

September 2024 BHE PAC Meeting Minutes

September 18, 2024

- 1) Meeting called to order at 6pm by Mikaela Dunn
- 2) In attendance: Mikaela Dunn (President), Anita Kohut (Hot lunch coordinator), Kristy Finlayson (Treasurer), Monica Farrar-Germaine (Secretary), Jodie Smith, Allegra Rogaar, Shannon Moore, Enrique Espindola, Dior Vesterinen, Carlee Turner, Carmen Ramos, Rose Keeler, Danielle Ferguson, Laurie Fraser (Principal), Stephanie French (Vice-Principal), Nicole Duperreault (Teacher)
- 3) Principal's Report
 - a) Thanks to parents for patience during start of year class selection
 - i) This took longer than expected due to predicted numbers being lower: 431 learners predicted, approximately 400 in attendance
 - ii) 56 kindergarteners expected, 43 actual
 - iii) Classes are now set
 - b) Welcome to new staff, a board with names and faces will be in entrance during home-school conferences
 - c) Portable is new for this year
 - i) Safety concerns re: removable grates at rear and outside plugs are being addressed by operations
 - d) More bike racks being added (3)
 - e) New basketball hoops will be installed (2)
 - f) Lunch hour change → all students are outside at the same time
 - i) Encourages responsibility and leadership among older learners and promotes resilience among younger learners
 - ii) This allows for more consistent supervision
 - iii) Currently there are no designated areas for primary vs. intermediate students, this is being trialed and is subject to change
 - g) Stay current with updates on the WAAG as well as the newly updated school calendar online
- 4) Current Business
 - a) Welcome back event
 - i) Discussed for during home-school conferences
 - ii) PAC table with info and clothing for sale
 - iii) Games outside for students while conferences are happening
 - b) Kindergarten t-shirts
 - i) Emails sent out with sign up info, names will also be cross-checked with class lists so no one is missed
 - ii) All kindergarteners to get a Bankhead t-shirt
 - c) Cellphones in school policy
 - i) Available for review on school website and school messenger
- 5) Hot Lunch
 - a) Pizza every Wednesday this year
 - b) Every Friday will feature alternating vendors

- c) Starting October 2nd
- d) New vendors include: Little Hobo, Mary Brown's, Illichman's
- e) Parent volunteers will be contacted but more are needed
- f) Criminal record check required, form can be obtained from the office
- 6) COPAC - see attached COPAC minutes (addendum 1)
- 7) New Business
 - a) Fun Fridays
 - i) 2:30-2:45 on Fridays
 - ii) Freezies during the warm weather, chips during cooler weather
 - iii) Suggestions for other Fun Friday ideas are welcome
 - b) Gaming Funds
 - i) Applied for during previous school year
 - ii) \$20/student during previous year, approximately \$8000 expected during mid-October
 - iii) Restrictions on usage: must be used for non-instructional purposes only, cannot be used for anything that will be sold or involves receiving payments ie school dances, cannot be given to school in lump sum, must be on case-by-case basis with invoice
 - iv) Previous uses include: field trips, classroom furniture, gaga ball pit, volleyball nets, supplies for clubs
 - v) 2 years to use gaming funds
 - vi) Regarding field trips, may be used solely for bussing fees, parent contribution will be asked but every student will be able to attend field trips regardless of financial hardship
 - vii) Grade 6 grad hoodies will be purchases through gaming funds
 - viii) Any use of funds over \$100 must be voted on at PAC Meetings
- 8) Annual events
 - a) September: Welcome back event
 - b) October: Halloween Dance
 - c) December: Pajama and pancake breakfast day (cooked by firefighters and RCMP)
 - d) February: Valentine's/Glow dance
 - e) June: Spring Fling
- 9) Fundraiser review
 - a) Winter/Spring plant and chocolate sales
 - b) Skogie's in May
 - i) Easy from organizational standpoint, did not raise a lot
 - c) Family photos in June
 - i) Successful and well liked by parents
 - d) Meat fundraiser
 - i) Did not raise much
 - e) Cards featuring children's artwork
 - i) From createdbykids.ca (new vendor)
 - ii) Artwork goes home with instructions on how to order

- iii) One of last year's highest earning fundraiser but also one of the most demanding organization-wise
- iv) Last year's timing was difficult (near reporting time)
- v) This year will be rolled out October 7
- vi) Timing is ideal for Holiday cards as ordered cards and products scheduled to come in November

10) Open Positions

- a) Events coordinator
- b) Fundraising coordinator
- c) Interested persons can email bankheadpac@gmail.com

11) Open discussions

- a) Line repainting has happened for ramps, upcoming for basketball hoops
 - i) Potential to have 4-square and hopscotch lines painted at same time as basketball lines, Ms Fraser to follow up
- b) New equipment on playground
 - i) Funds available however district work timelines prohibitive
 - ii) Watson Rd has new stuff - question as to how this was achieved
- c) Traffic and safety around school
 - i) Officer Dan noted kids in front of school and in side parking lot as potential concern
 - ii) Increased supervision in front of school
 - iii) Students whose classes line up on the side of school are asked to wait for bell on field
- d) Noon supervisors needed for on-call spare position
 - i) Paid position, application required

12) Discussions for next meeting

- a) Halloween Dance
- b) Zip-up hoodies and pinnies
- c) Continuation of Fun Fridays over winter

Next Meeting : October 16

Minutes by: Monica Farrar-Germaine
Approved by: Mikaela Dunn

COPAC Meeting Minutes by Danielle Ferguson

- Partners for Inclusive Education Meeting (PIE) – September 17, 2024 6:30pm via Zoom <https://sd23.zoom.us/j/8569391842>
 - Parent Letter
 - Flyer for Upcoming Meeting
 - Email Updates: <https://forms.office.com/r/5ZWgBTDZ4m>
- 4 Assistant Superintendents joined us as special guests
 - Supportive of the work of PACs and encourage engagement with them.
 - Jon Rever is Assistant Superintendent for Rutland Schools (RSS, RMS, SMS and feeder elementary schools)
 - Raquel Steen is Assistant Superintendent for West Kelowna and Peachland schools (MBSS, GMS, CNB and feeder elementary schools)
 - Jamie Robinson is Assistant Superintendent for Mission and Lake Country schools (GESS, OKM, HMS, CMS and feeder elementary schools)
 - Al Lalonde is Assistant Superintendent for Central Kelowna schools (KSS, KLO, DRK and feeder elementary schools)
- Watch out for email /Junk Mail for a message from Christna Pelsma-Macmahon with password reset for their PAC President and COPAC Rep email accounts.
 - Update PAC contact details: <https://forms.office.com/r/JZZMDLMqAg>
- 2024/25 COPAC events: PAC 101, Treasurer 101, Bylaws discussion, and a session on Active Transportation & Safe Routes to School
 - keep an eye out for an email regarding dates
 - Email w/ Suggested or Requested events
- New executive Member at Large role. Please reach out with interest.
- Suggestion: bylaw review
 - Draft bylaw document to be shared soon - to help PACs think about areas they may want to update
 - New Year: asking PACs to send COPAC their most current bylaws so they can be safely and digitally stored w/ the district