

Lavington Elementary PAC Executive Meeting Minutes

Held: Monday, October 7th , 2024 in the Lavington Elementary Library

ATTENDEES:

Angela Barnes(Past president)
Crystal Sage (President)
Jen de Bourcierl (Vice President)
Julie Kentel (Treasurer)
Genevieve Dunbar (Director)
Kylie Walman (Director)
Michelle
(DPAC Rep)
(Inclusion Rep)
Hana Lebo (Secretary)

REGRETS:

GUESTS: Archie

MEETING CALLED TO ORDER : 6:35pm

REVIEW AND APPROVAL OF AGENDA	
The agenda was approved with no changes. Requested additions to agenda: <ul style="list-style-type: none">•	MOVED: Julie Karen
REVIEW AND APPROVAL OF MINUTES	
Approval of last meeting minutes	MOVED: Julie Angela
Minutes from the meetings held on June 3rd were approved as circulated.	MOVED: Julie Angela

GUESTS

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Archies Renovation Report

- Everything is started and ordered, but 3 months behind schedule, which takes us till December as the compilation date.
- Sought information as to why
- Answers: it's the construction industry and the windows for example are extruded and aluminum and more complicated design approval and manufacture. They are in the final stages of being manufactured.
- Weather should not hold up any part of the work aside from caulking.
- Windsor will be able to open from the top; with a height limit of above 7 ft
- General Contractor from Alberta but all contractors are local.
- Criminal record checks have also added a delay. Contractors not allowed on site with our clear crim check and insurance
- The installation will require workers to be in a classroom for 1-2 days, and every window in the school will be replaced. Most of the work is done from outside.
- Children will be off or will rotate rooms.
- Archies offered an afternoon shift 3-9 pm to limit interruption of the learning environment.
- New doors will also include the accessible button
- Brick will not be covered up.
- Samples of material for siding and windows were brought and shared, and next visit wood-like product will be shared
- The roofline will be extended for shelter from the rain
- The entrance will have new lighting and a wood-like feature. This design/ product will be shared with Mike.
- Funded by BC Housing, which handles the RfPs and Contract awards etc..... Archies company has a say in the Quality and products but BC Housing has a say in who does the work. Some of the team is also nearing retirement/ in part-time
- Archie is onsite inspection for moisture
- This delay will not cost the district any future funds, it is fully funded by BC Housing
- Archie will cover cosmetic add-ons
- Colours are similar to those at the school board office, brighter and more modern.
- Grey powder coat has been chosen to limit glare in aluminum siding, and metal was also chosen to be fire-safe.
- At the entrance, the same sign will have a raised font same wording: Lavington School and Community Center in English
- Silyx language will be inside but not on the exterior
- Oven: is owned by the school district, how can it be replaced, as this flat top style is a hazard? Can we get an induction range oven?

Principal's Report- Mike Sutch

- **Fall Conferences:** Oct 23, 11:30-6:30 pm
Will revisit this style schedule in November
Parent Teacher **Goal Setting** Conference
- Volleyball is delayed a week, due to Cross Country: but games and practices start next week.
Girls have both grade 6 and 7 teams, and the Boys have a grade 7 team with grades 5,6 and 7 boys.
- The cross-country race had an EVACUATION of 50 students due to a lightning storm, and it was done collaboratively and quickly in minutes. Practice of Emergency planning led to this
- The OLD OLD OLD PAC computer, If we can't access this password by the end of this week please email Mike or Donelda If not it will be wiped clean
- Photo Re-Takes Oct 24th
- **ACTION:** Can PAC consider paying for Lavington Elementary Clothing for next year

Faculty Report:

- N/A
- **ACTION:**

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<p>Treasurer - Julie Kentel</p> <ul style="list-style-type: none"> ● Overview of Treasure report, layout, layers we need to know and where to look for key information and numbers. ● How often to we all need to have this information shared with the PAC ● ● ACTION: Discussed the sharing of this information: Suggested that it be sent out by Digitally (email and in drive) and Overview printed <ul style="list-style-type: none"> ○ The overview has the most time-bounded information (additions and deductions) and funds available for immediate use, held in reserve and total CASH and Revenue ○ If we approve this within the minus, it does NOT need to be posted on the PAC site ○ Add a note on where to access this financial info on the side <p>FINANCIAL OVERVIEW, as at September 30, 2024 was presented and approved. If anyone wishes to see more detail they can request to see this by contacting the gmail email.</p> <ul style="list-style-type: none"> ● ADD: ● DEDUCT: ● PRE_APPROVED: ● FUNDS AVAILABLE FOR IMEDIAT EUSE 	<p>MOVED: Crystal Genevieve CARRIED</p>
<p>DPAC – Nicky Dunlop</p> <ul style="list-style-type: none"> ● This spot is open and available ● The role was briefly described again 	
<p>Hot Lunch – Genvieve, Sabrina and Lindsay</p> <ul style="list-style-type: none"> ● Website, populated and running ● Short on volunteers at first, but it has been sorted ● Need to fit Freshie in on a different day, none on Halloween, which is ok ● Pricing Increased and the .50 c to each order as requested at last PAC to earn some money via this program ● Doing best to keep variety and looking at homemade items ● Trying to be budget friendly so can maximize offering in quality and variety of homemade one with an increased cost ● Question: is there a food fund spot for parents to donate to the school? No, because it has yet to be discussed at the PAC ● Question: Has Lindsey taken food safe yet ● Saputo has a minimum order fee, but they are cheaper than wholesale club ● Pricing adjustments can be changed as we go. <p>ACTION: Do we want to offer a Food Fund button?</p> <p>Food Fund money is not the PAC money, it goes to the school to support feeding kids in need. In the past this was CASH, But we suggest it be done through the hot lunch website. these funds will be accessed by Mike and Faculty and they will place the order on behalf of their need, via thi button</p> <p>The button will have an explanation added.</p>	<p>MOVED: ALL</p>
<p>Fundraisers</p>	
<ul style="list-style-type: none"> ● Jen Debourcier: offered to take over Moms Pantry and gave a deadline to support it getting into the Lavington Newsletter. <ul style="list-style-type: none"> ○ Notes that offering to the community before school community is backwards, but after discussion it was clarified that she can have it ready by Thanksgiving ● 	

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OLD BUSINESS	
<ul style="list-style-type: none"> ● Review of Action Items ● Sabrina: wants to talk about the Buddy Bench plaque ● Completed Oct 7th <ul style="list-style-type: none"> ○ Where do we watch this picture ○ Donated as a legacy gif from a combo of the class of 2023 and PACt, owned by SD22 ○ Work order required, to add a plaque ○ She would like PAC's opinion on what we want. ○ 1. Just a plaque outside on a bench. ○ 2. Picture in the foyer. ○ 3. Both pictures in foyer and the plaque on the bench. ○ Once we have a decision we can let her know and she will price out. ○ Guess the cost to hang a plaque \$250 on the Bench, this does not include cost of the plaque ○ Mike suggested: tabling the idea and sharing that it was acknowledged through a ceremony and the only thing missing in recognition 	:

NEW BUSINESS	
<ul style="list-style-type: none"> ● Discussion on the plan for the GIC coming up for renewal in November. ● if we approve, the minutes approved in Nov we can decide and move forward ● Should we roll it over, and not take it out and keep this solid appropriate number as is ● Renew GIC with present balance and any interest from the current term for another 1 yr term 	MOTION all carried
<ul style="list-style-type: none"> ● Discussion of signers: <ul style="list-style-type: none"> a. Sabina b. Jenifer no longer able to sin c. Julie d. Angela B <li style="padding-left: 40px;">MOTION: Remove Sabina and Jenifer ● Suggested new signers <ul style="list-style-type: none"> a. Crystal b. Julie c. Angela d. Geneive ● Can only make one change per year without paying for it. <p>Julie will wait until November to contact bank and make this change'</p>	MOTION Jen Geneivee
<ul style="list-style-type: none"> ● Discussion of assignment of keys for the PAC drawer in the school kitchen + access procedures. ● HAVE lock drawer on site now, but 3 keys are sitting in PAC inbox around the corner ● Suggest a sign-in sheet for access: what doing..Discussed location of keys ● PAC member can't ask Mike or Donelda for a key, they must go thru PAC ● ● MOTION: Director/ Hot Lunch PAC Rep (Geneivee) and Treasure(Julie) hold key, and principal and secretary hold the key <p>ACTION :Julie will make a sign in sheet</p>	MOTION: Julie Hana
<ul style="list-style-type: none"> ● Discussion of change of PAC email password + access procedures <p>MOTION: Do we agree to change password, and share it but not verbally Who will have this password this year, what is out password protocol?This will be changed annually</p> <ul style="list-style-type: none"> ● Drive, email and calendar password knowledge goes to: ● President(), Hot Lunch () and Treasure () [to be changed annually 	MOTION Jen Hana

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ANNOUNCEMENTS

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ADJOURNMENT

The meeting adjourned @ 8:13 pm