

Lavington Elementary PAC Meeting Minutes
Held June 3, 2024 Lavington Elementary School

ATTENDEES:

Angela Barnes (President)
 Julie Kentel (Past President)
 Jennifer Brandle-McCall (Vice President)
 Nicky Dunlop (DPAC Rep)
 Crystal Sage (Co-Inclusion Rep)
 Sabrina Hamilton (Treasurer)
 Genevieve Dunbar (Director)
 Caleda Otter (Director)
 Brandi Rusk (Secretary)
 Kylie Walman (Director/Co-Inclusion Rep)

Amy Griffith
 April Ambler
 Katie Hopp
 Sarah Hoyte
 Karen LaRiviere
 Tadaï Baltlioni

Mara McMorrán
 Blake Plysiuk
 Brent Barnes
 Jen deBourcier
 Shannon Scales
 Adele Baltuonlene

REGRETS:

GUESTS:
 Mike Sutch (Principal)

BABYSITTERS
 Lauren Anderson
 Ava Kentel

Meeting called to order at 6:45pm.

REVIEW AND APPROVAL OF AGENDA	
The agenda was reviewed with no changes. Requested additions to agenda: <ul style="list-style-type: none"> Meeting is AGM 	MOVED Julie Kentel Sabrina Hamilton CARRIED
REVIEW AND APPROVAL OF MINUTES	
Minutes from the meeting held May 6 th , 2024, were approved as circulated.	MOVED Julie Kentel Sabrina Hamilton CARRIED

GUESTS	
Kelli Sullivan – School Trustee <ul style="list-style-type: none"> Unable to attend the meeting, report in package 	
Principal’s Report – Mike Sutch <ul style="list-style-type: none"> Requested to get estimates for jerseys and pinnies Pinnies are \$41.67 each plus tax (includes logo) – would love to have 50 available (then have enough for cross country) Budget in good shape, have used 92% of budget so far Budget printouts available if desired Discussed what the funding is based off and determined <ul style="list-style-type: none"> Based on headcount, location etc Have multiple accounts that used Have one larger teacher supplies account as a catch all Feeding Futures was allotted just over \$5000, do have some money left over. All money not used gets clawed back. Have purchased grocery gift cards to ensure used all funds. Budget cycle is August 1 – August 1 – tweaked in September once headcount confirmed Staffing update <ul style="list-style-type: none"> Mrs. Pam Sophonow retired at spring break Ms. Garbi took over but does not have enough seniority to stay Have already hired to replace Mrs. Sophonow School is up a division and hired two additional teachers Currently have 3 EA and told hopefully have 3 again next year – one will be new to our school 	

Reports	
Treasurer – Sabrina Hamilton <ul style="list-style-type: none"> Detailed report in package Total funds available \$8608.97 All outstanding field trips have already been paid 	
DPAC – Nicky Dunlop <ul style="list-style-type: none"> Full report available in package AGM was in January 2024 and had a lot of new Executive members Last half of the year spent completing strategic planning and identifying the priorities moving forward Discussed priorities for DPAC Planning to hold a session early in the next school year to discuss how PAC can be involved in providing input 	

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<p>Hot Lunch – Jennifer Brandle-McCall</p> <ul style="list-style-type: none"> • Full report in package • June 18, Tuesday FREE Ice-cream day for entire school and staff • June 21, Friday FREE Hot lunch day for entire school and staff • June 21, Friday Last lunch program day (no hot lunches during last week of school) • Total profit until May 28 - \$6,665.55 • Discussed how to communicate and accommodate for children that have allergies – request for parents to let the hot lunch team know about allergies to see if able to accommodate needs of children • Still need an additional helper to volunteer with hot lunch <p>ACTION: For PAC to send out a parent survey in September and educate parents on how to register their child’s allergies (hot lunch team).</p>	
<p>Presidents Report – Angela Barnes</p> <ul style="list-style-type: none"> • Year in Review <ul style="list-style-type: none"> o Hosted Mug and Muffin at the beginning of year o Christmas Market brought back o Annie production raffle o Three concessions participated in o Art Cards, Natures Fare, Dominos, Garden/Flower o Raised over \$12,000 for the school • PAC helped support: <ul style="list-style-type: none"> o Fund gaga pit o Ice Cream Truck o School Jerseys o Field trips 	

Election of Executive & Directors				
Election of Executive & Directors – Caleeda Otter & Genevieve Dunbar				
Position	Nominated by	Nominated	Seconded By	Comments
President	Nicky Dunlop April Ambler	Crystal Sage Sabrina Hamilton	Jen Debourcier Caleeda Otter	Two nominations for PAC President, Crystal Sage and Sabrina Hamilton. Secret ballot took place, coordinated and executed by Caleeda Otter and Genevieve Dunbar. Crystal Sage was the successful candidate.
Vice President	Crystal Sage	Jen Debourcier	Nicky Dunlop	
DPAC Rep				
Secretary				
Treasurer	Jennifer Brandle-McCall	Julie Kentel	Brandi Rusk	
Director	Julie Kentel	Kylie Walman	Genevieve Dunbar	
Director	Angela Barnes	Genevieve Dunbar	Kylie Walman	
Director	Nicky Dunlop	Karen LaRiviere	Jennifer Brandle-McCall	
Director				
Director				
Inclusion Rep				

OLD BUSINESS	
Reviewed action item list for updates	
<p>Locked Space for Float</p> <ul style="list-style-type: none"> • Suggestion that need to address the issue of the float before the end of school year • Agree need a key system with a limited number of keys – currently only the hot lunch team have access • Kitchen reno will be some time within the 2024/2025 cycle • Would be faster to have one drawer re-keyed – there would be a maintenance fee <p>ACTION: Coordinate with school to put in the work order for lock in kitchen MOTION: PAC cover the cost associated to have the drawer rekeyed through the maintenance work order process. Please Note: there is no set dollar amount as we don’t have a invoice from the school district. PAC is to pay the whole invoice when it comes in.</p>	<p>MOTION Jennifer Brandle-McCall Julie Kentel PASSED</p>
<p>E-Transfers</p> <ul style="list-style-type: none"> • Do not want to move ahead with using e-transfers –difficult to manage for Treasurer • Will determine another way to support • Will move to September meeting 	
<p>Christmas Fair</p> <ul style="list-style-type: none"> • Saturday, November 16, 2024 	

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Fundraisers	
<p>Freezies</p> <ul style="list-style-type: none"> • Approx 8 boxes left – over purchased • School would love to use them to surprise kids <p>MOTION: To give left over freezies to the students on days that work with student’s schedule.</p>	<p>MOTION Angela Barnes Julie Kentel PASSED</p>

NEW BUSINESS	
<p>School Pinnies – Nicky Dunlop</p> <ul style="list-style-type: none"> • Have done three sessions from concessions and made a lot of profit (not confirmed yet) • Nice for all the kids to show up the same with pride, but have the option to use sleeve jerseys • Last order got more size options for students <p>MOTION: That PAC fund the purchase of 50 pinnies up to a maximum of \$3000.00.</p>	<p>MOTION Nicky Dunlop Jennifer Brandle McCall PASSED</p>
<p>Gift – Angela Barnes</p> <ul style="list-style-type: none"> • To purchase flowers and cards to retiring teachers <p>MOTION: To purchase retirement gifts and cards for Mrs. Vandesande and Mrs. Sophonow, up to a maximum of \$170.00. ACTION: To organize and purchase the retirement gifts (Angela)</p>	<p>MOTION Angela Barnes Julie Kentel PASSED</p>
<p>Art Card Fundraiser</p> <ul style="list-style-type: none"> • Erica Verhage has offered to take over the Art Card Fundraiser • Angela will show her next year and then she will take over 	

ANNOUNCEMENTS	
Next PAC meeting will be September 2024, date to be confirmed	

ADJOURNMENT	
The meeting adjourned @ 8:07pm	

AFTER MEETING BUSINESS	
<p>Bank Signatories</p> <ul style="list-style-type: none"> • Need motion to add/remove signors for the PAC bank accounts effective September 1, 2024. • Need at least two people on the accounts • Discussion and vote conducted via email, June 4, 2024. <p>MOTION: Lavington School Parent Advisory Council approves the addition of Crystal Sage and Genevieve Dunbar as signors on all bank accounts held, and the removal of existing signors Jennifer McCall and Sabrina Hamilton. Existing signors Angela Barnes and Julie Kentel are to remain as a signors. This change is to be effective for September 1, 2024.</p>	<p>MOTION Julie Kentel Nicky Dunlop PASSED</p>