

**Lavington Elementary PAC Executive Meeting Minutes**  
**Held January 13th 2024 in the Lavington Elementary Library**

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**ATTENDEES:**

Crystal Sage (President)  
 Jen de Bourcierl (Vice President)  
 Julie Kentel (Treasurer)  
 Genevieve Dunbar (Director)  
 Hana Lebo (Secretary)  
 Amy Griffith  
 Caleda Otter

**REGRETS:**

Angela Barnes

**GUESTS:**

Mike Sutch  
 Collete Bosch

**MEETING CALLED TO ORDER:** 6:30 pm.

REVIEW AND APPROVAL OF AGENDA	
The agenda was approved with no changes. Requested additions to agenda: <ul style="list-style-type: none"> <li>● Renewal of the website</li> <li>● General discussion of the website.</li> </ul>	<b>MOVED:</b>  Jenn Crystal
REVIEW AND APPROVAL OF MINUTES	
Minutes from the meetings held on December 2nd were approved as circulated.	<b>MOVED:</b> Karen Julie <b>ALL IN FAVOR</b>

GUESTS	
<p><b>Principal's Report-</b> Mike Sutch</p> <p><b>PAC Kitchen and Stove:</b>                      Mike spoke with the Hot Lunch crew and Licensing for Childcare regarding kitchen safety. The issue with knives in the sink was addressed, and it was noted that knives are not allowed unless they are securely locked away.</p> <p><b>SD22 Redno Fund:</b>                      The Redno Fund will cover the cost of a new oven and stove. Archie will work with suppliers to explore options and will send them to Mike, who will then share the details with Crystal.</p> <p><b>Grade 7 Basketball Team:</b>                      The boys' Grade 7 basketball team has been dropped, but we still have one grade 6 girls and one grade 7 and a 6/7 combo boys basketball teams. Please ask the kids to commit to this.</p> <p><b>Silverstar Ski/Board Opportunity:</b>                      The Silverstar Ski/Board opportunity is open to all, and children are expected to participate. Mike is seeking support for the children involved. The expectation is that all children will attend, as it is part of a well-planned and important curriculum. A budget has already been created for this, and parents must be involved. If a child does not attend, the cost will be covered by the school. Please respect the time and effort that has gone into organizing this opportunity</p>	

Reports	
<p><b>Treasurer -</b> Julie Kentel</p> <ul style="list-style-type: none"> <li>● Totals of accounts were reviewed: see Treasures report</li> <li>● Outstanding checks on the way</li> <li>● Approved spends of \$3969.98</li> <li>● \$9265.34 Available funds</li> <li>● Physical copy of the printed report printed and available</li> </ul> <p><b>MOTION:</b> The PAC pays up to 300 dollars to sharpen skates</p>	<b>MOVED:</b>  Crystal Jenn <b>ALL IN FAVOR</b>  <b>APPROVED</b>
<p><b>Hot Lunch –</b> Genvieve, Sabrina and Lindsay</p> <ul style="list-style-type: none"> <li>● <b>Discussion regarding Volunteers:</b></li> <li>● <b>Kitchen Reno:</b> We were updated by Mike.</li> </ul> <p><b>ACTION:</b> Create a due diligence system to keep both the FOOD SAFE Kitchen Manager and License</p>	Hana Lebo
<p><b>DPAC –</b> Nicky Dunlop</p> <ul style="list-style-type: none"> <li>● No one attended the meeting, still need DPAC rep</li> </ul>	

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<p><b>Faculty Report Kaitlyn Tuomi:</b></p> <ul style="list-style-type: none"> <li>● Skating started and has been huge help</li> <li>● Arriving after the break has been good.</li> <li>● Need Helmut donations 9 large or size 8+ ), possibly skates and skate guards.</li> <li>● Mike is absent from home to support his son, who broke his back in a hockey accident</li> <li>● Survey: Will look at the survey and give feedback.</li> </ul>	
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**OLD BUSINESS**

<p><b>Fun Fair: Approve fun fair budget- prizes, concession, sign up genius (one month)</b></p> <ul style="list-style-type: none"> <li>● Last year prizes, were purchased on Amazon, Teach and Learn and local dollar and grocery stores.</li> <li>● Prize update:             <ul style="list-style-type: none"> <li>○ Alex and Ria will make 3d printed stuff, keychains, stickers, tattoos, playdoh, water bottles and items with Lavington Lynx.( will invoice PAC directly)</li> <li>○ Amazon: snap bracelets, digits, Sensory Stuff</li> <li>○ Popcorn: We will provide and sell</li> </ul> </li> </ul> <p><b>Well-liked items were suggested:</b></p> <ul style="list-style-type: none"> <li>○ Mood rings, pop its, magic wands</li> <li>○ Less garbage, more consumables as a goal.</li> <li>○ Stickers from amazon</li> </ul> <ul style="list-style-type: none"> <li>● It was advised that we could take advantage of treating Funfair like a business and save data, and information could be better organized so that each year we are not starting from scratch.</li> </ul> <p><b>ACTION: Hana to source Sensory items.</b></p> <p><b>MOTION: to spend up to \$1300 for prizes for the prize table.</b></p> <p><b>MOTION: to cover up to \$50 for a month sign up genius 14th Jan- 14th Feb</b></p> <p><b>Concession:</b></p> <ul style="list-style-type: none"> <li>● Sam will do a concession, for Funfair.</li> </ul> <p><b>DISCUSSED:</b></p> <ul style="list-style-type: none"> <li>● Bubble Wonders Show: Evening 5:00 is the ideal time, no later, add popcorn and juice concession</li> <li>● <b>Talent Show:</b> Heather would organize, This would take a lot of work, it was suggested this be in school.</li> </ul> <p><b>SUGGESTED :Raffel: For a family experience</b></p>	<p><b>Julie Jen ALL IN FAVOR</b></p> <p><b>Hana Crystal ALL IN FAVOR</b></p>
<ul style="list-style-type: none"> <li>● <b>March 13 Talent show:</b> <b>Talent Show:</b> Heather would organize, This would take a lot of work, it was suggested this be in school. Does it have to be a competition, let's postpone to ask Heather Langois</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Faculty Survey:</b> <ul style="list-style-type: none"> <li>- Worked well, Amy gathered feedback from my division</li> <li>- People suggested: Alan Brooks.... Swimming, Cross county Skiing, Osmo Pizza game,chair silencers</li> <li>- It was great to hear directly from teachers about their wishes and needs.</li> <li>- Julie offered to follow up with teachers, regards the money approved before approving more money. how will this spending work, We need to have concrete steps.</li> </ul> </li> </ul>	

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NEW BUSINESS	
<ul style="list-style-type: none"> <li>● Succession Planning for next year's executive board</li> <li>● Julie will stay as treasurer.</li> <li>● PAC could hire a bookkeeper, which would save volunteer time for the treasurer. Do we want to save this support at a \$300 cost.</li> </ul>	
<p><b>Basketball Game Referee:</b></p> <p>Mike Shaered that 2 home teams, must supply referees. At other schools this person is hired, other times, this falls on principle. HE looked into this and shared: To hire Refs Mike spoke with the athletic association and learned PAC pays for this \$400 approx 8 games and tournaments will cost more.. Costs would go to the Athletic Association.</p> <p><b>MOTION:</b> PAC pays for this \$400 approx 8 games and tournaments will cost more.. Costs would go to the Athletic Association.</p> <p><b>This learned fact, will be done at all future sports teams in future, so that it is equitable. Ed Laflurge can organise and Donalda can invoice the PAC</b></p>	<p><b>JULIE JEN ALL IN FAVOR</b></p>
<p><b>Discussed the ideal meeting date: Meetings in week 2 are easier for Treasurer:</b></p> <p><b>ACTION:</b> change meetings for PAC to be the second week officially</p>	<p><b>Crystal Julie Carried</b></p>
<p><b>ACTION:</b> Create a survey: on how to like to receive communication. PAC will decide based on this survey via an email decision. What are the parameters? Of x responses, how many are a deciding vote? Amy will do it and we will review this next time.</p> <p><b>MOTION:</b> PAC approve renewing the current PAC website domain hosting for \$49 for a 2-year</p>	<p><b>MOTION: Jen Crystal ALL IN FAVOR</b></p>

ADJOURNMENT	
The meeting adjourned @ 8:51pm	