

BLAKEBURN ELEMENTARY PAC MEETING AGENDA

*Wed, Jan 11 at 6:30pm
School Library*

In Attendance:

PAC Members: Anita Wilson, Alison Anderson, Breanna Barker, Shannon Harper, Lyndsay Irwin, Michele Reid, Kristy Dastur, Luisa Martin, Nicole Cherry

Parent Community: Corrine Vanden Hoven, Sarah Ross, Kelsey Pavan, Diana DiFabio, Cheryl Northorp, Dave Jonsson, Nayeli Palmer, Alicia Reid, Krista Gruen, Jennifer Martel

Regrets: Joanna Moss, Jodi Wong

1. Welcome ("Call to Order")
Anita called the meeting to order @ 6:32pm
2. Approval of Agenda
Motion to accept the agenda. M: Alicia/2nd: Kristy
MOTION CARRIED (all in favour)
3. Approval of Past Minutes
Motion to accept the minutes from Tuesday November 22, 2022. M: Shannon/2nd: Luisa **MOTION CARRIED** (all in favour)
4. President's Report
 - 4.1. Current events update:
 - 4.1.1. Movie Night (Friday Jan. 13th) – PAC will be showing Bad Guys; Volunteers have already been arranged as minimal positions were required (admission/concession) and PAC executives must be involved in cash handling. Petty cash forms were located and are available for use. Gym capacity was addressed as a primary consideration.
 - 4.1.2. Halloween Dance – the money has been reconciled and deposited
 - 4.1.3. Pancake Breakfast – this event had been discussed at length at previous PAC meetings leading up to the event and was addressed again due to some comments shared by the parent community. It was clarified that the Lions Club and Firefighters were not available for the dates needed; thus vendors were sourced out this year (FUEL catering) in order to make the event happen. Also, a new Santa needed to be found, and the parent (senior) of a Blakeburn teacher volunteered for the event as well. Adjustments and modifications from previous expectations and experiences were made to ensure the event could happen at all.
 - 4.1.4. Santa Suit – the PAC previously purchased a Santa suit, but it seems it is still missing, (have only located the belt)
 - 4.1.5. Carnival supply storage/carnival update – there is leftover carnival inventory being stored in the girls changeroom; the school is hoping to move it under the stage so that the

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Your support is essential to the staff, students and families of the Blakeburn School Community!

changeroom can be a usable space.

It was reminded that, Pre-covid, the carnival had previously been funded largely by grants that are no longer available, and the event itself provided a low return on investment in comparison to the effort and manpower to run it. If parents wish the carnival is to return it will need a parent to fill the role of Organizer, a large committee of volunteers, and will need to be accounted for in the budget (budget planning to occur the year ahead).

- 4.1.6. Terms of Reference-it was noted that now that the school is getting back to events, the old Terms of Reference documents, if to be used moving forward, would need revamping to keep them up to date.
- 4.1.7. Treasurer-the current Treasurer elect has been unable to fill the role and thus, the past treasurer is helping out right now ("acting Treasurer") but someone is needed to step into the treasurer role ASAP and help to budget for next year. If a volunteer steps forward, they can be voted in or appointed by acclimation at the next PAC meeting. The option to co-treasure with someone else can be done too.
- 4.2. Constitution & Bylaws – this document was updated, reviewed, and approved in March 2021 and has been filed with the district; the Constitution and Bylaws guide all PAC decisions.
- 4.3. Review of Positions – the current state of PAC positions was reviewed
 - 4.3.1. Treasurer (PAC executive position) – this is a "Category A" mandatory position and needs to be filled urgently for this year and next.
 - 4.3.2. Vice-President (PAC executive position) – this is an optional "category B" executive position; a person taking on this role would do so with the intent to take on the president role down the line. The importance of this role moving forward was expressed in order to have continuity for the PAC and Executive.
 - 4.3.3. Yearbook Committee – (PAC program position)- the PAC needs someone new to be involved with the current coordinator this spring so that they can take it over for next year (as the current Yearbook Coordinator parent will be graduating out next year)
 - 4.3.4. Fruit & Veggie Program coordinator (program position) – this position requires a Food Safe certification and is a once-a-month commitment (sorting, washing and distribution of fruit to classes)
 - 4.3.5. Committee volunteer members – these positions are open & ongoing; all parents are part of the PAC and can be involved in committees (i.e., fundraising/hot lunch)
 - 4.3.6. Other "Category C" positions are open but cannot be filled without all mandatory positions being filled first (as per bylaws); this includes Communications coordinator and Parent Education coordinator.
- 4.4. Meetings
 - 4.4.1. In person vs Zoom: It was decided post-covid to go back to as many in-person monthly meetings as they function better. Zoom was utilized throughout the covid pandemic and it became apparent that much more is able to get accomplished at in-person meetings and meetings done via Zoom did not increase parent turnout. On review of other school it was noted that all contacted had resumed to in-person meetings as well. Special meetings might utilize Zoom if necessary. A hybrid meeting option (Zoom/In person) has been discussed but to hold an interactive meeting by zoom would require a volunteer with tech

skills to facilitate this. The PAC Constitution & Bylaws is currently written in the spirit of in-person meetings, and the PAC Executive continuously reviews the ability and feasibility of how it conducts its activity and meetings.

- 4.4.2. Attendance of children vs childcare – bringing children to meetings is not encouraged but the PAC recognizes the challenge that may exist for some parents. Parent discretion can be used if a parent without childcare needs to bring a child to a meeting; in which case parents will be responsible for supervision their own children. Arranging childcare at the school requires volunteers and a pre-registration system, as well as liability considerations. The PAC executive does not have the capacity to take this on but welcomes a parent to volunteer looking into this further if they feel it is worthwhile.
- 4.4.3. Record of minutes – the PAC used to have google drive, but the domain disappeared when previous accounts and passwords (predecessors) were unable to be located) and had to be re-established in recent years; the domain is solely used as a place to store PAC documents in place of out-dated methods of paper trail and binders.

MOTION: A motion was made to discontinue the PAC website and to put a review of PAC positions onto the school website under the parent section.

M: Luisa/2nd: Lyndsay

MOTION CARRIED (all in favour)

MOTION: A motion was made to make various PAC documents available to parents under the parent section of school website which would include the approved PAC minutes for the current school year, the updated Constitution and Bylaws and an outline of PAC positions and contacts.

M: Shannon/2nd: Alison

MOTION CARRIED (all in favour)

4.5. Communications

- 4.5.1. It was re-iterated that the principal's email continues to be the main form of communication to the parent community. Facebook is a secondary method and important new PAC-related information should not be posted on social media prior to messaging going home to families via email. The current methods of communication and document storage, challenges and expectations, and options was discussed.
- 4.5.2. Supplemental discussion:
 - PAC dedicated website: The PAC executive position that the PAC dedicated website is not worth keeping as it is not up to date or regularly being used.
 - Facebook: the PAC Facebook page provides a forum for communication and school community and has proved useful when used for information-based purposes. In light of the nature of recent posts and subsequent discussion threads, and the obvious conflicts that have resulted, the PAC Executive has given extensive thought and consideration and considered the feedback from the

parent community. In consideration of the above, and the PAC Executives own experience with the challenges of moderating it, the PAC Executive considers 3 options are available moving forward:

- a) shut down Facebook entirely
- b) require that posts be approved by a moderator
- c) or keep it as is.

A discussion by members in attendance followed; key points discussed were as follows:

- the negative posts and resulting threads was acknowledged by all
- parents agreed that they would like to see the page continue but want to keep posts/conversations respectful and civil
 - it was suggested that the rules/regulations located at the top of the page be reviewed, highlighted and relayed to the parent community
 - it was suggested that putting more information in informational posts could precede questions that might be asked by parents. The PAC acknowledged this feedback
- parents participating on facebook need to consider whether the purpose of commenting is to ask a well-intentioned PAC-related question or to spark a parent discussion
- only a fraction of the parent community is on Facebook, and it must be reinforced that the main form of communication is the principal's email and PAC emails.
- The Principal, Ms. Reid, offered the suggestion that we reach out to DPAC to see if they have any suggestions in handling these situations and conduct.
- Discussion about options continued and will be carried forward as an agenda item for the next meeting. The PAC executive will do some research in the meantime , discuss as needed, and bring it forth a decision or further discussion if needed at the next meeting.

4.5.3. Google Drive – reviewed above. This provides a storage space for PAC executive working documents and PAC final approved documents

5. Principal's Report

- 5.1. Tara Fisher, the incoming Principal, attended meeting and was introduced to parents in attendance; Tara has already attended a staff meeting and has met some students; she will transition as the new principal on January 30th.
- 5.2. Bursary- The current Principal, Michele Reid, received an email from Terry Fox Secondary to see if the annual bursary to a former Blakeburn student would be continuing this year; it was confirmed that this has been included in this year's budget.
- 5.3. The Fruit and Veggie program is set to receive a delivery at the end of the month; Michele will be able to sort and distribute this batch before she leaves, however there is still no parent volunteer in the position for Fruit & Veggie Program moving forward. Of note: this position does require the person to

hold an active Food Safe certificate (which can be done online), as the school reapplies for this program each year.

Cheryl Northorp volunteered will to take on this position moving forward, noting that she does not currently have her Food Safe certificate, but confirmed she would do so. The upcoming next fruit & veggie day and frequency (once per month) was discussed and information relayed.

- 5.4. Logo update-the new signage for the front entrance is being finished up; the spirit wear t-shirt order is going in ASAP; the students are excited and starting to talk about the bobcat as their new school identity
- 5.5. Kindergarten Registration (Jan 31-Feb 2)-registration is all done online; the student numbers for next year are projected to be similar to this year
- 5.6. Tennis lessons will be continuing until the end of next week
- 5.7. Movie Night (Friday January 13th); the sound for the event has been sorted out
- 5.8. Field trips are currently happening for some classes but there is an issue with the increased cost and decreased availability of buses.
Alison requested that she be alerted to any upcoming field trips in case they interfere with PAC hot lunch dates.
Anita requested that teachers sharing expenses for field trips fill out separate cheque requisitions to make budget allocation easier.
- 5.9. Reverse lunch: ongoing conversation about lunchtime scheduling. It was clarified that this falls under school jurisdiction and not PAC Executive. If continued discussion is desired by a group of parents they may approach the school &/or seek parent input. For PAC Executive to take any official position would require a motion and vote by the Executive Members.

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

M: Alison/2nd: Lyndsay

MOTION CARRIED (all in favour)

6. Committees Update

- | | |
|----------------|---|
| 6.1. Treasurer | Eve Zhou |
| 6.1.1 | A parent is needed to take over this position as Treasurer duties have not been fulfilled to date; Anita has reached out to the current Treasurer and is waiting for an update or confirmation. |
| 6.2. Secretary | Nicole Cherry |
| 6.2.1 | The updated Constitution & Bylaws are currently being circulated for signatures and once completed, DPAC Rep will be able to submit them to DPAC for their records; The past Treasurer has offered to sit as "acting Treasurer" in the meantime and can sign as the treasurer if needed |
| 6.3. DPAC | Kristy Dastur |
| 6.3.1 | No new updates; the next DPAC meeting is scheduled for January 25 th |

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6.4. Fundraising

Breanna Cook

- 6.4.1 The T-shirt fundraiser is closed (approx. \$660 profit); PAC will look at sourcing out vendors to offer more items in the spring; there have been requests for hoodies and crew neck sweatshirts
- 6.4.2 Movie Night on Friday January 13th – discussion re. details of the event
- 6.4.3 Community Values Coupon Book fundraiser has been launched; thank you to the 4 volunteers who helped Breanna prepare the bags to go home with students as it was a big job to complete
- 6.4.4 Spring Fundraisers - likely to continue with Purdy's chocolate in April and Neufeld Farms in June (standard annual fundraisers); look into the Growing Smiles plant/flower fundraiser as a possibility for May (Mother's Day); Kona Shaved Ice Truck is booked for June. Please bring any new ideas to Breanna if you have them.

6.5. Health & Safety

Lyndsay Irwin

- 6.5.1 No updates at this time; Lyndsay will touch base with incoming Principal, Tara Fisher

6.6. Hot Lunch / Special Lunch

Jodie Wong

- 6.6.1 No updates at this time; watch for Signup Genius to volunteer for hot lunch distribution

6.7. Members at Large

Luisa Martin, Shannon Harper

- 6.7.1 The kitchen cleaning needs to be continued and there is now access to locked cupboards

6.8. President

Anita Wilson

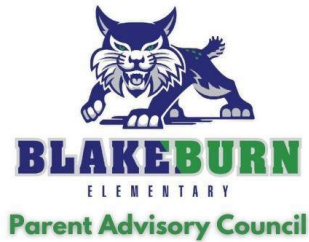
- 6.8.1 Anita has put a call out for a Vice-President anyone with interest in President position, as next year is her last year at the school; she is willing to continue on in the role into next year if needed, but prefers to have a Vice-President to work with and prepare for the role the following year, or to have a new President whereby she would sit as Past President to assist.

7. Other Programs

7.1. Munch-a-Lunch

Alison Anderson

- 7.1.1 A school account can be created on Munch-a-lunch if the school wishes to purchase hot lunch items for any families in need; Michele, or incoming Principal, can look into that as a possibility if needed.
- 7.1.2 Teachers and EA's can order food on Munch-a-lunch by signing up and joining their class account
- 7.1.3 Alison requested to be notified about any planned field trips so that she can note any conflicts with hot lunch dates on Munch-a-lunch
- 7.1.4 PAC is not ordering extra spirit wear t-shirts for the school; the t-shirt arrival should coincide with logo cookie day



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7.2. Milk / Fruit & Veggie Program VACANT

7.2.1 Milk is not being distributed anymore.
Cheryl Northorp has volunteered to take on the program position and intention to get her Foodsafe certification.

7.3. Yearbook Joanna Moss

7.3.1 A parent volunteer is required to take on the Yearbook for next year as Joanna will be graduating out of the school and will not be involved. If a parent comes on this year they can receive some valuable insight from Joanna.

8. Other Business

8.1. Review & set future meeting dates for 2023: Anita is finalizing a doodle poll to set future meeting dates; this will be circulated to the PAC Executive and will also be sent to the new Principal, Tara Fisher, to coordinate dates as best as possible.

9. Adjournment

MOTION to adjourn meeting at 8:25pm

M: Deanna/ 2nd: Luisa

MOTION CARRIED (all in favour)