

**Lavington Elementary PAC Meeting Minutes**  
**Held March 4, 2024 in the Lavington Elementary Library**

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**ATTENDEES:**

Angela Barnes (President)  
 Julie Kentel (Past President)  
 Jennifer Brandle-McCall (Vice President)  
 Genevieve Dunbar (Director)  
 Brandi Rusk (Secretary)  
 Caleeda Otter (Director)  
 Crystal Sage (Co-Inclusion Rep)  
 Karen Lariviere

**REGRETS:**

Kylie Walman (Director/Co-Inclusion Rep)  
 Nicky Dunlop (DPAC Rep)  
 Sabrina Hamilton (Treasurer)

**GUESTS:**

Mike Sutch (Principal)  
 Archie Stogianos (Director of Facilities)  
 Ivana Stevens (Teacher)

Meeting called to order at 6:30pm.

REVIEW AND APPROVAL OF AGENDA	
The agenda was reviewed with no changes. Requested additions to agenda: <ul style="list-style-type: none"> <li>• PAC Scholarships</li> </ul>	<b>MOVED</b> Genevieve Dunbar Jennifer Brandle-McCall <b>CARRIED</b>
REVIEW AND APPROVAL OF MINUTES	
Minutes from the meeting held February 5, 2024, were approved as circulated.	<b>MOVED</b> Caleeda Otter Jennifer Brandle-McCall <b>CARRIED</b>

GUESTS	
<b>Archie Stogianos – SD22 Director of Facilities</b> <ul style="list-style-type: none"> <li>• Took five years to get the funding and project approved</li> <li>• BC Housing had a grant application and was able to get funding through that – roughly \$2.3 million</li> <li>• Project is a new exterior to the school – new cladding, doors, insulation and windows</li> <li>• Limited options – 3 to 5 colour schemes to choose from                             <ul style="list-style-type: none"> <li>○ Will have the opportunity to provide input</li> <li>○ Will work through Mr. Sutch to get input from PAC and school</li> </ul> </li> <li>• Hired Iredale Architects</li> <li>• Will revise the entrance to school and working through some revisions to the plan</li> <li>• Hoping to go to tender within next couple weeks and goal to start mid to late May</li> <li>• Completion date is planned for September</li> <li>• BC Housing is only doing the exterior, but may be an opportunity for landscaping and stand-alone signage (district plan on replacing sign on school road)</li> </ul>	
<b>Ivana Stevens – Teacher Report</b> <ul style="list-style-type: none"> <li>• <b>Annie Production</b> <ul style="list-style-type: none"> <li>○ Would benefit from PAC purchasing additional lights – cost is \$300 (includes shipping)</li> <li>○ These would add to the school current lighting</li> </ul> </li> <li>• <b>Exterior of Building</b> <ul style="list-style-type: none"> <li>○ Would like to install an outdoor learning area in courtyard and indigenous garden</li> <li>○ Applying for a grant to help fund</li> <li>○ PAC feedback that a garden at that location might be difficult as it is north facing</li> <li>○ Irrigation already exists at that location and may be able to reconfigure for a garden</li> <li>○ Will be brought up again at a future meeting</li> </ul> </li> </ul>	

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<p><b>Principal's Report – Mike Sutch</b></p> <ul style="list-style-type: none"> <li>• Special thank-you to 'Coach Crystal' for coaching the girls team</li> <li>• Stove/Kitchen <ul style="list-style-type: none"> <li>○ Have not heard back from purchasing yet on the stove</li> </ul> </li> <li>• Gaga Pit <ul style="list-style-type: none"> <li>○ Have approved the installation of the gaga pit</li> <li>○ Hoping that PAC will fund part of the gaga pit – looking for funding of \$3k</li> <li>○ Tolko donated \$2500 for the pit and have applied for \$10k in grants</li> </ul> </li> <li>• Buddy Bench <ul style="list-style-type: none"> <li>○ One has been ordered and approved</li> <li>○ Hoping to have completed while the exterior of the building has been done</li> </ul> </li> <li>• PAC Financial Best Practices <ul style="list-style-type: none"> <li>○ Have put together some best practices for finances for PAC</li> <li>○ When there is parental project in the school (unless led by teacher), it falls under the PAC umbrella</li> <li>○ Reviewed the general guidelines provided</li> <li>○ Each individual member can be held liable for actions</li> <li>○ Money raised goes towards the kids in the school that year</li> <li>○ Question around how the grade 7 fundraising works and the role of parent and teacher –</li> </ul> </li> </ul> <p><b>ACTION:</b> Mr. Sutch to follow up and gather more information regarding the grade 7 fundraising</p> <ul style="list-style-type: none"> <li>○ Question if there is a locked area available in the school for the PAC float and funds?</li> </ul> <p><b>ACTION:</b> To explore further the ability to have a locked space in the school</p> <ul style="list-style-type: none"> <li>○ We are fundraising through year to meet the finances laid out within the budget – any other fundraisers through the year need to clearly communicate what the funds are being raised for. Be more specific in the language around the fundraisers.</li> </ul> <p><b>ACTION:</b> Review chart and financial best practices provided by Mr. Sutch</p>	
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Reports	
<p><b>Treasurer – Sabrina Hamilton</b></p> <ul style="list-style-type: none"> <li>• Unable to attend, presented by Angela</li> <li>• Reviewed the account balances and the approved spends not spent</li> <li>• Discussed the Hop On Program (i-ride) <ul style="list-style-type: none"> <li>○ Community parent with business was providing funding for program</li> <li>○ Funds later years moved to schools that had a higher need</li> <li>○ PAC then began budgeting to cover that cost</li> </ul> </li> <li>• Accounts have been reconciled</li> </ul> <p><b>MOTION:</b> That we approve to provide \$300.00 of the \$1000.00 fine arts budget to go towards 8 stage lights.</p>	<p><b>MOTION</b>  Julie Kentel  Jennifer Brandle-McCall  <b>PASSED</b></p>
<p><b>Hot Lunch – Jennifer Brandle-McCall</b></p> <ul style="list-style-type: none"> <li>• Have planned menu until the end of the year</li> <li>• New cycle will open this week and run until spring break</li> <li>• Sales on the last cycle were good</li> <li>• Will be doing a final free lunch at the end of the year</li> </ul> <p><b>ACTION:</b> Put ad out to look for volunteers for next school year to help with the hot lunch program</p>	
<p><b>DPAC – Nicky Dunlop</b></p> <ul style="list-style-type: none"> <li>• Summary in package</li> </ul>	

OLD BUSINESS	
<p><b>Gaga Pit</b></p> <ul style="list-style-type: none"> <li>• School received \$2500 from Tolko to go towards</li> </ul>	
<p><b>D&amp;I Role</b></p> <ul style="list-style-type: none"> <li>• Sent out a form to provide feedback on what the PAC wants the role to be</li> <li>• Looking for additional ideas on roles and responsibilities</li> </ul> <p><b>ACTION:</b> To take information from PAC feedback and create a JotForm to get parent feedback on role</p>	
<p><b>Kindergarten Package Write-Up</b></p> <ul style="list-style-type: none"> <li>• Draft to be sent to Executive for editing and feedback</li> </ul>	
<p><b>Buddy Bench Plaque</b></p> <ul style="list-style-type: none"> <li>• Request to add to actions from previous Executive meeting</li> </ul>	

Fundraisers	
<p><b>Fun Fair – Angela Barnes</b></p> <ul style="list-style-type: none"> <li>• Fair was a success, financial summary in package</li> <li>• Made \$2.15 from the fun fair after expenses</li> <li>• Now that have two years of data, able to create a budget for future years</li> </ul>	
<p><b>Baskets Fundraiser</b></p> <ul style="list-style-type: none"> <li>• Sent out notice for raffle items and things are coming in</li> <li>• A Facebook post will be going out this evening to remind parents</li> <li>• Suggest for ticket sales, instead of the long number, have parents write a number that correlates with a list keeping in the binder</li> <li>• Need volunteers for selling the tickets</li> <li>• Cut off for baskets are Friday and putting together this weekend</li> </ul>	

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<p><b>Dominos Dough Raiser</b></p> <ul style="list-style-type: none"> <li>• Purchased 75 cards @ \$5.00 = \$ 375</li> <li>• Sold 43 cards @ \$20.00 = \$860</li> <li>• Dominos bought back 32 @ \$5.00= \$ 160</li> <li>• Total profit from fundraiser \$ 645</li> </ul>	
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**NEW BUSINESS**

<p><b>Gaga Pit</b></p> <ul style="list-style-type: none"> <li>• Has been on our list for a number of years, however the total cost has been very high</li> <li>• Now that other donations have come forward, in a better spot to provide finances</li> </ul> <p><b>MOTION:</b> That PAC provides \$3000 in funds towards the construction and installation of an accessible gaga pit on our school property (Jen/Julie)</p> <ul style="list-style-type: none"> <li>• Amendment that that PAC provides <b>up to \$3000</b> in funds towards the construction and installation of an accessible gaga pit on our school property</li> <li>• Amendment the motion that PAC provides <b>up to \$5500</b> in funds towards the construction and installation of an accessible gaga pit on our school property with a designated amount of <b>\$2500 being donated by Tolko</b></li> </ul>	<p><b>MOTION</b> Jennifer Brandle-McCall Julie Kentel <b>DEFEATED</b></p> <p><b>ADMENDMENT</b> Julie Kentel Jennifer Brandle-McCall <b>DEFEATED</b></p> <p><b>ADMENDMENT</b> Jennifer Brandle-McCall Julie Kentel <b>PASSED</b></p>
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<p><b>Grade 7 Account</b></p> <ul style="list-style-type: none"> <li>• Sent out information about the separate account for the grade 7 for discussion</li> <li>• Information was from Valley First, however PAC accounts are at Vantage one</li> <li>• Discussion ensued around having a secondary account under PAC for designated funds that could also be used for the grade 7s</li> <li>• Suggest putting in place for the 2024/2025 school year</li> </ul> <p><b>ACTION:</b> Table discussion until May regarding the second account and have the Treasurer complete additional research</p> <ul style="list-style-type: none"> <li>• The grade 7 yearend is a tradition within the school and PAC wants to continue supporting</li> <li>• Any field trip is under the responsibility and discretion of the class teacher – not under the direction of the PAC</li> <li>• Have a benevolent fund available to support kids that unable to cover the cost</li> <li>• Also difficult from the school perspective and need a teacher to volunteer to support the event</li> <li>• Suggest following up with the teacher regarding the planning</li> </ul> <p><b>ACTION:</b> Mr. Sutch to follow up regarding the how much money is in the trust account</p>	
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<p><b>Scholarship</b></p> <ul style="list-style-type: none"> <li>• We award a \$500 bursary each year</li> <li>• Designated for a student graduating in 2024</li> </ul> <p><b>MOTION:</b> Set aside \$500.00 for a bursary for a graduating student that attended PAC.</p> <p><b>ACTION:</b> Assist with the scholarship selection. (Caleeda)</p>	<p><b>MOTION</b> Angela Barnes Jennifer Brandle-McCall <b>PASSED</b></p>
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<p><b>Website</b></p> <ul style="list-style-type: none"> <li>• Michelle Gariepy willing to help us with our website</li> <li>• Can send her all the documents that would like on website</li> </ul>	
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<p><b>AGM</b></p> <ul style="list-style-type: none"> <li>• Set the date for the AGM – tentative Monday, June 3 at 530pm</li> <li>• Discussed if want to organize a BBQ or something like work such as sundaes</li> </ul> <p><b>ACTION:</b> Discuss the yearend PAC BBQ at next meeting and Mr. Sutch to check school calendar</p>	
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**ANNOUNCEMENTS**

Next PAC meeting will be April 8, 2024, 6:30pm in the library	
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**ADJOURNMENT**

The meeting adjourned @ 8:54 pm	
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