

# MEETING MINUTES

## HOLLY ELEMENTARY PAC

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**Date:** January 22

**Time:** 9:15am

**Meeting called to order by:** Rachel Siu at 9:19am

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### ATTENDEES

School Administrator: Scott Preddy // Teacher Representative: N/A

PAC Executive: Rachel Siu, Denise Stapleton, Jennifer Speers, Julie Herndier, Elana Vaupotic

Members at Large: Carly Massey, Traci Nicoletti

Online (zoom) Attendees: 3 attendees online.

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### APPROVAL OF MINUTES + AGENDA

PAC AGM meeting minutes (November 20, 2024) were reviewed and approved - Jen made motion to approve first; Carly seconds the motion.

The current meeting agenda was motioned for approval by Julie, Carly seconds the motion.

### PRINCIPAL REPORTS

- Field space are still shut down as a precautionary measure due to mud and bird droppings. (Avian flu concerns) Mr.Preddy is having a meeting with the district on January 23<sup>rd</sup> to discuss the state of the fields at Holly.
- There was very little interest in forming a Grade 6/7 girls basketball team. There will be one boys team.
- Rocks and Rings unit went over very well with the kids; teachers expressed they'd like to do a longer unit next year.
- Next week Delta Lacross will be coming to the school for an introduction to Lacross.
- The lunch program has been successful overall with lots of feedback. Mr.Preddy is meeting with the school district representative to review feedback from all 3 pilot schools actively doing the lunch program.
- The equipment rooms have had an overhaul and reorganization, and two truck loads have been removed of old equipment and furniture.

### CO-CHAIRS REPORT

- PAC has been reviewing options to purchase extra jogging pants to keep at the school for muddy days, for children that don't extra clothes on hand.
- Julie made a motion to purchase 12 new pairs of extra jogging pants (Elana seconds the motion) to keep at the office. Carly Massey will source and purchase pants.

Adding 'Property of Holly' was discussed to ensure parents are aware they are loaner pants and need to be returned after washing.

## **DPAC REPORT**

- The first 30 mins were left open to discuss topics of communication. There has been an issue with many schools (especially portables) experiencing high levels of rodents. A lot of money and energy is being invested to rectify the problem ASAP as the district takes it very seriously. Rodent and pest control in schools was approved.
- Succession planning: With her recent election into BCPAC, Jenn intends to step down as Chair and would like to train her replacement next year.
- PACs are encouraged to review and update by-laws in accordance with Robert's Rules of Order.
- When asked about T4's for Square, we were told that T4's are for employees and that Jenn will look into this further. Non-profits are required to file tax returns if gross revenue (after expenses) exceeds 50k.
- Effective Communication – Presented by the trustees  
What are the best ways to communicate with families? Mail chimp is an option to track who has opened the emails.
- Five Step Process for Raising Concerns.
  1. Talk to relevant teacher/EA
  2. Contact the Administrator
  3. Assistant Super Intendent
  4. Superintendent of schools
  5. Initiate formal appeal to the Delta School Board of Education

## **TREASURER'S REPORT**

- General account | Opening cash balance of: \$60,045.47 [as of Nov.19]
- General account | Closing Cash balance of: \$53,661.53 [as of January 21]
- General account – *new Envision Financial account* | Opening cash balance of: \$0.00 [as of Nov.19]
- General account – *new Envision Financial account* | Closing cash balance of: \$1,809.55 [as of Jan.21]
- Gaming Account | Opening cash balance of: \$14,253.15
- Gaming Account | Closing cash balance of: \$14,228.15
- We will be testing out e-transfer option to the new PAC bank account.
- The PAC has switched banks, and funds will be transitioning to the new account, per the balances noted above.

## **COMMITTEE REPORTS**

- Pancake Breakfast: \$955 profit was made, the event overall was a great success.
- Spring Fair: The Spring Fair will be postponed for this calendar year due to a number of factors and low volunteer availability. An alternate school community event has not yet been announced.

## **NEW BUSINESS**

- The Admin team has requested additional funds (\$1550.31) for new P.E. equipment enhancements. So far they have purchased 3 sets of indoor rocks and rings for curling. (\$1800 of \$3000 budget) but there has been a request to increase this budget further. Julie made a motion to grant this request, Carly seconds motion.

- The admin has requested funds to help cover online credit card payment fees. The PAC feels as though this should be a district expense given the payment platform is initiated by the district, and that PAC funds should not be allocated towards this. A motion was denied to allocate PAC funds towards online fees.
- The Landing Pub Night fundraiser is coming up on February 1<sup>st</sup>. There will be a 50/50 and silent auction for baked goods!
- Valentines Day – the PAC will be initiating a pre-order valentines day treat on Friday, February 14<sup>th</sup>. Stay tuned for details on Munchalunch ordering.
- Spring Fair: Due to a number of circumstances, the PAC has decided to postpone the Spring Fair for this year.
- Jennifer Speers proposed the need to update the PAC Bylaws and PAC calendar to reflect the way it operates currently. She will give an update at the next Exec Meeting on Feb 10<sup>th</sup> on this process.
- Jennifer proposed the PAC take on the Card Fundraiser. Jen will liaise with the owner of the company that was used for the previous grade 6 camp fundraiser. All unanimous to go ahead with the fundraiser. No date set for when this fundraiser will take place. Possibly for Mother's Day.
- Julie mentioned the need to remind parents of grade 5 students that traditionally they are responsible to run the concession at Sports Day in June as a fundraiser for grade 6 day trips (previously grade 6 camp). Mr. Preddy said that he or Joanna will send out an email about that about a month before sports day.

### **NEXT PAC MEETING**

Julie made motion to adjourn the meeting at 10:34am – Jen seconds the motion.

Next meeting will be held on February 19<sup>th</sup> – time TBD.

*Thank you!*