

# FEBRUARY MEETING MINUTES KANAKA PAC

**DATE:**

2/25/25

**TIME:**

6:60pm

**FACILITATOR:**

Katie Cowieson

**IN ATTENDANCE**

Katie Cowieson, Rachael, Julie, Brandy  
Bryson, Chad Raible & Julie Ashley –  
Admin, Melissa Carr, Monica  
Online: Ashley Binns, Aisha Douglas, Faiza

**APPROVAL OF MINUTES**

Katie: Motion to pass January's budget  
1<sup>st</sup> Moved Rachel, 2<sup>nd</sup> Julie  
All present voted in favour - Passed

**NOTES**

Everybody was introduced. Katie opened the meeting and Chad did a Welcome and traditional acknowledgment.

**PAC COMMITTEE**

There is an opening for a PAC Secretary.

Melissa Carr Is filling in today to take minutes but we will need to vote and fill the position. Notice has been put on the PAC portal and on gone out in the weekly SWAY that Chad sends.

Social Media Committee – Nomination Caylie Valley

Member at Large – Nomination Faiza Karim-Jadavji

## REPORTS: CHAIR, VICE-CHAIR, TREASURER, HOTLUNCH, DPAC, EVENTS

### Chair/Vice Chair Report

#### **Katie: Budget**

The Budget for the current school year it not being used for what we thought it would be used for.

Get receipts in so that we can rework the budget in March and allocate funds better.

Let's get the money used and rebalance the budget in March

Emergency Items in Seacan \_

– went through supplies Feb 25, will go through and make a list and budget that we need to replace, \$500 should be enough

Gaming Grant – currently have a bit of a surplus and need to make sure we utilize it

### Treasurer Report

Monica: see Financial Report

\*Current Balance of 61 928.53

\*Gaming account 29 335.95

\*Recent Financi reports – 8403 profits from Hot lunch

- 1179 profit from fundraising events

\*We do not have online access, Katie and Monica went to the bank and they were not able to get a new password as they don't have a bankcard

\*Will need to change the accounts for upgrading the digitization, seem to have outgrown the BMO

\*Monica will set up a zoom session to show a powerpoint / digital share of JotForm to track receipts/debits/expenses

- Will send out zoom invite
- Google form show us more surveys which is not helpful on how to show the data from the finances
- Going towards cashless payments except for the gaming account
- Rachael – if we go to etransfers then it becomes more complicated and have to do special forms for it

### Funding for Events

Events – Aisha is spending her own money ahead of time and then using a pre-paid card or petty cash so that Aisha can use it up front

Katie– Idea, give Aisha petty cash of say \$200, to separate out the revenue /profit

- Online – AD – Gives a thumbs up online

- KC – have a form to fill out date purchased/what it was bought for/how much it was to
- Ask for motion
- Monica – Set a motion forward for giftcard and petty cash
  - o Table until Aisha's report later on so she can talk about her next events and how much she would need and then to put it forward from there

### **Hot Lunch Report** – Brandy and Julie (see reports)

Profit from last 2 Hot Lunches – both had complications

493 profit – High 5, delays to hand out

908 profit – panago, no labels

### **Term 3** sorted for vendors and Dates

May 2 Subway, May 16 papa Johns, May 30<sup>th</sup> Pango

June 13 GM Restaurant, June 27, Brownies, July 4 Dairy Queen, July 18<sup>th</sup>, TCBY

### **Discussion**

Brandy – Mark up for profit is basically \$1 - \$1.50 per item

Katie – is it possibly to adjust it to be slightly less

Brandy – when we move to new platform we will have to include CC fees into the final price along with profit just to keep in mind as well so might be better to keep prices instead of lowering and then raising again with a new platform.

Julie – GM is working with us to set the price to cover their costs and help us

Katie – what is the tax/no tax in the program

Brandy – we shouldn't be charged tax on the projects

Julie – goes into Malone, Malone has approached me and if we had sick kids away we donate the rest to her, and she has asked if we could step up and help them to have hot lunch for those students

- Not sure what account this would come from, but is about 140 for rest of the term

### **Motion: Julie motions to approve \$140 for Malone for students lunches**

2<sup>nd</sup> Rachel

All present in favour - passed

- Katie & Monica trying to set up where funding can come from
- Decision: We will run this out of community engagement and build it out to make it a line item
- Having juice boxes in lunches– could make more profit if we do our own
- Chad – juiceboxes, wagon wheels not part of healthy schools initiative so not able to sell from PAC, is only allowed when brought in from an outside vendor

Julie – question – have people asked about cost

Katie – some parents have asked because of the cost of living and that the cost of everything has gone up. As a PAC we should ask some questions going forward.

- Why do we do this? What does this mean and what is the purpose of our fundraising/having these events/lunches
- It's not been a complaint, but a comment on why is it this much

Monica – we already have over 60 000, we've already made 15 000 over this year and now we have money in the account, so it's time we can give a break to families

Katie – now that things are all going forward, we have more understanding of what goes on and now can look at the why of it

- excited for GM

Brandy – Gm also will have chicken strips

- Currently we are only marking item up about \$1 more

Katie – would like to re-look at the cost so that we can make it more affordable for our school families.

### **DPAC meeting reports – Rachael (see reports)**

Volunteers – specific definition used: see reports

Reminder of dpac that everyone is signing up and filling out the forms, prior to the events so they are able to volunteer for the event for insurance purposes

Parents and guardians of students are the ones that are covered under the insurance – questionable if it is another member like a grandma or non-guardian

Chad – does not need criminal record check unless work alone, with coaching, overnight event

\*Square – the Pac has bought the machine for it

- a person has to be the one responsible for it and has to go directly into an account
- it is meant on being used for a business and difficult for not for profit

\*Grants – any grants we want to apply for, we need a BCeID for the school to register for the gaming grant

- o can take several weeks to come through and PAC pres has to have their name on it
- o this can be used to apply for any events
- PACs cannot rent places/funds to host for the grade 7 leaving ceremonies events
- February's meeting coming out – asked to post the budget and the survey to FB groups
  - o Now is time to speak up about input in the budget
  - o Survey will have come out in late April when the budget comes out

\*Attendance – reminder to parents show/use the portal to mark attendance

\*Family Smart – support for parents and resources for anyone with struggling youth ages 0 - 25, youtube videos and conferences for different subjects

- Video on creators story and non judgemental way
- Would like to post on the School Facebook PAC page
- Ask Chad to also add it to the school SWAY

\*BCCPAC – May 23 in Prince George

- \$140 / 2 nights
  - o Online way to view the proxy on who is voting on behalf of the PAC
  - o Can also vote online, watch the conference online
- Katie and Rachael – can look into being the one to watch and vote

\*Purchasing inquiries – reminder that PACs can email [purchasing@sd42.ca](mailto:purchasing@sd42.ca) to ask for help on what to purchase and from where

\*Glitz Grad & a whole bunch of events are posted and can let Rachael know if we want it more widely known

\*Food Security System – what do we know, what is out there, how can we help

\*PAC – come up with a list of items that we want to focus on for the budget such as more custodians, more psychologists to be able to present at the Board meeting

*Rachael, Katie and Monica* – will look at filling out and applying for the gaming grant but need to receive the BCeID first

- Katie – lets talk in March about how to make the account healthy
- Teacher's need to use the 400 for fieldtrips and submit the receipts for

*Monica* – action item to make the accounts healthy and secondly to balance the accounts

*Katie* – lets look in march and deplete the account , to get it all squared away

*Rachael* – can get BCeID, and then apply for the gaming grant and the sooner we get the report done the sooner we can going on it

- Make sure the new accounts are set up and done before the gaming grant is applied for so that we can have it all going to the same place

*Brandy & Julie* - Lunch Website – not renewing the website – going to go with Munch a lunch,

*Brandy* - will sign up for the free trial and then will sign up before summer to get it working

*Rachael* – will post the Family Smart on the FB page as well as to send to Chad and put in the sway

- Has been an uptick in online bullying – snap and tiktok the big ones. – at a few of the other elementary schools, there has been an issue and there is a child that is at risk
  - o Shoot out a reminder for parents to monitor online use
  - o Happening out of school hours primarily
- Julie Ashley– there are groups to come in and talk to the kids about digital safety
- Brandy – could use the PAC funds to look at bringing in a group
- Katie - educational enrichment fun – have \$ left that we can look at bringing in a group
  - o Used 1800 in rollarskating – had 3000, line item

Next DPAC meeting is online for anyone to attend / and chat, always so much information

### **Event – Aisha**

Last couple of events:

Hollywood 3: \$110 profit – was fun for everyone

Zumba: -\$26.37 (loss), event was fun and parent and principal participation, people asking for a longer event, making it parents only

March: paint night fundraiser – waiting to hear back

Look into Vancouver Bandits, or Vancouver Warriors, Vancouver Giants

Listen for what direction you want to take it and go from there

- How much for the amount for the gift card/petty cash ? Not sure what
- Make a motion for petty cash so that we have it available if she can use it and create the cheque

Motion for petty cash for \$ 350 to have a cheque ready for Aisha to cash for upfront costs

Moved Brandy, 2<sup>nd</sup> Rachael – All present and online voted unanimously -passed

## **PRINCIPAL'S REPORT**

Principal Chad Raible reported and sent a report by email

Presented school goals and what has been done to meet them

- Kindness Month: Paper chain, RAK chain, and will be apart of the assembly tomorrow.

Goal 1 – literacy

- o How to achieve it in black and what we have done in blue
- o Highlight with Ms Nagy to increase her literacy support to be supported with Reading Simplified – for reading comprehension specifically

- Data then gets sent to Ms Nagy to make groups of the kids to give them extra hits of literacy support
  - If we can get kids to read by end of elementary, it is the biggest leg up on success in life
  - EAs come in 4 days a week in the morning for literacy, big buddies, older kids reading to younger and ABC buddies

#### Goal 2 – SEL community growing

- Every star is given to the K's from the grade 7's in September, and the grade 7's get their stars when they leave the building
- Different club – C4 club
- JECIC – 8 staff to work alongside the indigenous department to explore and increase indigenous ways of learning

Katie – we have a club line item to see if there is anything that we can support clubs with items

Pink Shirt day – Kanaka Gear with the Together we are Better came in for Pink Shirt day

- Will be a part of the regular ordering in Spring and Fall

**Library in 2025/2026** – at DPAC things still to be discussed, a notice to end practice

- change to librarian practice, the way that it is being counted is that it is now being determined at the district level and then allocated based on need
- for example a large highschool would have 2 librarians, and so that doesn't work but we need about 1.125 FTE to over 8 blocks, so the extra time will be allocated to the elementary schools
- what librarians do will change, in past prep will be (120 mins per teacher FTE) folded under the librarian umbrella; will come up with it collaboratively to see how best to make it fit and work alongside it
  - this will change how things will be done in our building
  - MRTA brought it up at the DPAC meeting

#### **New Business Discussion points**

##### **Benevolence fund**

Katie – Question, if there is something that happens to a student/family would we provide giftcards, etc

What is a fair denomination – do they want their names brought up in meeting minutes

Start conversation – is it better to let our own community take care of it

Monica – hardship funds? Isn't it the same

Katie - Hardship can be more for funding for fieldtrips, hot lunch, pink shirt etc, during difficult times, Benevolence – could be for those in a critical act

Chad – the challenge becomes how does it come out

Monica – potential to fundraise for events

- Can we share a go fund me account, typically can be shared through the classroom teacher
- If we ask the community have it anonymously – to come up with a budget and be able to create the fund

Motion to add benevolence fund as a line item for 3000, split per term, at 1000/per, so asking for 2000 for the rest of this year and will increase that in September

Moved Rachael, 2<sup>nd</sup> Monica – passed

Fund to be split each term and given to families through the Admin/staff who know who are going through tragedy/difficult times

### **Hardship fund –**

Motion put 150 to hardship for fieldtrips (Cheque for Chad written Feb)

Moved Brandy, 2<sup>nd</sup> Julie – passed

**Community Engagement** – haven't used this money at all

- Had a lady come and help us to see how to use it,
- Use it to subsidize the upcoming carnival to make it a bigger event

**Carnival** – tabled til it can be presented from the Carnival Committee

**Hotlunch** – dedicated 5000 to put out for the money,

Motion to approve 25 000 to offset the costs that have been going out

Moved Julie, 2<sup>nd</sup> Brandy

**Popcorn day** – went very well, Teachers getting good at bringing the bags back to the office, and can distribute early in the morning, make around \$250 - 300 profit from each day

**Appreciation day** – budget for conference day for snacks/drinks to buy back from Aisha for them and add \$300 to come from appreciation line

Motion to buy back items from Aisha and add \$300 to hold an appreciation day for Staff

Moved Julie, 2<sup>nd</sup> Monica

**School Calendar on FB** – social media committee, Caylie Valley, has been nominated to help with all social media and content on the Facebook account

Vote to approve

Moved Rachael, 2<sup>nd</sup> Monica – passed



**Member at Large** – Motion to nominate Faiza Karim – Jadavji to the PAC committee as she is always involved, especially in popcorn days and this will make her contributions official.

Motion to appoint to Member at large.

Moved Rachel, 2<sup>nd</sup> Brandy - passed

**Munch a Lunch** – Brandy reached out to them so that she can start with the free trial and then will be pro-rated

**Gaga Ball** – Katie, info on 2 pack of balls 29.95 can be covered under gaming

Still very popular with the students, especially grade 4 – 6, new balls would be appreciated

Motion to approve 2- 4 packs of gaga balls \$29.95 per pack

Moved Rachael, Seconded Brandy

**Bottle Account** – Since the last cheque of 2022 – network has spent \$99, 291 in store, at 5% rebate, we will receive \$4964.55

- Is it both stores or just the Kanaka store
- Add it to the budget as a line item to have as an income line
- "happy hour" fund
- Katie to inquire if its one of all stores
  - o Will need to create a line item to show where the bottle money will go

**COBs bread** – there is an account there as well, amounts and Katie will report back next meeting

### **Bylaws**

Katie has finished the first draft and gone through other schools to see and to merge and to put it together

- Share on google drive, send out link to everyone – with asking question/comment mode
- Meet up – 2 weeks from date of put out
- March 13<sup>th</sup> to have feedback back – then re-meet 7pm on zoom to go over the bylaws

### **Round Table**

- Gr 7 Pizza money and money from PAC – line item
  - o Written in 2 different cheques from PAC \$1487 for Pizza

Motion to write cheque of \$500 donated from PAC

Moved Rachael, 2<sup>nd</sup> Monica

## NEW BUSINESS

- Benevolence Funding – create funding when tragedy occurs
- Hardship Fund – propose \$150 to cover field trip costs for students in need
- Community Engagement- propose to allocate \$2000 for carnival
- Carnival Update – tabled for next meeting
- Hot Lunch – propose budget to 25K on line item
- Appreciation for Teachers – act of Kindness day was Feb 17, can we do something for staff
- Social Media Committee – Nomination Caylie Valley
- Member at Large – Nomination Faiza Karim-Jadavji
- Grade 7 Leaving Ceremony – Cut Cheques for Hot Lunch and PAC donation

## COMMITTEE REPORTS

The following committees have submitted reports to the PAC

- Finances – Monica
- Hot Lunch – Brandy and Julie
- DPAC – Rachael
- Events – Aisha
- Principal Report

## OLD BUSINESS

Speed Limit: Heather Lambert was looking into options

Gaga Ball Pit: 2 pack 29.95 can be covered under gaming, see in discussion

Bottle Update: see in discussion

Bylaws update: next step review, then discuss at March meeting

## NEXT MEETING

March 17 | 6:30pm in the library

Motion to adjourn (*Brandy moves, Rachael 2nds*) was made at 8:53pm and was passed unanimously