



BLAKEBURN ELEMENTARY PAC AGENDA

*Tuesday October 8th at 6:30pm
School Library*

In Attendance:

PAC Members: Lyndsay Irwin, Matt Fenrich, Joanna Kahut, Jodie Wong, Shannon Harper, Breanna Cook, Nicole Cherry, Kristy Dastur

Parent Community: Jordana Norgaard, Vicki Ning, Kristy Wilson

Regrets : Alison Anderson, Corinne Vanden Hoven, Luisa Martin, Chelsea Fenrich, Kirstin Hepburn

1. Welcome ("Call to Order")

Lyndsay called the meeting to order at 6:32pm.

- 1.1. Welcome & housekeeping – introduction of new parents, review of voting and quorum rules
- 1.2. Regrets – Alison Anderson, Corinne Vanden Hoven, Luisa Martin, Chelsea Fenrich, Kirstin Hepburn

2. Approval of Agenda

Motion to approve the agenda. M: Matt/2nd: Joanna

MOTION CARRIED (all in favour)

3. Approval of Past Minutes

Motion to approve the minutes from September 17th, 2024. M: Shannon/2nd: Jodie

MOTION CARRIED (all in favour)

4. President's Report

Lyndsay Irwin

4.1 Facebook guidelines-Lyndsay would like any thoughts or feedback on our Facebook use and guidelines; questions can be answered by the appropriate moderator or administrator; please bring anything contentious to attention before approving posts to our page

4.2 Streamlining of the Expense Request process-Kathy Sather will help to expedite the process of getting cheques written to teachers who wish to spend their classroom funds; according to our Constitution and Bylaws, PAC cannot advance the money to the school until it has actually been spent; Kathy and Tara can write cheques to teachers using their school based account and then submit receipts to the treasurers, possibly twice per year (i.e. submit teacher receipts in December and May); Kathy would like to review and discuss the process more

ACTION: Lyndsay and treasurers to set up a meeting with Kathy to follow up with regards to the Expense Request process

4.3 Surplus money and spending-to be discussed in more detail under new business; PAC has been sitting on this idea for almost a year and it is time to take next steps in the process

5. Principal's Report

Tara Fisher

5.1 School updates:

- Poco Fire hosted a Fire Drill at the school on Monday October 7th and it went excellent
- PAC online donations have been put onto KEV (School Cash Online)
- Grade 5 hoodie orders are going in this week; the school would like to have a Grade 5 parent liaison for the year to assist with Grade 5 year-end leaving activities
- Tara requested that staff and PAC be mindful of paper/photocopy costs; paper and labels are separate expenses

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- Tara requested that PAC ask for photocopying or other requests from office staff on either Mondays or Tuesday as there are extra staff working on those days; the office is a very busy place on the other days of the week
- Staff thoughts on large purchases include the following:
 - Bench or picnic table by the small playground (near the willow tree)
 - Swings, including a disk swing
 - Outdoor play area/mud kitchen for the kindergarten area (Tara has been working with City of Poco around the collection of logs/rocks)
 - Stage Sliders (5-10 years down the road); Tara has put aside \$10,000 in the school budget to put towards the replacement cost
 - Speaker system with DVD player for the assembly cart
 - Sunshade for the existing playground
 - Rock circle (\$800/rock); this is not as high of a priority

5.2 Calendar Updates:

- Welcome Conversations-October 16th/17th (early dismissal days); this will coincide with the school book fair
- Halloween-bounce on the 31st instead of the Friday Nov. 1st
- Read a Thon event/fundraiser-November 12th-15th (money will go towards updating home reading materials and STEAM initiatives)
- Wrestling BC-PE classes leading in November for 1 week; focus on movement and games

6. Committees Update

- 6.1. Treasurer Matt Fenrich, Chelsea Fenrich
 - 6.1.1 September account update: \$53,000 in the general account; Gaming grant has been deposited (\$9,000) and it was used last year to reduce/cover the price of tennis and hip hop lessons; gaming grant money needs to be spent on items that benefit everybody
 - 6.1.2 Legacy project funds-a conservative amount that we could allocate towards a bigger project at this time is approximately \$20-25,000
 - 6.1.3 Matt and Chelsea met with previous treasurer on Sunday to review the books and Excel; they will not use a program such as QuickBooks at this time
 - 6.1.4 Our financials will require an audit later this year; Adrian Dastur (parent) has volunteered to do it
- 6.2. Secretary Nicole Cherry
 - 6.2.1 Nothing to report at this time
- 6.3. DPAC Kristy Dastur
 - 6.3.1 October 30th-kick off meeting for DPAC; the PAC101 meeting has happened (information can be found on the DPAC website)
- 6.4. Fundraising Breanna Cook
 - 6.4.1 Fundraising updates: \$1100 in spirit wear profit, still waiting on invoice from the bowling fundraiser (both on Munch-a-Lunch)
 - 6.4.2 Upcoming fundraisers: Mavin coffee (closes on October 15th), Community Values coupon books (runs from October 15-29th), Halloween glow dance on October 24th (information to come out this week in the Friday newsletter)

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- 6.4.3 Halloween dance details-2 sessions (K/1 and families runs from 5-6:30pm/Grades 2-5 runs from 7-830pm); tickets will be sold through munch-a-lunch; there will be a loonie and toonie concession
- 6.4.4 December events-Card art fundraiser, Pancake Breakfast (run by Poco Firefighters this year); Tara requested that the PAC move or get rid of the large event BBQ being housed in the school
ACTION: Decide what to do the PAC BBQ-keep, donate, sell, get rid of, etc.
- 6.5. Health & Safety Luisa Martin
- 6.5.1 Nothing to report at this time
- 6.6. Hot Lunch / Special Lunch Jodie Wong
- 6.6.1 October dates-2 treat days (18th-dipped Halloween treats/ 23rd-gummy bags); treats are being handed out around 2pm
- 6.6.2 The first hot lunch went well; it was suggested that parent volunteers hand out the items to students rather than teachers; this makes it easier to deal with any problems or mix-ups with orders
- 6.6.3 Tara has many extra juice boxes that will be going into PAC fridge; PAC can use them for hot lunches
- 6.7. Communications Corinne Vanden Hoven
- 6.7.1 Tonight is the deadline for newsletter items
- 6.8. Members at Large Shannon Harper, Joanna Kahut
- 6.8 Nothing to report at this time
7. Other Programs
- 7.1. Munch-a-Lunch Alison Anderson
- 7.1.1 Alison will know the Munch-a-Lunch donation amounts shortly and they will be added to the school rep account for Ms. Blake to use for future ordering
- 7.2. Fruit & Veggie Program Shannon Harper
- 7.2.1 Shannon will inquire about which classrooms do not want the yellow bins in their rooms for fruit and veggie distribution
- 7.3. Yearbook Kirstin Hepburn
- 7.3.1 Photo Expressions has a yearbook deal for this year (\$20/book); they have sent Tara a sample and she will forward a link to Kirstin to view
8. Other / New Business
- 8.1. Legacy Project-further discussion and next steps on allocation of surplus funds are as follows:
- PAC has approximately \$20-25,000 to spend or allocate to a larger school project
 - The Constitution and Bylaws require that we fundraise with purpose
 - Tara has provided a school wish list of items addressing a variety of bigger ticket items
 - What are the next steps?
-PAC would be wise to look into pricing out a few different options (i.e. swings, sunshade, rock circle, mud kitchen, etc.)
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-put a call out in the PAC newsletter looking for parents interested in being part of a committee to research possible projects and costs

ACTION-identify members of a committee to take on the responsibility of researching various playground enhancement options

9. Adjournment

The meeting was adjourned at 7:54pm.

Action Items for Next Meeting:

ACTION: Lyndsay and treasurers to set up a meeting with Kathy to follow up with regards to the Expense Request process

ACTION: Decide what to do the PAC BBQ-keep, donate, sell, get rid of, etc.

ACTION-identify members of a committee to take on the responsibility of researching various playground enhancement options

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