

McKenzie Elementary PAC Meeting Minutes

Wednesday September 14, 2022

Meeting called to order at 6:07pm

Attendance: Tracy Len, Shelley Pugh, Meghan Griffin, Lana Hansen, Lisa May (chair), Melanie Nielsen (recorder), Ashly Paquette

Admin reps: Carmen Gauvreau, Michelle Haidar

1. Intro & Territorial Acknowledgement
2. Admin Update - Carmen Gauvreau
 - a. Reminders around complaint processes, to be shared in October
 - b. Please pass any concerns from FB group along to admin
 - c. Carmen and Michelle available for meet and greet at 5pm and staff available will be there from 5:15-5:45 to open their classrooms
 - d. Waiting on information about portables, will hear back from municipality soon
 - e. Expansion of parking lot on lower south side to support new childcare spaces and staff parking needs – to begin October
 - Suggestion to expand even more on that lower area as overall parking around the school has been reduced
 - Request to add trees near parking expansion
 - Three trees were removed, seeking replacement
 - Carmen requesting change to 15-minute only parking on Margaret Street
 - f. Shelf near first aid room: can PAC look through what's needed?
 - Potential to move locking cabinet from downstairs to that space to replace bookshelf and filing cabinet
 - Future work party to the basement
 - g. Lost & Found – **Lisa May to take videos** on a regular basis
 - h. Fruit & Veggie program requires Food Safe ticket to run, can a PAC member take the course?
 - Parent volunteer has offered to run the program, **Carmen to confirm**
 - i. Staff representatives to join PAC meetings
 - j. Additional funding to the school district can be allocated to help support families' school-related financial needs, more information Friday
 - k. Shed to be repainted
3. PAC General Updates
 - a. Country Grocer – receipt collection bin outside of office, **Tracy to send newsletter blurb and add reminder post to FB**
 - b. Donation mail-out – **Shelley to develop**
 - c. PAC info send-out to kindergarten and Grade 1 parents/caregivers in October
 - d. Book Club and book theme suggestions to parents, working with Ms. Abbott
4. Meetings for 2022/2023
 - a. Schedule – second Wednesday of the month at 6:00pm
 - b. October and May in-person meetings with remainder online
 - Babysitting for in-person meetings, **Ashly to reach out to Chrissy**
 - c. Online meetings – **Carmen can send out Teams links**
5. Welcome Back BBQ
 - a. Request for volunteers up on FB
 - b. Posters up at the school, will be in newsletter on Friday

- c. Teachers and staff who attend the BBQ will be offered a free food ticket
 - **Michelle and Carmen to put a ticket in every staff mailbox (42)**
- d. Rainy day plan is usually the small gym, **Carmen and Michelle to confirm**
- 6. Treasurer Update
 - a. Budget Vote in October, **Shelley to post final draft to FB**
 - b. Consider broadening bus allocation to cover costs for extra-curriculars
 - SD61 has purchased three electric buses that are available at a reduced cost for schools outside of start and end of day
 - c. PAC has previously provided sport-related funding, **Carmen to look into options**
 - d. Carry forward outdoor funding
 - e. Budget for teacher requests, **Lisa May to develop form** with October 31 due date
- 7. In-person events in October/November - ideas
 - a. Halloween Dance tentatively planned for October 28th
 - **Carmen to check rentals and custodial fees** (4h minimum)
 - b. Pumpkin Run October 28th
 - c. Games Night – **Tracy to check on potential dates**
 - d. Parent Information Night (admin suggestions for themes?), volunteer still needed to coordinate
 - Once we have a topic, **Shelley will file the paperwork for the grant**
 - e. Movie Night
- 8. Special Food Days – similar as last year, **Meghan will confirm dates**
 - a. Cost of program to run is \$350, approval to purchase motioned by Tracy, seconded by Lisa May
 - b. Teachers/staff can purchase
 - c. Possible funding to support lunches if they are not financially available to families
- 9. Roundtable

Adjourned: 7:24pm

Next Meeting October 12, 2022 @ 6:00pm in-person