

View Royal Elementary PAC Meeting Minutes

September 16, 2026 @ 6pm

Location: View Royal Elementary Library

Welcome – Introductions

VRPAC Executive Members	Position	Attendance (✓/R)	VRPAC Executive Members	Position	Attendance (✓/R)
Monique Booth	President	✓	Vacant	VRPAC Representative	
Carolynne Clark	Past President	✓	Becky Pantella	Communications Co-Coordinator - Web	✓
Andrea Di Lucca Bustard	Treasurer	✓	Adriana Wootton	Communications Co-Coordinator - Social	✓
Andrea Olmstead	Secretary	✓	Joel Truscott	Bottle Drive Coordinator	
Vacant	Fundraising Coordinator		Amy McCooley	Parent at Large	✓
Julie Morris	Fun Food Coordinator	✓	Vacant	Parent at Large	

Parent(s)/Guardian(s) in Attendance:

Jesse St Clair
Kristine Gretzinger
Kiandra Bird
Jenny Dilts

Teachers in Attendance:

Jen Fahr
Amanda Johnson

Others in Attendance:

Land Acknowledgement

We acknowledge with gratitude, humility and respect that we live and work as visitors on the unceded ancestral territories of the Lək'wəŋən Peoples now known as the Songhees and Esquimalt Nations. We are honoured to raise our families in the “place to smoke herring” and we are grateful to the Nations for caring for the rich resources and teachings of this beautiful land. We commit to tread lightly and to teach our children to do the same.

Old Business & Updates

- **Approval of previous meeting Minutes**
 - [June 2026 | PAC Meeting Minutes](#)
 - **Monique 1st, Adriana 2nd**
- **Administration Report**
 - Jen update: Everyone is in their new classrooms,
 - 11 divisions, almost full- a couple spots left
 - 235 students
 - Terry fox run 2-230 on Friday Sept 18, collecting \$, have received some online donations
 - ProD day Monday Sept 21- teachers doing learning
 - Photo day Oct 2, another back up day if child is away (November)
 - Tues Sept 29 orange shirt day (9:30 maybe)
 - Strings position posting- Mr Lee only teaching WThF, at another school M-Tue- cannot do strings because he is at another school
 - No applicants in the summer for that with correct qualifications
 - Bus balances: \$48, sent in some invoices from June- 2 bus invoices, -\$581 (+GST rebate)
 - PAC donations \$1008
 - Playground \$5568
 - Staff Question: Welcome back, pizza, are you pre-ordering?
 - Doing all ministry counts for funding- capture all students we have for Sept
 - Kids are settled- many split grades, assigned according to class size and composition, rules we have to follow; Bound by class size and composition rules, wait for permission from school district
 - Choir: Not determined yet, stay tuned for when that might be
 - May have to be more flexible for concert, tea (maybe in the spring)
- **Treasurer's Report**
 - [2025-2026 spreadsheet](#) - review w/ updates
 - Looking at what was done last year, priority closing out last year
 - Going forward, budget- what is the ideal time to approve, next meeting will have a draft
 - Trying to get all actuals up to date
 - Same minimum funding for division trips and buses
 - Set up book keeping program to keep track
 - Email will be sent to admin to confirm classroom and bus amounts, along with how to request additional funds
 - [Current balance sheet](#) - snapshot of what's in the bank
 - **Gaming report** - Andrea to connect with Carolynne (& James) to finalize and submit by Sept 30
 - Allocate what we can to gaming eligible expenses, gaming money accumulating, what from past school year is eligible
 - Chess club- gaming expense? Other clubs? Music?
 - **2026 - 2027 draft budget** - draft for review coming for Oct PAC meeting
 - **Update on signing authorities** - Andrea DB, Monique, and Carolynne are now the signers
 - **Annual fees** for website, email and munchalunch platform - confirm payments
 - Annual fees, website and email paid at the end of last year (last reimbursements- more than a year)- linked to Carolynne's card
 - **Fundraising/donation platform - Zeffy.com**
 - Set up for events where we have donation bucket? Intended for non-profit
 - Designated Zephy device for community events so folks can donate
 - Not tricky to set up
 - Donations- not keeping track of give and take of \$\$
 - Julie let us know if need more donations
 - Reminder of [Reimbursement and Cheques Protocol - Feb 2025 - Google Docs](#)
 - Send out an email about special requests
 - Sooke field trip- received a grant, allocate \$ to another request

- Question about playground history:
 - Only school in district with one playground, high cost \$150-200K
 - How much energy to invest in this versus other big ticket item requests from teachers
 - Walkathon - dedicated fundraiser for playground
 - Could do a smaller project, just swings (have ~\$25K dedicated)
 - Indigenous garden update: water issue fixed, seed donations
 - Ballard and Johnson on garden
- **Fundraising Report**
 - **Upcoming Fun Food:** Oct 2 Subway
 - Sarpinos will be offered every fun food
 - Next is noodle box
 - New platform good: volunteer box still being adjusted
 - Place to put treasurer - Andrea should have access- to check
 - Julie also a primary admin (more access)
 - Great place to volunteer at fun lunch- Julie helps, kids help
 - We have one dominos fundraising card left- \$20 get 10 buy 1 get 1 code (PAC gets \$18)
 - **Bottle drives** - September 19
 - Carolynne will be there
 - Need to get stuff out of the locker, pick up key on Friday
 - Students can come with parents to help out
 - **Spirit wear** - Monique & Andrea O leading - tentative launch date September 18/25th to Oct 13- align with coupon books. Storefront link: <https://store.passionsports.ca/VRESSS2026/shop/home> (storefront still being finalized)
 - Samples on a table at parent night
 - If we add stuff, might need to take something off (shorts ordered the least)
 - Add non-hooded sweatshirt and cotton cap
 - Order some as prizes? Vote PAC to approve?
 - Check how many we still have
 - Don't confuse with Grade 5 hoodie
 - **Coupon Book** - Amy leading
 - New roadtrip section \$40, printing cost went up
 - Dates: open for 2 weeks last year (Friday-Friday)
 - Closing Friday of Thanksgiving or bump two weeks later
 - Coupons start in September
 - Can we use munchalunch for paying and change the \$\$
 - Agree to Friday to the Tuesday after Thanksgiving- Sept 25-Oct13
 - Maybe use Zephy to purchase
 - **Purdys** - Andrea DB leading (November launch)
 - Login to launch, let them know ideal delivery date, they will back calculate
 - Order open early november, pick up end of november
- **VCPAC Report-** no rep, pay attention to trustee nominations
- **Communications Report**
 - Add sarpinos to fun lunch info
 - Meet the teacher PAC pizza
 - Spirit wear
 - Orange shirt day
 - Photo day
 - Bottledrive out
 - Acknowledge casino for walkathon contribution on socials
 - Becky waiting for webmastering abilities
- **Email to go out to teachers advising of funding request process** - September
 - And what is in budget
- **Completed Event:** welcome coffee/tea social

New Business

- **Review PAC calendar -  PAC Events 2026/27**
 - Teacher appreciation day on October 5th (national appreciation day)
 - Ideas: yogurt, paper, paper, kleenex (white)
 - Juice, coffee, yogurt parfait
 - Budget? Roughly \$300
 - For 35 people
 - Yogurt, granola, berries (Julie buy, Tristan drop, volunteers meet in staff lounge after drop off)
- **Meet the Teacher night - Sept 24**
 - Top dog, limited amounts
 - Cash only, no pre-order, gluten and dairy free options
 - Under the gym, set up a few tables and chairs
 - 430-530 for pizza
 - 5-530 treats from teachers- give out cookies
 - 530-6 meet the teacher
 - \$25 for full pizza, \$5 for slice and pizza, \$1 for drink only
 - 150 bubbly
 - 100 crush sodas
 - 40 pizzas, plus extra gluten free and dairy free (~45)
 - Set up 4-430 (Andrea and Kristine set up, Julie Fam help with set up, need help with tear down)
 - Clean up at 6- direct parents to help
 - Need a float/money- Andrea will provide, Amy and Monique on cash
- **Halloween Dance - October 30**
 - Book a DJ
 - Sign up genius- create and start communicating jobs
 - Julie can do the computer side of things
 - Becky will lead, Kristine to support
- **Cookie decoration - donation request via Thrifty Foods submitted. Discuss next steps.**
 - 300 cookies, 11 tubs icing ordered for end of school
- **Seniors Tea - confirm**
 - (discuss next time) PAC is flexible
- **Vacant PAC positions - recruitment plan**
 - Fundraising coordinator
 - VPAC rep
 - Parent at large
 - Next year should recruit a new president
 - Send info out into PAC email
- Thanks for Agendas! Cost \$1,700
- Kiandra Bird new volunteer for Parent at large!!