

## McKenzie Elementary PAC Meeting Minutes

Wednesday May 11, 2022

Meeting called to order at 6:36pm

Attendance: Tracy Len (recorder), Joanna Snow, Carmen Gauvreau, Kristine Kusnyerik, Laurel Danyluk, Lisa May, Melanie Neilsen

- 1) Intro & Territorial Acknowledgement
- 2) **Admin Update-** Joanna Snow
  - a) Welcome & Intro to Carmen Gauvreau our incoming Principal for 2022/2023
  - b) A School Schedule survey went out a couple of weeks ago, 93 McKenzie families responded and 22 provided additional feedback/suggestions. All elementary schools in the district will be moved to an 8:45am start and a 2:37pm finish starting in Sept 2022.
  - c) Lunch will be from 11:50-12:35 with the first 20 mins for eating, then 25 mins outside play. This is supervised by the Admin & EA Team (some teachers do start earlier for extra eating time especially in Kindergarten)
  - d) Events & Dates have been penciled in for the school:
    - i) First full day (grades 1-5) September 7<sup>th</sup> regular hours
    - ii) First full day for Kinders Wed, September 14<sup>th</sup>
    - iii) Individual Photo Day: WedSeptember 21, Retakes Day: FriOctober 14
    - iv) National Day for Truth and Reconciliation (no school) Fri September 30
    - v) Pro D Days: Fri Sept 23, Fri Oct 21, Mon Nov 14, Fri Jan 27 (school chosen date), Fri Feb17, FriMay 19
    - vi) Parent Teacher Interviews: Wed & Thurs Oct 26 & 27, Dismissal at 1:45pm both days
    - vii) Winter Concert: Thursday December 15
    - viii) Student Led Conferences and Arts Showcase: Thursday February 9<sup>th</sup>
  - e) PAC Events for 2022/2023
    - i) Agreed to keep PAC Meetings on second Wed of the month at 6:30pm
    - ii) Will put in placeholder for Welcome Event (BBQ/Picnic etc) for Thurs Sept 22nd. Looking for a volunteer or group of volunteers to take the lead on this event. Have noted to follow up in late August.
  - f) Fun Day is June 22nd: Dunk Tank is booked with an opportunity to add a bouncy obstacle course for \$395 + \$20/the for attendant (likely 3 hours). Lisa motioned to approve the PAC Funds, seconded by Melanie, unanimously passed. Tracy to email Shelley for final approval to ensure we have the budget & let Joanna know in the next couple of days.
  - g) Reviewed School Code of Conduct (found on school website) & suggested changes from staff. If there is additional feedback please reach out to Joanna directly

- 3) **Spring Raffle-** Tracy Len
  - a) Received our License & should have approval from Funding the Change (Raffle Website) in a few days. Tracy will round up gift cards & ensure balances are checked in next two weeks
  - b) Online Only
  - c) Sales to start for Long Weekend on May 20- June 3rd with draw on June 6th
  
- 4) **Call for Nominations-** Tracy Len
  - a) Treasurer- Shelley Pugh would like to stand
  - b) Secretary- Take minutes at monthly PAC meetings & distributes accordingly
  - c) President/Vice President- The PAC has had no-formal leadership for the last 2 years, however we welcome any interested parties to come forward, it could be any combination of leadership or co-leadership if someone is interested in steering the ship.
  - d) Reviewed additional roles & will add a Facebook post on this topic (see chart attached)
  
- 5) **Special Food Day Update-** Kristine Kusnyerik
  - a) Grade 5 Fundraiser had \$300.35 in profits, will be transferred to school for year end events
  - b) May Special Food Day went really smoothly, thanks to the on the ground parent volunteers
  
- 6) **Westcoast Seed Fundraiser-** Lisa May
  - a) All seeds have been delivered
  - b) Cheque will arrive before long weekend, still waiting for confirmation of amount

**Treasurer's Report Attached.**

Adjourned: 7:13pm

Next Meeting June 8, 2022 @ 6:30pm

## 2022/2023 Volunteer Opportunities

Being a Prime on these means you will take the lead but you don't need to do it alone, you can create a team. If you are interested in any of these opportunities or learning more about them: attend the June PAC meeting or reach out to Tracy Len (tracylee16@hotmail.com) or any of the Primes listed, there is room for everyone who wants to be involved!

<b>Volunteer Opportunity</b>	<b>Description</b>	<b>Prime</b>
PAC Leadership: President/Vice President/Co-Presidents	Chairs Meetings & sets agendas, General oversight of PAC business & focus. Main communication person for Parents, Admin & other PAC stakeholders.	Open
Treasurer	Handles finances & budgets for the PAC, provides reporting & advice as required.	Shelley Pugh has agreed to stand for 2022/2023. Vote will be in the June meeting.
Secretary	Take minutes at monthly PAC meetings & distribute accordingly. Supports other Administrative tasks as required.	Open
Hot Lunch Program	Coordinates Special Food Days including Hot Lunch Software, Vendors & Volunteers etc	Meghan Griffin
Country Grocer- Save a Tape Program	Administrates program: applications, collection & submission of receipts	Laurel Danyluk
PAC Email	Ensure the PAC email was monitored & responded to (normally would fall to President)	Christina Maher
Facebook Post-Master	Oversee PAC Facebook page (moderate) & create Facebook content for school happenings & PAC news & events.	Open
Clothing Exchange	Keeps up with maintenance,	Open

	<p>donations &amp; communicates further needs for items/volunteers etc. Super flexible, can be done on your schedule, an hour a week would make a world of difference. Perfect for people/group available during school hours.</p>	
Outdoor Committee	<p>Focused on planning next steps to enhance outdoor space (addition of Trees &amp; Benches were previous accomplishments)</p>	Lisa May
Student Event Committee	<p>Planning Student events: could include Welcome events, dances, movie night, game nights, fairs etc. Bring your ideas!</p>	Lisa May
Purdy's Fundraisers (Christmas/Easter)	<p>Plans, Coordinates &amp; runs fundraiser</p>	Angelanie Bussieres
Christmas Tree Chipping	<p>Plans, Coordinates &amp; runs fundraiser</p>	Tracy Len
Spring Raffle	<p>Plans, Coordinates &amp; runs fundraiser</p>	Tracy Len
Westcoast Seed Sale	<p>Plans, Coordinates &amp; runs fundraiser</p>	Lisa May

**McKenzie PAC Treasurers Report At May 13, 2022**

PAC Bank Balances	\$ 21,412.85	
PAC Donations held in school PAC fund	3,542.05	last updated April 13th, 2022
Total Funds available	<u>24,954.90</u>	

**McKenzie PAC Fundraising Activities Sept-June 2021/2022**

	<u>Revenue</u>	<u>Expenses</u>	<u>Profit</u>
Cash Donation Drive	1,160.00	-	1,160.00
Purdys	1,186.24	-	1,186.24
Tree Chipping	1,802.75	-	1,802.75
Special Food Day (incl future payments rec)	6,638.29	3,762.85	2,875.44
Board of Education Grant	250.00	-	250.00
Grade Five Pizza Fundraiser	585.00	284.65	300.35
Purdys Easter	590.89	-	590.89
Spring raffle	-	25.00	- 25.00
	12,213.17	4,072.50	8,165.67

profits have been dispersed to school

gaming license fee

<u>PAC OPERATING EXPENSES</u>	<u>Budget 21/22</u>	<u>Spent</u>	<u>Balance</u>
1. PAC meeting expenses	137.50		137.50
2. Supplies in support of activities	200.00	329	-129.00
3. Speakers	250.00		250.00
4. Student / Teacher Recognition	300.00		300.00
5. Fun Day/Hot Dog Day	150.00		150.00
6. Misc	150.00		150.00
7. Special Request	300.00		300.00
8. Earthquake	200.00		200.00
9. Outdoor Project	10,000.00	952.5	9,047.50
<b>Subtotal</b>	<b>11,687.50</b>	<b>1,281.50</b>	<b>10,406.00</b>

<b>Country Grocer G/C Balance</b>	<b>507.63</b>	\$400 set aside for spring raffle
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**Notes**

Cash donations account to be confirmed in June

Payment of hog fuel to come out of donation account

Funds for fun day bouncy castle have been approved & will come out of donation account in June