

Lavington Elementary PAC Meeting Minutes
Held February 5, 2024 via Zoom

ATTENDEES:

- Angela Barnes (President)
- Jennifer Brandle-McCall (Vice President)
- Sabrina Hamilton (Treasurer)
- Genevieve Dunbar (Director)
- Nicky Dunlop (DPAC Rep)
- Brandi Rusk (Secretary)
- Kylie Walman (Director/Co-Inclusion Rep)
- Caleeda Otter (Director)
- Karen Lariviere

REGRETS:

- Julie Kentel (Past President)
- Crystal Sage (Co-Inclusion Rep)

GUESTS:

- Mike Sutch (Principal)
- Katherine Oviatt (Assistant Superintendent)

Meeting called to order at 6:31pm.

| REVIEW AND APPROVAL OF AGENDA | |
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| The agenda was reviewed with no changes. Requested additions to agenda: <ul style="list-style-type: none"> • No items to add to agenda | MOVED Genevieve Dunbar Sabrina Hamilton CARRIED |
| REVIEW AND APPROVAL OF MINUTES | |
| Minutes from the meeting held January 8, 2024, were approved as circulated. | MOVED Jennifer Brandle-McCall Sabrina Hamilton CARRIED |
| Minutes from the Executive meeting held January 29, 2024, were approved as circulated. | MOVED Sabrina Hamilton Nicky Dunlop CARRIED |

| GUESTS | |
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| <p>Assistant Superintendent of Schools – Katherine Oviatt</p> <ul style="list-style-type: none"> • <i>Mike Sutch left the meeting</i> • Principals go through an evaluation process every 4 years – Mr. Sutch’s evaluation is this year • Although new, looking for feedback on how he is starting his job as principal at the school • Spend time in school, classrooms, review as working with students, teachers and parents – review the evidence of leadership • Asked the questions: How is Mr. Sutch supporting the PAC in roles and mandates? How is Mr. Sutch from the perspective as a parent at the school? • General discussion ensued • Requested more information regarding the appropriate uses of PAC funds (i.e. field trips vs. furniture) <ul style="list-style-type: none"> ○ School does have a capital budget ○ If a school-based program, the school funding should be exhausted first and then PAC fundraising after, for example bussing for field trips ○ Teacher requests should be coming through the Principal – direct the teacher to work through them and filters the requests and makes the decision if going to PAC or managing through school • Discussion of Lavington Pre-School <ul style="list-style-type: none"> ○ In the past was run by Regional District and then BCG Club, then school district committed to support a funding shortfall ○ Have been working with the Ministry of Education on childcare initiatives ○ This year have 5 pre-schools and multiple afternoon school programs through that work ○ Concern is bringing a program that can be self funding – how do we boost the enrollment at the school? ○ Considering opening full day child care and pre-school program (pre-school can only be 3 hours) ○ Looking for feedback on time – considering 730-530 ○ Passion to support families most in need and prioritizing inclusion (children with diverse needs) and communities ○ Are working towards opening up after school care program in community • <i>Mike Sutch joined the meeting</i> • Reviewed the questions that PAC prepared and send ahead of meeting <ul style="list-style-type: none"> ○ Have influence to bring items forward, not necessarily the decision maker ○ Discussion about school infrastructure (siding, signage) <ul style="list-style-type: none"> ▪ Working with BC Housing on the school exterior – expecting announcement in the ‘near future’ ○ Feeding Futures – initial planning was with previous admin and happened really fast. Have foundational structure in place and the fund is intended to be customized to meet the needs of the community. ○ Discussion about the use of the gym as a community school – should not be a charge for community to use the gym unless outside of custodial time. <ul style="list-style-type: none"> ▪ Nicky suggested to have an additional offline conversation regarding the gym usage ▪ Katherine agreed to have further discussion and to discuss further with Mr. Sutch ○ Bussing concerns in the community regarding the stops and routes – particularly bussing for high school <ul style="list-style-type: none"> ▪ Transportation is a concern ▪ Trying to get an incentive for parents to register for busses early so do not have to reconfigure bussing ▪ Recommend to help encourage parents to register before the end of June ▪ Recognition for addition route number and names to the website so the information can be shared • Recognition to Katherine for the Brain Bikes – well rounded initiatives for physical and mental health | |

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| <p>Principal's Report – Mike Sutch</p> <ul style="list-style-type: none"> • Grade 4-7 winter activity update <ul style="list-style-type: none"> ○ Have seen improvements in the program, organization of Silver Star and the staff ○ The weather has been a challenge ○ Feedback from the kids have been really good • Kitchen Stove <ul style="list-style-type: none"> ○ Have been given the greenlight to replace the stove ○ Not required to get the upgrades thought would need (i.e. ventilation) ○ From PAC need a wish list and will bring to the Purchasing Agent to source items ○ Do not have a timeline yet for the stove • Garden Towers <ul style="list-style-type: none"> ○ In August/September started reaching out about the garden and how to make it bigger and all year round ○ One of the first six schools that was gifted a tower ○ Seedlings was gifted to the school from Mike/Collette/January – starting to grow in classrooms ○ Very excited to see this project moving forward • Encourage parents to continue conversation at home on the themes discussed at school today | |
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| Reports | |
| <p>Treasurer – Sabrina Hamilton</p> <ul style="list-style-type: none"> • Reviewed the Treasurers report – have made a correction to the fundraiser fund • Have the cheque for the spending for the prizes (Fun Fair) • Roughly account balance is at \$13,293.39 (after Fun Fair expense) | |
| <p>Hot Lunch – Jennifer Brandle-McCall</p> <ul style="list-style-type: none"> • Winter cycle finishing this week and new cycle begins on Tuesday • Accepting payment until tomorrow • Revenue so far is \$4500 – not as much engagement as other cycles but still strong • If subscript/renew early for ordering program, save \$125 – to discuss further <ul style="list-style-type: none"> ○ Program is widely used in district ○ Sync well with pay pal ○ One frustration is that parents have to re-enter children information every year | |
| <p>DPAC – Nicky Dunlop</p> <ul style="list-style-type: none"> • Meeting held on January 31, 2024 • Reviewed meeting highlights – highlights in package | |

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| OLD BUSINESS | |
| <p>Gaga Pit</p> <ul style="list-style-type: none"> • Went to Drax for funding as fit within their eligibility • Submitted through the online portal and game back as not eligible – not STEM or greenspace project <p>ACTION: Mr. Sutch will follow up with Drax on PAC behalf</p> | |
| <p>Spirit Wear for Students</p> <ul style="list-style-type: none"> • Discussed purchasing t-shirts for either kindergarten or entire school • Shirts are \$15 each – have been ordered already through the school (purchased approx. 30 shirts, prediction of 23 kindergarten next year). If PAC could support that would be very welcome. <p>MOTION: To pay for the cost of a school t-shirt for each new school entries to a max of \$400.00.</p> <ul style="list-style-type: none"> • General discussion ensued. • Mr. Sutch will be working with his class in the coming months to introduce a 'reusing' of school clothing | <p>MOTION Sabrina Hamilton Jennifer Brandle-McCall PASSED</p> |
| <p>D&I Role</p> <ul style="list-style-type: none"> • Moving to March agenda <p>ACTION: Angela to follow up with Kiley/Crystal on the pending action item</p> | |

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| Fundraisers | |
| <p>Mom's Pantry – Julie Kentel</p> <ul style="list-style-type: none"> • Fundraiser raised \$593.80 | |
| <p>Nature's Fair – Angela Barnes</p> <ul style="list-style-type: none"> • Natures Fair brought in \$243.93. Receipts are sent in every April, August and December. They will not expect out of date range receipts, only current year. • Made exception and accepted previous year receipts | |

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| <p>Fun Fair Committee – Angela Barnes</p> <ul style="list-style-type: none"> • Still need additional parent volunteers for Hockey Shoot and selling tickets • Guests are organized: Kiki the Eco Elf, Lavington Fire, Sniper • Grade 7's will be running the concession • Rough costs will be \$3400 – we may breakeven or be a little short, want to ask PAC to be willing to fund any shortfall • Discussion in the future that the subcommittee create their own budget and do not need future motions to reimburse the costs <p>MOTION: To pay Sheila the cost of \$2001.57 relating to the fun fair. MOTION: As a PAC to support the fun fair and that there may be a risk that the PAC needs to cover any shortfall.</p> <ul style="list-style-type: none"> • Crystal Sage will take over fun fair in 2025 • Angela put forward a motion via email. No longer needed and has been retracted. | <p>MOTION Sabrina Hamilton Angela Barnes PASSED</p> <p>MOTION Jennifer Brandle-McCall Sabrina Hamilton PASSED</p> |
| <p>Baskets Fundraiser</p> <ul style="list-style-type: none"> • Basket lists need a refresh to support the timing of the baskets (spring vs. Christmas) • Have letters ready to go immediately following the Family Day weekend | |

NEW BUSINESS

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| <p>Lynx Ball Caps – Angela Barnes</p> <ul style="list-style-type: none"> • We have 33 new ball caps available • Request to donate to the school for using to reward students • PAC in agreement and donating to school | |
| <p>Website – Julie Kentel</p> <ul style="list-style-type: none"> • Julie is reaching out to Michelle to show how to update the website • Should be occurring the middle of February | |
| <p>Pink Shirt Day – Angela Barnes</p> <ul style="list-style-type: none"> • Has been put out to the Leadership group • Leadership group has a lot of ideas and they will be coming up with a final plan shortly <ul style="list-style-type: none"> ○ Encourage the Leadership group to also focus on loving themselves and mental health ○ PAC willing to do a sweet treat as part of Pink Shirt day | |
| <p>Gym Use – Nicky Dunlop</p> <ul style="list-style-type: none"> • Will be taking offline • LCA has the gym booked every night – working through moving parts to get kids in the gym • Have a few parents interested in working on the project | |
| <p>Fundraising and Spending Goals – Nicky Dunlop</p> <ul style="list-style-type: none"> • Would like to put some guidelines around spending • How much we spend, what type of items we fund • Purposeful fundraising and set some guidelines to make decisions easier • Suggest a sub-committee <p>MOTION: To strike a sub-committee for fundraising and spending goals</p> | <p>MOTION Nicky Dunlop Angela Barnes PASSED</p> |
| <p>2024/2025 Members Roles discussion – Angela Barnes</p> <ul style="list-style-type: none"> • Angela will be stepping back from President and hot lunch • There are some new parents entering the school for September 2024 that may be interested <ul style="list-style-type: none"> ○ Investigating if can join if not yet parent at the school ○ All parents of students registered are voting members and can attend ○ Any voting member eligible to run for executive ○ Can add Directors in the fall after the AGM • Brandi and Genevieve – happy where they are at, not want anything further • Sabrina – like to stay on executive, will consider further what interested in • Nicky – wanting to stay with DPAC further • Jennifer – will not be able to have a lot of capacity next year. Willing to take on the backend of the hot lunch program if menu set. • Next year will be looking for a President and Vice-President • Suggestion of developing class reps that can be the liaison <p>ACTION: Write up half page welcome from PAC for the kindergarten welcome package</p> | |

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| ANNOUNCEMENTS | |
| Next PAC meeting will be March 4, 6:30pm in the library | |

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| ADJOURNMENT | |
| The meeting adjourned @ 9:13 pm | |