



## BLAKEBURN ELEMENTARY PAC MEETING AGENDA

Wednesday September 14 at 6:30pm  
via Zoom

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### In attendance:

**PAC Members**: Anita Wilson, Nicole Cherry, Kristy Dastur, Shannon Harper, Luisa Martin, Joanna Moss, Lyndsay Irwin, Alison Anderson, Jodi Wong, Eve Zhou, Breanna Barker

**PARENT Community**: Alana Santoro, Jill Denman, Candy Cheung, Jill Dombi, Libby Matthew, Alanna Dyani, Div Lavingia, Carys Cragg, Sheryl Peters, Jennifer Martel, Deni Gloria-Jimenez

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1. Welcome ("Call to Order")  
Anita called the meeting to order at 6:35pm.
2. Approval of Agenda  
**Motion** made to accept the agenda. M: Alison/2<sup>nd</sup>: Lyndsay  
**MOTION CARRIED** (all in favour)
3. Approval of Past Minutes  
**Motion** to accept the minutes from the meeting of Thursday June 9<sup>th</sup>, 2022.  
M: Luisa/ 2<sup>nd</sup>: Kristy  
**MOTION CARRIED** (all in favour)
4. President's Report
  - 4.1 Welcome to PAC – PowerPoint Presentation to outline the overview, mission, and objectives of the PAC; the PowerPoint will be made available on the PAC website for viewing.
  - 4.1. Introduction of Positions/open positions-introduction to current PAC executive members; anyone interested can contact Anita via email regarding current open positions; a volunteer is needed to clear out past Facebook parent members and the PAC is always looking for more parents to assist chairs in their various roles (i.e., fundraising, hot lunch)
  - 4.2. Introduction of Constitution & Bylaws-this is an updated document uploaded to the PAC website. Kristy requested that the executive needs to read and sign the updated C & B so that she can send it to the DPAC; Nicole and Anita will confirm which version is final and then distribute it to the executive to sign.
  - 4.3. Structure of Meetings-format of the meeting, rules, etc.
5. Principal's Report
  - 5.1 Welcome back to the new school year and first meeting; Michele acknowledged that there were many new parents at the meeting and that many hands make light work.
  - 5.2 School organization this year includes 18 divisions with a similar enrollment (385 students), 52 designated students and 16 support workers; the school is very full and is not accepting any cross-catchment students.
  - 5.3 Normal operations will resume but the school will continue with some protocols to keep everyone healthy and safe; these measures include: regular hand washing and/or sanitizing, voluntary mask wearing, limiting people in the building, volunteers must wear a visitor pass, daily health

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- checks, parents dropping off late students at the front door to check in, supervision during drop off time between 8:30-8:45am, separate entrances to avoid big groups, no parents in student washrooms, avoiding loitering on school grounds during school hours and following Fraser Health guidelines for covid.
- 5.4 No schools on Monday Sept. 19<sup>th</sup> (National Day of Mourning); individual student photos have been rescheduled for Monday September 26<sup>th</sup>.
- 5.5 Beyond the Bell afterschool program (Friday/Multi-Sport session) being run by Poco Parks and Rec and will be starting soon; Michele will sign the school up for other Beyond the Bell programs in future months this year based on availability.
- 5.6 Fruits and Veggie Program: Michele still running it for now but would like a parent volunteer to run it for this year out of the PAC kitchen; the position consists of washing and distributing items to the classrooms once/month; Luisa offered to assist with this.
- 5.7 Classroom Funds: Michele requested to know the classroom funding amounts for this year as teachers are already buying items and submitting receipts for their classrooms.
- 5.8 Arts Starts Performances: Circus Art performance (October) and NED YoYo presentation (November) both connected to the school's Growth Mindset goal
- 5.9 Grade 5 Field Trips: Cultus Lake field trip planned for end of this year; Camp Sasamat possibly for next year (unsure yet).
- 5.10 Bounce at the Bell: The school is taking a slow, methodical approach to the reintroduction of Bounce as the K/1/2 student population has never participated in an assembly due to covid and need to be taught the routines and expectations; small groups of students are currently practicing right now and the goal is to invite parents into the gym (mid-October possibly) on Mondays and Fridays to participate with the entire school (student birthday's for that week will be recognized during the Monday assembly); T/W/Th Bounce assemblies will be limited to grade groups and the time will also be used to focus on other APL school goals.
- 5.11 Hot lunch/Lunch Lady: Lunch Lady to begin every Friday starting in October (ish) but all of the ordering and distributing will be done completely through Lunch Lady. This will run separately from any PAC organized Hot Lunch events-Michele suggested that a few volunteers come in to clean out the PAC kitchen before the first hot lunch event as there are expired supplies from past years
- 5.12 School Logo: the company is currently doing up the design package right now and it is estimated that the entrance will be redone by Christmas time; if there is money left in the budget, there might be some additional logo work done in the gym. The school mascot is now the bobcat, and the school colours will be blue and green.
- 5.13 September school calendar items are as follows:
- Welcoming Conversations: these are being held next week with an early dismissal time of 1:45pm; these will be a 10-minute "meet and greet" between teachers and parents in the building; parents can request a TEAMS meeting with their child's teacher if needed.
  - District Pro-D Day on Friday September 23<sup>rd</sup> (staff is looking at APL goals)
  - Terry Fox School Run on September 28<sup>th</sup>; students will be running around the lagoons, (parents will need to fill in the walking field trip form online); PAC to donate freezies for the event
  - Orange Shirt Day on September 29<sup>th</sup>; the school will participate in related activities and a small assembly

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- 5.14 Reverse Lunch: staff took a vote and the majority wanted to go back to the old lunch schedule for this year (eat first, play after); a more focused PAC discussion amongst concerned parents can be done to bring feedback forward in the spring when the bell schedule is created for the 2023-24 school year; Anita can facilitate discussion offline to bring this issue to the table if necessary.
- 5.15 Smiling Creek is looking to borrow a BBQ; it is unclear if we have one to loan them and if so, its whereabouts needs to be investigated; Andrea Howorth may know this information.
- 5.16 Michele announced that she will be retiring mid-way through this year; a new replacement is currently being searched for. Anita expressed gratitude on behalf of the PAC for Michele's efforts, contributions, and leadership during her time as administrator at Blakeburn.

### 6. Committees Update

#### 6.1 Treasurer

Eve Zhou

##### 6.1.1

The approved budget for the year was presented briefly; it will continue to be a more conservative budget, but it does allow for a return to some normal activities (i.e., field trips); a review of the budget will happen offline.

#### 6.2 Secretary

Nicole Cherry

##### 6.2.1

Nicole will aim to distribute minutes for review in a one week turn around time.

#### 6.3 DPAC

Kristy Dastur

##### 6.3.1

PAC 101 DPAC meeting (first one) to be held in October; all parents are welcome to attend; most meetings will include an education component, guest speakers with time for questions and connecting with other parents; Kristy will summarize important information from DPAC meetings at our monthly PAC meetings

#### 6.4 Fundraising

Breanna Cook

##### 6.4.1

Fall Fundraising ideas: Purdy's, wrapping paper, gift cards, TCBY fall flavours (coordinate with hot lunch), Oliver's labels (ongoing), handmade Christmas cards (huge hit last year but would need to be done sooner rather than later so students can prepare their art); look to do a Spirit wear order once the new logo is complete.

##### 6.4.2

Breanna is always looking for help with fundraising

#### 6.5 Health & Safety

Lyndsay Irwin

##### 6.5.1

Emergency supplies for classrooms are up to date

#### 6.6 Hot Lunch / Special Lunch

Jodie Wong (Huen)

##### 6.6.1

This is Jodie's first year in the position; Alison can assist with implementing hot lunch options and getting her settled into the position, help is always needed.

#### 6.7 Members at Large

Luisa Martin, Shannon Harper

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- 6.7.1 Shannon available on Fridays for hot lunch help and will assist with Breanna with fundraisers

### 7 Other Programs

#### 7.1 Munch-a-Lunch

Alison Anderson

- 7.1.1 Alison's role this year will be more administrative now that there is a hot lunch coordinator; Anita will provide an updated contact list with PAC emails as Alison needs the Hot Lunch and Treasurer emails to get Munch-a-Lunch up and running this year as well as a list of teachers/divisions.

#### 7.2 Yearbook

Joanna Moss

- 7.2.1 Joanna is looking forward to being able to take photos at school events this year. she will need help with the yearbook and is looking for someone to take over the project next year as this is her last year in the school; most of the yearbook work occurs in the spring.

### 7 Other Business

- 8.1 Lunch/Reverse Lunch-Michele provided further clarification as to school's decision regarding lunchtime scheduling (see the principal's report for more details)
- 8.2 Parking Circle/Drop off-Pick Up-there has been no discussion brought up about this yet, but the school/PAC will continue to address concerns when needed.
- 8.3 Review & set future meeting dates for remainder of 2022-2023 school year-future meeting dates will be set via a doodle poll; the potential and limitations of a hybrid meeting model were discussed.

### 8 Adjournment

Meeting was adjourned at 8:48pm.