

McKenzie Elementary PAC Meeting Minutes

Wednesday, October 9, 2024

Meeting called to order at 6:32pm

Attendance: Tracy Len (chair), Shelley Pugh, Melanie Nielsen (recorder), Colleen Leithwood, Angela Karangwa, Wendy Anderson, Mandeep Johal

Admin reps: Carmen Gauvreau, Jordana Beattie

1. Admin Updates - Carmen

- a. FSAs have started for Grade 4s - provincial assessment, online math completed this week
- b. Family photo fundraising night on October 22, 4-8 in small gym, same day as re-takes
 - Parent volunteer(s) needed
 - Can book online, sign-up going out this week
 - Small sitting fee that goes to the PAC
- c. Ready, Step, Roll - good info gathered on the walkabout
- d. Daycare - building may be completed in the spring
 - Request for district or childcare provider to come speak to the school community about the daycare later this year or early spring
- e. Parent/teacher interviews coming up next week
- f. Halloween costume parade on October 31, with pumpkin decorating tour in the library
- g. Cross country and soccer underway
- h. McKenzie is a polling station for provincial election
- i. Earthquake supplies need to be audited, parent volunteer would really help. Colleen volunteered - thank you!

2. Treasurer's Update - Shelley

- a. Wendy will partner with Shelley this year to ease into the Treasurer role, interested in having a co-treasurer if anyone would be willing. Thank you!
- b. Procedures about cash counting post-events have slipped, would be great to get them instituted again - counting immediately, with a partner, record on slips in safe
- c. Shelley to move old financial records into the McKenzie basement, clearly labelled, will keep past 7 years' of records
- d. Draft budget discussion
 - Admin suggested a few reductions to line items - birthday pencils, messenger, agendas
 - Performing Arts line item is to bring in external performers, the school does receive ArtStart funding as well

- Carmen to confirm with Ms. Salido on music line item; next priorities after stage purchase (possibly sound system, built-in projector in gym)
- Outdoor project - do we want to increase it? Our quote is stale dated at this point now. Tracey moves to increase the amount by \$3,000, Angela seconds, all in favour - passed
- Jean is applying for other grants

3. Vote on Budget - all

- a. Colleen moves to approve the budget as presented with updates as discussed, Tracy seconds, all in favour – passed

4. PAC updates – Tracy, all

- a. Primes for roles in PAC leadership
 - Chair - vacant
 - Treasurer - Shelley/Wendy
 - Secretary - Melanie
 - Parent Education - Wendy
 - School lunch - Meghan
 - Country Grocer - Angela
 - Outdoor Committee - Mariah, Jean, Colleen have all been involved
 - Ready, Set, Roll – Colleen
- b. Angela provided an overview of the new Slack channel, you can ask to be added or add others
 - She'll follow up with more information on how to use
- c. Parent Education - Wendy
 - Wendy is working on the grant application
 - Option to do two events this year, invite other schools
 - Tie into school goals - connection with community, social emotional learning, literacy (with writing goals and district literacy expert)
 - Anti-bullying, digital content safety, effects of screens, alignment with school goals, how to have hard conversations
 - Could include short parent education items/tips in newsletter, with tangible resources (e.g., Living Edge Markets as part of healthy lunches)
- d. Adding virtual option to future in-person PAC meetings
- e. Ready, Set, Roll
 - Grade 4 & 5s get bus session at the end of the month
 - Bike course 3-5s also coming this fall
 - Scooter rack - Carmen will follow up
 - Good engagement from team that did the walk about, with creative suggestions
- f. Halloween Dance

- Colleen - creepy crawlies (TBC)
 - Tracy - concession
 - Nimra - would she be willing to do the decorating?
 - Consider booking a DJ?
- g. Country Grocer receipt program is ready to go
- h. Fall/Winter fundraisers
- Tracy will organize tree chipping January 4 & 5, looking for a co-lead
 - Purdy's fundraiser - ask on Facebook for a lead and otherwise consider Easter this year
 - West Coast Seeds - Colleen can look into it
 - Bake Sale at winter concert
 - 50/50 at winter concert
- i. Board Game Cafe - book for January 10, Melanie to book, Jordana will book library
- j. Sign-up Genius, Shelley will set it up and ask Val to send out an opt-out option in the newsletter for sharing parents' email

Next meeting on November 13, 6:30pm online (Teams info to follow)

Adjourned: 8:03pm