

# PAC Meeting Minutes

**Date:** October 7, 2025

**Location:** McKechnie Elementary / Zoom

**Attendance:** PAC Executive, school administration/staff, parents and guardians attending in person and via Zoom

## 1. Welcome and Introductions

Betty Freeman welcomed attendees and emphasized the PAC's focus on strengthening the school community, encouraging both returning and new families to become involved.

PAC Executive members introduced themselves. Executive names, positions and additional information will be posted on the PAC website to make it easier for families to identify and connect with PAC representatives.

## 2. PAC Business

### Communications Position

A motion was made and seconded to appoint **T** to the PAC communications role. Under the current PAC constitution, a further vote was not required following the motion and second.

### AGM Minutes

Approval of the previous AGM minutes was deferred due to technical issues with the minutes. They will be brought forward for approval once resolved.

## 3. School Update

### Sports

- Soccer and cross-country are underway.
- The final cross-country meet at Trout Lake is scheduled for **October 21**.
- Volleyball will begin shortly.
- Team sports are generally offered to Grades 5–7, subject to student participation and league requirements.
- Cross-country and track and field are open more broadly to students.

### Goal-Setting Conferences

- Scheduled for **October 14 and 15**.
- Early dismissal will be at **2:00 p.m.** both days.

## **Foundation Skills Assessments (FSA)**

- Grade 4 and Grade 7 students are participating in the provincial literacy and numeracy assessments.
- Results do not form part of report card grades but are provided to parents.

## **Terry Fox Run**

- The school exceeded its \$2,100 fundraising goal, raising **\$3,790**.

## **Teacher Appreciation**

- Staff thanked the PAC for providing snacks in recognition of World Teacher Appreciation Day.

## **4. Halloween Parade**

The school will move to an **outdoor Halloween parade** this year. Parents are invited to attend and watch the parade beginning at **1:00 p.m.**

Following the parade, students and staff will move into the gym for the traditional dancing portion of the celebration. Parents will not enter the gym due to capacity and safety considerations.

A weather contingency will be communicated if conditions prevent the outdoor parade.

The group discussed the importance of maintaining the community aspects of longstanding school traditions while adapting activities to current safety and capacity requirements. Parents will be reminded that photographs containing other students should **not be shared on social media**.

## **5. Treasurer / Budget Update**

The current budget remains substantially consistent with the previous school year. Budget projections will be adjusted as updated revenue figures become available.

Hot lunch revenue increased significantly following the change in provider during the previous school year. Current figures will be used as a baseline and adjusted as further financial information is received.

Pizza lunch ordering has remained relatively consistent following the introduction of the new provider.

## 6. Direct Drive Fundraiser

The annual **Direct Drive** fundraiser is expected to launch during the week of **October 8** and continue through Halloween into approximately the first week of November.

Communications will include:

- Paper notices sent home with students;
- Digital communications;
- Translated materials;
- Visual materials displayed at the school; and
- A proposed video demonstrating how Direct Drive funding benefits students and classrooms.

Parents with communications, graphic design or promotional experience are invited to assist with the campaign.

## 7. Food Programs

### Pizza Lunch

- A new pizza vendor has been introduced based on feedback from the previous year.
- Individual pizzas have been replaced with different-sized pizza slices suitable for primary and intermediate students.
- PAC adds **\$1.50 per item** as the fundraising component.
- Approximately **130 slices per week** are currently being ordered.
- Grade 7 students assist with Friday pizza distribution.
- Ordering information and a form for order-related questions are available through the PAC website.

### Hot Lunch

- Fantuan continues to operate the program **Monday through Thursday**.
- Twelve participating restaurants have been selected.
- Fantuan manages restaurant coordination, delivery and quality.

### Fresh for Kids

- Formerly the BC School Fruits and Vegetable Nutrition Program.
- Thirteen deliveries are planned between **October 20 and May 25**, approximately every two weeks.
- Fresh BC fruits and vegetables will be distributed to students.
- An **opt-out form** will be circulated, particularly to address allergy or dietary concerns. The communication will make clear that families only need to respond if they do not wish to participate.

## 8. Volunteer Program

Additional volunteers are needed for:

- Hot lunch distribution;
- Holiday Family Photo Day setup and decorations; and
- Parent social events / coffee gatherings.

Hot lunch volunteers can participate according to their availability and do not need to commit to every service day.

The group emphasized that even small volunteer commitments help strengthen the school community, particularly by helping new families become more connected.

## 9. Holiday Family Photo Day

The PAC is planning a **Holiday Family Photo Day** for mid-November, tentatively **Saturday, November 15**.

Current plans include:

- A holiday-themed family photo session;
- Exploring whether Santa can attend;
- A full-day Saturday event at the school;
- A proposed **\$25 sitting fee**, with the sitting fee benefiting the school; and
- Photo purchases handled separately through the photographer.

Final details regarding the photo package, turnaround time, backdrop and photographer arrangements still need to be confirmed.

The PAC has **\$150 budgeted for photo-night decorations**. Donations and borrowed decorations are also welcome.

One to two volunteers are being sought to assist with decorating and setup.

## 10. Holiday Hamper Program

The Holiday Hamper initiative will return this year, generally beginning in late November or early December.

Families will receive further information through the school newsletter and SchoolCash Online. Donations will support families at a partner school in the Vancouver area.

## 11. Proposed Family Movie Nights

A proposal was discussed to reintroduce **family movie nights** at the school as both a community activity and PAC fundraiser.

Key considerations discussed included:

- Obtaining the appropriate public-performance movie licence, estimated at approximately **\$450 annually**;
- Potentially holding three or four movie nights during the school year;
- Charging a modest admission fee;
- Selling popcorn, candy, drinks and potentially pizza;
- Using the school gym;
- Selecting films suitable across a broad elementary-school age range;
- Ensuring adequate adult supervision; and
- Clearly communicating whether younger and older students must attend with or be supervised by an adult.

A possible first movie night was discussed for **November 20**, immediately before the November 21 Professional Development Day.

The PAC expressed support for developing the concept further. Funds are available within the miscellaneous budget to cover the initial movie licensing cost, subject to final arrangements.

## 12. Other Business

### Halloween Tradition and Safety

Parents discussed the change from the traditional gym-based Halloween parade. The school confirmed that limiting gym attendance to students and staff is based on safety and capacity considerations.

The outdoor parade is intended to preserve an important aspect of the tradition by allowing all parents an opportunity to see students in costume while maintaining a safer environment.

### Winter Concert

The winter concert date had not yet been finalized. It is expected to take place during the final week before winter break, potentially **December 17 or 18**. Confirmation will be communicated once available.

### 13. Action Items

| Action                                                                                                 | Responsibility                        |
|--------------------------------------------------------------------------------------------------------|---------------------------------------|
| Resolve and bring forward AGM minutes for approval                                                     | PAC Executive                         |
| Update PAC website with executive names and roles                                                      | PAC /<br>Communications               |
| Launch Direct Drive materials and translated communications                                            | Direct Drive /<br>Communications team |
| Coordinate Direct Drive promotional video with Mr. Kemp                                                | Direct Drive team                     |
| Circulate Fresh for Kids opt-out information                                                           | School / Program<br>Coordinator       |
| Recruit hot lunch volunteers                                                                           | Volunteer Coordinator                 |
| Recruit 1–2 Holiday Photo Day setup volunteers                                                         | Volunteer Coordinator                 |
| Confirm Holiday Photo Day arrangements, photographer requirements and photo turnaround                 | Photo Day<br>Coordinator              |
| Confirm Holiday Photo Day decoration requirements and available donated/borrowed materials             | PAC                                   |
| Investigate movie licensing requirements, including whether district licensing exists                  | Movie Night<br>organizers             |
| Develop proposed November 20 family movie night plan, including admission, concessions and supervision | Movie Night<br>organizers / PAC       |
| Confirm winter concert date                                                                            | School                                |
| Communicate Halloween weather contingency and photo/social-media expectations                          | School                                |

### 14. Adjournment

With no further questions or business, the meeting was concluded. Parents were encouraged to stay connected through the PAC website and email and to bring forward questions, comments, suggestions or concerns.