



CEAP School Parent Advisory Council-

Located at **Winchelsea Learning Center**

PAC Website: <https://www.wlcpac.com/>

Meeting Minutes for General Meeting

Date: Tuesday May 6th, 2025

Location: WLC Room 8 or Online link

Time: 9:30am- 10:30am

Meeting Purpose:

- Build relationships, share knowledge and create community.
- WLC PAC Executive Team- Secretary Position is open for nomination.
- WLC Administration - Principal Report.
- Transfer of Secretary Position with Credit Union
- Treasurers Report
- Old Business
- New Business
- Fundraising Opportunities
- DPAC Report
- Principals Report

2024/2025 WLC PAC Executive Team:

PAC Chair: Maleah Bajich

Vice Chair: Leslie Greenhough

Treasurer: Cristina Biermann

Secretary: Open/Available

Attendance: Leslie, Greenhough, Tina Biermann, Melissa Rathbone, Maleah Bajich

1. Call to Order: Time **9:40am**

2. Welcome / Traditional Territories Acknowledgment:

“We would like to acknowledge that Qualicum School District exists within the territories of the Coast Salish People and with the shared traditional territories of the Qualicum and Snaw-Naw-As (Nanoose) First Nations”.

3. Approval of Agenda: Changes, additions, approval of the agenda. **Leslie motion: Would like to bring up WildPlay. All approved, Non opposed.**

4. Approval of Previous Minutes: Errors, omissions, adoption

Treasures Report:

5. Review General and Gaming Account

- **General Account: \$1,190.80**
- **Gaming Account: \$6,095.36**
 - -\$56.30 Rath Trevor Year End party booking

❖ **Payments to be paid after this meeting have not reflected the above gaming account numbers.**

- ❖ \$25 check written to the RDN for Leslie to pay for the Picnic Pack
- ❖ \$100 Hula Hoops, \$100 Arrowsmith Lodge Bus, \$350 Reading club for PASS Students: Braiding Sweetgrass, \$550 Transportation for field trips.
- ❖ \$487.03 deposit for Wild Play- Thursday Oct 2nd @ 10:00am. Balance due upon arrival. 15 students for kids, 15 for classic. Numbers can be changed prior to 72 hours of appointment.

7. Unfinished Business:

8. Old Business: Items requiring a discussion, recommendation, decision:

Experience	Date	How Many	Cost	Total Cost To be Paid By PAC	Vote Results
Houla Hoops		Set of 12	\$85 + Tax Invoice received and paid for	\$100.00	6 Approved 1 Abstained APPROVED
Nanaimo Science	May 13th/May 15th (approx.)	2 Programs 2 Busses	\$350.00 Invoice received and paid for	\$350.00	All Approved APPROVED
Bus to Arrowsmith Lodge	Tuesday/Thursday Students	4 visits	\$25/per trip Invoice received and paid for	\$100.00	All Approved APPROVED
Last Day of School Party	Tues/Thurs Students	Food	\$75 x 4 (just thinking of last years platters)	\$300.00	6 Approved 1 Opposed APPROVED
Rathtrevor Year End Party	June 18th	Day Site, RDN party pack, PAC Treat. PAID	\$60 Site S2 PAID \$25 for RDN Party Kit + Treat + tax	\$200.00	6 Approved 1 Abstained APPROVED
Wild Play Adventure	Oct 2 nd , 2025	Older students gr 4-9. Booking has been made. Course is booked for 15 on kids and 15 on classic, numbers can be adjusted with in 72 hours of booking.	50 approximately students eligible Oct. 2 nd , 2025 Booked deposit was \$487.03 Invoice received and paid for Balance owing before Oct \$487.03	\$2,500.00	6 Approved 1 Abstained APPROVED
Swimming Lessons	Funds being saved for next school year or if early payment is due	We need 24 students. Ravensong is putting us on their list for next school year. 3 groups: beginner, intermediate and advanced	\$40/student \$1000 paid by PAC. Additional cost will be covered by parents.	\$1,000.00	6 Approved 1 Opposed APPROVED
Royal BC Museum Virtual Visits	Tue/Thurs Class	Joan already paid, but school would like to know if we would reimburse them	\$75/Class	\$150.00	4 Opposed 2 Abstained NOT APPROVED
Oceanside Paint	Thursday Classes for Older Students	1 Session	\$18/student	\$550.00	6 Approved APPROVED

Book Club	PASS Students	To improve reading skills. PAC is approving up to \$350 for WLC to buy the books	\$20/book = tax Invoice received and paid for	\$350.00	6 Approved 1 Abstained APPROVED
Transportation	March- June 2025	PAC's request is this extra bus funds will extend our Wednesday participation times.	Up to \$550 for WLC to choose how they want to use the bus funds.	\$550.00 Invoice received and paid for	6 Approved 1 Abstained APPROVED

- **Singal App has been put together by Leslie.** If you would like to be apart of it and find out more community events. Sign up or join group link:

https://signal.group/#CjQKIN1yqbDSJk93AVbpftUqbzsG86PqfLxAAqTF7YL_C_3EhAFVwrWpAaBB0z6iXSpJ60X



- Romper Room, Butterfly World, Alphabet of Awesome Science, Support Work Periods.

8. New Business: Items requiring a discussion, recommendation, decision:

- Elections- Vote for our PAC executive team for next school year 2025-2026
 - Current PAC will remain for the school year 2025-2026. They can only hold their positions for 4 years. This would be year 3. Secretary position available
- Open house for May 12th @ 1:00-2:30pm
- **Portfolio Reviews online appointments open Tuesday May 20th. Portfolio week starts Jun 2nd. Many Wednesday programs will still run.**
- Mini Golf on June 11th
- Final learning fair and picnic at Rath Trevor on Wednesday June 18th
- Cross country event @ SES 9:30-1:00 (parents drop off)
- Chess Tournament @ SES 9:00-1:00 (parents drop off)
- Grade 7 Health and Wellness Conference Thursday May 8th @ Nanoose Place
- Fishing Adventure Wednesday May 7th, 2025
- Nanaimo Science
 - Class visit Wednesday May 14th All grades
 - In Class Tuesday May 20th K-3
 - Thursday May 22nd grades 4-9 @ Rath Trevor 10:30-12:30 Regular pick up time for Parents.
- Nanaimo and Area Land Trust Visit
 - **K-5 only** Wednesday May 21st 9-12:00pm
 - **4-9 only** Wednesday May 28th 9-12:00pm

9. Open Discussion: Questions, concerns or comments

- We had to check in with Wild Play. It became decided amongst Maleah, Autumn and teachers that the alignment with the year end days already booked and busses booked that we would move Wild Play to Thursday October 2nd, 2025. This will allow every student from gr 4-9 participate. This was originally planned for the older students. Deposit has been made. Our apologies for it not being this year but the alignment just wasn't working.
- A grant is being submitted for \$1000 to go towards transportation for next years feel trip.
- Leslie Motion: \$150 for a year end tea/coffee/ light snack at Parksville QF. Second by Melissa- All approved, Non-Opposed. If you are curious about the secretary position please come treat on PAC.

10. DPAC: District Parent Advisory Council

- Meetings: 3rd Wednesday of the month. Agenda & Minutes can be found on QSD Website. : <https://www.sd69.bc.ca/Parent/Pages/DistrictParentAdvisoryCouncil.aspx#/=>
- Microsoft teams: Meeting ID: 255 141 082 17 Passcode: dhpdbN
- Food Safe Certificate – Next School Year
- Ask your PAC for nominations for DPAC president, vice president and secretary. The election is in May.
- Maleah put her nomination on hold.

11. Principal Report- Autumn discuss

- Autumn, Maleah and Teachers sat down to discuss what we can do to make PAC flow better. It was decided that every 3 months next school year the 4 of us would get together and work out activities/budget then Maleah bring to PAC, so the communication is easier and clearer.
- Autumn and Maleah also discussed that Tuesday am PAC meeting time will be changed. We need Autumn to be able to be at as many meetings as possible for more direct communication between PAC and school. We thought to bring forward the 1st Tuesday of the month 1-2pm. An hour before picks up, but we are open to other times just not Tuesday am.

12. Next Meeting: Tuesday June 3rd, 2025 @ 9:30-10:30

13. Motion to Adjourn: Time 10:30am

