



PAC Meeting Minutes

Date: Tuesday September 14, 2021

Location: Ladner Elementary – online Microsoft Teams

Time: 6:30pm

Attendees: Toshi Carleton, Stephanie Matheson, Tegan VandenBoer, Missy Thornton, Merrilee Watts, Amber Davis, Jodie Rowe, Stephanie Davis, Tyla Langdon, Shelley Perry, Kevin Jones, Chelsea Trenkel, Alyson Fraczek, Jordan Timber, Shannon Forbes, Christy Sanderson and Lauren Nielsen.

1. **Welcome/Call to order at 6:30pm.**

2. **Approval of Agenda**

Approved: Missy Secoded: Jodie

3. **Approval of Minutes from May 2021 meeting**

Approved: Jodie Secoded: Merrilee

4. **Principal's Report – Toshi**

- Welcome back on the first day of school was perfect. Thank you to the PAC for hosting this.
- Class placements are now complete.
- Sept. 10: Brazilian Dance Drum Troop performed outside for the students.
- Classrooms are currently being painted. Mrs. Jaffer's class will be heading to a portable in 1.5 weeks as her classroom is next.
- Sept 17: Terry Fox Run. Primary and Intermediate will be running at separate times outside. A notice for online donations went home.
- Sept. 20: elections in the gym (gym closed to classes)
- Sept. 24: Pro-D (no school). Teachers will have in-house sessions as well as a guest speaker regarding anti-racism.
- Sept. 29: Orange Shirt Day
- Sept 30: Day of Truth and Reconciliation (schools closed)
- First fire drill of the school year to be held at the end of September (date to be determined).
- Oct 1: Photo Day
- Evans Lake for this year's grade 7's has been cancelled for October 2021 due to Covid but re-booked for June 2022.

5. **President's Report – Tegan**

- Introduction of the Executive PAC:
President: Tegan VandenBoer
Vice President: Missy Thornton
Treasurer: Merrilee Watts
Secretary: Amber Davis
CPF Rep: Jodie Rowe
DPAC Rep: Stephanie Davis
Member at large: Tyla Langdon
Member at large: Shelley Perry
One position remains open for Member at large.
- position Member at large.
- **The Executive PAC would like to pass a motion to add LE parent Chelsea Trenkel to join the Executive PAC as Member at large. All in favour / 0 opposed.**
- **Chelsea Trenkel to take the last Executive seat as Member at Large. All in favour / 0 opposed.**
- Welcome Chelsea!
- Another \$1,800 has been raised with the Bottle Drive.
- Growing Smiles Fall Plant sale ends tonight.
- *Question from Tegan to Toshi: can the PAC do hot lunch and treat days?* Toshi confirmed hot lunch is a go this year, but parent volunteers will not be able to deliver the food to classes. Instead, there will be student runners to do this.
- *Question from Tegan to Toshi: can we switch our hot lunch days from Fridays to Mondays?* Toshi advised that the change should be fine if it works better for the PAC.
- Popcorn treat days: Sage is unavailable to make the popcorn for these treat days. The PAC is currently looking for another parent who may be interested in doing popcorn treat days a few times during the school year. If interested, please email lepacinfo@gmail.com
- Changes to current bylaws:
The Executive PAC met over the summer to find ways to change some bylaws to make it easier for LE staff, who are also parents at Ladner Elementary, to join the PAC and become voting members as well as put limitations on spending.
- **The Executive PAC would like to have a vote for changes to the following bylaw:**
Membership
current bylaw: NON-VOTING MEMBERS: Administrators and staff (teaching and non-teaching) of Ladner Elementary may be invited to become non-voting members of the Council.
change to: VOTING MEMBERS: All parents and guardians of students registered in Ladner Elementary are voting members of the Council.
Parents and guardians who are administrators and staff (teaching and non-

teaching) of Ladner Elementary may be invited to become voting members of the Council.

All in favour / 0 opposed.

- **The Executive PAC would like to have a vote to add the following bylaw:**

Financial Matters (to add to bylaws).

For special events/fundraisers: planning costs etc.

To add: “The Executive PAC can pass a vote via in-person or via email in writing, in advance of the next general PAC meeting, if additional expenses occur for a special event or fundraiser. The Executive PAC can pass a vote for additional expenses up to \$500 without the need to hold a general vote.”

All in favour / 0 opposed.

6. **Treasurer’s Report – Merrilee**

- Mabel’s Labels current profit: \$124.04 (cheque has been received and will be deposited into BMO this week)
- Chopped Leaf profit: \$9.75 (money received via e-transfer)
- Bottle Drive: (July 1st, 2021, to September 14th, 2021) \$1,375.10 profit. Funds are held at the Recycle Depot and need to be deposited directly into the Playground Account.
- \$150 in cash donations was made at the Welcome Back (first day of school).
- Gaming grant: should hear back in early October.
- Current account totals as of September 14th, 2021:
 - General operating account balance BMO: \$9,871.73
 - General operating account balance CIBC: \$22,066.90
- - Gaming account balance: \$3,173.75
- - Playground account balance: \$46,691.95
- Playground Go Fund Me account: currently \$2,334.00 as of September 14th, 2021.
- *Comment from Tyla: the account balances do not match regarding donations on the Playground Committee reports vs. Treasurer Playground account balance. Merrilee advised that a \$800 deposit from the Bottle Depot is still to be added to the Playground account numbers as well as Merrilee will check if the funds from the online auction have been transferred to the Playground account.*

7. **Vice President – Missy**

- *Question from Missy to Toshi: is the Food Share Program still on for this school year? Toshi advised that the school is currently still receiving donations from Food Security via the district and amount of food is sufficient. Toshi would like to hold off on starting up the Food Share program until October at the earliest.*
- *Question from Missy to Toshi: Can a PAC representative attend a staff meeting so that they can ask the staff questions and share/explain upcoming PAC*

plans/events? Toshi does not see this as being a problem and will confirm with the Teachers if a PAC rep can join in person or online. The next staff meeting is Monday October 4th, 2021.

- *Suggestion from Tegan: perhaps a PAC rep can attend a staff meeting after our PAC budget meeting.* Toshi responded yes.

8. **Committee Reports**

• **Garden - Tegan:**

- The garden is currently overgrown, and we are looking for volunteers to weed the garden. Please email lepacinfo@gmail.com if you would like to help with this.
- *Comment from Toshi: the dying plants within the garden boxes have seeds that are eaten by the birds. Please leave the garden boxes and only weed outside of them.*
- The outdoor classroom area is also to be left alone until we are ready to move forward with it.
- bird houses are still being put up on the side of the shed in the garden.
- Many thanks to all those who volunteered and helped water the garden over the summer months!

• **CPF – Jodie:**

- CPF stands for Canadian Parents for French and you can always find more information about the CPF at <https://cpf.ca/en/>
- September 12th, 2021 was the annual general meeting.
- Memberships are \$25 per year.
- 90% of membership fee on memberships bought before October 31st will go back to the CPF Delta chapter!
- If you have a specific CPF question, feel free to email the PAC at lepacinfo@gmail.com with Attn: Jodie in the subject box or check out the CPF website noted above.

• **DPAC – Stephanie:**

- Next meeting: Monday September 20th, 2021, at 7pm online via Zoom. Doug Sheppard to be presenting. You can register in advance online at the DPAC website <https://www.deltasd.bc.ca/resources/delta-parent-advisory-council-dpac/>

• **Playground – Tyla:**

- pre-auction Playground funds amount is at \$77,000 (includes in-trust funds with the school board).
- The Playground Project has two accounts: one PAC playground account and one in-trust account with the school board. The school board account is where we can issue tax receipts for donations over \$25.
- *Question from Tyla: if we can't access the PAC drawer in the school, can cheques be issued for transactions with the school board?* Toshi would like to keep transactions as is and will allow access to the PAC drawer in the office of the school.

- The school board is re-evaluating plans for the playground due to location issues. They will map out an updated area and provide options for us.
- The larger primary structure (one with no/broken slides) is to be removed within two years and the smaller wooden primary structure is to be removed as well (timeline unknown).
- *Comment from Toshi: by extending the new play structure into the grass field, it changes the needs of the maintenance and facilities crew, which therefore plans need to be re-evaluated.*

9. New / Old Business

- The old hot lunch site is no longer in use as it was at a cost of \$125 per year and we can use Google Forms to take orders for hot lunch. E-transfer is now available for payment as well as we can setup Stripe. We could also use Bambora if needed and still take paper orders.
- We are looking for parent volunteers to help run hot lunch for this school year. You will be trained on how to use the new system and will work closely with PAC members for hot lunch dates and vendors. Please email lepacinfo@gmail.com if you are interested in helping with hot lunch this year!
- We have a new subscribe button so that any PAC related information does not need to go through the school and then sent out to parents. Please visit our Ladner Elementary PAC website at <https://www.ladnerelpac.com/> for all the latest updates on PAC news, events and fundraiser as well as to **subscribe** to our PAC correspondence.
- A payment was made to the old hot lunch website. Tegan is working on this.
- **Fundraisers!!!** If you have an idea for a fundraiser and/or want to run one, we would LOVE to hear from you! Email us at lepacinfo@gmail.com
- Upcoming fundraisers include Created by Kids, Neufelds, Winter Plant Sale, Purdys and a special welcome back event that supports our Playground Project.
- *Question from Tyla to Toshi: would it be best to send an email to the staff outlining specific dates/timeline for the Created by Kids artwork?* Toshi advised to also include in the email criteria for the teachers to follow and perhaps steps from start to finish so there is a clear expectation of what the artwork should be. Tyla to email Toshi the letter to the teachers and then she will pass it on to the staff. About 500 art sheets will be needed.
- Shred-A-Thon hopefully in the New Year.
- The LE PAC is hosting a Fall Fling at Emma Lea Farms on Saturday October 23rd, 2021, from 9am to 5pm. This is a special event to welcome back our new and returning LE families, as well as an invitation to the community to help support our Playground Project in partnership with Emma Lea Farms and Applewood Nissan.
 - We will be having Pork Mafia Food truck in attendance with live music, a pumpkin patch and so much more! Details to be announced very soon!

- Shelley confirmed a local company matched their bottle donations and have provided a cheque of \$650 to the Playground Project. Cheque is in the PAC drawer.
- Please reach out to any other larger companies that you may know of to bring in more donations for our Playground Project. Currently we need about \$25,000 more to start breaking ground! Thank you to all those who have already contributed to this amazing project!
- Spirit Wear is coming soon!
- Samosas fundraiser by Shelley will go live October 10th with an order deadline of October 31st. The school gets a 25% return and no delivery fee for sales over \$750. Pickup of the samosas will be on November 5th 4pm to 6pm.
- In the past the PAC held movie nights in the school gymnasium. Currently, we are unable to gather and hold movie nights due to covid. Our PAC movie license account is currently still on hold until further notice.
- Fundraising meeting to be held Tuesday September 21st online via Microsoft Teams at 6:30pm (link will be sent out closer to the meeting date).
- Budget meeting will be in November 2021.
- *Question from Tyla to Toshi: does the school district provide funding for field trips?* They do not, as per Toshi.
- *Question from Missy to the PAC: the PAC president of Cliff Drive Elementary would like to know if the Ladner Elementary PAC would like to share the cost of a Zoom license?* Tegan advised at this time we can use Microsoft Teams at no cost to the PAC, as we use all efforts to save as much money as possible. At this time, we will not be using Zoom.

Adjourned at 7:52pm.

Next PAC Meeting: Tuesday October 12th at 6:30pm via Microsoft Teams (link to be sent out closer to the meeting date).

Want to stay up to date on all the latest Ladner Elementary PAC news and updates!?

- **Check out our website and SUBSCRIBE to important PAC news at <https://www.ladnerelpac.com/>**
- **Visit us on Facebook: Ladner Elementary PAC**
- **See what's happening on our Instagram: [ladner_el_pac](#)**
- **Interested in becoming a volunteer or have fundraising ideas, email us directly at lepacinfo@gmail.com**