

Parent Advisory Council (PAC) Meeting Minutes

Date: October 15, 2025

Duration: 36 minutes, 57 seconds

Attendees

- Brandy – Chair
- Jessica Edwards -***vice***
- Claudette -DPAC
- Jessica Armstrong - Treasurer
- Donna Arnold – Principal
- Lindsey Sanderson – Vice Principal

1. Agenda and Minutes

- Approval of Agenda: Motion by Edwards.
- Approval of September Minutes: Motion by Edwards, seconded by Claudette.

2. Chair Report

- No report.

3. Principal's Report

- Monthly newsletter sent out.
- School Spirit Day on October 31 (Costumes or black and orange).
- Costumes must allow learning, be non-discriminatory, show faces, and exclude gore, props, or weapons.
- Staffing Updates: Librarian transitioned back to Imagine; TTOC with library experience filling in. Hoping to hire next week for a temporary librarian position (Ms. Larson returning in September).
- Learning Spaces: Empty classrooms upstairs converted to support learning. One used for IDT team; another for child and youth care worker.
- Enrollment: Ministry updated language around medical diagnoses and class composition. Catchment area aging, but new developments expected to increase enrollment. Planning for growth as a choice program.

4. DPAC Report

- ASSAI Fund: Continued this year; PACs can apply for EA support in afterschool programs through the principal.
- Anti-Bullying/Anti-Racism: Letters sent reinforcing consistent codes of conduct and training.

- EA Support: Continued recruitment and multidisciplinary team efforts.
- Sexual Health Curriculum: Lessons and resources available for all grades.
- DPAC Update: Refreshing mission, vision, and creating an Indigenous-inclusive logo. Encouraging use of Microsoft 365 district accounts for secure PAC communication.
- Budget: Approved; increased funding for speakers and workshops.
- PAC Café Event: October, 7–8:30 PM at the high school NLC.
- Elementary Takeaways: Focus on inclusivity, discipline consistency, and code of conduct participation.
- ASSAI Grant: Received EA support for band and choir extracurricular programs.

5. Treasurer Report

- Gaming Grant Received: \$5,620.
- Financial report to be completed this weekend.

6. New Business

- Gaming Grant Update: Reports for 2021–2022 submitted by Jessica; bank records printed (\$60 fee).
- Hot Lunches: Monthly lunches returning; first one Halloween (pizza). Orders via Munchalunch; closes one week prior.
- Fundraisers: Ongoing Neufeldt fundraiser for frozen food items; timely pickup required due to lack of storage.

7. Teacher Requests for Funding

- School-Wide Field Trip – Wizard of Oz: Total ask: \$3,600 for 300 students and staff. Motion to approve \$1,800 from gaming account: Jessica first, Claudette second. Motion passed.
- Kara's Curriculum Request: \$37 USD for social-emotional learning program. Motion to approve up to \$60 from main account: Jessica first, Claudette second. Motion passed.
- Freezer Space: Shared use agreed upon; PAC will need space for turkeys before Christmas break only.

8. AGM & Elections

- Chair: Jessica Edwards
- Vice chair: Brandy Crawford
- DPAC:
- Treasurer: Jessica Armstrong
- Secretary: Claudette

9. Secretary Role and DPAC

- Claudette will take on Secretary role Claudette will continue DPAC duties as well.

10. BCCPAC Conference

- Motion to purchase membership (up to \$100) if Claudette attends conference. Claudette first, Armstrong second. Motion passed.

11. Parking Lot Update

- Al Van Tassel (Facilities): Met with city. City will install new No Parking signage and paint stop lines for improved safety and flow.

12. PAC Christmas and Pancake Breakfast

- Kiwanis will serve breakfast.
- Each teacher receives \$50 for classroom supplies.
- Santa to distribute gifts to teachers.

13. Christmas Store

- Annual event where students pick gifts for family members. Collecting gently used items (no toys this year). Donation bin labeled 'Christmas Store' to be placed at front entrance.
- Event likely Wednesday, December 17 (cleanup on Dec 18). Hosted in drama room; teachers sign up for timeslots. Volunteers ('elves') wrap gifts.
- Fundraiser: \$2 donations encouraged, but all students receive gifts.
- Storage: Items typically stored in drama room or under the school. Alternative storage to be arranged if needed.

14. Spring Fundraiser

- Considering fundraiser near Easter or Mother's Day. Options: Online program (45% return) or traditional program (50% return). Seeds & Spices

15. Next PAC Meeting

- Date: Wednesday, November 19, 2025.