



BLAKEBURN ELEMENTARY PAC MEETING AGENDA

Tuesday November 22 at 6:30pm
in Library

In attendance:

PAC Members: Anita Wilson, Nicole Cherry, Kristy Dastur, Breanna Barker, Shannon Harper, Alison Anderson, Jodi Huen

Parent Community: Gus Balcaceres, Div Lavingia

Regrets: Lyndsay Irwin, Joanna Moss, Luisa Martin

1. Welcome ("Call to Order")
Anita called the meeting to order at 6:46pm.
2. Approval of Agenda
Motion to accept the agenda. M: Breanna/2nd: Shannon
MOTION CARRIED (all in favour)
3. Approval of Past Minutes
Motion to accept the minutes from Thursday October 20, 2022. M: Shannon/2nd: Kristy
MOTION CARRIED (all in favour)
4. President's Report
 - 4.1 Set meeting times for New Year (Jan-June): the pros and cons of Zoom vs. In person meetings were discussed; Thursdays were ruled out as a possible day for future meetings.
 - 4.2 Response to Michelle's email (Nov. 16 circulation):
 - Pancake Breakfast (Last Day before break): The PAC will be organizing and paying; there is \$700 in the current budget for pancakes; Breanna will get a quote from FUEL catering
 - Gingerbread/Candy Houses: There is no specific budget line item for this; the cost will be \$5/student and be paid by parents through KEV; students bring their own candy and milk carton
 - Money from Halloween Dance: The money still needs to be counted and Bre and Anita will do the final count; Breanna has all cheques deposit books at the moment and Chelsea will keep tabulating things on the treasurer end for now while Eve is unavailable for next few weeks
 - Expense Requisition system: For any expense the process is as follows-fill out a requisition (hard copy or digital), put in PAC box at the office and wait for approval/signature before a cheque can be issued; signing officers are Anita, Joanna, Breanna, and Eve/Chelsea; most cheques need a week turnover to be processed. With regards to Hot Lunch, most vendors are ok to send out an invoice and wait for payment.

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



BLAKEBURN ELEMENTARY PAC MEETING AGENDA

Tuesday November 22 at 6:30pm
in Library

- PAC Donation amount is \$1180 so far
- Dec. 14th Movie Night is cancelled and will be moved to January 13th
- Book Fair (Dec. 5-9th): Michele will ask Ms. DeBoer if she needs any parent help at the fair
- Winter Concerts: Suggested that PAC do a raffle for front row seats with remaining front row seats for attending PAC executive, plus 1 seat for a photographer

5. Principal's Report

- 5.1 Book Fair (Dec. 5-9th): The fair will run morning/afterschool (30 min) for the entire week and will be open just before the start of both Xmas concerts; all kids will get a preview tour of book fair ahead of time; teachers will create book wish lists for students/families to purchase.
- 5.2 Spirit Week email details were sent out in Michelle's weekly emails to the community (Spirit wear/Arts Starts/Gingerbread/Pancakes); we are still looking for the Santa suit.
- 5.3 Christmas Concerts (Dec. 5th and 7th): Information was sent out in Michele's weekly emails to the community; there are 2 concerts each day (half the school each day); families will receive 2 tickets for the evening performance and 1 ticket for the daytime performance; the concert theme is "Grandfather Clock", and teachers will send out information regarding costumes/props; choir students will perform both nights.
- 5.4 Gym Stage Doors: Opening the stage doors is an issue as they are broken and can no longer be repaired; Michelle has been looking into the cost of replacement; this could be a possible PAC fundraising initiative in the future; the doors need to be soundproof because the stage is used as a classroom.
- 5.5 Rebranding update: Michele debuted shirt samples for the kids and staff with the new logo; the new logo will also be put in the front foyer, a word cloud has been created for the interior wall near the gym entrance and new school letterhead has been designed; Michele will announce the new logo this week and PAC will look into fundraising possibilities before Christmas (i.e., S shirts for sale, cookie treat day)

6. Committees Update

- 6.1. Treasurer Eve Zhou
 - 6.1.1 Eve is unavailable for a couple of weeks and Chelsea will help out for the time being send any expenses to relevant channels; there is no budget update, but the banking is in order for now.
- 6.2. Secretary Nicole Cherry

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



BLAKEBURN ELEMENTARY PAC MEETING AGENDA

Tuesday November 22 at 6:30pm
in Library

- 6.2.1 The updated Constitution and Bylaws needs to be read and signed by all executive members; Nicole will email the current C & Bs to Anita put into DocuSign and then Nicole will circulate to members for signing.
- 6.3. DPAC Kristy Dastur
6.3.1 No updates at this time.
- 6.4. Fundraising Breanna Cook
6.4.1 Fundraising updates are as follows:
- The card project is finished; there were over \$9000 in sales and we made a \$1500 profit
 - Neufeld Farms deadline to order is Nov. 26 and the pickup date is Dec. 8 between 4-5pm at the school
 - Purdy's deadline to order is Nov. 28th and the pickup date is Dec. 10th; Breanna needs help sorting Purdy's on December 8th at her house
 - Concert Seats (raffle vs live auction)-will put this on the chat group; consideration of needing a gaming license or simply do a random draw for special seating
 - Movie Night on January 13th (gym is booked); there are lots of leftover concession items to sell
 - School Spirit Wear (December TBA?)-ordering could be done through KEV
 - Tri-cities coupon book-a new fundraiser possibilities but Breanna would need a parent volunteer to lead this fundraiser
 - Bingo Night possibility for parents (on the radar)
 - Next year suggestion-Clothing/Accessory Swap and Shop Sale Fundraiser
- 6.5. Health & Safety Lyndsay Irwin
6.5.1 No updates at this time.
- 6.6. Hot Lunch / Special Lunch Jodie Wong
6.6.2 TCBY treat day tomorrow; there is no volunteer sign up set up yet
6.6.2 Future Hot Lunch dates are as follows:
- Dec. 7th: Boston Pizza (ordering closes on 29th)-233 orders so far; need to give Boston Pizza a heads up to be early so it doesn't conflict with the afternoon Xmas concert)
 - January 11th Subway
 - February Feb. 8th Taco Del Mar
 - February Feb. 13th Oreo cake pops (fundraiser; take home treat)
-

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



BLAKEBURN ELEMENTARY PAC MEETING AGENDA

Tuesday November 22 at 6:30pm
in Library

-Potential treat days to be discussed over group chat: January 13th Kernels (Movie Night?); January Cookie treats with new school logo?

6.7. Members at Large Luisa Martin, Shannon Harper

6.7.1 Nothing to report

7. Other Programs

7.1. Munch-a-Lunch Alison Anderson

7.1.1 Update: Biggest profit from Hot Lunch so far came from October cookie treat, followed by TCBY, Mary Browns and then Freshii; there remains \$250 in credits on accounts

7.2. Milk / Fruit & Veggie Program n/a

7.2.1 We still need a food safe certified person to run the Fruit/Veggie program; can be certified through an online class and it is good for 1 year

7.3. Yearbook Joanna Moss

1.1 7.3.1 We need someone to take on yearbook for next year; yearbook is done through photo company approved by district

8. Other Business

8.1. Review & set future meeting dates for remainder of 2022-2023 school year; dates to be determined by next week; wait for information to be sent from Anita

8.2 SignUp Genuis/Doodle Poll: Everyone has access to use these to create volunteer signups and surveys

9. Adjournment

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