



BLAKEBURN ELEMENTARY PAC MEETING AGENDA

*Tue, Apr 04 at 6:30pm
School Library*

In Attendance:

PAC Members: Breanna Cook, Anita Wilson, Kristy Dastur, Amanda Killingsworth, Shannon Harper, Lyndsay Irwin, Nicole Cherry, Luisa Martin

Parent Community: Corrine Vanden Hoven

Regrets: Joanna Moss, Jodie Wong, Alison Anderson

1. Welcome ("Call to Order")
Anita called the meeting to order at 6:36pm.
2. Approval of Agenda
Motion to accept the agenda. M: Shannon/2nd: Kristy
MOTION CARRIED (all in favour)
3. Approval of Past Minutes
Motion to accept the minutes from Monday March 6, 2023.
M: Breanna/2nd: Shannon
MOTION CARRIED (all in favour)
4. President's Report
 - 4.1 Treasurer update: Anita and Amanda will coordinate and make a bank appointment to add Amanda to the banking; Amanda needs a list of divisions and teams to properly account for budget line items.
 - 4.2 Upcoming PAC meetings:
 - 4.1.1 May meeting (AGM) Elections and Budget Planning-Anita will send out information to the parent community on positions that need to be filled; the meeting has been rescheduled from May 8th to May 24th.
 - 4.1.2 June meeting (Thursday June 8th)-the current and new PAC members will adopt the new budget at this meeting.
 - 4.3 Traffic Circle Update-the new changes to drop off/pickup have made a difference; a bigger issue still exists at the roundabout exit by the intersection, but this would need to be dealt with at the city level; Tara is receiving some positive comments about the changes so far.
5. Principal's Report
 - 5.1. Calendar and Upcoming Events Update:
 - Como Lake Relays (April 20th)
 - Track Attack to begin mid-April and a notice will be sent home shortly; the district Track Meet will be held at SFU on Friday May 26th (busses have been rented for the day).
 - Connecting to Kindergarten on May 25th from 3:15-4:30pm; Tara requested a PAC member to attend to collect new parent emails/answer questions.
 - Hip Hop begins April 24th

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- Parent Appreciation Event on May 17th @ 1pm
 - Last day of school-June 29th with a 2:00pm dismissal
- 5.2. Kona Shaved Ice Truck Update-Tara relayed teacher concerns about having the truck booked on the last day of school (June 29th); if the truck is to be booked for the last day, it was recommended that the ice be pre-shaved, limit the number of flavours offered, everyone is included and is finished by 12pm so that the process is smooth and efficient; the truck could stay for parent sales afterwards but would need to park further away from the school. An alternative would be to book the ice truck for Friday June 2nd, to correspond with Activity Day.
- 5.3 Grade 4/5 field trips and year-end update: Science World is booked for April 14th plus there will be 2 additional June bookings to come; Tara is looking for a Grade 5 parent to help with organizing swag bags (drawstring backpacks) this year as there is money set aside to purchase these if there is a need (there are 52 grade 5's this year); another notice will be sent home to parents regarding the Grade 5 slideshow and photo submission instructions and deadline.

6. Committees Update

- 6.1. Treasurer Amanda Killingsworth
- 6.1.1 Bank account updates: the Gaming account sits just under \$13,000 and the Main account has \$28,000; some funds have come out of Main account when they could come out of Gaming as there is a deadline with which to spend Gaming funds; Tara has some ideas for spending the Gaming funds if needed (IPADS, Gym Stage Doors) and it could possibly be used for scholarships as well.
- 6.1.2 Amanda has a flash drive of all accounting from previous years, but she will have to go back to 2019 to role everything forward and get the banking up to date. The biggest issue now is filing all the previous banking papers and organizing past records and this will take some time.
- 6.1.3 QuickBooks-the online version costs \$60/month which is too expensive; DPAC has treasurer templates available for use if needed.
- 6.1.4 E-transfer-could look into setting this up so that it could be used to pay businesses (i.e., Hot lunch, fundraising); PAC could also look into an online banking option so that cheques could be deposited electronically.
- 6.1.5 Budgeting for next year-Anita requests PAC members to look at the line items from this year's budget ahead of the May meeting when budgeting for next year will take place.
- 6.2. Secretary Nicole Cherry
- 6.2.1 Nicole will send the approved February and March minutes to Mr. Morwick to upload to the school website.
- 6.3. DPAC Kristy Dastur
- 6.3.1 March 29th meeting (Rob Zambrano)-review of the budget process as well as discussion around the return of international travel for students and the current Physical Health Education curriculum; Value of Belonging and Nurturing Resilience presentation as well as information about the MDI/YDI (district SEL survey).
- 6.3.2 Upcoming presentations-Digital safety online presentation (April 19th) and Sex Exploitation Safer Schools presentation (May 10th)

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6.3.3 DPAC AGM and Elections on Wednesday May 24th (nomination forms online)

6.4. Fundraising Breanna Cook

6.4.1 Completed fundraiser updates:

- Smencil's Sale-sold out/3 days
- Purdy's/Global coffee going home (sent home next week)
- Excel movie/pizza fundraiser (60 kids attended)

6.4.2. Upcoming fundraisers and events:

- Earth Week colouring contest draw-1 winner for each division on April 20th (using old Carnival prizes)
- Growing Smiles plants and hanging baskets (May-Mother's Day)
- TCBY treat day Tuesday's (2 in May/ 2 in June)-this will run just like a hot lunch treat day.
- Neufeld Farms-June

6.4.2. Staff Appreciation Day on May 11-the current budget for the event is \$300.

MOTION: A motion was made to increase the Staff Appreciation budget from \$300 to \$700 to cover the cost of purchasing staff lunch (charcuterie boxes) and gifts (lanyards)

M: Breanna/ 2nd: Lyndsay

MOTION CARRIED (all in favour)

6.5. Health & Safety Lyndsay Irwin

6.5.1 Glow sticks for the emergency preparedness buckets have been replenished.

6.6. Hot Lunch / Special Lunch Jodie Wong

6.6.1 Upcoming Hot Lunch/Treat Days: White Spot, Stuffies pastries, Dominoes, Red Robin.

6.7. Members at Large Luisa Martin, Shannon Harper

6.7.1 Luisa to continue cleaning up the kitchen afterschool on Thursdays and Fridays.

6.7.2 The old storage unit is still being cleared out and Tara will buy another shelving unit to store items; Mr. Morwick is wanting to use some of the old carnival equipment for activity day.

7. Other Programs

7.1. Munch-a-Lunch Alison Anderson

7.1.1 There continues to be a large credit of unclaimed refunds on Munch-a-Lunch since covid and it needs to be determined what to do with these excess funds.

7.1.2 Some parents are having difficulty spending their Munch-a-Lunch credits (this would be a question to direct to Alison).

7.2. Milk / Fruit & Veggie Program n/a



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- 7.2.1 No new parent volunteers have come forward; Shannon will take on the role and get her food-safe certification.
- 7.3. Yearbook Joanna Moss
 - 7.3 Ordering for the yearbook is now closed; a new yearbook coordinator for next year is required.
- 8. Other Business
 - 8.1 Grade 5 Leaving Items: The deadline to submit photos for the Grade 5 slideshow is April 30th; Anita will send out a reminder to put parents; Corrine and Tara will need to connect with Joanna to figure out access yearbook photos for the slideshow.
 - 8.2 Expense receipts from teachers need to be submitted to PAC by the end of May; June field trip receipts will be accepted after the end of May.
 - 8.3 Tara is looking to switch photo companies for school photos next year once the one-year contract with the current company is fulfilled.
- 9. Adjournment
 - Motion** to adjourn meeting @ 8:00pm
 - M: Shannon/Luisa
 - MOTION CARRIED** (all in favour)

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