Cloverley PAC Minutes

October 15th, 2026

Attendees

First Name	Last Name	First Name	Last Name	First Name	Last Name
Hans	Potter	Jeremy	Gilmour	Danielle	Herschmiller
Ruth	Miller	Christie	Fox	Hannah	Dean
Yen Linh	Chung	Charmaine	Green	Adam	James
Stephanie	Wood	Samantha	Plaice	Tim	McLeod
Jackie	Tucker-Ganges	Morgan	Mason	Sarah	Tremblay
Brittany	Gilmour	Brianna	Schehr		

Call to Order Introductions

Hans Potter: We would like to take this time to acknowledge that we are on the traditional, unceded territories of the Tsleil-Waututh, Musqueam, and Squamish First Nations and to express my gratitude that we are able to host this event tonight on their beautiful lands.

Approval of Minutes from Previous Meeting

Accept Minutes from September 24th AGM.

Approved: (1) Charmaine Green (2) Brittany Gilmour

New Business

Visit from Sarah Tremblay from the CNV to talk about traffic and safety issues:

- City and School District have separate roles:
  - The School District is responsible for inside the school
  - The City is responsible for the area surrounding the school
- SASTP (Safe and Active School Travel Program) run by the City, includes:
  - Practice routes to school
  - Identify infrastructure improvements: some of which are still under construction and will be finished in the next few months.
- Hoping construction will be complete by mid November.
- Undergoing monitoring will be underway over the next couple of months and will continue after the construction period to identify any changes that need to take place.
- PAC, admin, teachers, etc can apply for a $500 grant to deliver events or programs that promote active transportation to and from school. E.g.s include walk and roll event, and repair workshops. PAC has applied for this this year.
  - Applications due late December for initiatives to be rolled out before the end of the school year.
- Walking school bus:
  - Year 1: school district paid for the program
  - Year 2: $15,000 funding required for paid walk leader OR organisation of parent volunteers
  - Need to determine year 2 interest and potential route(s)

Questions to Sarah Tremblay:

Q. Narrow old sidewalks adjacent to streets are potentially unsafe, particularly for turning cars.

A. The current construction is following an existing plan. Monitoring throughout the fall will identify any further changes that need to take place.

Q. Some sidewalks do not offset the traffic, i.e. no grass verge between sidewalk and street.

A. Sarah will follow up.

Q. Will there be a one way street for drop off and pick up plans?

A. There will be recommended advisory circulation (clockwise) but no road changes. This will be communicated once the one-way travel on Hendry is finished.

Q. Can we make a rule to prevent 3 point turns?

A. This is an issue at all schools. The solution needs to start with education. Other measures can include ICBC, Bylaws, and RCMP presence at the school, or extra enforcement, including from teachers and principle. This will improve once the construction is complete and signage finished.

Q. Will there be more signs including 30 km speed limits?

A. Yes, following standards about how signs should be applied.

Q. Can we have more cross walks, particularly on Hendry.

A. All changes are based on monitoring. They are currently developing a touch point for people to be able to submit requests.

- There will be updated maps once construction is finished.
- CNV asks for patience while construction completes.

Administration report from Tim McLeod and Danielle Herschmiller

- **Structural Eye** will be installed in the foyer on Tuesday 20th Oct. There will be a ceremony with Elders and grade 4 and 5s invited.
- **Cloverley Elementary mascot** animal selected. It will be announced tomorrow and children will be told first. This will enable logo, spirit wear etc.
- **Activities**: 26 kids in band, 40 kids in choir, athletics: cross country, Terry Fox – raised over $2000.
- **Coming up**: four ball, field hockey, rugby, pickleball, tennis
- **FSA (Foundation Skills Assessment)** for grade 4 started, going until end Oct
- **Mid grades**: Taken on "word origins" as chronological program (University of Florida).
- **Primary grades**: doing URLI (University of Florida).
- **Literary assessment portfolio**, mandated from ministry. K-3s have started, intermediates are piloting it.
- **School planning** – includes setting goals for the school year – code of conduct. Starting Tuesday Oct 27 (more info to come)
- **Leadership**: Grade 5 announcers, grade 4/5 lunch monitors, grade 4 giving kindergarten support in gym, grade 5 assemblies
- **Facility**: come a long way, but a lot of work to be done

    - **Sport court:** coming along, fencing up, want basketball hoops, pickleball, soccer nets, four square lines, hopscotch lines.
    - **Field**: hoping to get 3 mini fields with goal posts
    - **Fencing will go up around school**, will monitor to see where necessary
    - Swing gates for fire lane (replacing pilons)
- **Book fair** coming end of November
- Next week **student teacher family conferences**
- Daycare opening up November

Fundraising and events update

Halloween movie event

- Completed: arranged annual license, confirmed rental with school assistant (AV equipment etc.)
- To do: Finalise the contract with Panago, arrival of tickets/ticket sales.
- **Need 12 volunteers**. 3 currently signed up

Plan for future proposals for events/fundraisers:

- All future events to be discussed, minuted, voted, and approved at PAC meetings.
- Emergency PAC meeting proposed to vote on upcoming events. During the meeting the events and fundraising committees will go through a combined calendar for all events and fundraising.

New ideas:

- **Fill up Fridays** – Once a month, Friday mornings PAC gives out snacks and coffee to parents. Will use donated coffee/snacks from vendors or those purchased at a discounted rate. Parents donate money for coffee/snacks. Payment by cash or square.

Fun lunch

Brittany Gilmour

- Will use LunchUp for fun lunch. Their service includes delivery and distribution, sorting and labelling. They take a percentage off the price of the food.

- Fun lunches will be monthly - likely on Mondays – Munchy Mondays.
- LunchUp requires only 48-24 hours advance to change order depending on vendor.
- Need to decide on the first three vendors: White spot, Panago, and one more.
- Need carts and storage for missed meals (could send missed meals to teachers lounge).
- Ability to donate towards a meal to a kid in need at school.

Hans Potter: Vote to agree to fun lunch

Approved: (1) Jackie Tucker-Gannges (2) Hannah Dean

Hans Potter: Vote to agree to use LunchUp

Approved: (1) Yen Linh Chung (2) Christie Fox

Update on after school programing

- No after school programming for 2026/2027 school year
- For 2027/2028 school year there are some programs interested in coming before and after school

Introduction to school communication policies

Hans Potter

- **PAC email** – access can be shared for those who need it. There is a policy to label emails by what community and events its about (Follow SOP)
- **Cloverley community WhatsApp group**: Way for people to get PAC information. Aim to move away from using Facebook
    - Group is ready with divisions in place. These will be sent to parents, parent rep will be admin on their division.
    - Some classes have made whatsapp groups already. Encourage them to join this group.
- **PAC newsletter** is the best way to send out information. This can be distributed to the school mailing list. PAC WhatsApp group should be reinforcing what people have already heard. Can also be for small items outside remit of school.
- Hans will set up a google doc to include items to send to Tim on every Friday.

- Hans: Has made an action sheet. All actions to be in there (chat not enough) and will be used to populate the agenda for the meetings.
- Hans: plan by EOY to have a go forward document where we keep what we like as templates. There will be a meeting in June to decide what we liked and want to carry forward. This will become policy and procedure going forward into 2027.

Introduce Purchasing and reimbursement policy

- Developed a purchase tracker for money spent.
- Will require 1 signatory and 1 board member for approval.
- Cheques are on the way so people can start to be reimbursed for what they spent..
- Spending needs to be carefully tracked, especially if the PAC wants to become a non-profit. If you need reimbursement details and receipts must be put in a PAC folder on google drive.

Charmaine Green: Agreement for Hans to order cash box

Approved: (1) Yen LinhChung (2) Cristie Fox

- From now on, require approval before purchase. Hans will identify additions to the spreadsheet and put it to the board for signatures.

New business

Volunteer t-shirts/sweaters for parent volunteers or PAC members:

- To promote community, safety, and fundraise. We are asking parents to purchase volunteer t-shirts. These shirts will make it easier to identify folks participating in events, and allow PAC to easily connect with parents who want to be involved. PAC will hold a contingency of shirts in reserve at events that will be returned and washed at the end of events.
- Cost t-shirt $6 sell for $10
- Sweater $17 sell for $25
- Or both bought for $30
- Also PAC special t-shirt including what you do on PAC (this will come later)

- PAC make the t-shirts, so do not need to back order t-shirts. Each t-shirt is pressed by the fundraising team.
- PAC will make a donation box of 5-10 t-shirts so there are some available for families who need assistance.

Charmaine Green: Vote to buy extra PAC t-shirts to lend

Approved: (1) Yen LinhChung (2) Hannah Dean

Note: A criminal record check is required if you're alone with kids in the school. But not required for Terry Fox (outdoors). Fun lunch requires a criminal record check. The PAC can create an RCMP letter so people are not charged for their check.

Next Meeting Agenda Items

- Go over events calendar outlined for next 6 months and approve events (covered in upcoming emergency virtual meeting)
- Google account for PAC meetings > 1 hour
- PAC specific t-shirts
- Walking School Bus
- Whether there will be a PAC meeting in December

Next meeting: November 12th, 2026 7:00pm-8pm