

Parkland Elementary PAC

# Meeting Minutes

DATE                      September 25, 2024

TIME                        8:00 P.M.

LOCATION                   Zoom

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**PAC Committee**

CHAIR                     Carly Weaver

VICE-CHAIR             Kristin Dueck

TREASURER             Derek D’Andrea

SECRETARY              Danielle Bauer

**In Attendance**

Alexandra D’Andrea, Azin Selva, Carly Weaver,  
Danielle Bauer, Derek D’Andrea, 087, Fariba,  
Haley Hodgson, iPhone, Janet S, Jennifer Bordignon,  
Miwa, Nazaret, Nicole Stevens, Sharon McKay.

## Decisions Made

DECISION	DESCRIPTION
Halloween Dance Date	Tuesday, October 29, 2024
Next PAC Meeting	In-Person on Wednesday, October 30th at 8:00 P.M.
Pancake Breakfast	Approved for December 20th.
Budget Approval	Budget unanimously approved.
Movie Night	Will be held in February.

## Follow-Up Items

ACTION ITEM	OWNER	DUE BY	STATUS
Update 24/25 Budget opening balance	Derek D’Andrea		Pending
Distribute Nuefelds flyer	Lucia Catalano	Week of Sep 30	Pending
Finalize timing of Halloween Dance	Sharon McKay, Carly Weaver		Pending
Finalize Halloween Dance decor	Carly Weaver, Nicole Stevens		In Progress
Share Purdy’s dates	Nicole Stevens	Week of Sep 30	Pending

# Meeting Minutes

## Agenda

### 1 Welcome

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Carly Weaver

#### 1.1 Introductions

1.1.1 Kristen is away today.

1.1.2 New PAC members:

- Derek D'Andrea, Treasurer
- Danielle Bauer, Secretary

#### 1.2 Quorum

Quorum was present.

#### 1.3 Approval of Meeting Minutes

Motion that the PAC Meeting Minutes of June 19, 2024, be approved.

Moved by: Haley Hodgson

Seconded by: Nicole Stevens

CARRIED UNANIMOUSLY

#### 1.4 Chair Report

In the interests of time, the Chair deferred to (4) Finances, after which, returning to (2) Principals' Report.

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## 2 Principal's Report

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Sharon McKay

- 2.1 **In Person Meetings:** Prefers to meet in person and hopes to have an in-person meeting in November. Carly Weaver suggested the October PAC Meeting be held in-person. The decision was made to hold the next PAC meeting in-person, on October 30th at 8:00 P.M.
- 2.2 **School Capacity:** This school year, there are 254 students across 11 divisions. The school is full with potentially some space in K and 1.
- 2.3 **Assessment Status:** Currently at the tail end of reading and writing assessments for the school.
- 2.4 **Teachers' Goals:** To be reviewed the week of October 7th.
- 2.5 **Numeracy Assessment:** Will take place later this year. The assessment informs where learning services will be focused.
- 2.6 **Resourcing:** Resources are allocated based on an equity (not equality) model. Monthly meetings are planned for resourcing student support (and extra when needed).
- 2.7 **Friendship Group:** will take place before Thanksgiving weekend.
- 2.8 **New Staff:**
  - Zafrin Alam, Counsellor (Thursday, Friday).
  - Daniel Delmonaco, Fridays with Mr. Armstrong .
  - Karmen Ms Dalfonso, returning EA.
  - Student Teachers:
    - Karmen Liang, Buckley.
    - Rebecca Williams, Tsonis.
  - Brian Healy, STEAM support teacher.
    - Here for five weeks and will return for five weeks after spring break.
    - Is part of the STEAM initiative with the district. For 3 1/2 Pro D staff will learn more about educating through STEAM. This past Pro D teachers learned about Lens cards, KEVA plank challenges, Lego challenges, and Sphero Ball Robots (coding).

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- Helps with the school's goal of improving numeracy and literacy through STEAM.
- We will continue to learn about a number of STEAM activities to teach students.

2.9 **Cricut:** There will be a lunch and learn for teachers on the new Cricut machine.

2.10 **Health and Safety:**

- The earthquake/fire drill is planned for tomorrow (September 26), weather permitting. The exterior (emergency supply) bins need to be filled up.
- Sharon has been helping to direct traffic. Reminder not to make U-turns in front of the school (near the cross walk).

2.11 **National Day for Truth and Reconciliation:**

- The Orange Shirt Day Assembly will be on Friday (September 27). The grade 5 leadership team will be involved.
- There will be no school on Monday, October 30th.

2.12 **Terry Fox Run:**

- The Terry Fox Run will take place on October 11<sup>th</sup>, allowing time for fundraising (toonie drive, and direct donations online).
- Last year we raised just under \$1500.<sup>00</sup>.
- This year's goal is \$1,500.<sup>00</sup>.
- Each division will submit a dare for Ms. McKay, who will complete one dare if the goal is reached, and another dare for each additional increment of \$1,000.<sup>00</sup> that is raised.
- A fundraising page has been set up for families to donate directly to the Terry Fox foundation in the name of Parkland.

2.13 **Family Photo Day:** This fundraiser is coming up on October 17.

2.14 **Fall Theatrics:** Registration open until September 26th for the Lion King. The performance will take place at the end of November.

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## 2.15 Other Upcoming Events:

- Hot Lunches: Start on October 2nd. Remember to send a snack.
- Early Dismissals: October early dismissals are on the 23<sup>rd</sup> and 24<sup>th</sup>.
- School Photo Day: October 4th.
- World Teacher Day: October 5th.
- Thanksgiving: October 14th (no school).
- Photo Retake Day: October 23rd.
- Halloween: October 31st.
- PJ Day: November 1st.

## 2.16 Playground:

2.16.1 The playground project has been waiting for District Maintenance and Grounds (who gets the site prepared). They came today and there will be more info at the next meeting.

2.16.2 A question was posed on the the timeline of the playground project.

Carly Weaver: The PAC is close. We had to pivot with the design and budget because no grant funding was received. The new design is still accessible and we hope to break ground in April. The projected cost is approximately \$90,000.<sup>00</sup>, we currently have raised \$80,000.<sup>00</sup>. The demolition and school board costs are not yet known. There will be no crab trap because it's budget alone was \$200,000+.

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## 3 Committee Reports

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Alexandra D'Andrea, Haily Hodgson

### 3.1 Hot Lunch (Alexandra D'Andrea)

- 3.1.1 The sign up deadline is tonight (September 25<sup>th</sup>).
- 3.1.2 Currently there are 200+ orders per day, which is average.
- 3.1.3 A new vendor was added this year, Los Takos.
- 3.1.4 Hot lunches start on October 2<sup>nd</sup> and are every two weeks.

### 3.2 Pancake Breakfast (Alexandra D'Andrea)

- 3.2.1 PAC Approval is needed.
- 3.2.2 Proposed date is December 20th (the last day of school before the winter break).
- 3.2.3 A&W is the vendor.
- 3.2.4 PAC provided approval to proceed with the booking.

### 3.3 Volunteers (Alexandra D'Andrea)

The number of parent volunteers is looking good. We have around the same number as last year.

### 3.4 DPAC (Haley Hodgson)

- 3.4.1 **PAC 101:** In-person meeting on October 2nd, 6:30 P.M. at the Education Learning Centre (Winslow). The meeting will provide information on the PAC's constitutional by-laws, how PACs operate, and will include a Q&A.

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## Action Items

### 4 Finances

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Derek D'Andrea

#### 4.1 2024-2025 Budget

- 4.1.1 The opening balance of \$38,483.<sup>97</sup> needs to be updated.
- 4.1.2 Expected income of approximately \$47,000.<sup>00</sup>, inclusive of hot lunch, Nuefeld fundraiser, Meridian Meat fundraiser, Purdys fundraiser, Opt Out donations, and other fundraisers (treats, Christmas raffle, etc.).
- 4.1.3 Cannot use gaming grant for iPads or technology updates used during class time.
- 4.1.4 There has been discussion about increasing funding for classroom supplies.
- 4.1.5 Total expenses are projected at approximately \$34,600.00.
- 4.1.6 Ending balance at 2025 year end projected at \$12,797.<sup>00</sup>.
- 4.1.7 The Treasurer noted that the opening balance needs to be updated.

#### 4.2 Budget Vote

Motion that the Parkland PAC 2024-2025  
Budget be approved.

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## 5 New Business

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Carly Weaver

### 5.1 Yearly Plan: Playground Update

See Section 2: Principal's Report / 2.19: Playground / [2.17.2](#)

### 5.2 Stay Home Alone Course

February 28th (which is a Pro D day). We will prepare and distribute a flyer. Sign up will be through School Cash Online. There will be financial assistance to those who require it by reaching out to Ms. McKay directly.

### 5.3 Nuefelds (Lucia Catalano)

The Nuefelds fundraiser has been booked for October 4 - 28, with delivery on October 28th. The flyer will be distributed next week.

### 5.4 Halloween Dance

[5.4.1](#) The proposed date is October 29th (the Tuesday before Halloween).

[5.4.2](#) The DJ from last year is available from 10:00 A.M. to 1:00 P.M.

[5.4.3](#) Timing needs to be finalised. Consideration for the potential for the whole school to attend together. Sharon McKay suggested that one hour would be sufficient (e.g. 11:00 A.M. to 12:00 P.M. with a later lunch).

[5.4.4](#) Question: Are decorations needed?

- If all students are to attend at the same time, the space will be larger than last year.
- Nicole Stevens provided decorations and did most of the set up last year. She has offered to do the same this year.
- Decision made that students are invited to wear Halloween themed clothing to the dance.

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## 5.5 Movie Night

5.5.1 The PAC is bringing back Movie Night because the kids love it and it hasn't been done since Covid.

5.5.2 The decision was made to host Movie Night in February for Valentines because there is a lot of activity prior to the winter break.

## 5.6 Other Fundraisers

5.6.1 **New Ideas for consideration:** Epicure Box, Serious Soups. Thoughts and input are invited.

5.6.2 **Purdys:** Nicole Stevens has the flyer and will send dates next week. We typically deliver the end of November, however, last year it was closer to Christmas. Dates were discussed and it was decided that the first week of December would be ideal to allow time for fundraising between other fundraising activities and treat days.

## 5.7 Opt Out Program

The program is going well. Direct donations can be made to the PAC via School Cash Online.