

BHE November Meeting Minutes

November 21st, 2023

- 1) Meeting called to order at 6:02pm by Mikaela Dunn
- 2) Attendees: Mikaela Dunn (President), Anita Kohut (Hot Lunch Coordinator/ Treasurer), Danielle Ferguson (COPAC rep/ Fundraising Coordinator, Peter Gallo (Principal), and Cassie Halter
- 3) Agenda approved by all attendees
- 4) Principals Report - Mr Gallo
 - a) Grade 6 Volleyball finished for the season
 - i) Had game vs teaching staff to finish up the season
 - b) Counsellor, Ms Foster, is on Maternity leave
 - i) No replacement yet due to district counselling staff storages
 - c) Holiday Concert - December 14th
 - i) Performances at 12:45 and 6 pm
 - ii) Primary (K-3) classes will sing songs
 - iii) Grade 6 students will be performing in the play
 - d) Learning Summaries (previously known as report cards) will be sent home December 8th
 - e) New company, Artona, has contacted BHE to do student photos next year
 - i) This change will be discussed at the December meeting
- 5) Treasures Report - Anita Kohut
 - a) General Account - \$21,402.67
 - b) Gaming Account - \$14,544.23
 - c) Halloween dance profit - \$1010.94
 - d) Fun Friday sales averaging \$70
 - i) Lower than freezie friday however sale of chips are \$1 versus \$2 for freezie

6) Hot Lunch Report - Anita Kohut

- a) New vendor Opa for this friday
 - b) Winter menu which runs from January to Spring Break is being finalised
 - i) New vendors include: Wok Box, Red Robins, and Tim Hortons
 - ii) Munchalunch only allows one menu to be posted on site so once Fall Menu finishes December 17th the Winter menu can be posted for parents
- (1) Anita will see if she can extend the current menu or ask if site will permit 2 menus to be active

7) COPAC - Danielle Ferguson

- a) Jordan Kleckner, the Director of Instruction: Learning & Innovation presented updated around student reporting and upcoming written learning
 - i) The new K-12 Student Reporting Policy is now fully implemented
 - ii) A survey will be distributed to parents to collect feedback on Written Learning Updates
 - iii) Resources from the COPAC
 - (1) Student reporting resources for families, including overview video, photos FAQs and helpful documents posted on website
<https://www.assessment.sd23.bc.ca/student-reporting-parent-resources>
- b) Flags were at half-mast across SD23 on November 8th for National Indigenous Veterans Day and on November 10-14 for Remembrance Day
- c) Hot Lunch Coordinator/ team meet up on November 28th at 6:30pm via zoom
 - i) BHE rep will attend
- d) Bylaws 101 Webinar scheduled for January/ February 2024
 - i) Mikaela Dunn to attend
- e) Parent/ PAC support for the Backpack program over the holiday breaks
 - i) This is a program run alongside the government granted breakfast club and brown bag program, which is at BHE

- ii) BHE currently has 7 families that utilises the Backpack program
 - (1) Provides family with food for the week
- f) Vote was unanimous to submit Simon Adams for consideration of BCCPAC's vacant board seat
- g) Interior Health provides a Health Promoting Schools monthly newsletter which has been adapted and created for parents
 - i) Newsletter will be share with Mrs Nanci to post in the WAAG

8) Current Business

- a) Halloween Dance
 - i) Large turn out and concession sold out of all items
 - ii) Last year entrance with \$2 a person and had an entrance profit of \$661, this year was \$5 per family and an entrance profit of \$828.25
 - (1) DJ this year cost less as well so perhaps charge \$2 per person for next dance or stay with \$5 per family for simplicity (to be discussed at next dance planning stage)
- b) Kiss and Drop
 - i) Mr Gallo provided an information sheet (please see attachment) to the PAC which was shared on the facebook page however did not gain much interest
 - ii) Information sheet will be shared in the WAAG in coming weeks as well
 - iii) Program will have a soft launch in the spring to give parents time to learn new drop off rules and how the kiss and drop will work
 - (1) This is the school more time to send out information and ensure all parents are aware of changes
 - iv) Larger parent concerns with after school pick ups
 - (1) More traffic and parents parked in staffing parking lot
 - (2) If parents are not to use parking lot then more signage and cones been to be in place
 - (3) Even with support staff leaving right at 2:30pm and students walking through parking lot creates concern
- c) PAC Newsletter

- i) Danielle is working on a newsletter that will be shared in the WAAG with all PAC information, instead of having information shared at the end of the WAAG
- ii) Mikaela suggested it would be an idea to have Bankhead families share their businesses for the holidays to show support and shop local

(1) Mikaela will create facebook post and mention in the WAAG to submit information to the PAC email

d) Fun Friday Sales

- i) Currently selling chips for \$1
- ii) Regular crew of students come every friday and they are really enjoying the variety
- iii) PAC is open to other ideas for Fun Friday Sales

9) New Business

a) PAC Bylaws

- i) Updated bylaws have been completed by the Executive team
- ii) Will be posted on the Bankhead Elementary Website under the PAC page

b) Teacher requests for PAC purchases/ funding

- i) Received some requests regarding field study costs that were to be voted on; as this year the PAC requested teachers to submit
- ii) However the PAC collectively agreed it would be simpler for the office if we voted on an amount allowed per student for field studies

(1) All members voted in agreeance for \$15 per student will be allowed for field studies

(a) Teachers will submit field study details to the office for payment

(b) At the end of the school year the office will provide the PAC with list of classes and number of students that went on a field study

(c) The PAC will then reimburse the school for this money spent (up to \$15 per student)

- iii) Mrs Hendricks - Music teacher requests

(1) Large Carpet for children to sit on during music class - current one is falling apart

(a) Cost \$450

(b) Voted yes in approval of spending up to \$450 on new carpet tiles for music room

(2) Large smart TV & document camera - current projector cart is not ideal with students in class and is on its last days

(a) Cost \$1200

(b) PAC voted to not purchase as this purchase will be made through the school (all classrooms will soon have a large smart TV instead of a projector and screen

(3) Music Stands - Currently have 5-6 stands and would like to purchase 10 more

(a) Cost \$700-\$800

(b) PAC is requesting a quote be provided from Wentworth or other supplier

iv) Mrs Beaudoin - Librarian

(1) Would like to bring in 2 authors visits for primary and intermediate to discuss writing process and publishing

(a) Cost \$1000

(b) Voted yes in approval of spending up to \$1000 to bring in authors that will visit all classrooms

v) School request to purchase to projector and screen for the gym (to be used for assemblies)

(1) Quote from Points West is \$21,417.13

(2) PAC will review and discuss allocating and fundraising money for this as it is a large cost item

vi) Grade 6 grad hoodies

(1) 41 grade six students currently

(2) Cost \$1672.72

(3) Voted yes to purchase grade 6 hoodies from Brand Central and to use gaming money funds

c) Playground equipment

- i) Mikaela would like to be able to purchase equipment we have fundraised for - like the outdoor classroom - however Mr Gallo is waiting to hear where we are on the long list of schools to have equipment installed
 - ii) Equipment could be purchased now but would be not be installed until district gets to it - which could be years
 - iii) Once we have a timeline from the district regarding equipment installation we will look at actual purchases or perhaps reallocating funds to other areas in need
 - iv) Outdoor classroom and/or additional swing set is at the top of the list
- d) Pancake Breakfast/ PJ Day - December 19th
 - i) Kelowna Fire department and RCMP will help parents cook up and service pancakes in the gym to students
 - ii) Volunteer sign up will be sent out in coming weeks
 - iii) Mikaela will review last years purchase amount and complete purchases for this year
- e) Staff Christmas Gift
 - i) PAC approved to purchase 17 teachers and 4 prep teachers a \$50 Amazon gift card again this year

10) Fundraisers - Danielle

- a) Updated from winter plant and Purdys fundraiser will be given at December's meeting
- b) New ideas will be share at next meeting as well

Meeting adjourned at 7:45pm by Mikaela Dunn

Next Meeting: December 19th - 6pm

Minutes taken by: Mikaela Dunn

Minutes Approved by: Anita Kohut



BANKHEAD ELEMENTARY SCHOOL



INTRODUCES ... THE NEW

"KISS AND DROP"

TRAFFIC FLOW PROGRAM

Tentatively beginning November 2023

RATIONALE:

- B.H.E. IS NOW A SCHOOL WITH APPROXIMATELY 400 LEARNERS AND GROWING!
- THE AMOUNT OF VEHICLE TRAFFIC EACH DAY HAS INCREASED DRAMATICALLY OVER THE PAST COUPLE OF YEARS.
- PARENTS AND STAFF ARE QUITE CONCERNED FOR THE **SAFETY** OF ALL OUR COMMUNITY MEMBERS AND IN PARTICULAR OUR LEARNERS!
- DURING PEAK TIMES OF THE DAY THERE IS NO ORGANIZED FLOW OF VEHICLES WHICH INCREASES THE POTENTIAL FOR SAFETY CONCERNS AND ACCIDENTS SIGNIFICANTLY.

THEREFORE; THE BHE PAC IN COLLABORATION WITH THE BHE STAFF and S.D. #23 TRAFFIC SAFETY OFFICER WOULD LIKE TO PILOT A NEW "KISS AND DROP" PROGRAM TO ADDRESS THE TRAFFIC CONCERNS ON SITE BEGINNING NOVEMBER OF 2023.

ABOUT THE PROGRAM:

- A) **PARENT VOLUNTEERS** WILL MONITOR THE KISS AND DROP AT THE FRONT OF THE SCHOOL FROM 8:10 AM – 8:25 AM DAILY, TO HELP ASSIST WITH THE SAFE ARRIVAL OF LEARNERS TO THE SCHOOL CAMPUS
 - a. **PLEASE EMAIL THE PAC AT BANKHEAD PAC bankheadpac@gmail.com IF YOU ARE INTERESTED IN HELPING OUT**

MORE DETAILS ON HOW THIS INITIATIVE WILL WORK, WILL BE SENT OUT ONCE WE HAVE ENOUGH VOLUNTEERS TO RUN THIS PROGRAM.