



# **SOUTH KELOWNA ELEMENTARY PARENT ADVISORY COMMITTEE MINUTES**

**OCTOBER 16, 2024**

South Kelowna Elementary PAC Meeting MINUTES  
Date | October 16, 2024 Time | 7:00pm Location | Beaver Lodge and Zoom  
Meeting called to order by | Kay Bowering

## **IN ATTENDANCE**

|                |                   |                       |             |  |
|----------------|-------------------|-----------------------|-------------|--|
| Jasmine Lemon  | Jennifer Elward   | Anna Chu              | Devon Cocar |  |
| Jess Broderick | Jordana Steinberg | Ashley Bush           | Ruth King   |  |
| Kay Bowering   | Amy Russo         | Roan Labreque         |             |  |
| Kristin Moore  | Amanda Stevens    | Carling Lorentz(zoom) |             |  |

## **AGENDA DETAILS**

- Welcome
- Meeting called to order 7:02
- Let minutes show we have a quorum

Motion to accept minutes passed

### **1. PRINCIPAL'S REPORT *Jasmine Lemon***

#### **1.1 Library**

Library has re-opened, there is quite a bit more open space as furniture is more "flexible". Families will be invited to check out the library on Halloween. Insurance will cover the cost of replacing books.

#### **1.2 Field Studies**

Grade 6 went to Myra Canyon.  
McMillan Farm next week, K,1,2.  
Meadowvista Honey Farm.  
Wild Robot Film- grades 3,4

All Classes- Alien In line Skating

### **1.3 SCREAM**

Grade 6 learning experience - social emotional character building and leadership.

### **1.4 Implementation Day**

Staff learning day on October 11, 2024. Focused on themes of team building and togetherness. Afternoon- presentation on Numeracy.

### **1.5 Harmony Day**

Will be on November 22. Concept: wear clothing that represents your culture, school wide picnic potluck in gym.

Would need many parent volunteers to help with logistics of potluck picnic.

Jasmine will reach out to parents for volunteers.

### **1.6 Fire Safety Inspections**

The Kelowna Fire Department is requiring all schools bring their fire safety standards up. SKE has some items that do not conform to the new standards, such as bulletin boards with multiple layers of paper. There are flame retardant paper rolls but they are expensive, such as 1000 feet roll for \$200.

Ashley notes that the budget for capital improvements could cover the costs of the paper. Regarding capital costs, Jasmine brought up that the library could use some new chairs. Jasmine will put this on the backburner for now, as they are not essential.

Ashley asks: what other furniture needs replacing? Fire report says couch and chair in Eagles nest needs replacing. Jasmine will look into cost.

*Kay: Motion that PAC pays for 5 roles of fire retardant paper, teachers to choose colours. Roen seconds motion, others vote, motion passes.*

### **1.7 Presentations at future PAC meetings**

Jasmine offers to have other people such as teachers give a presentation for future PAC meetings.

Jordana would like to know how teachers would like to be supported in their classrooms.

Jasmine will survey the teachers.

## **2. PRESIDENT'S REPORT** *Kay Bowering*

### **2.1 PAC 101 Course**

Kay signed up for PAC 101 course put on by COPAC, Kay will share the link to those interested.

Kay will review it at next meeting

### **2.2 PAC Management Software**

A man named Eric Xu from a company called Konstella reached out to the PAC about a software type product that gathers all tech info in one place. Several PAC members brought up security concerns. Company is from California. Roen did not like the idea of an American company. Jasmine thought that some of the services might be redundant.

PAC decided not to proceed with this software/app due to it being an American company and potential issues with privacy/information security.

### **2.3 Emails**

PAC would like some SD23 email addresses, but that request was denied from the school board. Jasmine will look into this and find out what is going on.

### **2.4 Halloween Dance**

The DJ is booked, decorations getting ready.

We need more volunteers.

Carling notes that it would be more convenient for the dance to go later, from 5 pm to 8 pm.

PAC agrees, and new messages will be sent out reflecting new time.

### **2.5 Grade 6 bottle collection**

Kay made signs informing about bottle collection.

Carling would like to remind that bins need to be washed out.

### **2.6 Bylaw changes**

Our current bylaws are from 2005 so we really need to update them.

We can update them at any time, but every change needs 75% agreement vote.

Kay would like us to choose a meeting to begin working on this.

Executive plus 3 other people need to be there.

Jess suggests core group to work on it and then present it

Ruth suggests using an existing Bylaw framework that we like.

## **3. TREASURER'S REPORT** *Ashley Bush*

### **3.1 Revised Updated Budget**

Ashley hands out revised updated budget. The following is noted:

- PAC received gaming money that Michelle applied for.

### **3.2 Library Bags**

Ashley paid Carling back for library bags.

Carling wanted to clarify which teachers we are giving library bags as a gift

All staff list is about 30 including clerical, EAs, etc

Jasmine will give Carline list of teachers and staff to gift bags

Carling asks about selling extra library bags and the best way to do this - Munchalunch?

Cash?

Everyone likes the idea of keeping it simple and just having library bags available for cash.

### **3.3 Chapters Book Store School Donations**

Chapters Book store has 3 ways of donating to schools - asking people to donate at the till, and 2 kinds of grants, all for books. The staff member said that many of the grants are unclaimed.

How to apply? Ashley got all the information and will apply for the smaller grant, and the larger grant she will apply for in the new year (2025).

### **3.4 Other Questions**

Jess wants to know the cost of photocopies through the school, Ms Angus can confirm.

Jasmine will come back to PAC in November with more asks from teachers regarding capital budget.

#### **4. COPAC REPORT** *Roen*

##### **4.1 Online PAC courses**

PAC 101 on zoom, Treasurer 101 on zoom. Please let Roen know if you want the links.

##### **4.2 Open Letter**

There is an open letter calling attention to issues with education in BC, especially in regard to the election.

*Roen will send links for these topics.*

#### **5. FRUITS AND VEGETABLE COORDINATOR REPORT**

There was nothing to report on this topic.

#### **6. FUNDRAISING COORDINATOR REPORT** *Jordana Magin and Jenny Kurnik*

##### **6.1 Active Fundraisers**

There are two fundraisers right now - Pioneer Gourmet Coffee fundraiser, and Fresh To You Veggies. We need to do a publicity blitz to increase orders.

Jess as communication coordinator will work together with Fundraising to get the word out.

##### **6.2 Setting dates for future events**

Bingo night and silent auction date set for Friday February 7, 2025.

Family Fun Night: proposed date of June 6, 2025.

Jordana proposes idea of a school Spelling Bee perhaps towards the end of the school year.

##### **6.3 Santa Photos (Ruth King)**

Idea: Santa to come to the school for photos. Ruth is reaching out to various Santas. Ruth will try to book Santa for December 4, 3-7 pm.

#### **7. COMMUNICATIONS COORDINATOR REPORT-** *Jess Broderick*

##### **7.1 New Coordinator**

Jess is the new coordinator and she will send out communications as necessary.

#### **8. GREEN COMMITTEE** *Ruth King*

##### **8.1 Garden signs**

Ruth wants to get signage for the garden, prioritising good quality ones that won't rust or get wrecked. She is still determining the best place to obtain these.

## **9.FOOD COORDINATOR REPORT - *Amanda Stevens***

### **9.1 Munchalunch**

Munchalunch received \$225 as a donation subsidy in the last 2 months. The Compassion Fund can fill the difference to subsidise 4 hot meals for the families in need.

Kay makes motion we will top up to \$30 per student in need, motion passed.

Profit from first session was approx \$1200.

Noted: more volunteers for hot lunch days are needed

### **9.2 Fins program**

Stacy Shannon or Meghan Bernard can take it on, but we may need to get an appropriate stand for the tank.

## **10.Health and Safety Representative Report- Vacant Position- *Vacant Position***

This position needs filling, and so there was nothing to report.

## **11. KLO REPRESENTATIVE REPORT - *Vacant Position***

This is a vacant position. The representative goes to KLO PAC meetings and reports back to us. They are an advocate for grade 6 students who will be going to KLO.

Jasmine suggests we get the minutes from their meetings.

## **ADJOURNMENT**

Motion to adjourn the meeting at 8:58

## **NEXT MEETING**

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Scheduled for Wednesday, November 20, 2024