

In Attendance:

PAC Members: Kim Leifso (Co-President), Sandra Young (Co-President), Tyree Buchanan (Secretary), Michelle Kehler, Kerri Sketchley, Renee Arbo, Doreen McIntyre, Mark Braun, Kyle Featherstone, Sara Mikan

Staff: Mr. Harris

Guests: none at this meeting

Call to order: The meeting was called to order at 7:01pm by Co-President, Kim Leifso

Welcome & Introductions

Minutes: The minutes of the June 2024 meeting were adopted.

Principal's Report (J. Harris)

- Currently 856 students enrolled
- Lots of new staff this year, several support staff and ~14 new teachers, in addition we have 2 new VP's, Mrs. Tera Springanetic (prev. a long-time counselor) and Miss Gill (previously a VP at Abby Sr.)
- M. Joshi continues as Poppy's Intervention Clinician, he is an RCC and part of an innovative program in Langley to support student's social and emotional needs, with a focus on mental health
- G. Headley continues as our Youth Care Worker and S. Jack continues as our Aboriginal Support worker
- Cst. Moe is the school RCMP Liaison Officer
- New Counsellors to the school this year: Ms. Hayne (students with last names A-L) and Ms. Riznek (students with last names M-Z)
- Staff are working together to create mentorship time amongst themselves with the support of admin.
- Power of Connection is emphasized with and staff and the students – it's difficult for students to learn if they don't feel connected
- Poppy is looking to create an optimal environment for all students to flourish
- Student Assembly – recently grade level assemblies were held for all students to set clear expectations for the year
- Cell Phones / air pods / apple watches – per ministry requirements they are to be put away and turned off. But if on occasion additional tech is needed in the classroom the teachers may ask students to use their phones
- School Spirit Wear store is opening soon!
- Recently held a successful Spirit Week and raised money for the Terry Fox Foundation with 'Pie in the Face' of some teachers/admin
- Oct. 4th is a School Improvement Day – teachers will be working on their PLC's, looking at tutorial time (Poppy is the only school in the district that allows students the choice of where to spend the block but they are trying to make it a more intentional period), as well as department meetings
- Building Projects around the school
 - o 10 benches that were built by students in metal shop & woodwork are being installed
 - o Entrance gates made by metal shop students 5 years ago are being looked at by maintenance for stability and if found to be safe will be installed
 - o Front entrance paving & clean up – front of the school is being re-done with an eye to accessibility
 - o Dean Lauza Paintings – with PAC funds last year several drawings for murals around the school have been commissioned and these will be added to the school over time

Question from a parent – Tutorial Time – some students are struggling to get into the classes they need help in the most, are there other places they can go for help?

- There are the resource rooms, as well as the library
- It's a known issue that they are working through to make the time better spent.

Co-President's Report (K. Leifso & S. Young)

- Last school-year we were able to fund some amazing school projects and we were able to manage some challenges.
- In previous years we had been able to fund our PAC scholarships with gaming funds but due to changes in gaming rules we had to find another way to do this. We were unable to get enough funds from parent donations but our PAC secretary was able to find someone willing to go to their Legion group and fund our scholarships last year.
- Last year we held two staff and bus driver appreciation events. One in the winter and one at year-end. Due to reduced parent donations, we also had to switch our year-end luncheon to a year-end coffee and treats for staff.
- With Gaming Grant money, last year we funded many school projects, including:
 - ping pong and foosball tables for Resource area to be used by all students
 - School beautification with new lobby and gym mats, mural design and foyer trees
 - Speaker fees for student assemblies
 - Rough Redhawk obstacles
 - full set of jerseys for athletics
 - ISP/ELL field trips
 - 3D printer
 - Indigenous Garden
 - board games for library commons

Regarding governance, last year:

- Completed and submitted PAC Gaming Control Self Assessment. Discovered that events at Car Show need to be better regulated through PAC
- Received feedback from Gaming to address the following:

1) better segregate Treasurer duties as various incompatible functions were performed by the same individual, specifically: writing and signing cheques; securing, recording, and depositing cash; handling cash receipts and preparing bank reconciliations.

Recommendation: The organization should ensure it implements effective internal controls that safeguard the organization's assets and provide for appropriate segregation of duties. Signing authorities should not exercise approval in circumstances where potential conflicts of interest exist or could be seen to exist.

2) Records are stored at a Board member's place of residence or work.

Recommendation: Records should be stored in a place accessible to members of the Board. The financial information and supporting documentation must be available to the Board when requested, and available to members within a reasonable time frame. Records can be stored physically or digitally; appropriate safeguarding measures should be in place to protect gaming records.

3) The organization acknowledges the electronic Gaming Event Revenue Report (eGERR) for Licence #141709 (the Car Show) was submitted late. The GERR was due August 5, 2023, and was submitted on November 14, 2023.

Recommendation: Ensure the eGERR is submitted within 90 days of the license end date.

Treasurer's Report (T. Buchanan, on behalf of J. Hikichi)

Balances as at Aug. 31, 2024 are as follows:

- General Account \$5,220.95
- Gaming Account \$16,139.24

Michelle Kehler offered to assist Jana this year in the Treasurer duties but we are hoping for a parent to at least shadow our Treasurer this year that will still be at the school next year.

DPAC Report – currently we do not have a DPAC rep, as such there is no report currently.

New Business

1) Executive Elections

In the absence of any nominations from the Parent Community for all Executive Positions the following Executive will be continued:

- Co-Presidents - Kim Leifso & Sandra Young
- Treasurer – Jana Hikichi
- Secretary – Tyree Buchanan

DPAC Rep – Doreen McIntyre offered to stand as the DPAC Rep and was elected unanimously.

Facebook Admin: Tyree Buchanan and Renee Arbo

- 2) Mr. Harris will send out the Request for PAC Funds to the staff.
- 3) Graduate S. Sketchley, recipient of one of the PAC scholarships sent in a very nice thank you letter to the PAC. Tyree will send it along to the Legion since they funded last year's scholarships.

Meeting Adjournment: The meeting was adjourned at 8.50pm by Kim.

Upcoming Meetings

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|---------------------|---------------------|
| • October 29, 2024 | • February 25, 2025 |
| • November 26, 2024 | • April 29, 2025 |
| • January 28, 2025 | • May 27, 2025 |

Meetings are held at 7pm in the Library Learning Commons. Hope to see you there!

PAC MEETING MINUTES ARE POSTED ON THE DW POPPY WEBSITE