



BLAKEBURN ELEMENTARY PAC AGM Meeting AGENDA

*Tue, March 5th at 7:00pm
School Library*

In Attendance:

PAC Members: Lyndsay Irwin, Nicole Cherry, Joanna Kahut, Kristy Dastur, Breanna Cook, Amanda Killingsworth

Parent Community: N/A

Regrets: Anita Wilson, Jodie Wong, Shannon Harper, Corrine Vanden Hoven, Alison Anderson, Luisa Martin, Kirstin Hepburn, Jessica Bouillon

1. Welcome (“Call to Order”)

Lyndsay called the meeting to order @ 7:00pm

- 1.1. Welcome & housekeeping-Lyndsay, as Vice President, is filling in for Anita today as chair of the meeting

2. Approval of Agenda

Motion to accept the agenda. M: Breanna/2nd: Joanna

MOTION CARRIED (all in favour)

3. Approval of Past Minutes

Motion to accept the minutes from Tuesday February 13th, 2024. M: Kristy/2nd: Joanna

MOTION CARRIED (all in favour)

4. President’s Report

Lyndsay Irwin for Anita Wilson

4.1. Update

- Anita sends her apologies for missing the meeting and thanks Lyndsay for chairing tonight; she expressed how much fun she has had working on the PAC during her 8 years at Blakeburn
- Our upcoming April meeting will be important as it is the last one before the May AGM (nominations/elections as well as budget setting for 2024-2025); the budget will not be voted on until June but needs to be determined by May
- Remaining PAC meeting dates for this year are Tuesday April 9th, Thursday May 9th and Tuesday June 11th
- We will need to have more targeted discussion on how to allocate/spend the money sitting in the PAC accounts right now; it will need to be a serious topic of discussion at the April meeting
- If anyone needs support or assistance/clarification about process and protocol, the Constitution and Bylaws or anything else before the end of the year, please reach out to Anita

5. Principal’s Report

Tara Fisher

5.1. School updates:

- Janet Yule (secretary) is retiring and her last day is March 12th; the new secretary is Jordana Reich

Thank you for attending our General PAC Meeting!
Your support is essential to the staff, students and families of the Blakeburn School Community!

- Student registrations for next year continue (Kindergarten and cross-catchment applications); most classes are full but there is still some space in grade 4/5
- The pancake breakfast was fun but long; Breanna has reached out to the firefighters about a December pancake breakfast, and they said to contact them in June
- Tara is holding onto the Hazel Trembeth fundraising money for now in the school account; the Blakeburn staff is making lunch for the Hazel Trembeth staff next week

5.2 Calendar Updates:

- Student Learning conferences/Early Dismissals (April 16th and 18th)
- Professional Day (April 19th)-staff will be at Pinetree Secondary for the morning (focus on equity, inclusion, and Indigenous education)
- Afterschool programs through DWUL this spring (Soccer, Basketball, Flag Football, Multisport)
- Hip Hop dance program-8 sessions (April 22nd to May 3rd); charge to parents on KEV
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6. Committees Update

6.1. Treasurer

Amanda Killingsworth

- 6.1.1 The accounts are relatively up to date, pending transfers to move \$15,000 from the Gaming account to the Main account (this will need Anita's approval to do so)
- 6.1.2 Approximately 60 percent of teachers have spent their class funds budget; team funds have been allocated for future activities (i.e. field trips) but have not been spent yet
- 6.1.3 In future years, PAC can consider giving Kathy at the office access to PAC funds so she can pay back teachers for field trip/bus costs directly; PAC will still need to give out cheques for yearly teacher class funds

6.2. Secretary

Nicole Cherry

- 6.2.1 No new updates at this time

6.3. DPAC

Kristy Dastur

- 6.3.1 The last DPAC meeting was held on February 28th; highlights from the meeting are as follows:
 - Nadine Tambellini (Assistant Superintendent) presented on the cross-catchment process, the upcoming budget process, and psychoeducational assessments
 - Rosey Manhas (DPAC President) talked about the successful hiring of a DPAC Administrative Assistant and new resolutions being introduced to the Constitution and Bylaws
 - Open Forum discussion topics centered around the DPAC Facebook group (may be shut down as only 17 people use it), a new sign-up app similar to Sign Up Genius (Lotsahelpinghands.com), the use of Square in schools for financial transactions and general PAC issues being experienced across the district (low attendance at meetings, not enough volunteers)
- 6.3.2 The next meeting is on April 3rd (online)-there will be presentations from WestCoast Families and Dave Sands, Principal of Technology Implementation
- 6.3.3 Future Meetings to be held on April 25th and May 29th (elections), both in-person at the new Education Learning Center building

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- 6.4. Fundraising Breanna Cook
- 6.3.1 Purdy's will be sent home on March 15th (small orders can be sent home in backpacks with students or parents can reach out to Breanna to make alternate pickup arrangements)
 - 6.3.2 Jersey updates-Breanna is working on this with Mr. Kitts and the goal is to have them ready by Como Lake Relays (mid-April); the new design is white/navy blue reversable with the school logo on the front and numbers on the back; the jerseys are primarily used for volleyball, basketball, Como Lake Relays, track and field and other small district events (i.e. STEAM challenges); Breanna has received two comparable quotes at approximately \$30/jersey (\$3,400)
 - 6.3.3 Movie Night on April 5th-we will need to pick and advertise a movie title before Spring Break; there will be two viewing sessions, similar to the last movie event
 - 6.3.4 Looking into the possibility of bringing in the Kona Shaved Ice Truck afterschool later in the year
- 6.5. Health & Safety Luisa Martin
- 6.5.1 Tara has put in a work order to have the lines re-painted in parking lot, but we will have to wait for temperatures to warm up before painting can be completed
- 6.6. Hot Lunch / Special Lunch Jodie Wong
- 6.6.1 Term 3 ordering will open Monday March 11th and run over Spring Break until Friday April 5th; Alison is currently setting up the menus and will let us know when she is finished
 - 6.6.2 Mrs. Blake has started ordering lunch for a few students (up to five kids); these lunches are being paid for on the school credit card using provincial government money; it was suggested that we set up the Munch-a-Lunch donation function for the Spring session in case families would like to make a small online contribution when ordering
- 6.7. Communications Corinne Vanden Hoven
- 6.7.1 The next PAC newsletter will go out on March 15th; Corrine will send Tara a hot lunch update for this week
- 6.8. Members at Large Shannon Harper, Joanna Kahut
- 6.8.1 No new updates at this time
- 6.9. Vice President Lyndsay Irwin
- 6.9.1 Banking considerations for next year-PAC will need a signing authority to create an account with VanCity or we need to switch banks; it would be easier to open an account with VanCity using a signing authority who is likely to be on the PAC the longest moving forward; the Bylaws require us to have four signing authorities
- ACTION:** Breanna will open a personal account with VanCity this week
7. Other Programs
- 7.1. Munch-a-Lunch Alison Anderson
 - 7.1.1 No new updates at this time; see Hot Lunch update
 - 7.2. Fruit & Veggie Program Shannon Harper
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- 7.2.1 No new updates at this time

- 7.3. Yearbook Jessica Bouillon & Kirstin Hepburn
 - 7.3.1 Tara has met with both Jessica and Kirstin and given some suggestions on the yearbook; staff are continuing to upload photos; we have until after track meet in May to submit photos.

- 8. Other / New Business
 - 8.1. Money Spending ideas-a brief discussion was had regarding ways to spend our PAC funds; further brainstorming will occur offline ahead of the April meeting; ideas that were mentioned included new jersey's, technology (staggered replacement), an outdoor rock circle, new swings, sports equipment, music wishes and garden upkeep supplies
 - 8.2. SWAG bags-Grade 4/5 teachers will reach out to families to form a committee to collect materials for bags; Tara will order bags with student names on them from same place as last year; Breanna has 200-300 umbrellas and backpacks to give away

- 9. Adjournment
Meeting adjourned at 8:21pm. M: Kristy/2nd: Nicole

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