

## **UES Parent Advisory Committee**

### **General Meeting Minutes**

**September 18, 2025 at 6:00 pm**

**In person @ UES**

**Message to ALL PARENTS** – We meet the third Thursday of the month (except December and March), we would love for you to join in the discussion!

If you are interested in volunteering for any of the events discussed below, please email us at:  
**UES.PAC@sd70.bc.ca**

*Meeting Started @ 18:01*

*In Attendance* - board members (Kristi, Bronwyn, Cindi, Kellie, Shanti, Laura), parents (Jess, Candice, Kelby, Nikki, Hailey), admin (Cameron, Carly)

**Cameron Fraser** – land acknowledgement, thank you

- 1. Certify Quorum** - yes
- 2. Approval of September Agenda** - Motion to approve (Bronwyn), second (Shanti)
- 3. Approval of June Minutes** - Motion to approve (Kellie), second (Laura)
- 4. Reports**

4.1. Admin – emailed out in advance and attached to minutes

4.1.1. Re: breakfast program – do volunteers need to have food safe? Depends if 1 or 2 people, only 1 person on site needs to have it, numbers range from 20-many (depends on weather), can food be made outside school? Worry about allergies. Can food be donated to the program if purchased from the co-op with all ingredients lists? Yes that should be fine. Time commitment for volunteer would be 8:05-8:45 am. Can there be a google sheet for sign up? Better than last year to have volunteers because multi-purpose room is no longer be used for classroom. Does admin want PAC to take on volunteer coordination? Yes that would be great. Admin can still do food ordering and fill in prepping and serving when needed. Student helpers? Could happen, let's take it one step at a time. Process – we can call out to volunteers, get them to contact school and fill out requisite forms and criminal record check, then school sends approved volunteers to PAC to give access to calendar for sign up. Kellie can help with setup of forms.

4.1.2. Re: lunch program – Aleisha Daley is doing great, got some new resources in high school kitchen, cold lunches (wraps and sandwiches).

4.1.3. Re: social media – is it ok to share PAC news and posts outside school facebook page and PAC specific page (eg. community board)? Yes as long as it's public news. New school FB page is gaining some traction.

4.1.4. Re: parents in classroom. Important for CUPE union for parents not to do work that an employee should be doing. We could do lunch time clubs, just not lunch supervision.

4.1.5. Re: loss of funding for education assistants – a small reduction, most important thing is getting early assessments (pre-K), school only gets funding if formal assessment and learning plan, takes a long time and better to have support early.

4.1.6. Re: school garden – can we get access on weekends to water? Or auto irrigation? Who is in charge of the garden? There is a committee within the school. Admin will follow up.

4.2. Review of the draft Code of Conduct

4.2.1. Feedback requested to all parents, please return back by Sept 29<sup>th</sup>.

4.3. Treasurer

4.3.1. Includes last fiscal year (April 1 2024 – March 31 2025) since it was missed at AGM.

4.3.2. Main account paid for yearbooks, retirement gifts, beach day snacks, back to school, sensory tools (to be paid back), phones/cases for yearbook club, kitchen dishes, WWEST workshop, lantern festival, water safety presentation. Some of these expenses eligible for gaming grant funds, so transferred from gaming to main to reimburse.

4.3.3. Current balances are: \$10,795 (gaming), \$955 (main)

**5. Elections of Executive PAC members for the 2025-2027 term**

5.1. Short discussion about purpose of PAC and roles up for election. Need 5 - 7 board members.

5.2. Chairperson – Kristi nominated and elected

5.3. Vice-Chairperson – Bronwyn nominated and elected

5.4. Secretary – Laura nominated and elected

5.5. Treasurer – Cindi nominated and elected

5.6. DPAC Representative – Jess nominated and elected (Cindi will alternate)

5.7. Member at Large – Kelby nominated and elected

5.8. Member at Large – Hailey nominated and elected

**6. Back to School BBQ Debrief**

6.1. We need to make sure we have cold drinks for RCMP while grilling.

6.2. Able to return unopened buns, not able to return veggie burgers and meat burgers

6.3. We will calculate total plates served and money spent for next meeting (Shanti / Kristi)

**7. Additions**

7.1. Discussion around process when parents have issues (e.g. bus schedule) – always start with admin, PAC able to support after that.

7.2. Comment from Jess about possible swimming program – she did entire Wick school.

**8. For October Agenda**

8.1. School garden

*Meeting Adjourned @ 19:08*

***Next UES PAC meeting on Thursday, October 16<sup>th</sup>, 2025 at 6pm***

**Ucluelet Elementary School**  
**Parent Advisory Council**  
**Principal's Report**  
**2025.09.17**

This document represents the first report to the Ucluelet Elementary School (UES) Parent Advisory Council (PAC) for the 2025-2026 school year. This report includes information about the following UES matters:

- **Bussing**
- **Grade Combinations**
- **Support Staff**
- **Lunch Program and Snacks Program**
- **Breakfast Program**
- **Volunteers Needed**
- **PAC Back to School BBQ**
- **Monday Morning Meetings**
- **Positive Behaviour Support Program**
- **DRAFT Code of Conduct**
- **Grade 7 Strathcona Trip**
- **Events Before the Next PAC Meeting**

**Bussing**

UES is grateful to have a new, much safer bus system in place for our students. We have managed through several concerns about changes to our bussing system. UES continues to work closely with parents and guardians as well as Schol District 70 staff to respond to concerns and identify necessary adjustments to the new bussing practices.

**Grade Combinations**

The number of students and support requirements, including a large group of grade three levels, necessitated most classes being configured as two-grade combinations. For the 2025-2026 school year, UES classes and teachers are as follows:

- Division 1, grades six and seven, Ms. Baldwin
- Division 2, grades six and seven, Mr. Johnston
- Division 3, grades five and six, Ms. LeFevre
- Division 4, grades four and five, Ms. J. Wilson
- Division 5, grade four, Ms. Kinvig
- Division 6, grade three, Ms. Green and Ms. Ellison

- Division 7, grades two and three, Ms. Diehl and Ms. Konilla
- Division 8, grades one and two, Ms. Tremblay
- Division 9, grades one and two, Ms. Sigmund
- Division 10, Kindergarten, Ms. C. Wilson
- Division 11, Kindergarten and grade one, Ms. Soltysik

### **Support Staff**

Our student demographic changed with a large group of grade sevens leaving our school, along with a number of support needs. Our support funding was naturally adjusted, resulting in a reduction in Educational Assistant time. We continue to have five Educational Assistants on staff who provide support to a range of UES students (Ms. Baines, Mr. Bilko, Ms. Kendall and Ms. Woodland, as well as the recent addition of Ms. Millar).

We continue to have the Indigenous Support Worker position performed by Ms. Louie. Ms. De Leeuw continued in the role of UFN Education Worker within our school. Dr. Kostashuk continues as our school counsellor two days a week. Ms. Clark continues to be at the centre of our office operations as Administrative Secretary. Ms. Langhelt continues in the role of Lunch Hour Supervisor (and StrongStart Coordinator). Mr. Lee and Mr. Nerpio serve as our invaluable custodians. Ms. Daley has returned to support the lunch program at UES as a Nourish Cowichan staff person. Last, but not least, Mr. Jones continues the role of UES bus driver, having taken a position with SD70!

### **Lunch Program and Snacks Program**

SD70 and Nourish Cowichan continue to work together to provide the lunch program, which commenced for the 2025-2206 year on Thursday September 4, 2025. The snack program is getting up and running and will also be funded through Nourish Cowichan and associated donations to the organization. Our staff are responsible for receiving food orders for snacks and serving them to students. Families are asked to donate \$100 per student to Nourish Cowichan to support the cost of lunches – no family will be denied access if they cannot afford the donation.

### **Breakfast Program**

UES continues to offer a breakfast program each morning. We are teaming with Nourish Cowichan to order the food. UES is responsible for the costs of the breakfast program, as well as for receiving food orders and serving breakfast. All donations that require a tax receipt are to be directed through Nourish Cowichan. Donations can also be made directly to the school, but a tax-deductible receipt cannot be provided.

**Volunteers Needed**

UES is seeking volunteers who can support preparation and/or service of the breakfast program, as well as support a variety of clubs and sports. A call-out to volunteers will be made in the coming weeks, but interested persons can contact UES Principal, Cameron Fraser at [cfraser@sd70.bc.ca](mailto:cfraser@sd70.bc.ca).

**PAC Back to School BBQ**

The PAC Back to School BBQ was another great success. Thank you so much to the PAC for organizing and facilitating this important community-building and community-sustaining initiative.

**Monday Morning Meetings**

UES has instituted a practice of holding weekly whole-school Monday Morning Meetings between 8:50 and 9:10am (approximately). These are opportunities to meet as collective and continue to build our whole-school community. We will be engaging in cultural learning activities, rolling out our new positive behaviour support program, and address various school matters as a collective. In addition, we will hold these meetings on other days for special events.

**Positive Behaviour Support Program**

We have a new/old Positive Behaviour Support (PBS) program: the 4 Ps. We are currently onboarding the program focused on supporting and honouring being Polite, Positive, Prepared and Productive. Thank you to the team of teachers who have done the heavy work to bring the 4Ps back to life!

**DRAFT Code of Conduct**

The Ministry of Education requires each school to have a Code of Conduct outlining expectations and procedures for student, staff and school community conduct. This represents the annual review process required by the Ministry of Education.

I have shared the Draft Code of Conduct with the PAC, parent community (by sending out this report) and the UES staff. I am accepting feedback about the Draft Code of Conduct until September 29, 2025. UES will then roll-out the new Code of Conduct near the beginning of October, which will include sending home a copy of the Code of Conduct and an agreement document. The agreement document will come in a few different formats, representing developmentally appropriate language for the levels of students. Parents will

be asked to review the agreement document with students and sign it, as well as either sign it on behalf of students or have children sign it themselves.

UES will review, consider revisions and consult about the Code of Conduct as needed throughout the year, as needed. UES will also need to engage in a yearly review and consultation process concerning the Code of Conduct in future years.

### **Grade 7 Strathcona Trip**

I was fortunate to attend last year's grade seven Strathcona Trip, therefore being privy to a year cycle of organizing, fundraising and participating in programming. Last year involved a transition away from longstanding practice of the grade 7 teacher(s) being responsible for leading the fundraising and organizing and attending the trip. The parents did a great job of raising the money, and my attendance assisted me in realizing the value of the money – the kids get an amazing experience (programs, food and accommodation) for a fair value. There were a few aspects of the organizing and programming that I would like to adjust. Of greatest importance is having parent volunteers attend Strathcona as well as staff. Last year's staff were expected to be supervising for 15-16 hours a day, which is not a reasonable expectation. The other changes process is around student participation in fundraising; I would like to support all students to be actively involved in fundraising for the experience. Finally, I would like to move away from almost any responsibility falling on the grade seven teacher, so they can focus their energy on their instruction, on supporting their students health and wellness and on their own and their family's health and wellness (during their non-instructional times).

To that end, we are proposing the following at the PAC Meeting on Thursday September 17:

- Carly Green, UES Vice-Principal, will perform all administrative duties related to registering and communicating with Strathcona Lodge, as well as arranging the bus, ensuring risk mitigation and obtaining parental consent/acknowledgement of risk.
- Kim Clark, UES Administrative Secretary, will work with the financial designate of the Strathcona Committee (see below) to manage finances.
- As a parent of a grade 7 UES student, I (Camero Fraser) will serve as a volunteer on a Strathcona Trip Committee to support the development of a committee, practices and organizational infrastructure to support a committee to form, regularly meet and perform tasks to work toward the Strathcona Trip, which will include:
  - o Organizing fundraising events and initiatives,
  - o Organizing students to actively participate in fundraising,
  - o Accounting for finances and associated communications,
  - o General communications, and

- o Chairing the committee.

I believe creating a Strathcona Trip Committee comprised of grade seven parents (and possibly even grade seven students), will support the continuation of this valuable initiative and ensure it is sustainable. I look forward to receiving feedback and look forward to meeting with the grade seven parents and students in the next few weeks.

### **Events Before the Next PAC Meeting**

As we look ahead to the last week of Summer and the Fall season, we have several exciting events and activities, below are the ones we are planning before the next PAC Meeting on Thursday October 16:

Tuesday, September 23 – 1<sup>st</sup> Fire Drill at 1:20pm

Thursday, September 25 - Photo Day

Friday, September 26 – UES Truth and Reconciliation event and activities – all day

Monday, September 29 - Professional Day – no school for students

Tuesday, September 30 - National Day for Truth and Reconciliation – no school

**\*For the UES Truth and Reconciliation event and activities on Friday, September 26, we ask children to come to school in an orange shirt (if no orange, then yellow or orange, or just a favorite shirt!).**

Friday, October 3 – Terry Fox Assembly and Run at 1:20pm

Monday, October 13 – Thanksgiving Monday – no school

Thursday, October 16 – ShakeOut BC earthquake drill

Parent Advisory Council (PAC) Meeting

Thank you to the PAC for the amazing support of our school, staff and students – it takes a village!

Cameron Fraser

UES Principal