



BLAKEBURN ELEMENTARY PAC AGENDA

*Tuesday September 16th at 6:30pm
School Library*

In attendance:

PAC Members: Lyndsay Irwin, Nicole Cherry, Joanna Kahut, Jodi Wong, Luisa Martin, Shannon Harper, Kristy Dastur, Matt Fenrich, Breanna Cook

Parent Community: Jordana Norgaard, Stephan Kolpar, Cookie Reyes

Regrets: Kirstin Hepburn, Chelsea Fenrich

1. Welcome ("Call to Order") Call to order @ 6:32pm
 - 1.1. Welcome & housekeeping-introduction of executive members; Constitution and Bylaws dictate all PAC decisions (fundraising, financials, elections, voting protocols, etc.); Robert's Rules of Order followed at each meeting, committee updates will be given monthly
 - 1.2. Regrets - Kirstin Hepburn, Chelsea Fenrich
2. Approval of Agenda
Motion to approve the agenda. M: Shannon, 2nd: Luisa
MOTION CARRIED (all in favour)
3. Approval of Past Minutes from June 10th, 2025
Motion to approve the past minutes. M: Corinne 2nd: Kristy
MOTION CARRIED (all in favour)
4. President's Report Lyndsay Irwin
 - 4.1 Purpose of PAC and Executive roles reviewed
 - 4.2 Methods of communication-official communication lies through the school emails from the principal; a PAC Facebook page is managed by a few volunteer moderators
 - 4.3 Munch-a-lunch platform is used for hot lunch ordering and PAC fundraising; School Cash Online is used by the school to collect money
 - 4.4 Budget-\$30,000 operating budget for this school year; fundraising is ongoing for the playground enhancement project
 - 4.5 All parent volunteers must submit a criminal record check and parent volunteer form to the office; a driver's abstract is required for parent drivers
5. Principal's Report Iram Khan
 - 5.1 School Updates:
 - Enrollment-there are 18 divisions, 71 Kindergarten students, and many classes are full; 13 out of 18 classes are combined grade classes; Ms. Khan will address misinformation about combined classes in the next school newsletter
 - Summer Work-the sprinklers in the north wing of the school have all been replaced; new LED lights and a control panel have been installed for the stage

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- Emergency Drills-there was an unexpected fire alarm drill at lunch, the students responded very well; in total throughout the school year there are 6 fire drills, 3 earthquake drills, and 2 shelter in place/hold&secure/lockdown drills.
- Bears have been around, please be aware of them; they usually wander off when the students go out to play
- The Open House went well; many families attended

5.2 Calendar Items

- Sept. 19: Pro D Day - teachers will be discussing meeting the needs of diverse learners
- Sept. 29: Orange Shirt Day Gathering at 8:50, parents are welcome
- Oct. 1: Terry Fox Run and Presentation at 9:00, parents are welcome
- Oct. 21 and 23: Welcoming Conversations and Scholastic Book Fair

6. Committees Update

- 6.1. Secretary Nicole Cherry
 - 6.1.1 The Constitution and Bylaws are posted on the school website
 - 6.1.2 The 2025-2026 PAC executive are required to sign a Statement of Understanding each year
- 6.2. DPAC Kristy Dastur
 - 6.2.1 DPAC representatives meet once a month; most meetings are held online but the first and last meetings are usually in-person
 - 6.2.1 DPAC 101/Annual Meeting will be held on October 1st @ 7pm (in-person at the Education Learning Centre)
- 6.3. Health & Safety Luisa Martin
 - 6.3.1 Morning drop off and pickup has been fairly smooth so far
 - 6.3.2 The lines have been repainted in the school parking lot
 - 6.3.3 Reports and complaints from the community about heavy congestion and safety concerns at the 3-way intersection
ACTION ITEM: Corinne to address intersection safety and parking protocols in the next newsletter
 - 6.3.4 ACTION ITEM: Luisa to check with Ms. Khan about updating the classroom emergency bins
- 6.4. Hot Lunch / Munch-a-Lunch Jodie Wong
 - 6.4.1 The menus are set for the fall; ordering has opened and will close on September 26th
- 6.5. Communications Corinne Vanden Hoven
 - 6.5.1 The first newsletter went out on Friday and it will also be posted to the Facebook page
 - 6.5.2 Corrine will send a list of newsletter submission deadline dates to PAC members
- 6.6. Members at Large Shannon Harper, Joanna Kahut
 - 6.6.1 Nothing to report
- 6.7. Treasurer Matt Fenrich, Chelsea Fenrich
 - 6.7.1 \$57,000 in the General account to start the year

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- 6.7.2 The audit of PAC financials has started with Adrian Dastur; Corinne can print out the Van City statements for the audit
- 6.7.3 ACTION ITEM: Matt will contact Vancity in order to create a separate account for the playground enhancement project
- 6.7.4 Matt requested teacher cheque requests be consolidated into 3 submission dates to make cheque writing a more streamlined process

- 6.8. Fundraising Breanna Cook
 - 6.8.1 3 fundraisers in September-Blakeburn Spirit wear (order by Sept. 26); White Spot dinner fundraiser (dine in/take out) on Friday September 19th; Gabi and Jules baked goods fundraiser (order by Sept. 26th/pickup on Oct. 2nd)
 - 6.8.2 Munch-a-Lunch has set up online donations from parents towards the Playground Enhancement fund

- 7. Other Programs
 - 7.1. Fruit & Veggie Program Shannon Harper
 - 7.1.1 The fruit and veggie program has been renamed Fresh for Kids-the first delivery will be strawberries

 - 7.2. Yearbook Kirstin Hepburn
 - 7.2.1 This is Kirstin's last year at Blakeburn and she would like to find a K/1 parent who could learn about the yearbook process in preparation to take it over for future years; ideally, they would be familiar with online photobook creation software and/or comfortable working with different technology
ACTION ITEM: Kirstin and Corinne to connect about putting together a newsletter callout for a parent willing to shadow Kirstin this year and consider taking on the yearbook committee role moving forward

- 8. Other / New Business
 - 8.1. Playground enhancement project-no new updates from the district since June
 - 8.2. The s door work order is still open and waiting to be fixed
 - 8.3. Soccer nets-a student power point was presented to PAC at the June meeting last year in regards to the desire to purchase soccer nets for the school; permanent nets are not feasible at this point, but pop up nets are a possibility-4 sets of nets (8 goals) that the grade 4/5 students could set up and take down each day
ACTION ITEM: Corinne will research and price out the best possible options (Costco, Amazon, etc.) and email it out to the executive for consideration; PAC will have to hold a vote if the projected cost exceeds the designated line item for sports equipment

- 9. Adjournment

Meeting was adjourned @ 7:41pm

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