



Parent Advisory Council MINUTES

South Kelowna Elementary PAC Meeting MINUTES

Date September 20, 2023 | Time | 7:00pm Location | SKE Library

Meeting called to order by | Carling Lorentz

IN ATTENDANCE

Carling Lorentz	Jasmine Lemon	Amanda Stevens		
Heidi Van Aerden	Kristi Caldwell	Jenny Dersch		
Michelle Scheibel	Dayna Hatter	Jordana Magin		
Ashley Bush	Robyn Straume			

AGENDA DETAILS

Carling Lorentz

- Welcome Everyone and Call to order
- Establish Quorum
Draft: at least 6 voting members, 3 executive members
- Agenda: Additions/Approval
Draft Motion: 7:02pm
Carling requests a motion to adopt agenda as presented
Motion approved by: Dayna Seconded by: Heidi
- Minutes: Additions/Approval
Draft Motion:
Carling requests a motion to accept the June 21, 2023 PAC Minutes as presented
Motion approved by: Michelle Seconded by: Ashley

SPECIAL PRESENTATION

n/a



REPORTS

1. Principal's Report- *Jasmine Lemon (approx. 5 minutes)*

- 273 students. Will still be some fluctuation
- 12 classes
- FTE's increased for:
 - Librarian full time. Used to be 4 days a week. Jenny Price (new)
 - ELL/prep teacher
 - Indigenous advocate
 - 2 days a week for counsellor
 - 3 days a week for resource teacher
- Angela is now in the office
- Barriers have been removed when coming into the school (Covid plexi, desks in lobby, etc)
- Orange Shirt day. Planning an assembly. Debut for grade 6 leadership students. They will lead activities
- Parent teacher conferences Oct 4 and 5
- Accessibility bus
 - Enhancement agreement with the district is required. They already have 30 and do 3-5 a year. The superintendent decides.
 - We will hear after their meeting in October
- Sound system:
 - There is going to be an assessment done this month
 - Points West is the company who works in the district
 - Want it done for the winter concert
 - 2 or 3 standing speakers (no hard install)
- Basketball hoops
 - Requisition still in the queue
 - Doesn't require an enhancement agreement because it's a repair and already in place
- School fees covered (field studies) by the government have been reimbursed
 - \$7500 sitting in the PAC account
- We received a donation from "JT & MS" for \$373, but no note as to why or who that is

2. President's report- *Carling Lorentz (approx. 5 minutes)*

- BBQ
 - Thanks to Dayna for doing the purchasing!!!
 - Great feedback
 - Making it annual
 - For next year we'll plot it out to know how many tables, bbqs, etc
 - Carling put a card together for the firefighters to say thank you
- Vacant positions
 - Fundraising co-ordinator. We may each want to take one fundraiser and go without a central person
- Future PAC meetings
 - October 18, 2023
 - November 22, 2023
 - December 20, 2023 (PAC Executive only)
 - January 17, 2024



February 21, 2024
March 13, 2024
April 17, 2024
May 15, 2024 (AGM - voting)
June 19, 2024 (PAC Executive only)

3. Treasurer's Report- *Michelle Scheibel (approx. 5 minutes)*

- Balanced
- Gaming account balance = \$6,323.20
 - o Applied for the grant through BCLC this year – done.
 - o Grant comes in in October
 - o Spending is restricted and record keeping needs to be reported, therefore we like to use it for bigger items
- Haymaker for Halloween Howl is paid
- PAC Account balance = \$31,148.76
 - o Includes \$13,733.73 for the accessible play ground (which needs to be quoted). \$17,415.03 without
- Field trip allotment
 - o \$35 / student already paid. We had approved this in June 2023. We have more students than we thought, so we're over budget
 - o \$2,000 was unused by teachers from last year. We voted that it should be returned to us for future trip budgets

Motioned and 2ndd: Carling and Heidi
Majority passed the motion
- BBQ
 - o \$657.21 profit for the bbq
 - o Have leftover stock to resell (not perishable) at the Halloween Dance
- Return it cheque came from a parent for \$673.80, but it's made out to SRE PAC. Michelle's trying to fix it
 - o Going toward the grade 6's
- Halloween Dance
 - o Flyer going out
- BCCPAC renewal \$75 approved
- Capital improvements
 - o Jasmine is following up on basketball hoops and lines
 - o Still waiting for invoices for sandboxes

4. COPAC Representative – *Vacant Position (2 minutes)*

- What is COPAC?
 - All schools represented at a meeting hosted by SD23
 - Learn things to bring to our school
 - Held once a month, 1st Monday (Oct 16th is second we missed the first) @ 7pm
 - A Zoom option
 - We're going to take turns going:



October 16	Ashley
November 6	Dayna
December 4	Michelle S
January 8	Amanda
February 5	Jordana
March 4	Jenny
April 8	Jen
May is the AGM	
June 3	Heidi

5. Fruit and Vegetable Coordinator Report – *Jennifer Dersch (2 minutes)*

- Fresh to You
 - 8am – 3pm order drop off on Tuesdays
 - Jenny needs help getting notified that it's arrived
 - Call tree: Jenny ☐ Michelle S ☐ Amanda
 - Bins are available to fill and distribute to classrooms
 - Ask for Jasmine to make sure the teachers are sharing the educational piece that comes with each shipment
 - Kamal is staying on as the Food Safe person

6. Health and Safety Representative Report- *Vacant Position (approx. 5 minutes)*

7. Food Program Coordinator Report - *Dayna, Robyn and Amanda (approx. 5 minutes)*

- Needs \$450 - \$600 per session for subsidy (historically)
- We know of 2 kids who need full subsidy. Jasmine will confirm how many total
- We are feeding 23-26 kids lunch right now
- \$250 raised from munchalunch currently
- Suggestion – Have a separate page for parents to make a donation
- Motion to approve \$750 for subsidy was approved by the majority

8. Fundraising Coordinator Report- *Vacant Position (approx. 5 minutes)*

- Fresh to You fundraiser
 - Buy bundles of veggies
 - 40% goes back to the school
 - Need to order at least 40 bundles for free shipping
 - Order deadline Oct 20th and payment is due Oct 25th
 - Nov 15th – 25th delivery
 - Use munchalunch
 - Need a team to unload and make bundles. Make kids do it?
 - Fresh to You provides forms to distribute
 - Dayna will organize
- Purdy's
 - Jordana will organize

9. Communications Coordinator Report- *Kristi Caldwell (approx. 5 minutes)*

- How it worked last year: Kristi polished communications going out for grammar, formatting and consistency
- For this year:



- Kristi would like to know in advance when launching initiatives
- Jasmine wants to see all communications before going out and then she'll send them to Angela to distribute
- Now using a template with imagery
- Halloween Dance
 - Flyers going out next week
 - 275 copies
 - Print in black and white on orange paper
- Social Media
 - Facebook group
 - Any communication that goes out will be posted there too
 - Admins: Carling, Michelle S, Robyn
 - Robyn can monitor

10. Green Committee Report- *Ruth King (approx. 5 minutes)*

- Lomi
 - Ms Vecchio is taking 1
 - Jenny leant one to the school and it wasn't returned.
 - Jasmine will find out where the other one went. There had been 2 and can only find 1
- Carling wants a returnable bin in the classrooms for juice boxes, cans, etc. Money would go to the grade 6's
 - Carling wants to purchase small bins at the dollar store
 - Grade 6 lunch monitors can do a daily dump and consolidate in 1 big bag in the kitchen in a cabinet
 - Majority voted to buy bins out of the green committee budget
- Garbage can painting
 - Sample paint cans are going to be used

OLD BUSINESS | NEW BUSINESS

Kick Off Party in September- *Carling, Ashley, Michelle S*

Updates to PAC portion of school website- *Carling Lorentz*

- Let's make it look better
- Our pictures and bios can be on there
- Links for hot lunch, etc
- What does the PAC do? And what are we working on

Google Drive - *Carling Lorentz*

- Carling is going to work on this with Jasmine

Volunteer List for this year - *Carling and Ashley*

- Wants to have a central list
- Ask parents on last years list if they want to get involved this year too
- Going to send out an email asking for volunteers



FinS (Fish in School) Program- *Amanda Stevens*

- Tank coming and will be installed in the lobby
- To hatch salmon fry
- Will release with the kids
- Ms Vecchio is going to take care of them (grade 3's)
- Less than \$2,000

Spuds in tubs - *Carling*

- Growing potatoes
- Grade 3's, Ms Estey
- Grow them and cook them

Year Book for 2023-2024 -Updates – *Ashley Bush*

- Ms Morgan can help out with Grade 6's for leadership project.
- Jasmine and Ashley will connect to figure out logistics of how to keep up to date on what's happening and pictures

Kitchen clean up – *Jordana*

- Thank you!!!!

Reusable Library bags - *Carling*

- Next meeting
- 4imprint.ca can supply maybe?
- Maybe can logo the bag using person for Spirit Wear

ADJOURNMENT

Motion to adjourn the meeting at 8:38pm

NEXT MEETING

SCHEDULED FOR October 18 , 2023. 7:00pm - SKE School Library.

SKE PAC Information and Meeting Minutes | <http://www.ske.sd23.bc.ca>
COPAC Information and Meeting Minutes | <http://www.copac.sd23.bc.ca>
District and Committee Information | <https://www.sd23.bc.ca>

