



SOUTH KELOWNA ELEMENTARY PARENT ADVISORY COMMITTEE MINUTES

NOVEMBER 20, 2024

South Kelowna Elementary PAC Meeting MINUTES
Date | November 20, 2024 Time | 7:00pm Location | Beaver Lodge and Zoom
Meeting called to order by | Kay Bowering

IN ATTENDANCE

Jasmine Lemon	Jennifer E	Kym Jennejohn		
Jess Broderick	Jordana Steinberg	Leanne Kirschner		
Kay Bowering	Ashley Bush	Roan Labreque		
Ruth King	Amanda Stevens	Kelsey Street		

AGENDA DETAILS

- Welcome
- Meeting called to order 7:08

1. SPECIAL PRESENTATION - Teachers Request Presentation *Kym Jennejohn & Leanne Kirschner*

1.1 2024 SKE Teacher PAC Requests

A form had been distributed to SKE teachers asking them for requests for things that SKEPAC could possibly fund. This form is attached to these minutes and was reviewed by PAC members prior to the meeting.

1.2 Introduction from Leanne Kirschner and Kym Jennejohn (SKE teachers Grades 2 and 3)

Leanne began by letting us know that Alien In line skating was fantastic, it simplified everything for the teachers that the experience could come to the school. It was a great opportunity and everyone enjoyed it.

1.3 Nature-based education and request for rubber sit mats

The teachers talked about their program of nature learning, where the children have a backpack with a sketchbook that they take on nature walks.

They requested rubber sit mats that the children can carry on their walks so that they can sit on the ground in all weather.

1.4 Fibre Arts and request for wool roving and needles for needle felting

Kym told PAC about some of the creative projects she has done with class, especially with wool, needle felting and macrame.

She has a plan to make needle felted Christmas tree ornaments and requests funding for the wool roving and special needles.

Jess Broderick suggested approaching Michaels to see if they can donate some materials, she is happy to do that.

1.5 Mothers Day Macrame Project

Kym has a plan to do a macrame project for Mother's Day, it would be for Kym and Leanne's classes, and they would do it in the evening so all mothers can attend and also help with making the project.

1.6 Explanation on Funding by Jasmine Lemon

Jasmine had identified what the school can fund and what the school can't, and what could possibly be funded by PAC. Some items are co-curricular, and some are extra-curricular.

Jasmine spoke with the fire department, and the paper we had agreed to fund was not allowed.

The school has had to get rid of all soft furniture in classrooms. She is working with the School District purchasing department to find what kind of soft furniture the school can get that will fit in with the new fire code.

Jasmine wanted to make clear that the school does have the funding to operate, these "asks" are for extra things

1.7 Motion to Fund Wool Roving, Needles and Sit Mats

Ruth King states that the Green Initiative can pay for items as they support nature based curriculum and make use of natural materials. Ruth makes motion that the green committee fund the outdoor mats, the wool roving and the felting needles. Cost would be close to \$900. Motion approved.

Kym and Leanne thank PAC for their time and exit the meeting.

2. PRINCIPAL'S REPORT *Jasmine Lemon*

2.1 School Enhancements – Playground & Garden Boxes

Jasmine explains that she spoke with the assistant superintendent who gave feedback about the enhancements. These enhancements have to be built by the School District due to a collective agreement and so it is a time consuming and bureaucratic process.

The school district needs to know if PAC has funding before they approve a big project.

Nadia put through requests for enhancements: playground bus, outdoor classroom, garden boxes.

As bureaucracy with the school board is so slow, it suggested that the PAC contacts the city and puts the outdoor classroom in the part of the yard that is the city park.

PAC decides priority order of enhancements: 1. garden boxes 2. outdoor classroom 3. playground bus

3. PRESIDENT'S REPORT *Kay Bowering*

3.1 PAC 101 Review

Kay attended the PAC 101 course and reports the following:

- one suggestion that came from that course was that the gaming grant should be split between different items so that the entire grant could not be hijacked by one interest group.
- This would require an amendment in our constitution.
- SKEPAC needs someone with Food Safe certification when food is being prepared (but not with pre-made food). Amanda will look into who has it or who would be a good candidate to get it.

3.2 Treasurer 101 Review

Kay attended the Treasurer 101 course and reports the following:

- gaming grants are very strict, don't be late with applications
- We need 3 financial signers - currently we just have 2. It can be anyone on exec.
- We must keep 5 years of financial documentation that anyone can request to access.
- If there is a cash event, the money must be counted on site and one of the people counting must be on exec.
- We need to look into 2 person transfers with our bank.
- For incoming transfers we need to have children's names on memos.
- Info regarding GST and PST
- Gaming licences: all gaming needs a licence except silent auction. Getting a licence is tedious, this needs to be considered.
- If we think a fraud is committed we need to document what, where and why.

3.3 Bylaws and Constitution changes

Kay has been working on this document. All changes need to be voted on. We will continue to review and return to this topic.

3.4 Basketball Jersey Request

A parent coach, Jeff, wants to know if SKEPAC can pay for new basketball kit (shorts and jerseys). He provided a quote of 20 sets for \$2500. This seems very high cost and Jasmine has not budgeted for this.

Discussion ensues and the consensus is that we would want jerseys that can be used for multiple sports, and not shorts (for hygienic reasons).

SKEPAC wants to get quotes from other suppliers as this price is very high.

SKEPAC says no to this request as we need other quotes and more information.

3.5 New Topic to add into new constitution

A conversation arises about a new bylaw to add into our updated constitution. The proposal is that the exec can override a vote if the entire exec agrees (this is to prevent a coup/highjacking).

4. TREASURER'S REPORT *Ashley Bush*

4.1 Recent Fundraisers

The Pioneer Coffee sale made approximately \$200.

The Fresh to You sale made approximately \$200.
Halloween dance lost 100\$.

4.2 COBSS Bursary

Cobss Bursary was paid out to 2 students (\$350 each) who are SKE alumni going on to post-secondary education.

4.3 BCCPAC Membership

A cheque was sent to BCCPAC for our membership (\$100) but they said they didn't receive it. Ashley will stay on top of this issue.

4.4 Purchase of a Point of Sale Device

Ashley suggests purchasing a POS ("Square") so we can tap for payment at events. A big reader is approximately \$400.

A Motion to purchase a "square" reader is put forward, voted on, and the motion is passed.

4.5 Business cheques

Ashley needs to order more business cheques for the SKEPAC account. Motion to allow more cheques to be purchased, motion voted on, motion passed.

4.6 Budget Increase

A discussion arises that we may want to increase the budget for office supplies by \$600 to cover the cost of cheques, or whether to just overspend on that line. We reach agreement to overspend by \$600 to pay for cheques and Square.

4.7 Teacher Requests

Regarding teachers requests as discussed earlier in the meeting, the smaller items come to approximately \$1000. This can come out of the budget line New Capital Improvements. Ruth puts forward motion that SKEPAC pays for these requests, motion is voted on, motion passes. SKEPAC will revisit the bigger items on the teacher request list later in the school year.

5. FUNDRAISING COORDINATOR REPORT *Jordana Magin*

5.1 Current Fundraisers

Purdys Chocolate Fundraiser is going very well, so far has sold over \$11000 worth.

5.2 Future Fundraisers

Jordana is starting to organise Bingo night.

Sonic Car Wash event will be at the end of February.

6. FOOD COORDINATOR REPORT *Amanda Stevens*

6.1 Hot Lunch

Some items have been marked up. Profit for last session was around \$2000. Amanda will add Fridays to the next session in the new year.

Amanda is open to suggestions for new vendors and meal options.

6.2 Fins

Amanda is working on the FINS program. The tank will be set up in December, eggs will be added in January. Jasmine knows which teachers are going to take it on.

7. FRUIT AND VEGETABLE COORDINATOR REPORT *Carleigh Peach*

7.1 Pick up Dates

Carleigh wants to let us know that fruit and veg pick up is November 29.

7.2 Info Sheet for Fundraiser dates

Jasmine thinks it would be great if we could make up a sheet/graphic with all the dates for pickup of the various fundraisers and events.

Jess will work on this.

8. COPAC REPRESENTATIVE *Roan Janyk*

9. COMMUNICATIONS COORDINATOR REPORT *Jess Broderick*

Please reach out to Jess if you need anything, but not last minute please.

10. NEW BUSINESS

10.1 Santa Photos

Santa photo event is scheduled on December 4 from 4 pm to 7pm. Kay can set up Sign up Genius for families. Jess has made a poster advertising the event. The decision is made to charge \$20. There will be hot chocolate and cider. Jess is requesting some help with set-up. Ruth says that she has lots of Christmas decorations to help set up.

MOTION TO ADJOURN 9:19 pm by Kay Bowering

NEXT MEETING

Wednesday, December 11, 2024