

BLAKEBURN ELEMENTARY PAC MEETING AGENDA

*Tuesday February 07, 2023, at 6:30pm
School Library*

In Attendance:

PAC Members: Anita Wilson, Nicole Cherry, Breanna Barker, Shannon Harper, Amanda Killingsworth, Joanna Moss, Lyndsay Irwin, Alison Anderson, Luisa Martin, Kristy Dastur, Tara Fisher

Parent Community: Kara Legault, Corinne Vanden Hoven, Susan Grimmer, Nayeli Palmer, Sara Ross, Jennifer Martel, Kelsey Pavan

Regrets: Jodie Wong

1. Welcome ("Call to Order")
Anita called the meeting to order @ 6:31pm.
 - 1.1 Housekeeping and PAC introduction of executive members
2. Approval of Agenda
Motion to accept the agenda. M: Shannon/2nd: Luisa
MOTION CARRIED (all in favour)
3. Approval of Past Minutes
Motion to accept the minutes from Wednesday January 11, 2023. M: Luisa/2nd: Kara
MOTION CARRIED (all in favour)
4. GUEST – Teacher representatives for the Grade 4/5 team
 - 4.1 Mr. Urquhart and Mrs. Yeager were in attendance tonight on behalf of the grade 4/5 team to discuss year-end field trip plans; it was acknowledged that we are still in a year of transition following the pandemic and that there are more challenges and considerations to take into account. Key points from their presentation to the PAC executive and attending parents were as follows:
 - The option of going to Cultus Lake Water Park for the year-end Grade 4/5 field trip was explored in the fall as this has been the field trip destination for many years pre-covid; a variety of challenges have made it difficult to secure a spot there this year, including: full payment required upfront to secure a spot, challenges securing buses and bus drivers, the size of the grade 4/5 team (5 classes), time constraints, distance to the waterpark, as well as an increase in associated costs/fees.
 - Science World has been booked for this year and the payment has been invoiced; three different bus companies have been secured to provide transportation to and from the venue.
 - The Grade 5 Leaving Ceremony (which is funded by the Grade 5 hoodie sale) and a special year-end event in June (to be determined) will be discussed/planned by the Grade 4/5 team.
 - Grade 4/5 camp will not be happening this year; it needs to be booked a year in advance and there are more variables to consider, including the increase in cost.
 - 4.2 Budget planning background: Prior to covid, PAC allocated \$2000/year towards the year-end Grade 4/5 field trip. During covid, PAC executive deemed it necessary to run a deficit budget and removed items such as field trips to create a more conservative budget. The budget planning

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

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meeting for the 2023/34 school year will take place in May; once a proper review of PAC financials and balancing of the books by the treasurer is complete, re-establishing designated field trip funds back into the budget can be looked as a possibility for this year and teachers can request money for next year. Further conversation about the budget will occur beyond tonight's meeting.

5. President's Report

5.1. Review of Minutes/Actions from last meeting:

- Action item # 1 to discontinue PAC website is done (error in recent school email has been corrected)
- Action item # 2 to make PAC minutes/document available on the school website is done; however, it still needs to be improved upon (moving location of minutes on school website, adding executive contact list and Constitution and Bylaws)
- Action # 3 to fill the vacant Fruit/Veggie coordinator position is ONGOING. A parent has volunteered to take on the role and Tara has confirmed she will get her food safe certification but is unsure of when that will be completed; as the next fruit/veggie delivery is coming up shortly, Tara will put a call out in her Principal's email looking for someone with a current food safe certificate to take on the program at this time (the position can be shared by more than 1 person). The coordinator with food safe is responsible for signing up the school for the program next year.
- Action # 4-Appointing a new member to the PAC executive to take on the vacant Treasurer position
MOTION to appoint Amanda Killingsworth as Treasurer
M: Lyndsay/2nd: Luisa
MOTION CARRIED (all in favour)

5.2. Updates

- 5.2.1 A PAC newsletter is created and distributed every now and then (not regularly) to the parent community; important details, relevant news and upcoming PAC related events are included.
- 5.2.2 Clarification of PAC expectations vs. School expectations: The position of the PAC is to focus on programs (DPAC, Fundraising, Hot Lunch, etc.); PAC can have a voice in school matters but does not make decisions that interrupt classroom time/teaching and are school based in nature. It was acknowledged that the PAC and the school continue to be in a state of transition following the pandemic and with that comes difficulties and a period of "grace" that needs to be given; feelings of misplaced expectations on PAC members and anger/resentment amongst some members of the parent community was acknowledged by Anita on behalf of the executive.
- 5.2.3 Facebook page-a special PAC executive meeting was held on February 5th, 2023 to review the current state of the Blakeburn Parent Community Facebook page-a review of the current page guidelines and consideration of key points from the previous PAC were discussed. Given that recent comments on Facebook have resulted in the current mood of the parent community to feel heavy, emotional and draining, the following decisions were unanimously agreed upon:
 - Keeping the Facebook page operating as it currently is not an option at this time.

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- The Facebook page will be moving to an information only page with commenting turned off immediately to enable a “cooling off” period.
 - Parents with questions and/or inquiries are asked to email them to relevant PAC members; PAC executive contact information will be posted to the school website.
 - PAC intends to review the purpose/options and expectations of the Facebook page moving forward with the intention that parents will have the ability to submit questions and posts that are deemed beneficial, healthy, and constructive to the Blakeburn community.
 - Parents who are unable to attend a meeting in person and would like to be involved can join in through a Microsoft TEAMS link; this will be for listening-in only and it will not be recorded; Ms. Fisher will set up and provide the link for parents.
- 5.2.3 Childcare option for PAC meetings-this can be considered and arranged if there is a member from the parent community who would like to step forward to take this on and feels that there is a need to provide this option.
- 5.2.4 Review of Constitutions & Bylaws-there are a few updates and changes that need to be made to the current document; an ad hoc committee may be created in order to review the C & Bs to make sure they are up to date.
- 5.2.5 Dates for upcoming PAC meetings will be circulated shortly; upcoming meeting dates are as follows: March 6, April 4, May 8 (budget and AGM) and June 8 (final meeting to adopt new PAC executive for next year and reconcile any year-end business)
- 6 Principal's Report
- 6.2 Review and clarification of school-based issues/topics vs. PAC initiatives; see president's report for details
- 6.3 Updates
- 6.2.1 Tara is half-way through visiting each classroom in the school to read a story and familiarize herself with Blakeburn staff and students during her first week as Principal
- 6.2.2 School calendar updates are as follows:
- Real Acts of Caring week begins February 13th; teachers and classes are focusing on a different “care” motto for the next 3 weeks (Care for yourself, Care for each other, Care for this place)
 - Pink Shirt/Antibullying day on February 22nd; the school will have a special bounce assembly this day
 - District-wide Pro-D Day on February 24th
 - Chess club has begun @ lunchtime (Grade 3s on Tuesdays and Grade 4/5s on Thursdays); Terry Fox students are helping to support this program.
 - Running club is underway in preparation for Como Lake Relays (April 20th) and basketball games/practices are currently running on Tuesdays and Fridays
 - Term 2 report cards will be available online after Spring Break (March 29th)
 - Class and Team photos take place on March 30th
- 6.2.3 Parent parking lot concerns-Tara is currently observing the morning/afternoon traffic in the parking lot/driving circle during drop off and pickup times; she is looking for suggestions to help remedy some safety concerns; Anita will discuss options with Tara

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- and an ad-hoc committee may be formed to work with Tara, Lyndsay (Health and Safety) and any interested staff. DPAC could provide some suggestions too.
- 6.2.4 There are currently 41 new Kindergarten registrations; the current school population sits at 389 students.

MOTION: A motion was made to extend the meeting until 8:15pm.

M: Lyndsay/ 2nd: Sara

MOTION CARRIED (all in favour)

7 Committees Update

7.1 Treasurer Amanda Killingsworth

- 7.1.1 PAC executive will provide any support needed to Amanda as she starts her role as Treasurer; Breanna has passed along the deposit books and other relevant documents to Amanda

7.2 Secretary Nicole Cherry

- 7.2.1 The Constitution & Bylaws needs to be sent to Amanda to sign
7.2.2 Approved minutes will need to be moved from their current location on the school website to the PAC link

7.3 DPAC Kristy Dastur

- 7.3.1 Monthly DPAC meeting usually are comprised of a district trustee presentation as well as an education component
7.3.2 The school district is growing with a population increase of 800 students
7.3.3 Josh Keller from Post-Secondary BC presented at the meeting in January
7.3.4 The DPAC website (DPAC.ca) is being updated and redone; they strive to post current education, presentations, agendas, and minutes from monthly meetings
7.3.5 Next Meeting: February 22nd (Pink Shirt Day)

7.4 Fundraising Breanna Cook

- 7.4.1 Community Values coupon book fundraiser is completed and was a huge success
7.4.2 February 13th is the Oreo Cake Pop treat day fundraiser and February 27th is Me N Ed's Pizza Night fundraiser; the Community Values coupon to Me N Ed's can be applied to a pizza order
7.4.3 Breanna is looking for new fundraising ideas for this month; Meridian Meats fundraiser was mentioned as an option and Breanna will look into it
7.4.4 With any new fundraising initiatives, the Constitution and Bylaws guidelines need to be considered; all fundraising needs to have a purpose and provide benefit to all students. Criteria to consider when proposing a fundraising option are as follows:
- The cost to run vs. time involved needs to be reviewed
 - Individuals with a fundraising idea need to present it to a member of the PAC executive with proposed budgets and timelines
 - Fundraisers should create minimal, if any, interruptions to classes, students, and school time
 - All proposed fundraisers need to be agreed upon by the fundraising committee

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- 7.5 Health & Safety Lyndsay Irwin
7.5.1 Lyndsay will check in with Tara on any health/safety matters.
7.5.2 Possibility of setting up an off-line, ad-hoc committee to deal with traffic/parking issues

- 7.6 Hot Lunch / Special Lunch Jodie Wong
7.6.1 A list of current hot lunch dates are sent home in the principal's email

- 7.7 Members at Large Luisa Martin, Shannon Harper
7.7.1 Clean up of the PAC kitchen still needs to be finished (before or after Spring Break)

8 Other Programs

- 8.1 Munch-a-Lunch Alison Anderson
8.1.1 March 1-Bobcat Cookie Day/Hot Dog; Alison suggested a Blakeburn spirit day to coincide with the bobcat cookies
8.1.2 Another spirit wear fundraiser to possibly take place this Spring
8.1.3 Unpaid account issues-some parents are not paying for their lunch orders which requires Alison to manually cancel those orders on the deadline dates; possibility to send out Facebook posts and adding reminder information to the principal's email
- 8.2 Milk / Fruit & Veggie Program VACANT (update)
8.2.1 See the President's report for details; Tara to put a call out for a parent volunteer with Food Safe in the meantime

MOTION: A motion was made to extend the meeting until 8:30pm.

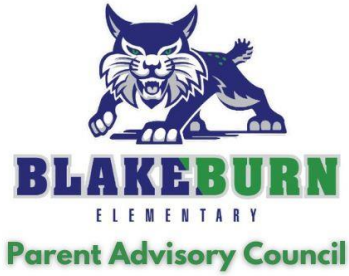
M: Alison/ 2nd: Amanda

MOTION CARRIED (all in favour)

- 8.3 Yearbook Joanna Moss
8.3.1 Joanna to meet with Tara to discuss publisher options for yearbook this year
8.3.2 Joanna is looking for help from parents to take photos at school field trips/events, preferably one parent per grade level if possible; wait for further information from Joanna as to how she would like photos to be taken, sent and stored
8.3.3 Joanna is looking for someone to take over the yearbook program for next year and would prefer to have a volunteer to step forward for this year so that they can be shown what to do

9 Other Business

- 9.1 Parent Request – Kristy Tisdale – Grade 5 special day (Cultus Lake in past)-see earlier discussion for details; after a proper review of the current financials, PAC will inform Tara/teachers if there is money available to put towards a year-end field trip for this year.
- 9.2 Drop off circle – Alison Anderson – see earlier discussion in principals report for details; possible Ad hoc committee to be formed to look at solutions/communication regarding traffic and parking lot safety concerns.



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- 10 Adjournment
MOTION to adjourn meeting at 8:29pm
M: Joanna/2nd: Susan
MOTION CARRIED (all in favour)

APPROVED