fence would be extremely expensive. The school team will look at trying to teach the safety components to the students. • Have requested a quote for the time.
2f	iPads	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Have arrived and are being set up by the district.
2g	Photo retakes	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • November 17th
2h	Activities at the school	<ul style="list-style-type: none"> • Soccer • Basketball • Rainbow Club • Cross Country • Choir • Leadership team • Drum Circle – Tuesday afternoons for 45 minutes 	<ul style="list-style-type: none"> • Lindsay Swan will check with the teachers running the Drumming Circle program to see if they need anything. • Lindsay Swan will check with the staff to see if they have any talents they would be willing to share with the students as an extra curricular (e.g., 3 weeks)
2i	Diving	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Most of the classes that were eligible have attended the field trip.
	General		
3a	Treasurer Report	Current Balances: <ul style="list-style-type: none"> • Chequing: \$12,551.69 • Savings: \$0 • Hot lunch money (chequing 2): \$2380 • Gaming: \$19,114 	<ul style="list-style-type: none"> • Please refer to the treasurer report for additional details.

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4	Facebook Groups	<ul style="list-style-type: none"> • Northridge Families (parent, guardian, or caregiver group) – families can connect and discuss what they want • Northridge Elementary School PAC page – information shared from the PAC to the school community 	<ul style="list-style-type: none"> • Families can join the Northridge Facebook groups to stay connected with the Northridge community.
5	Fundraising Committee	<ul style="list-style-type: none"> • Email any questions or concerns to: Northridge.pac.fundraising@gmail.com • Halloween Dance – made \$600 profit • Board game night – November 17 – will order more pizza • Fall raffle – draw date is November 12th, currently have 100 books returned that are sold • Art Cards –.have been shipped back to them for processing. Could have the order window be one week in duration. • Purdy's has been set up (delivered around Dec 8) • Floral has been set up (Delivered around Dec 8) 	<ul style="list-style-type: none"> • Cotton Candy Sales: Friday after school \$3 • Mel will provide Lindsay Swan with a float • Fun fair – Mel project manager, Megan food, Joanne volunteers, (TBD) games/inflatables, (TBD) raffle classroom baskets, (TBD) 50/50, (TBD) advertising, Danielle other entertainment, (TBD) set up, (TBD) clean up, Robyn wristbands, and (TBD) concession. • Halloween pizza left overs – Mel to send Lindsay Swan an invoice for the left-over pizza. • Possibility of doing art cards at another time where the cards can be generic (e.g., in January) • Pick up for Floral and Purdy's will be on Friday December 8.
6	Hot Lunch Committee	<ul style="list-style-type: none"> • High 5 Chicken hot lunch has gone well and we have heard positive reviews. 	<ul style="list-style-type: none"> • Robyn will provide the Domino's receipt and will obtain a High 5 chicken receipt. She will provide an invoice for the OP families. • Robyn will pick up the hot lunch forms the week before the hot lunch date. Robyn will email Katie D. and Lindsay Swan to remind them about the form pick up.

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7	VCPAC Update	<ul style="list-style-type: none"> Meetings were held the second Tuesday of the month and there is still a zoom option to attend the meetings. 	<ul style="list-style-type: none"> Lindsay Plumb sent out an email with pieces that they VCPAC was asking for feedback on.
8	School Merchandise	<ul style="list-style-type: none"> Email any questions or orders to: northridge.pac.merchandise@gmail.com 	<ul style="list-style-type: none"> The store has closed and the orders will be processed. Try to add a dri-fit shirt as an option to order.
9	Naturescape/ Outdoor Playground	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> An email has been sent to Karin Kwan trustee to see if the outdoor classroom has been discussed at the board meetings or what the next steps might be.
10	Shelter	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Benches have been ordered.
11	Healthy Schools Update	<ul style="list-style-type: none"> Email any questions or concerns to: northridge.healthyschools@gmail.com 	<ul style="list-style-type: none"> Topic was not discussed.
12	Parent Partners	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Topic was not discussed.
13	Parent Education	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Kerry-Lynn has put in an application for funds. Lindsay Plumb will reach out to other schools to see if they want to join us for any parent education workshops.
14	Teacher Requests	<p>Grade 1 Teacher Request (no gaming):</p> <ul style="list-style-type: none"> request to purchase – RidgeWorkshop materials \$500 – possibly increase to \$1000 to allow more teachers to use the materials with the class. <p>OT:</p> <ul style="list-style-type: none"> Riftan Chair \$750 – can use gaming funds <p>Buses:</p>	<ul style="list-style-type: none"> Lindsay Plumb will create a google doc form for staff to fill out to make requests consistent. Staff are encouraged to come to the PAC meeting to make their requests. Look at putting it in the budget to have \$2000 allocated for each division to have one bus per year. Mr. Greig's request have already been approved in the budget.

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		<ul style="list-style-type: none"> \$120 per round trip for local trips – 5 buses have been booked for a total of \$940 <p>Equipment:</p> <ul style="list-style-type: none"> Soccer Balls – 24 size 4 (gaming) \$450 Body Sock & Trapeze bars \$150 <p>Mr. Greig Requests:</p> <ul style="list-style-type: none"> Victoria Symphony Concert at the school - \$120-\$240 Strings Support \$55 	<ul style="list-style-type: none"> Dayna made a motion to spend \$940 for the requested buses for field trips. Robyn seconded the motion and all in favor. Mel made a motion to spend up to \$800 on the Riftan chair. Lindsay seconded the motion and all in favor. Danielle made a motion to spend \$1000 on the Story making Ridge Workshop sets. Robyn seconded the motion and all in favor. Lindsay made a motion to spend \$450 to purchase the soccer balls. Dayna seconded the motion and all in favor. Danielle made a motion to spend \$150 on the body sock and trapeze bar. Dayna seconded the motion and all in favor.
15	Fun Fair	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Planning for May 31 if enough people volunteer to lead a section of the fun fair tasks.
16	PAC Meetings	<ul style="list-style-type: none"> Cheryl has a conference microphone that can be used. 	<ul style="list-style-type: none"> Plan for December to be a hybrid meeting.
17	Kids Shopping Event	<ul style="list-style-type: none"> Donations are sent in and then the kids shop for items in the gym to give as holiday presents. 	<ul style="list-style-type: none"> No one has stepped up to run the event and the event requires a lot of storage.
18	Monthly Staff Thank You	<ul style="list-style-type: none"> Staff were provided with food from Country Grocer as a PAC thank you. 	<ul style="list-style-type: none"> Lindsay Plumb to provide a shout out/appreciation message to any staff who are doing extra-curricular activities with the students.
Outstanding Tasks from Previous Meetings			
	School Photos	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Lindsay Plumb to confirm pricing and details about class pictures with Stephanie Raymond.

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	Time of next meeting	<ul style="list-style-type: none">• December 6, 2023 at 6:30pm in the school library.
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Meeting adjourned at 8:30pm

Meeting Notes Submitted by Danielle Eeuwes