

Uplands PAC Meeting Minutes

Meeting Date: November 18, 2025

Time: 7:00 PM

Location: [In-person / Virtual / Hybrid]

Chair: Matthew Notting

Recorder: Matthew Notting

1. Call to Order

- Meeting called to order. Agenda was shared online (Uplands Facebook page).

2. Approval of Agenda

- **Motion:** Approve agenda as presented
- **Moved and Seconded.**
- **Result:** Carried

3. Approval of Previous Minutes

- Previous minutes referenced: **September 5, 2025** (on PAC drive)
 - **Motion:** Approve minutes from Sept 5, 2025
 - **Moved and Seconded.**
 - **Result:** Carried
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4. Principal's Report

- **Staffing updates**
 - Resource team additions
 - SEA support additions:
 - **Emergency preparedness**
 - Annual practice includes **6 fire drills, 3 earthquake drills, 2 lockdown drills** (district requirement).
 - Overview provided: lockdown, hold & secure, shelter-in-place, room clear, drop/cover/hold, fire evacuation.
 - **Safety & communication**
 - Families encouraged to bring safety concerns directly to staff/admin (vs. social media).
 - Reminder: privacy standards and FOIPPA.
 - “Communicating with your school” resource referenced (noted as shared in Friday newsletter).
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5. Treasurer’s Update

- Treasurer has revenue/expense statement but needs access to tools (ex: **MunchaLunch / Square / other vendor accounts**) to properly categorize fundraising totals by event.
- **Reported numbers (as stated in meeting)**
 - **Hot lunch profit:** approx. **\$400** to date (includes quesadillas; excludes this Friday; “Meet the Teachers” included and staff food paid, reducing profit)
 - **Halloween Dance: \$130 profit before DJ;** DJ cost **\$525** → net loss when DJ included
 - **Coupon books: \$4,285** profit

- Overall totals mentioned: **~\$19,000 revenue** and **just over \$12,000 expenditures**
 - Discussion acknowledged the strong community impact of dance despite financial loss.
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6. New Business

6.1 Book Fair “Pay-It-Forward” Option

- Proposal: donation option for families to help purchase books/posters for students who can’t afford them (and/or support teacher book needs).
- Simple implementation discussed (donation bag/box + tracking list).
- Plan to coordinate with Book Fair lead (Lani referenced).

6.2 Writing Workshop Proposal (Caroline Addison)

- Workshop option discussed; details to confirm.
- Rates mentioned:
 - **\$300** (60-minute presentation)
 - **\$400** (2-hour teen workshop “Becoming a Writer”)
 - Other packages up to **\$500** (details TBD)
- Possible formats:
 - In-school sessions for students **or**
 - PAC-hosted after-school parent/child event with ticketing to offset cost.

6.3 Science / STEM Event Ideas (Future)

- Interest in exploring a science-style workshop/event (more hands-on/experiment-based).

- Discussion included potential involvement of university students/volunteers.

6.4 Student Art Gallery Idea (Aligned with Conferences)

- Idea: student art submissions displayed like a gallery (possible theme: recycle/sustainability).
- Target timing referenced: **Student Inclusive Conferences March 4–5**.

6.5 Next School Dance

- Proposed date referenced: **February 6**
- DJ discussion: preference to review categorized dance finances before paying deposit; deposit timing/notice period discussed (~4 weeks referenced).
- Proposal: hold a PAC planning meeting in **mid-December** to align on events and budgeting.

6.6 Sexual Health Workshop (Intermediate Grades)

- Discussion included:
 - Preference for age-appropriate, curriculum-aligned content
 - Parent communication in advance (by grade topics) + opt-out clarity
 - Potential option: **KPU nursing/public health** presenters (if feasible)
- Plan: bring forward a small set of options to compare.

6.7 Burger Pub Night Fundraiser (Spring)

- Prior location feedback: very loud (Artful Dodger referenced).
- Consider alternative venues (brewery idea).
- Need for donated raffle items; discussion that identifying business owners in the school community would help.

6.8 PAC Website

- PAC page on school website noted as under construction.
- Deanna noted as having access.
- Desired content: minutes, PAC info, events, calendar (photos only with permissions).

6.9 Hot Lunch Volunteers

- Volunteer sign-up created and shared on Facebook page.
- Coverage through December noted; January schedule not yet posted.

6.10 Santa Breakfast (December)

- Santa breakfast mentioned as coming up in December (two dates were mentioned: **Dec 17 / Dec 19** — needs confirmation).
- Volunteers and a Santa needed.

7. Adjournment

- Meeting adjourned.
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Action Items (Next Steps)

1. **Treasurer access:** Provide treasurer access/reset passwords for MunchaLunch / Square / other platforms to categorize fundraising income/expenses.
2. **Book Fair donation option:** Confirm implementation plan with Book Fair lead (Lani referenced) and prepare a simple donation process.

3. **Writing workshop:** Collect full package details (age range, format, caps, pricing) and propose a recommended option + timeline.
4. **Art gallery (March 4–5):** Create plan for student submissions, display, and communications.
5. **Dance planning:** Confirm **Feb 6** date, DJ plan/deposit timeline, and cost-saving options; schedule **mid-December planning meeting**.
6. **Sexual health workshop:** Compile 2–3 options (curriculum outline + parent communication plan) for PAC review.
7. **Burger Pub Night:** Shortlist venue options and begin identifying donation/raffle item sources.
8. **PAC website:** Coordinate with Deanna to publish minutes/events/calendar.
9. **Hot lunch volunteers:** Share sign-up link widely; post January dates when ready.
10. **Santa breakfast:** Confirm correct date and volunteer needs.