

BLAKEBURN ELEMENTARY PAC MEETING AGENDA

*Mon, March 6 at 6:30pm
School Library*

In Attendance:

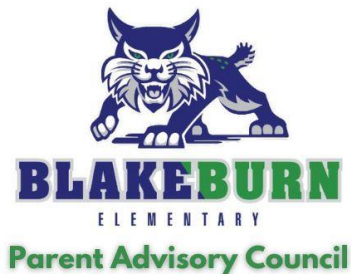
PAC Members: Anita Wilson, Shannon Harper, Breanna Barker, Lyndsay Irwin, Amanda Killingsworth, Tara Fisher, Jodie Wong

Parent Community: Sarah Hauck

Regrets: Luisa Martin, Kristy Dastur, Alison Anderson, Joanna Moss

1. Welcome ("Call to Order")
Anita called the meeting to order @ 6:37pm.
2. Approval of Agenda
Motion to accept the agenda. M: Shannon/2nd: Jodie
MOTION CARRIED (all in favour)
3. Approval of Past Minutes
Motion to accept the minutes from Tuesday February 7, 2023. M: Amanda/2nd: Breanna
MOTION CARRIED (all in favour)
4. President's Report
 - 4.1. Action item updates:
 - PAC website has been discontinued
 - PAC information and approved minutes for this year have been added to the school website
 - Fruit & Veggie coordinator position has not been filled; two volunteers have shown interest but do not have food safe; Anita will put another callout to fill the position
 - Amanda Killingsworth has officially been appointed as the new PAC treasurer
 - 4.2 Remaining dates for PAC meetings have already been circulated-April 4th, May 8th (Budget and AGM/Elections), June 8th (adopt new members)
 - 4.3 Facebook update: PAC executive made the decision at the last meeting to end commenting on Facebook and this has allowed for a better tone amongst members of the parent community; PAC is looking to take a hybrid approach to Facebook posts moving forward (i.e. allowing commenting threads for certain topics such as swapping community value coupons and choir tickets); information-only posts will have commenting turned off and parents are encouraged to email PAC members directly to have their questions answered.
 - 4.4 Treasurer update-Amanda has signed the Constitutions and Bylaws; the bank account signing authority has been updated with Amanda's name; Anita and Amanda will go into the bank to deal with online banking, etc.
5. Principal's Report

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- 5.1 Parking considerations-Tara continues to work on addressing safety issues with school parking and drop off/pickup policies; some points of note are as follows:
- possibility of creating a different lane and new signage to accommodate families dropping off students with different needs
 - extra space for daycare buses
 - changing classroom entry doors for students to ease traffic flow and student safety
 - determining what is school vs. city responsibilities; Tara has reached out to the city and is waiting to hear back
 - Anita offered to present to the city on behalf of the parent community if needed
- 5.2 Calendar updates:
- Blakeburn choir concert with Coastal Sound was well-received
 - Basketball Jamboree upcoming at Minnehada Middle School
 - PJ Day with a purpose for Westcoast Kids Cancer (last day of school before the break)
 - Afterschool programs in the spring (Monday-robotics, Wed/Thurs-sports); City of Poco program on Fridays
 - Report cards to go home after spring break

6. Committees Update

- 6.1. Treasurer Amanda Killingsworth
- 6.1.1 Amanda will only be signing and authorizing cheques that we can cover at this time until the financials are reviewed properly; Amanda requested that names be clearly printed beside signatures on cheque requisition forms so that she can see who the requester is
- 6.1.2 Amanda will meet with Chelsea to transition everything over; Amanda is still using her personal email until she can get into the PAC Gmail account

ACTION: Anita to get Amanda the Divisions list, Teams list (i.e., K/1) and gaming list document

ACTION: Gaming grant submission to finalize (May meeting)

- 6.2. Secretary Nicole Cherry
- 6.2.1 All members of the executive have signed the Constitution & Bylaws; Nicole will send a copy to Kristy to file with DPAC and it will also be stored in the Google Drive.
- 6.3. DPAC Kristy Dastur
- 6.3.1 Nothing to report
- 6.4. Fundraising Breanna Cook
- 6.4.1 Current Fundraisers: Purdy's (Easter) and Global Coffee; distribution of both items will occur on the same day and will be sent home with kids this year (first week of April); sorting of items will occur around March 27th and Breanna will put a call out for help as needed
- 6.4.2 Smencil's Pencils Fundraiser (March 27-31); Breanna is hoping to set up a table outside to sell to kids' afterschool (cost is \$2.00 per pencil or 3/\$5.00)

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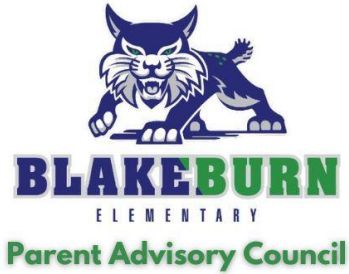
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- 6.4.2 Meridian Meats Fundraiser brought a \$2000 profit and Me N Ed's pizza night brought a \$400 profit
- 6.5. Health & Safety Lyndsay Irwin
- 6.5.1 Lyndsay met with Tara to discuss collective issues with parking and drop off/pickup safety issues (see Principal's report for more details); additional points of note are as follows:
- determining what is a matter of parent inconvenience vs. student safety
 - there are many options to consider with regards to school-based issues
 - a gradual approach is being taken as Tara talks to staff and parents
 - PAC will follow Tara's lead and offer help if needed
- 6.6. Hot Lunch / Special Lunch Jodie Wong
- 6.6.1 Hot Dog Day/Bobcat cookies day is finished and Jodie noted an issue with no-show parent volunteers; she will put a disclaimer on the next Signup Genius asking parent volunteers to notify PAC of an unplanned absence so the spot can be filled by someone else; Anita will add this to the PAC newsletter as well
- 6.6.2 There is an option to add an account to Munch-a-Lunch so that the school/PAC can place extra food orders for missed food/mix-ups when hot lunch is distributed; Tara requested that parents be contacted directly before distributing food to students due to missed or mixed-up orders (allergy concerns)
- 6.6.3 Upcoming Hot Lunch Dates: April 5th (White Spot), April 6th (Stuffies treat), May 3rd (Dominoes Pizza) and June 24th (Red Robin)
- 6.6.4 Possibly a TCBY frozen yogurt date in May (summer flavours); Kona Shaved Ice Truck possibly to be booked in June (to be coordinated with a Hawaiian-themed family dance); Tara and Breanna will look at the school calendar to look for feasible dates for a school dance.
- 6.6.5 Tara requested that PAC identify dates for booking the gym for the 2023/24 school year as she submits gym availability for rental groups in the middle of May this year.
- 6.7. Members at Large Luisa Martin, Shannon Harper
- 6.7.1 Luisa and Shannon to come into the PAC lunchroom again after Spring break to continue cleaning up the space and accessing the locked cupboards (keys have been located)
- 6.7.2 Storage room-PAC needs to decide what to do with large pieces/old carnival pieces that are being moved to clear out storage space for school use; Mr. Morwick and Tara will start hauling out stuff next Thursday to create a pile of garbage to be picked up over the break and will look to create a new place to store PAC items that are being saved. Some of the excess carnival prizes will be saved and used for the April colouring contest.

ACTION: Flag PAC items in storage (what is garbage/what to keep/what to do with stuff-sell?)

7. Other Programs

- 7.1. Munch-a-Lunch Alison Anderson



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- 7.1.1 No update at this time; parents can email Alison with questions
 - 7.1.2 A full reconciliation will occur at the end of year (reimbursements/credits)-May/June meeting
 - 7.2. Milk / Fruit & Veggie Program n/a
 - 7.2.1 Anita will put another call out for a volunteer with food safe; Shannon has offered to take it on if no one volunteers
 - 7.3. Yearbook Joanna Moss
 - 7.3.1 Joanna is looking for a volunteer to learn the yearbook role this year as this is her last year in the position.
 - 8. Other Business
 - 8.1 Sarah Hauck presented two different fundraising ideas:
 - “Toonie jar” raffle-students creatively decorate and fill jars with anything they want (i.e., candy, art supplies, toys, LEGO, etc.); jars are displayed for 1 week and then raffled off to students
 - Local business night/Ladies’ night in/Health and Wellness night-rent tables in the gym for a night for parents and local business owners; could be done as a casual social event after school hours (just recently done at Terry Fox Secondary); it could also be combined with a paint night (Tara attended something similar at Charles Best Secondary)
 - 8.2 Staff Appreciation Event (May 10th)-approximately 50 staff members; the current budget is \$300 for this year and there is a possibility of reallocating funds if we need more (i.e., parent education)
 - 9. Adjournment

Motion to adjourn meeting at 7:55pm.
M: Lyndsay/2nd: Amanda
MOTION CARRIED (all in favour)

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