

McKenzie Elementary PAC Meeting Minutes

Wednesday October 12, 2022

Meeting called to order at 6:02pm

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

Admin reps: Carmen Gauvreau, Michelle Haidar

Staff rep: Mary Gordon

1. Intros & Territorial Acknowledgement – Lana
2. Treasurer's Report – Shelley
 - Gaming grant received
 - Presentation of draft budget:
 - Main addition from last year is sports lessons (\$3,800), to be used as needed for swimming lessons, PISE
 - **Carmen to confirm School Messenger costs**
 - Earthquake kit has been updated annually but may need to be checked (bin and shed), Carmen will check
 - Vote on budget - acceptance moved by Tracy, seconded by Lana, approved (final version attached)
3. PAC General Updates
 - Fall BBQ:
 - Very successful community event and \$992 profit
 - Remind people about BYO water bottles
 - Needed about 10 more veggie burgers, more napkins and condiments
 - Use Sign-up Genius for volunteers next year
 - PAC clean-up:
 - completed as requested last meeting
 - filing cabinet and other things from basement consolidated in cupboard in boys changeroom
 - PAC mailbox in staff workroom
 - can donate some Santa Shoppe items to the school for Kenzie Kids, hampers
 - Clothing Exchange - once in fall and spring move clothes outside, open doors prior to Christmas concert
 - Lisa is posting a weekly lost and found video
 - Sandwich Boards:
 - one is at Kids Klub entrance, **Carmen to look for the other one**
 - to be stored inside the front door on an ongoing basis
 - Water bottles:
 - Admin have 20 remaining

- may want to order more to have at BBQ or sell through hot lunch platform
 - PAC donation form:
 - Shelley has edited last year's version
 - request for it to go out with Newsletter and paper copies home
 - **Shelley will send** to Val to make copies
4. Special Food Days - Meghan
- first one is Friday
 - Meghan and Carly will be picking up food and then two kids from every class come to pick them up
 - **Carmen requests paper copy of order** so she can submit on behalf of families as needed
5. Fall/Winter Community Events
- Halloween Dance
 - **Nimra to send out Sign-up Genius for volunteers**
 - Requests from admin that:
 - students not wear masks
 - no fake weapons (including swords)
 - all kids must be supervised,
 - please choose costumes that are family-friendly and respectful of all cultures
 - **Nimra to provide decorating start time to Carmen who will check with Kids Klub about timing to set up**
 - need to have coat racks and places to sit
 - volunteers will clean up after
 - water only and food will be determined by Nimra
 - Board Game Night
 - could do any Thursday in November (17th or 24th)
 - **Tracy to follow up with Carmen about any bookings in gym**
 - Small fair prior to winter concert or movie night
 - Bake sale
 - photo booth
 - put Clothing Exchange clothes out
 - blind pull of remaining Santa Shoppe items
 - kids could sell crafts
 - candy canes (admin to confirm with new food guidelines)
 - West Coast seeds
6. Winter Fundraisers
- Purdy's Chocolates (Angelaine)
 - Tree Chipping by donation is booked January 7 & 8 (Tracy)
 - FiredUp! fundraiser idea (note that teachers do a number of clay projects with kids particularly for Christmas and Mother's Day)
 - 50/50 draw as a fundraiser at concert, could be split with music program

7. Admin Update - Carmen

- Please submit newsletter items by Wednesday each week
- Grade 4s beginning FSAs
 - coordinating schedules with teachers and spreading them over several days,
 - school must administer and it gives them a snapshot of how students are doing
 - students may be exempted for specific reasons
 - Student Learning Survey after winter holidays
- Parents/caregivers need to do CRC and driver's abstract prior to volunteering for field trips
- Parent-Teacher Interviews:
 - new electronic booking tool
 - early dismissal only for Nov. 26 (conferences 1-6pm, Nov. 27 3-5pm)
 - other early dismissal (only 2 per year) for Student Led Conferences
- Fruit and veggie program:
 - Carmen to ensure Lauren has list of allergies
 - teachers to keep an eye on allergies as well and kids will self-monitor
 - **Lauren to send days to Lisa May to post on FB**
 - Hannah uses extra for breakfast/lunch program
 - Fundraiser for school with veggie basket may be something to do right at beginning of year
 - Another volunteer is needed to sustain this program (2h per month, flexible)
 - **Carmen will check if any staff have FoodSafe** required for fruit & veggie program
- Staffing updates:
 - Counsellor posting - no qualified applicants so now outside of district
 - Hannah Abbott temporarily on leave and will be back January (temporary role posted)
- Strings program started last week, kids very excited

8. Staff Update - Mary

- Garden
 - seeking parent/caregiver volunteers to do garden club and clean up, selling food after school
 - Mary will pass along descriptions of opportunity, can add to Sign-Up Genius
 - grant funds garden (may also be able to access Whole Foods grant)
 - no garden expansions planned currently
 - please consult with PAC if any expansions planned because of outdoor plans, could be relocated as a better fit with new daycare, closer to water source
- Staff excited to have community back in the school

9. Safety

- Pull-through
 - Why is there still construction in it?
 - His Kids childcare is parking a big van there,
 - sandwich boards could be used to remind people not to park
- Carmen has asked about crosswalk painting, yellow curbs painted, painting on road

Adjourned: 7:36pm

Next Meeting November 9, 2022 @ 6:00pm virtual

Please see Approved Budget attachment below

MCKENZIE ELEMENTARY SCHOOL PAC APPROVED BUDGET	
FOR THE 2022/2023 SCHOOL YEAR	

	Budget 22/23
<u>PAC OPERATING EXPENSES</u>	
1. PAC Administrative expenses	200.00
2. Supplies in support of activities	400.00
3. Speakers	250.00
4. Student / Teacher Recognition	300.00
5. Fun Day/Hot Dog Day	150.00
6. Misc	200.00
7. Special Request	300.00
8. Earthquake	200.00
9. Outdoor Project	10,000.00
Subtotal	12,000.00
<u>STUDENT ACTIVITIES (Recreational)</u>	
10. Seasonal activities	-
11. Sports Equipment & Uniforms	750.00
12. Bus Transportation/ Field Trips <i>(To be held & reimbursed as needed)</i>	3,000.00
13. Lessons -swim/skate/PISE <i>(To be held & reimbursed as needed)</i>	3,800.00
<u>STUDENT ACTIVITIES (Cultural)</u>	
14. Performing Arts	950.00
<u>STUDENT ACTIVITIES (Educational)</u>	
15. Music	650.00
16. Classroom Educational Aids 140/class	1,680.00
17. Library Resources	500.00
18. Learning Assistance	140.00
19. School Councillor	140.00
<u>STUDENT ACTIVITIES (Administrative)</u>	
20. Birthday Pencils and Lunch Supplies	100.00
21. Cost Share Messenger	225.00
22. Student Agendas	750.00
23. Strong Start Program	200.00
Subtotal	12,885.00
TOTAL	24,885.00
Cheque to School	6,085.00
Funds held by PAC	6,800.00
	12,885.00