



Parent Advisory Council MINUTES

South Kelowna Elementary PAC Meeting MINUTES

Date | June 21, 2023 Time | 7:00pm Location | Michelle S

Meeting called to order by | Michelle Crossley

IN ATTENDANCE

Michelle Crossley	Dayna Hatter	Kristi Caldwell	Robyn	
Ruth King	Michelle Scheibel	Ashley Bush		
Crystal Alseth	Jennifer Dersch	Carling Lorentz		
Leah Garras	Heidi Van Aerden	Kamal Gill		

AGENDA DETAILS

President's Welcome

Meeting Called to Order

By Michelle C at 7:12pm

Voting Quorum confirmed. Minimum of 6 Members, at least 3 Executives

Review and Approval of Agenda

President, Michelle C. requested a motion to approve the proposed agenda.

Motion approved by Michelle S; seconded by Leah

Review and Approval of Previous Minutes (May 17, 2023)

President, Michelle C requested a motion to approve the meeting minutes

Motion approved by Heidi; seconded by Leah

REPORTS

1. PRINCIPAL'S REPORT *Nadia Piasentin*

Discussion

n/a

2. PRESIDENT'S REPORT *Michelle Crossley*

Discussion

-Discussion of PAC Meeting dates in 2023-2024 (every 3rd Wednesday of the month)

-Review of the 2023-2024 PAC Executive positions starting in September 2023



SKE 2023-2024 PAC EXECUTIVE

President	Carling Lorentz
Vice President	Heidi Van Aerden
Treasurer	Michelle Scheibel
Secretary	Ashley Bush
COPAC Representative	<i>Vacant Position</i>
Communications Coordinator	Kristi Caldwell
Health & Safety Representative	<i>Vacant Position</i>
Fundraising Coordinator	Kamal Gill
Fruits & Vegetables Coordinator	Jennifer Dersch ??

Food Program Coordinator

Dayna Hatter,
Robyn Straume,
Amanda Stevens,
& Kamal Gill
Michelle Crossley
Leah Garras
Ali Taylor
Jordana Magin

3. TREASURER'S REPORT *Michelle Scheibel*

Discussion

- 2023-2024 is Michelle's S. last year as treasurer – Ashley Bush being considered for 2024-2025 Treasurer
- Projection to run PAC 2023/2024 = \$29,000
- Increase Social Events budget \$5000
- Increase field trip budget \$35.00 per child
- In need of speaker system for gym \$6000.00 projected
- School Agenda's = \$2000.00 annually

Motion 1

Motion requested by Michelle S. for PAC Executive to approve the Budget as presented.

- Approved: Heidi
- Seconded: Michelle C

All in favour

Motion passed

4. COPAC REPORT *Vacant Position*

Discussion

n/a

5. FRUITS AND VEGETABLE COORDINATOR REPORT *Vacant Position*

Discussion

- Fruits and Vegetables should be separate from hot lunch
- Government provides veggies and fruits for class – potentially reducing to 70% (covered costs) of children per school

6. HEALTH AND SAFETY REPRESENTATIVE REPORT *Vacant Position*

Discussion

n/a

7. FOOD PROGRAM COORDINATOR REPORT *Dayna, Robyn, Kamal*

Discussion

n/a



8. FUNDRAISING COORDINATOR REPORT *Leah Garras*

Discussion

- Previous year closing out and transitioning to new Coordinator
- New school year calendar to be lined up
- Projected fundraising \$23,000
- Purdy's Fundraiser- Christmas only, not Easter

Fresh to You Program

- Kamal submitted application. Sept 15th we find out if we're approved
- 40% profit and \$60 admin fee
- Pre-sale is up to us ~Sept 15th – Oct 20th
- Parents can buy bundles of vegetables
- We'll need volunteers to organize bundles when they arrive
- Leah suggests 3 weeks notice for parents

Forks for Hot Lunch

- New idea
- Maybe use as an item line on Munchalunch?

Consider creating a fundraising committee

- Purdy's: Leah, Ally, Heidi
- Spirit: Michelle S.

SKE Kick Off

- September 8th 5pm – 7pm
- Park and Play secured (games only)
- Firefighters doing a bbq with the truck. We provide the meat
- Will need
 - o Speaker for music
 - o Ashley: Tent for PAC
 - o Ashley: Table
 - o Kamal: Sign up sheet for people who are interested
 - o Ashley: Brochures
 - o Display
- Meet your new principal
- Dayna will take on food for the BBQ
- Tell parents to bring their own chairs
- Kamal: Will include apple fundraiser if apples are ready

Mabel's Labels communication going out now

- Ashley: Label/sign for the Lost & Found
- Cheques are going to be mailed to Ashley
2535 Johnson Rd
Kelowna BC V1W 2R6

"Gambling"

- Carling is going to apply for a license to do 50/50's
- Heidi will then look into WestJet fundraiser
- Leah would do a booze basket around Christmas if we can get it through the new principal



9. COMMUNICATIONS COORDINATOR REPORT *Kristi Caldwell*

Discussion

- Proposed changes to emailing communication to make more efficient. Not all communication goes through coordinator, but each individual has access to format/template for submission
- Initiatives get ran past coordinator first and Kristi will vet what gets communicated and by who
- Mabel's Labels to be communicated before the end of school year

NEW BUSINESS

LOST and FOUND- *Kamal*

Discussion

GREEN COMMITTEE – *Ruth King*

Discussion

SPIRIT WEAR

Discussion

PLAYGROUND COMMITTEE REPORT *Michelle S and Heidi V*

Discussion

NEW BUSINESS

Discussion

- Ashley suggested Google Classroom to keep us organized, but it was decided not necessary
- New business is saved for PAC meetings rather than emailing
- Communication between exec specific for tasks will continue with emails

PAC Exec has authority to make decisions

- President (Carling), Vice (Heidi), Treasurer (Michelle), Secretary (Ashley)

PAC introductory hand-out

- Ashley is putting together
- We are submitting individual pictures to introduce ourselves
- Includes members at large
- Get pictures to Ashley by June 30th
- To be distributed around first day of school
- Should include
 - o Invite to SKE KickOff
 - o Save the date for the Halloween Howl

Ashley to organize everyone's phone numbers and email addresses

Garbage can at front of school is going to be painted rainbow for pride (Carling)

Motion 2

Motion requested by Michelle S. for PAC Executive to approve the FinS (Fish in School Program) Fish Program (\$2000) as presented.

- Approved: Michelle C
- Seconded: Michelle S.



All in favour
Motion passed

NEXT MEETING

Motion to adjourn the meeting – Michelle C.
Meeting adjourned at 9:04pm

NEXT MEETING: September 20, 2023.

IMPORTANT UPDATES FOLLOWING PAC MEETING ON JUNE 21ST

1. PAC Newsletter and Bios due this Friday June 30th.

-Please send contact info, photo and bio to Ashley to introduce 2023-2024 PAC.
-Newsletter will also include: what we do, when we meet, SKE Kick Off BBQ info, Save the Date for Halloween Dance Oct 27th, and tear off for volunteering

2. PAC wants to host a school kick off BBQ to have families come and mingle outside the school from 5 - 7 pm on Friday Sept 8th. City of Kelowna has lawn games they will let us use and Carling is working on getting the SK fire department to come and BBQ for us. PAC will have a table where parents can meet us. Very basic, come bring a chair, have some food, and let kids play on the playground.

Food - Dayna to buy from Costco (hot dogs and or burgers with chips and a drink for \$x)

Table

- Michelle S can bring 2 Tables with 4 chairs to go behind
 - Manning the table is Michelle C/ Ashley/ Kamal (Other PAC Members welcome to come and help too!)
 - Sign up sheet on the Table (Kamal to make) for parents that want to help with PAC initiatives
 - Sample Spirit Wear to be showcased (Michelle S to bring)
 - Kristi to do communication since we also have hot lunch, spirit wear, so better to have her create a plan for communication that does not overwhelm parents out of the gates at school
 - *Depending on the Apples being ready perhaps Kamal does Apple fundraiser this eve vs parent teacher interview time*
- Table

3. PACs approved budget!! Important ones to note are:

- Field Trip Per student allotment increased to \$35 per student (I will cut check to school in September once we have final numbers and Robyn will allot the money accordingly to each teacher to use for their class throughout the year)
- Chefs in the Classroom (Kristi can they come back year over year? Can you look into this?)
- Fish in Schools approved - Amanda Stevens to make sure teachers are on board re: feeding fish through school closures, but if so we can submit our school for the fish tank that arrives in September
- Speaker System - I will contact Andres to have someone do a walkthrough in September, maybe include the new principal, so we can get on ordering that for a potential Christmas concert:)
- SCREAM Program approved - I can ask Mrs. Morgan about having them back



4. A few other important updates:

- *Hot Lunch Volunteer scheduling will now be Amanda Stevens
- *Fruit & Veggie (BCAIRC) will now be Jennifer Dersch (Kamal will stay on as the foodsafe certificate holder)
- *Kamal has decided to step down from the Fundraising/Purdy's role.

SKE PAC Information and Meeting Minutes | <http://www.ske.sd23.bc.ca>
COPAC Information and Meeting Minutes | <http://www.copac.sd23.bc.ca>
District and Committee Information | <https://www.sd23.bc.ca>

