

**Lavington Elementary PAC Executive Meeting Minutes
Held Sept 29, 2024 in the Lavington Elementary Library**

ATTENDEES:

Angela Barnes(Past president)
 Crystal Sage (President)
 Jen de Bourcier (Vice President)
 Julie Kentel (Treasurer)
 Genevieve Dunbar (Director)
 Kylie Walman (Director)
 Michelle Gariepy (Director)
 Karen LaRiviere (Director)
 (DPAC Rep)
 (Inclusion Rep)
 Hana Lebo (Secretary)
 April Kimble
 Larissa Baga
 Leanne Turner

REGRETS:

GUESTS:

Mike Sutch(Principal)
 Colette Bosch (grade 3 / 4 Teacher)

MEETING CALLED TO ORDER: 6:30pm.

REVIEW AND APPROVAL OF AGENDA	
The agenda was approved with <u>no</u> changes. Requested additions to agenda: •	MOVED Crystal Genevieve
REVIEW AND APPROVAL OF MINUTES	
Minutes from the meetings held June 3 2024 were tabled for the next meeting as they were not printed for meeting.	

GUESTS	
<p>Principal's Report- Mike Sutch</p> <ul style="list-style-type: none"> Budget + enrollment <ul style="list-style-type: none"> • 153 students down from 170 • Due to per student funding formula, and now down number of students, therefore this will be a spend carefully year and will need to lean on the PAC more.. Mug and Muffin <ul style="list-style-type: none"> • Wednesday Sep 11th ,meet teachers and see classrooms 8:00 --8:30 • Need support financially, not huge expense • \$147 for muffins and cookies • Coffee+ cream School provides. Stone Soup set Sep 27th <ul style="list-style-type: none"> • Hoping to run stone sup day on Sep 27th/ also orange shirt day Terry fox /X-C <ul style="list-style-type: none"> • Sep 27th is also kick off for cross country • On 18th bring home permission forms: charging for bussing \$1000 for 3 events for 3 buses. • Ex: Lavi to Marshall fields \$300 Kindy T-shirts <ul style="list-style-type: none"> • Well received, kids loved it Macbook <ul style="list-style-type: none"> • School doesn't have macbook, which makes things complicated when working with only PC • Whatwe need a mac for is to present thousands of pictures at once.Rresearch suggested: Macbook Pro \$1199 refurbished sale right now for financial consideration Classroom funds <ul style="list-style-type: none"> • Helpful for our teachers first priority Feeding Futures <ul style="list-style-type: none"> • Continuing with Charette Nelson as lead staff Reno: <ul style="list-style-type: none"> • Behind and on hold, seeking clarity to provide update for October Communication Update <ul style="list-style-type: none"> • Donelda will no longer be able to distribute PAC information(This is a district decision not Donelda's) • Mike will send emails to parents with links to website or facebook • Printing of Hot Lunch labels not determined yet • ACTION: Crystal will invite Archie SD22 director of facilities to next meeting 	
<p>Facility Report- Colette Bosch</p> <ul style="list-style-type: none"> • Positive start up in spite of construction • Educate children about nails and construction safety • New staff and vibes are fabulous • Grow tower back up and running: Colette has seedlings of peas, and brassicas, celery 	

Lavington Elementary PAC Executive Meeting Minutes
Held Sept 29, 2024 in the Lavington Elementary Library

Reports	
<p>Treasurer - Julie Kentel</p> <ul style="list-style-type: none"> • Written report was provided in the meeting package • Professionally is a bookkeeper, therefore will hold firm boundaries, love opinions, but will be clear with hard lines. • Expense approval from, with proof of purchase, forms available online, in office and in kitchen (for clear info flow and to explain who what and why) This info supports documentation and expense reimbursement • Will not run to bank , but will provide 3 business days to allocate/deposit fund, also organize the lock drawer in kitchen for when Julie cant get to it • No e-transfers, will continue to use Paypal for hot lunch, and we have Square • Propose throw out older then 2016, will be shredded and disposed of by Julie • Float: not be used to cover expenses or reimbursements • Float overagee gets deposited to bank account • Expenses invoiced directly by PAC is preferred • Float at \$300 remain here in a new locked drawer. Key to the drawer: 3 keys • in lieu of e transfers someone can organize the categories in a website option • Hotlunch. net can only use Paypal 75% pay online, maybe teach / mentor how to use paypal <p>FINANCIAL OVERVIEW:</p> <ul style="list-style-type: none"> • Gaming funds will come \$20 per student, see at end of september • Proposed budget: Suggested approve things that relate to classroom funds or field trip items first, and can approve later things later like: swimming, bowling etc. Last year spent lots on equipment, but had more money at the start of the year than we have now. <p><u>Suggested:</u></p> <ul style="list-style-type: none"> • athletic fees - intermediate \$310 • classroom support - \$1600 per class \$200 • field trip \$1600 • monthly bank fee \$3.50/ month \$50 a year • office supplies \$ can stay the same • last year spent extra on office can keep it tight @ \$150 or approve to <u>\$200 Agree to keep at 150</u> <hr/> <ul style="list-style-type: none"> • MOTION: To approve budget items Athletic fees, Classroom, Office Supplies and Childcare in the amount of \$2200 <hr/> <ul style="list-style-type: none"> • MOTION: To contribute \$1200 for school purchase of MacBook Pro <hr/> <ul style="list-style-type: none"> • MOTION:To Reimburse Crystal for the baking supplies for Mug + Muffin \$141.76 <hr/> <ul style="list-style-type: none"> • ACTION: AGENDA ITEM -Discuss how to use GIC • ACTION: Julie to inquire with JitterBeans re: past cheques • ACTION: Nickie will receipts to submit \$ 500 approx from past school years • ACTION: Confirm what the minutes need to show in regards to:\$2000 of unspent money from last year, but approved to buy a freezer, which has now arrived. No longer need approval for this freezer; this \$1500 no longer needs to be approved. 	<p>MOVED Julie Kentel Crystal Sage CARRIED</p> <hr/> <p>MOVED Genevieve Hana Lebo CARRIED</p> <hr/> <p>MOVED Kylie Walman Genevieve CARRIED</p> <hr/>

**Lavington Elementary PAC Executive Meeting Minutes
Held Sept 29, 2024 in the Lavington Elementary Library**

Reports	
<p>Hot Lunch – Genevieve Dunbar</p> <ul style="list-style-type: none"> ● Have a hot Lunch Team-Genevieve, Sabrina, Lindsay ● Each set of menus will be 6 weeks, then change around school break. <ul style="list-style-type: none"> ○ Tues: Dominoes ○ Wed: Rotating ○ Friday:Homemade oct 4th- Nov 8th ● Sabrina: online menu ordering, payments etc (Jennifer teaching sabrina) ● Genevieve : planning of volunteers and vendor availability, pricing etc. ● Get order system up ● Foodsafe: only the handler needs to have it. ● MOTION: to cover the cost \$200 each for food safe certification of Sabrina and Lindsay <hr/> <ul style="list-style-type: none"> ● ACTION: Crystal to follow up re hot lunch label printing 	<p>MOVED Julie Kentel Angela Barnes CARRIED</p>
<p>DPAC – Nicky Dunlop</p> <ul style="list-style-type: none"> ● Met new superintendent in summer: discussed her thoughts regarding partner groups and in particular the voices of these groups feels like a collaborating relationship. ● Nicky on leave for 4 months, will step back from PAC, DPAC, ● <u>NEEDS a DPAC rep.</u> ask a parent as its very important and can change budgets to have this representation. Worth the time to put in. Nicky leave in Oct. new executive will be voted in in the fall. Can reach out directly to learn more. ● Need social media person for PAC, facebook. 	

Fundraisers	
Christmas Fair -Crystal Sage	
Moms Pantry -Julie Kentel	
Domino's Dough Raiser - Not happening no one to run	
Art Cards -Erica Verhage	
<p>Fun Fair-April Kimble</p> <ul style="list-style-type: none"> ● Jen de Bourcier offered to step up to take on some fundraiser coordination ● ACTION: Jen will hold a subcommittee will meet to discuss and coordinate before the next general meeting 	

Lavington Elementary PAC Executive Meeting Minutes
Held Sept 29, 2024 in the Lavington Elementary Library

OLD BUSINESS	
<ul style="list-style-type: none"> * Nomination of Director Michelle Gariepy Nominated by Crystal Sage Michelle Accepted nomination- Julie Kental Motion Hana Lebo Second Carried Michelle will continue to update the PAC website 	
<ul style="list-style-type: none"> * Nomination of Inclusion Rep Michelle is considering tabled to next meeting 	
<ul style="list-style-type: none"> * Nomination of Dpac rep Michelle is considering tabled to next meeting 	
<ul style="list-style-type: none"> * April Kimble has taken on the role of Facebook admin and moderator 	

NEW BUSINESS	
<ul style="list-style-type: none"> * Jen introduced us to Sign up Genius. It was discussed to use for this year's PAC. 	
<ul style="list-style-type: none"> * 	
<ul style="list-style-type: none"> * 	
<ul style="list-style-type: none"> * 	
<ul style="list-style-type: none"> * 	
<ul style="list-style-type: none"> * 	

ANNOUNCEMENTS	
<ul style="list-style-type: none"> * Next meeting October 7 6:30 pm in the school library 	

ADJOURNMENT	
<ul style="list-style-type: none"> The meeting adjourned @ 8:35pm 	