



## BLAKEBURN ELEMENTARY PAC AGENDA

*Tuesday April 22<sup>nd</sup>, 2025 at 6:30pm  
School Library*

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### In Attendance:

PAC Members: Lyndsay Irwin, Nicole Cherry, Breanna Barker, Shannon Harper, Kristy Dastur, Corinne Vanden Hoven, Joanna Kahut, Jodie Wong, Matt Fenrich

Parent Community: Martyn Willan, Chris Ackerman

Regrets: Luisa Martin, Kirstin Hepburn, Alison Anderson, Chelsea Fenrich

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1. Welcome ("Call to Order")
  - 1.1. Welcome & housekeeping – the meeting was called to order @ 6:33pm
  - 1.2. Regrets – Luisa Martin, Kirstin Hepburn, Alison Anderson, Chelsea Fenrich
2. Approval of Agenda  
Motion to approve the agenda. M: Shannon/2<sup>nd</sup>: Nicole  
**MOTION CARRIED** (all in favour)
3. Approval of Past Minutes  
Motion to approve the past minutes from Tuesday February 11<sup>th</sup>, 2025. M: Breanna/2<sup>nd</sup>: Shannon  
**MOTION CARRIED** (all in favour)
4. President's Report Lyndsay Irwin
  - 4.1 Martyn Willan will present later tonight on behalf of the playground committee
  - 4.2 The audit of PAC financials is still pending; Adrian Dastur is still willing to do it  
**ACTION:** Matt to connect with Adrian; look to start the audit after the June meeting and once the financials for the year are wrapped up
  - 4.3 AGM Meeting (May 13<sup>th</sup>)-Matt and Lyndsay will present a working budget to everyone; elections will also take place-the majority of the executive members are currently in the middle of their 2-year term; the Health and Safety and Communication positions are up for election
5. Principal's Report Iram Khan
  - 5.1 School Updates:
    - The province has sent out student learning surveys for students and staff to complete; parents can also complete the survey (by May 2<sup>nd</sup>)
    - New school supply vendor for next year (Schoolstart) as Creative Children went out of business; the Kindergarten and Grade 1 classes will charge \$50/student for communal supplies
    - Planning is underway for the May track meet; parent drivers will be needed to get to Town Centre
    - Starting to plan class organizations for next year-there are many considerations around this, and planning is done carefully; student numbers are steady at this time; 69 Kindergarten registrations; a form for parent input on student placement and needs will be sent out to families in May
    - Hip Hop Dance Program is coming up (8 sessions at a cost of \$2400); this has been supported by PAC in the past; consider budgeting for it and including it as a sport/art event line item for next year  
**MOTION** to approve spending \$2,400 to help fund the Hip Hop program for this year.  
M: Breanna /2<sup>nd</sup>: Corrine  
**MOTION CARRIED** (all in favour)

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- Activity Day on May 30th; PAC usually provides treat for students; option to consider spending the money on a bouncy castle this year
- Welcome to Kindergarten-2 events this year (May 15th/June 11th); possibility to have PAC representatives at the June 11<sup>th</sup> event right after school; PAC newsletter visual to hand out to parents on May 15th

**ACTION:** Corrine to put together a PAC newsletter visual for distribution to families on the May 15<sup>th</sup> event

6. Playground Committee Report Martyn Willan

- 6.1 Playground committee consists of Lyndsay, Martyn, Nicole, Breanna and Matt; Martyn has been researching enhancement options on our behalf based on school recommendations
- 6.2 Martyn's presentation highlighted the pros, cons and preliminary costs of 4 identified playground enhancement options-swings, sunshades, log circle and outdoor mud kitchen; discussion brought up questions about the cost of damage repair, vandalism, the type of materials that would be used, as well as site preparations
- 6.3 After careful deliberation and discussion, it is the committee's recommendation that the Parent Advisory Committee move to approve, in principle, the purchase and installation of swings for the school grounds. This is a vote in principle to give the Playground Committee direction moving forward to pursue obtaining quotes for acquisition and installation. Further research will determine the specificity of the number, types, location, cost and other details, which will be brought to the PAC for final approval prior to moving forward.

**MOTION:** Move to approve, in principle, the purchase and installation of swings for the school grounds, subject to further detailed planning, compliance with safety regulations, consultation with the School Administration and School District, and Parent Advisory Council approval of actualized costs. M: Corrine/2<sup>nd</sup>: Kristy

**MOTION CARRIED** (all in favour)

*\*The motion in full is attached to the end of this document\**

7. Committees Update

- 7.1. Treasurer Matt Fenrich, Chelsea Fenrich
  - 7.1.1 Account Update: \$72,000 (Main Account), \$121.29 (Gaming); we have spent approximately \$17000 this year so far
  - 7.2.2 Many teachers have not yet used their allocated classroom or team funds (\$200/teacher and \$1000 for each Team); Grade 2/3 and 4/5 team have not submitted team receipts; request teachers to resubmit receipts for reimbursements
- 7.2. Secretary Nicole Cherry
  - 7.2.2 Nothing to report
- 7.3. DPAC Kristy Dastur
  - 7.3.1 DPAC Meeting summary (April 2<sup>nd</sup>, 2025): Rosy Manhas was sworn in as the newest school board trustee; district budget discussions are underway; funding has officially been approved for the new Hazel Trembeth Replacement School; Shannon Sullivan from Counselling Support Services presented on executive functioning, self-regulation, attention, focus and time management
  - 7.3.2 Next meeting is in-person on April 30<sup>th</sup> at 7:10pm at the Education Learning Centre

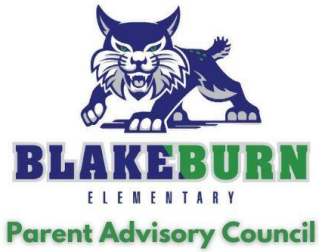
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- 7.4. Fundraising Breanna Cook
    - 7.4.1 Music Bingo Fundraiser event was successful and made a good profit
    - 7.4.2 Upcoming Fundraisers-Movie Night (May 23<sup>rd</sup>), Neufeld Farms in June
    - 7.4.3 Upcoming Events-Staff Appreciation lunch on May 27<sup>th</sup>; Activity Day on May 30<sup>th</sup>
  - 7.5. Health & Safety Luisa Martin
    - 7.5.1 Nothing to report
  - 7.6. Hot Lunch / Special Lunch Jodie Wong
    - 7.6.1 Upcoming Hot lunches-Popeyes Chicken, hot dog day, Subway, Dominoes; 1 treat day in June (TCBY)
  - 7.7. Communications Corinne Vanden Hoven
    - 7.7.1 Next newsletter goes out this week
    - 7.7.2 Slideshow deadline is next week-many families have not submitted photos
    - 7.7.3 Corrine will make a PAC flyer for Welcome to Kindergarten event on May 15<sup>th</sup>
  - 7.8. Members at Large Shannon Harper, Joanna Kahut
    - 7.8.1 Nothing to report
  - 8. Other Programs
    - 8.1. Munch-a-Lunch Alison Anderson
      - 8.1.1 Nothing to report
    - 8.2. Fruit & Veggie Program Shannon Harper
      - 8.2.1 3 more deliveries this year (2 in May, 1 in June)
    - 8.3. Yearbook Kirstin Hepburn
      - 8.3.1 Deadline for parents to submit yearbook photos is set for the end of April and teachers have been encouraged to upload pictures to the SharePoint drive; there are many unfiled and unlabelled pictures in SharePoint at this time
      - 8.3.2 Kirstin has liaised with Photo Expressions and has set up yearbook software; the theme of the yearbook has been narrowed down to two options (Block World-Minecraft/Lego inspired and Adventure theme-mountains, maps, etc.); majority of PAC members unofficially voted for the Block World theme
      - 8.3.3 Yearbook will be ramping up in the coming weeks; the KEV link to pre-order the yearbooks will go out next week with a deadline of Monday May 5<sup>th</sup>; we will need to post about this deadline on Facebook
  - 9. Other / New Business
    - 9.1. Staff Appreciation-budget
      - MOTION:** Whereas the current staff appreciation budget does not account for the increased cost of purchasing food and gifts, be it resolved that the budget for the staff appreciation event be increased to a total of \$1,000 for this year to reflect and cover the costs associated with this event. M: Breana, 2nd: Shannon
      - MOTION CARRIED** (all in favour)
      - ACTION:** Look at increasing the staff appreciation budget moving forward during
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the May budget planning for next year

10. Adjournment

Lyndsay motioned to adjourn the meeting at 8:00pm, M: Matt/2<sup>nd</sup>: Corrine

**MOTION CARRIED** (all in favour)

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### **Playground Committee Recommendation and Motion:**

**Goal:** To approve, in principle, the purchase and installation of swings for the school grounds, subject to further detailed planning, compliance with safety regulations, consultation with the School Administration and School District, and budget approval.

Whereas:

PAC bylaws require that all fundraising must be with a specific purpose or target in mind

#### **Section XV Fundraising**

- 1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by PAC. Funds raised should be dedicated to providing the most, and ideally lasting benefit for the greatest number of students as decided by the parents.*

PAC currently has a surplus of funds (approximately \$30000) that needs to be allocated towards a specific project or projects.

School administration and staff identified playground enhancement projects as larger-scale options for PAC to consider (playground swings, playground sunshades, outdoor classroom/log circle, mud kitchen)

A parent committee consisting of Lyndsay Irwin (president), Nicole Cherry (secretary), Matt Fenrich (co-treasurer), Breanna Cook (fundraising) and Martyn Willan (member of parent community) was formed in Fall 2024 to discuss and research possible playground enhancement projects as identified above

Martyn, who has a professional background as a geotechnical engineer working in consultancy, obtained preliminary costs from at least 2 suppliers to aid in the decision-making process

Information regarding potential project items and costs were compiled and shared out to PAC members at our January 2025 PAC meeting

PAC members were asked to review the information and to email any comments, questions or concerns for the committee to discuss.

Martyn's presentation tonight outlines the pros and cons discussed for each of the options.

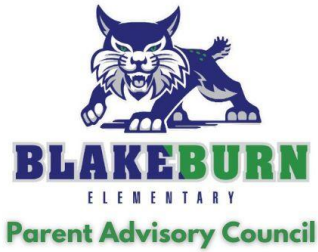
After careful deliberation and discussion, it is the committee's recommendation that the Parent Advisory Committee move to approve, in principle, the purchase and installation of swings for the school grounds, subject to further detailed planning, compliance with safety regulations, consultation with the School Administration and School District, and Parent Advisory Council approval of actualized costs.

#### **Of note:**

- This is a vote in principle to give the Playground Committee direction moving forward to pursue obtaining quotes for acquisition and installation.
- Further research will determine the specificity of the number, types, location, cost and other details, which will be brought to the PAC for final approval prior to moving forward.
- Research for potential grants will be conducted during this next phase, which may increase our potential budget.

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- Once quotes are acquired, further targeted fundraising efforts can occur to meet financial needs if required and desired.

**MOTION:** move to approve, in principle, the purchase and installation of swings for the school grounds, subject to further detailed planning, compliance with safety regulations, consultation with the School Administration and School District, and Parent Advisory Council approval of actualized costs.