



## Ladner Elementary PAC

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### Meeting Minutes

Date: November 18, 2024

Location: Online - Zoom

Time: 7:00pm

Attendees: Stephanie Matheson (Principal), Jonathan Wortley (Vice Principal), Tegan VandenBoer (Treasurer), Missy Coghill (Vice Chair), AlyshaBerezay(MAL), Verena Baxter (MAL), Christina Binfet (MAL), Leanne Novkovic (Social Media), Stephanie Davis (DPAC), Danielle Reiniger (Secretary) Krista Fredriksen (MAL), Jodie Rowe, Rachel Enoch, Mardie Cha, Kayla Jow.

- **Welcome/Call to order at 7:15pm.**  
Introduction of executive PAC and attendees.
- **Approval of Agenda**  
Approved: Christina      Seconded: Verena
- **Approval of Minutes from Meeting**  
Approved: Alysha      Seconded: Christina

#### 4. **Principal's Report – Steph**

##### **Parent Teacher Conferences and Book Fair**

- Held on October 23rd and 24th.
- The Scholastic Book Fair raised a substantial amount of funds for the library (exact number to be confirmed).

##### **Visits and Events**

- Nathan Wilson (Indigenous Enhancement Coordinator):
  - Visited on October 28th and 29th.
  - Focused on classrooms with students of Indigenous ancestry, with limited additional time for other classes.
- **Halloween Parade:**
  - Held outdoors on October 31st.
  - Positive turnout with many families attending.
  - Staff dressed as zoo animals, with Steph and Mr. Shortly as zookeepers.

- **Pyjama Day: November 1st.**
- **Remembrance Day Assembly: November 8th.**
  - Included powerful songs and poetry performed by students.
- **Author Visit:**
  - A South African author visited primary students last Tuesday.
  - Shared a story about girls' education and innovations in water transportation (e.g., hippo drum devices).
- **Band Program Open House**
  - Held last Wednesday for Divisions 1–5.
  - Encouraged family involvement in supporting at-home practice.

### **Upcoming Events**

- Spirit Day (Multiples Day): November 22,  
Formerly “Twin Day,” now more inclusive to allow flexibility in participation.
- Winter Market: Saturday Nov. 23
- School Pro D day: Monday November 25
- Grade 7 Volleyball Tournament: November 20th at DSS (involving other Ladner schools).

### **Other Updates**

1. Emergency Bin Cleanup:
  - Located near the English kindergarten classrooms.
  - Volunteers needed to clean, reorganize, and relabel items.
  - Call for help will be included in the newsletter.
2. PAC Funding Appreciation:
  - Staff expressed gratitude for the PAC's support and funding efforts.
3. Health Reminder:
  - Significant increase in illnesses among students and staff.

- Families encouraged to conduct health checks and keep sick children home until fully recovered.

4. Communication Feedback:

- Exploring ways to improve communication with families.
- Seeking feedback on the effectiveness of newsletters and the website.
- Aim: to reach less-involved families more effectively.

5. **President's Report (Reported by Missy for Merrilee)**

- Merrilee is currently attending the DPAC meeting.
- Looking for a second DPAC rep. All DPAC and PAC meetings are scheduled for the same date and time, except for February. Interested individuals can email **Lepacinfo@gmail.com** for connections and assistance.

- **Halloween Dances (October 24)**

- Two Halloween dances were held: one for primary grades and one for older kids.
- Feedback from primary parents was positive regarding the split dances.
- Hot dogs were sold on-site, with over 100 sold at the primary dance.
- Google Doc created for future reference; what worked, what didn't.
- Many new parent volunteers signed up via SignUp Genius.

- **Upcoming Fundraisers**

1. Hot Chocolate Fundraisers:

- Dates: October 28 and November 7. Thank you volunteers

2. Popcorn Day:

- Date: October 23
- there was an issue with the outlet breakers so some popcorn was sold after recess.

Popcorn Day is coming up again on November 20, breakers should not be an issue again as they are labeled now.

3. Poinsettia Fundraiser (November 12-26)

- Sales are slow; only four orders as of the meeting date.
- Encourage spreading the word; orders can be placed at **Ladner.hotlunches.net**.

4. Booster Juice

- Last day to order: Wednesday, December 4.
- Deliveries are scheduled after school on Friday, December 13.

## **Food Safety and Volunteer Guidelines**

- Dani, Merrilee, and Missy are all food certified. If there is an event where food is being cooked or handled, one of them need to be present to ensure food safety guidelines.
- For concession and treat day, food handlers must be separate from cash handlers during events. Volunteers cannot handle cash and food at the same time.

## **Hot Dogs**

- Suggestions for future family events include continuing hot dog sales with possible options for veggie dogs or all-beef dogs, contingent on having a food-certified volunteer.
- Discussion with Tegan, the hot lunch coordinator, regarding vendors that have hotdogs on their menus.

## **Treat days**

- Another treat day should not be added on top of the treat days and hot lunch days already approved and scheduled during school hours. Having a hot lunch day/treat day once a month has worked well so far.
- It is a bit of a disruption to the classroom day, especially if a hot lunch vendor is late with orders.

## **Class Reps**

- No new reports on representatives; Merrilee emails the representative weekly.

## **Volunteer Management**

- Merrilee noted the lack of a plan for volunteers leading fundraisers and events in case of unexpected absences.
- Starting next week, Merrilee will connect with volunteer leaders for better contingency planning.

## **Ongoing Fundraisers**

- Cobbs Bread: 5% kickback on sales when Ladner Elementry is mentioned.
- Mabel's Labels and True Earth promotions available on social media.
- Bottle Return Express account for grade 7 fund collection
  - Ensure no broken glass or non-returnable items to avoid account suspension. We have been flagged multiple times and suspended twice.
  - Use the schools phone number and drop off your bag of empties at the express window, all funds go to the grade 7 grad events.

## **Call for Non-Executive Parent Volunteers**

- Ongoing search for non-executive parent volunteers; details available on social media.

## **Question from Attendee**

**\*\*Winter Concert Inquiry:\*\***

- Date: February 12 (not in December as in previous years).
- Reason for the change: Decision made by the calendar committee in May; comprised of teachers and volunteers.

## **6.Vice President's Report – Missy**

### **Open Gym Night November 15:**

- A fun and well-attended event:
  - Families played volleyball together.
  - Younger children enjoyed skipping ropes and mats in a designated area.
  - A basketball section was available.
- The event ran from 3:30 PM to 6:00 PM, with a steady flow of participants across various grades.

### **Winter Market November 23:**

- The event is fully booked, despite a few cancellations.
  - Grade 7 concession stand will be open.
  - Thanks to woodworking, sewing, and crochet contributors for their donations.
- Financial results will be shared at the next meeting.

### **Pub Night November 30:**

- Prizes include BC Lions tickets, Bard on the Beach passes, Improv Centre tickets, and gift cards.
  - 50/50 draw and meat draw planned for the afternoon.
  - A live band will play, providing great music and atmosphere in the evening.
- Strong community interest and growing attendance noted.
- Volunteers still needed:
  - Sign-up available via **SignUp Genius**.
  - Tasks include distributing tickets and assisting throughout the event.

### **Savings Cards Fundraiser:**

- 20 local businesses participating this year, including new food establishments.
- Cobs Bread remains on the card due to popular demand.
- Cards are finalized and will be sent to print soon.
  - Expected to be ready for distribution in early December.

## **8.Treasurer's Report – Tegan**

### **Summary of Fundraising and Income:**

- Hot Lunch Sales: \$11,702.00
- Booster Juice Sales: \$375.50
- Poinsettia Sales: \$60.00 (just started; expected to increase).
- Halloween Dance:
  - Sales: \$1,657.75
  - Profit: \$1,120.38
- Hot Chocolate Sales:
  - First event: \$190.00
  - Second event: \$294.00
- Subway/Edo Hot Lunch:
  - Profit: \$1,095.93 (estimate may decrease by \$150–\$200 after final billing).
- Popcorn Day:
  - Sales: \$809.80 (highest yet, typically around \$600–\$700).

### **Upcoming Fundraisers and Events:**

- Poinsettia Sale
- Winter Market November 23
- Pub Night November 30
- Booster Juice

### **Bank Account Overview:**

- Main Bank Account: \$40,568.49

- Playground Fund: \$3,043.70
- Gaming Account: \$13,429.72
  - Recent Expenses: One check for field trips (from last year).
  - BCCA Membership Check: Not yet cashed, possibly delayed in the mail.
- Grade 7 Bottle return account \$549.20
- Winter Market: \$1,015 collected for vendor tables (exceeds the usual \$910 due to cancellations and double payments).

#### Expenses Since Last Meeting:

- Hot Lunch Supplies: \$87.00 for printer ink
- Classroom and School Enhancements funded by PAC this year:
  - Carpets.
  - Classroom supplies.
  - Projector.
  - Wiggle stools.
  - Document camera.
- Two Food Safe courses.

### **9.DPAC Report – Stephanie**

#### Presentation on Bullying in Schools:

- Focused on district initiatives to address bullying.
- Highlighted the importance of teaching empathy, which has shown the greatest impact in combating bullying.

#### BCCPAC Update:

- There was a recent sudden exit of three members from the BCCPAC (BC Confederation of Parent Advisory Councils).
- Concerns were raised about the potential risk of the organization folding.

- Encouragingly, the PAC has maintained its membership with the BCCPAC:
  - Membership allows for participation in voting by proxy or attending meetings.
  - Members are encouraged to get involved, as this helps sustain the organization.
  - DPAC President Jennifer stressed the importance of continued membership and participation.

Upcoming DPAC Updates:

- Tonight's presentation from the school trustee will be shared at the next PAC meeting.

## **10. New Old Business**

### **50/50 License for 2025**

- Discussion around purchasing a single annual license for all 50/50 draws and raffles for the 2025 fundraising year.
- Currently, individual licenses are purchased for specific events (e.g., Pub Nights). The proposal was to explore whether an annual license could be more cost-effective and efficient.

Key Points Discussed:

- An annual license allows for multiple events under one fee but requires pre-booking dates in advance.
- Questions arose regarding cost comparison and logistical considerations, including:
  - Whether PAC plans enough qualifying events to justify an annual license.
  - Managing unused licenses if events are canceled (confirmation needed if cancellation incurs no fees).

Next Steps:

- A planning meeting was proposed to outline PAC events for 2025, including 50/50 draws and raffles.
- The PAC will revisit this discussion early in the new year to finalize a decision.
- Gather more detailed information about licensing costs and requirements.



- Include relevant stakeholders, like Merrilee, in the planning discussion.

#### New Business: Grade 7 Coffee Fundraiser

#### Proposal:

- A coffee fundraiser for the Grade 7 graduating class was proposed, with sales running until December 9.
- The fundraiser would include regular coffee, Christmas-themed coffee, and hot chocolate options through Global Coffee Fundraising (based in Maple Ridge).

#### Details:

##### Ordering Process:

- A custom website will be created featuring the school logo and colors.
- Choice of delivery to home (with shipping fees) or bulk delivery to the school for pick-up.

##### Timeline:

- Orders close December 9.
- Delivery to the school is planned for December 16, with distribution on December 17–18.

##### Promotion Plan:

- To avoid overwhelming families during ongoing fundraisers (Poinsettias, Pub Night, etc.), communication to the broader school community will start after November 30.
- A preliminary link will be shared with Grade 7 parents via Jonathan after November 30 to allow early access.

#### Discussion:

- Concerns about December being a busy time for families were noted. However, since promotion begins after existing fundraisers, it was agreed this would minimize overlap.
- The fundraiser is self-managed by Grade 7 parents and does not require PAC volunteer resources, making it feasible during the busy season.

#### Outcome:

- The PAC approved the fundraiser pending confirmation from absent members.

- Add a note in the group chat to confirm approval with those not present at the meeting.
- Coordinate with Jonathan to send out the link to Grade 7 parents after November 30.

**Meeting adjourned at 8:00pm.**

**Next PAC Meeting will be Jan. 20 in person at Ladner Elementary in Library, enter thru outside door**

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