

Tab 1

École Quadra School PAC



Wednesday, January 15, 2025
7:00 PM – 8:30 PM

In person meeting at Quadra Elementary School Library

Attendance

Executive: Bri, Prescilla, Lauren, Vanessa, Braden, Gurveen, Geoff
School Representation: Brenna O'Connor, Jeanne Humphries, Amy Clausen
(teacher rep, teaches gr 4 & 5)
Members at Large: Carlos, Gisele
Regrets: Lia, Erin, Roselyn

PAC Executive Positions

- ❖ English Co-Chair - *new* Lauren Gudavicius (as of Jan 2025); Tyler Eames (Sep-Nov 2024)
- ❖ French Co-Chair - Bri Westhaver
- ❖ Treasurer - Prescilla Tjituka
- ❖ Secretary + Communications - Gurveen Verbaas
- ❖ Victoria Confederation of Parent Advisory Councils (VCPAC) Rep - Braden Hutchinson
- ❖ Parent Champion Roles - see this [document](#) for more detail
 - Grant Coordinator (Lia Best & Erin Ellerbeck)
 - Volunteer Coordinator (Lauren Gudavicius)
 - Website Manager (Vanessa Nevison)
 - Graphic Design (Roselyn Angelica)

General Discussion + Agenda

7:04pm

Opening (5 min)

- ❖ Land Acknowledgment: The École Quadra School PAC wishes to recognize and acknowledge the Esquimalt and Songhees Nations on whose traditional territories we live, we learn, and we do our work.
- ❖ Guidelines regarding Land Acknowledgements from SD61 are available [here](#).

Principal Update (20 Minutes)

- ❖ Brenna and Jeanne provided an update in photos:
 - Nov ancestry event; focus for the Jan 24 Pro-D Day; Kindness Ninjas - Food Drive; PISE Wheelchair Program; Collaboration; theme for Jan & Feb "we care for ourselves"
- ❖ Open Q&A
 - Brenna asked PAC what we would like to hear during the 'Principal Update'

Action items

- ☐ PAC members to share ideas for what they'd like to hear during the Principal Update with Bri and/or Brenna.
- ☐

Teacher Rep Report (10 min) - Amy Claussen

- ❖ Amy C shared some highlights about extracurricular activities offered by Quadra staff
 - Sports: intramurals, basketball, floor hockey, rugby; cross district athletics include track and field and cross country
 - May 23 event with jump rope and education on heart health
 - Feb 28: Métis Elder to visit some classes in Quadra
 - French and English musical concerts
 - Next week: 'Read around Quadra' program
 - Possible dance class for grade 3 (?)

Action items

- ☐ N/A

Chair/Co-Chair Update (20 min) - Bri

- ❖ English Co-Chair: vacant.
The position became vacant as of Nov 2024 with the previous English Co-Chair stepping down for personal reasons. There was a callout to parents of Quadra students in the English program to fill the role. As no parents have stepped forward, we will make the position open to parents of students in the FI program. Once an English parent steps forward for this role, we can transition the role from any elected FI parent.
- ❖ Motion to elect Lauren (parent of Quadra student in the FI program) as interim English co-chair for the remainder of 2024/25 year.
 - Bri passed the motion and it was seconded by Gisele and Vanessa
- ❖ PAC to consider renting a community space (e.g. skating, pool) and inviting the Quadra school community. This would be an opportunity for community- and relationship building at no cost to the school community.
- ❖ The school dance will not proceed in this school year, but the PAC will re-evaluate hosting/planning this event for the 2025/26 school year.
- ❖ Spring event in 2025: PAC to collaborate with the school for the 'celebration of learning' event (e.g. organize food).
- ❖ Quadras Got Talent event. Student talent will be captured through video recordings and the screening will be in-person. PAC has lined up a video editor for this event.
- ❖ Braden posed some questions about how new PAC events are planned/initiated and how/when/where decisions around cancelling or re-scheduling planned PAC events are made. The PAC Executive will meet
- ❖ Amy asked about the potential for grade 5ers to volunteer at future PAC fundraising events (e.g. support the concession stand; help at a bottle drive). The idea is that the proceeds from that event would support grade 5 initiatives.
- ❖ Passing of the minutes from November meeting
 -  2024-11-20 - PAC Meeting Agenda + Notes
 - Bri passed a motion to approve the November minutes.
Seconded by Lauren.
- ❖ The group discussed the idea to send a simple one-question survey to the parents of students at Quadra.
Add a blurb at the start of the survey describing what the Quadra PAC already does and why we are asking the parent community to complete the survey.
An example of the question could be: What other types of things, if any, would you like the PAC to address/offer?
Offer multiple choice response options, instead of an open ended response option. Suggested response options include: Community events, parent education events.
PAC to consider adding a small prize that could be an incentive for parents to complete the survey (e.g. tickets to the Royals game).

Action items

- ☐ Braden to draft a survey and share with the PAC Exec for input.
- ☐ PAC to share ideas for the survey with Braden.

Treasurer Report (10 min) - Prescilla

- ❖ Resource: [budget](#)
Prescilla shared the actuals since the November meeting.
 - Actual income: \$1,393.61 from the Loonie Emporium event, \$445.00 donations from apple sales, \$70.00 miscellaneous donations, \$[TBC] Oct 20, 2024 Bottle Drive
 - All expenses incurred to date are less than or equal to what was budgeted.
- ❖ Resource: Reference [guidelines](#) for gaming grant spending.
- ❖ Reference Material: [Main Fundraising Document](#)

Action items

- ☐ Prescilla to review our bank statement to confirm whether proceeds from the Oct 20 bottle drive were received.

VCPAC Rep Update (10 min) - Braden Hutchins

- ❖ [VCPAC Meeting Agendas & Minutes](#)
 - [December 11, 2024 Minutes](#)
 - [January 14, 2025 Agenda](#); minutes pending
- ❖ VCPAC Letter
<https://vcpac.ca/2014-02-21-21-06-04/vcpac-news/309-vcpac-feedback-on-ministerial-order-no-m406-and-related-issues>
- ❖ PAC discussed preparing a draft response to the Office of the Minister of Education and Child Care in anticipation of the Minister Lisa Beare's staff reaching out to the Quadra PAC to join dialogue sessions hosted by Ministry staff. Lauren reminded the group that we do not yet have a request in writing to respond to. Our understanding is that the topic for discussion would be the three safety plans submitted to the Minister by the SD61 School Board. This response would be submitted to the Office of the Minister in a prompt manner, if/when a direct request is made to the Quadra PAC to join dialogue sessions.
- ❖ Motion to vote for or against engaging with Quadra parents to prepare a formal position to bring forward to the dialogue sessions hosted by the Office of the Minister on the matter of safety plans submitted by the SD61 School Board.
 - Bri passed motion
 - Majority voted against (n=5 or 6?) and 2 voted for.
- ❖ PAC discussed that a short response (3-4 line letter) to the Office of the Minister would be drafted saying that we did not have enough time to consult with parents to formulate an opinion on the matter, and, if emailed, the VCPAC would be copied.

- Motion by Geoff and seconded by Braden.
- ❖ NOTE: clarifying information was received after this meeting which informed us that a request/letter was not forthcoming to us but rather it had already been sent. PAC did receive a request by email to attend a dialogue session that was geared towards culture and climate and not specific to the issue that was brought forward. PAC executive spoke separately after the meeting and voted to send the chair plus one english parent and one french parent. In keeping with the motion from this meeting, if asked for a political position we will indicate we do not have one.

Action items

- ☒ ~~Bri to draft a short response to the Minister and share with the Quadra PAC Exec for review and input.~~

Events / Fundraising (10 min) - Bri & Lauren

- Bottle Drive | Jan 19 (Sun), 2025
 - Due to the shortage of volunteers, the PAC decided to cancel the Jan 19 bottle drive.
 - Next bottle drive is scheduled for Apr 16. Volunteer link: <https://volunteersignup.org/CELX4>
- Royals Game (Lauren G)
 - Laura has arranged for Quadra PAC to receive 150 tickets to a Royals game on Feb 22 (Sat); she already has 50 tickets on hand.
 - PAC discussed selling tickets to Quadra students and families on a sliding scale starting at \$14 with the proceeds going towards the PAC fund.
 - PAC discussed purchasing and offering some of the 150 tickets at no cost to some Quadra students and families identified by the Quadra administration

Action items

- ☒ ~~Bri to contact the recycling company (Bottle Depot) to cancel the Jan 19 drive.~~
- ☐ Lauren to give some tickets to Brenna to distribute to families in need.
- ☐ [If needed; pending Prescilla] Bri to contact the recycling company to confirm that proceeds from the Oct 20 bottle drive were sent.

Ongoing PAC Initiatives + Discussion

Grant Application Strategy

- ❖ The following grants have been applied for:
 - Canada Post (denied)

- Santa's Anonymous (applied)

Community Engagement - Mural

- ❖ Past parents contacted PAC around fixing some damage on the mural. They volunteered to take on this initiative last year. This is ongoing.

PAC Events + Fundraising

The below summarizes our events for the year and their outcomes (funds raised). For a full overview of our annual fundraising plan please go here -

[Fundraising Goals & Structure - 2024-2025](#)

Sponsored School / Classroom Events/Items

- ❖ School Agendas (September)
- ❖ Loonie Emporium (December 8)
- ❖ Board Game Night (November 7)
- ❖ Fall dance (October 25)
- ❖ Quadra's Got Talent (June 20)
- ❖ Movie Night (February 12 and 13)
- ❖ Student Passion Showcase (May 22)

Bake Sale(s)

- ❖ September 20
- ❖ March 13

Bottle Drive(s)

- ❖ October 20
- ❖ January 19
- ❖ April 6
- ❖ June 15

Parent Information + Resources

PAC Fundraising Initiatives + Goals ([Fundraising Goals](#))

PAC Resources

- ❖ Review our constitution [here](#).
- ❖ Subscribe to our google calendar for all events [here](#)
- ❖ Watch for our updates in the school email
- ❖ [Follow us](#) on Facebook
- ❖ Join our [parent community](#) on Facebook
- ❖ Join our organizing board on [slack](#) for events.
- ❖ Visit our website and sign up for volunteer opportunities [here](#).

NEXT MEETING - February 19, 2025 Online via Zoom
<https://us02web.zoom.us/j/2505145143>

Meeting ended at 8:34pm

DRAFT