



BLAKEBURN ELEMENTARY PAC AGENDA

*Tuesday June 10th, 2025, at 6:30pm
School Library*

In Attendance:

PAC Members: Lyndsay Irwin, Nicole Cherry, Matt Fenrich, Shannon Harper, Joanna Kahut, Shannon Harper, Kristy Dastur, Jodie Wong, Kirstin Hepburn

Parent Community: N/A

Regrets: Luisa Martin, Breanna Cook, Chelsea Fenrich, Alison Anderson

1. Welcome ("Call to Order")
Lyndsay called the meeting to order @ 6:34pm.
 - 1.1. Welcome & housekeeping – last meeting of the 2024/2025 school year
 - 1.2. Regrets – Breanna Cook, Luisa Martin, Chelsea Fenrich, Alison Anderson
2. Approval of Agenda
Motion to approve the agenda. M: Shannon/2nd: Corrine
MOTION CARRIED (all in favour)
3. Approval of Past Minutes
Motion to approve the past minutes from Tuesday May 13th, 2025. M: Matt/2nd: Kristy
MOTION CARRIED (all in favour)
4. Student Presentation re: Goal Posts Student Representatives
 - 4.1 A PowerPoint Presentation was shared with PAC members by Makai, Kori, Keenan and Zaheer (grade 4/5 students); some Blakeburn students have identified a need for the school/PAC to purchase goal posts/nets for student soccer games being played at lunchtime; points of note are as follows:
 - 4 removable Jr soccer goal posts and nets were priced @ \$799.95 each (2 for grade 2/3s and 2 for grade 4/5s); the total will be about \$3.502 CA using Sports Direct company
 - Student representatives were asked to come back in September/October to present other options for PAC to consider and to outline the pros and cons of different options
 - 4.2 Ms. Khan will meet with district staff regarding soccer net options and feasibility; will revisit in September
5. President's Report Lyndsay Irwin
 - 5.1 Thank you to everyone for all the work that has been done this year; Thank you to Ms. Khan
 - 5.2 Still need to consider someone to take over the president role after next year
6. Principal's Report Iram Khan
 - 6.1 School updates:
 - Thank you to the PAC for all the initiatives they have supported this year-field trips, activity day, K graduation, etc.
 - Goodbyes-Mr. Hughes and Ms. Pagazzi retirements; 4 EA's leaving
 - Ms. Khan to invite parents to the gym on the first day of school in September to talk about school expectations, attendance, code of conduct, etc.; PAC could have a presence at this meeting and provide refreshments.
 - 6.2 Calendar updates:

Thank you for attending our General PAC Meeting!
Your support is essential to the staff, students and families of the Blakeburn School Community!

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- Spirit week next week-Monday (Beach Day), Tuesday (Jersey/Spirit wear); Wednesday (Rainbow/pride-each grade wears different colour), Thursday (Hat Day), Friday (wear Orange-Indigenous Day)
- Indigenous People's Day-special bounce assembly
- Year End assembly @ 10:45am on June 25th; parents welcome to attend

7. Committees Update

- 7.1. Treasurer Matt Fenrich, Chelsea Fenrich
- 7.1.1 Account update: \$65,000 in main account; this will dwindle as many cheques are still outgoing
- 7.1.2 Field trip cheque request – Grouse/Cultus (potentially still room in the budget for leftover field trip funds)
- ACTION:** Connect with Adrian Dastur to have the audit done over the summer
- ACTION:** Review how to fill out expense request form consistently (in September)
- 7.2. Secretary Nicole Cherry
- 7.2.1 Nothing to report
- 7.3. DPAC Kristy Dastur
- 7.3.1 Last meeting was on May 28th-Gaming Grant application due June 30th, AGM election (a few re-elections and many new ppl)
- 7.3.2 First meeting for next year will be on October 1st; PAC 101 and first general meeting will be combined to make meeting more efficient
- 7.3.2 PAC Insurance-we are covered on administrator approved school events
- 7.3.4 Playground Grants available (links were sent to Breanna)
- 7.3.5 Kristy will need to report to DPAC who is on Blakeburn PAC for next year
- 7.4. Fundraising Breanna Cook
- 7.4.1 Playground Party is taking place on Wednesday June 25th; place food orders on Munch-a-Lunch; flyers will be posted around school, and reminders will be sent out ahead of time; need to set up a time to check on the BBQ ahead of time
- 7.5. Health & Safety Luisa Martin
- 7.5 Nothing to report
- 7.6. Hot Lunch / Special Lunch Jodie Wong
- 7.6.1 Last hot lunch was last week (Dominoes); 1 student did not receive their order and they were issued a refund
- 7.6.2 Parent volunteers are trying to hand out lunches earlier when possible, but some parents have been asked to wait outside until students are finished working which causes a delay in distribution; PAC and school will have to come up with a consistent plan for the fall
- 7.6.2 TCBY treat day @ lunch (June 20th)
- 7.6.3 Subway coupons will go into the Grade 5 swag bags
- 7.6.4 Jodie will be taking on Munch-a-Lunch in the fall moving forward
- 7.7. Communications Corinne Vanden Hoven

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- 7.7.1 Last newsletter going out this Friday; first meeting will be held during the second week of September (to be advertised in newsletter)
- 7.8. Members at Large Shannon Harper, Joanna Kahut
7.8.1 Nothing to report
8. Other Programs
- 8.1. Munch-a-Lunch Alison Anderson
8.1.1 Nothing to report
- 8.2. Fruit & Veggie Program Shannon Harper
8.2.1 Finished distribution for the year; unsure about plans for this program next year
- 8.3. Yearbook Kirstin Hepburn
8.3.1 Yearbook is made and done; a Minecraft theme was used for this year and Kirstin would like to get input for next year from students regarding theme options; a new company was used for printing this year (Photo Expressions) and Kirstin would like feedback on the quality of the books; hoping to have them delivered to the school around the 20th or 23rd; Kirstin will come in to hand them out to students
6.3.2 It was extremely helpful that Kirstin and Corrine both had access to the One drive for photos
9. Other / New Business
- 9.1. Adoption of Budget for the 2025-2026 school year; points of notes are as follows:
- Operating with a \$30,000 budget for next year; Lyndsay reviewed changes in the proposed budget from last year, which was based on our May AGM budget discussions
 - Recommended we open a separate account to manage playground improvement funds
- Motion to approve the proposed budget for the 2025-2026 school year. M: Shannon/2nd: Corinne
MOTION CARRIED (all in favour)
- 9.2. Playground Committee Update
- Committee took feedback from PAC members and school staff on disc swing and asked for another quote from Swing Time (removed the disc swing but added the addition of an accessibility seat attachment); cost for 2 frames, 7 seats and 1 accessibility seat came in at a total estimated cost of \$15, 387.65; the playground committee has decided to pursue the new quote
 - Martyn Willan has agreed to be the PAC contact point for the next steps moving forward and will meet with Ms. Khan later this week to discuss next steps in accordance with district procedures and protocols to obtain an assessment and quote for installation
 - Ms. Khan and Martyn will meet with the district Principal of Facilities on Thursday
10. Adjournment
Motion to adjourn meeting @ 7:52pm. M: Shannon/2nd: Matt
MOTION CARRIED (all in favour)
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