

# McKinney PAC Annual General Meeting – Minutes

June 3, 2024 at McKinney Elementary / Zoom

<b>Welcome</b>	<b>7:02 pm – Call to Order</b>
<b>Meeting Attendees:</b>	Tara Caffrey, Anita Sandhu, Cheryl Neufeld, Eileen Fujimuro, Norman Chow, Ivy Ho, Alisa Magnan, Sunny Song, Angie Ho, Jean Li, Wynsome Dong
<b>McKinney Administrators:</b>	Gordon Fitt
<b>Adoption of Agenda</b>	<p>We would like to begin by acknowledging that the land on which we gather is the unceded territory of the hæñ ḡ əmiñ əm speaking people.</p> <p>Agenda was adopted as presented. Moved by Anita, second by Cheryl. Motion passed.</p>
<b>Chair Update:</b> Tara	<ul style="list-style-type: none"> <li>✓ Anita: Contact Planetarium, schedule mobile planetarium experience. DONE</li> <li>✓ Norman: Contact parent sponsor RE: planetarium experience. DONE</li> <li>✓ Tara: Contact Steveston-London RE: scholarship. DONE</li> <li>✓ Tara: Include on agenda for next meeting: <ul style="list-style-type: none"> <li>Plan future movie night dates. DONE</li> <li>Vote on delaying playground build. DONE</li> </ul> </li> <li>✓ Tara: Create list of groups that have donated to PAC.</li> </ul>
<b>Administrator's Report:</b> Gordon	<ul style="list-style-type: none"> <li>- Walkathon <ul style="list-style-type: none"> <li>▪ Thank you to the PAC and volunteers for organizing the Walkathon, it remains a wonderful event.</li> <li>▪ Walkathon prizes were announced at the Talent Show.</li> <li>▪ \$3,480 was collected from the SD38 online donation website.</li> </ul> </li> <li>- Sports Day, June 14 <ul style="list-style-type: none"> <li>▪ Primary divisions activities will take place before recess, intermediate divisions activities after recess, and whole school activities after lunch.</li> <li>▪ Sports Day organizing committee asks if PAC can provide freezies for the end of sports day. Discussed Monika's suggestion that McKinney is moving away from sugary snacks. Gordon will confirm with Monika.</li> </ul> </li> <li>- Grade 7 parents are planning the Grade 7 Farewell, there will be a ceremony in a the gym, a buffet lunch, and a magic show.</li> <li>- McKinney has had a few staff members away due to illness and the District has been short on TOCs.</li> <li>- The Division 10 teacher has not returned from leave of absence and the TOC that covered the absence is no longer available. Other teachers have helped cover. If the Division 10 teacher does not return in a couple weeks, Gordon and Monika will prepare a plan for students' assessment reports.</li> <li>- End of year recognition assembly is scheduled for June 26.</li> <li>- School Band concert is scheduled for June 7.</li> </ul>

## McKinney PAC Meeting – Minutes

<p><b>Treasurer’s Report:</b> Eileen</p>	<p><u>General Account</u></p> <ul style="list-style-type: none"><li>– About \$4,887 expenses for food day.</li><li>– About \$1,985 collected from Walkathon cash and cheque donations.</li><li>– About \$3,480 collected from Walkathon through SD38 online donations.</li><li>– \$485 collected from donation drive (\$300 from Dr. Dhir, \$185 from corporate donation).</li><li>– About \$266 for classroom expenses.</li><li>– \$300 for Steveston-London Scholarship.</li><li>– \$594 for PAC’s portion of the Portable Planetarium in-school field trip.</li></ul> <p>A parent is sponsoring two-days of the Portable Planetarium in-school field trip and has sent \$1200 to PAC. PAC is sponsoring a third day so all McKinney students can participate in the field trip.</p> <ul style="list-style-type: none"><li>– Eileen and Anita met with TD and switched the bank account to a non-profit account to reduce annual fees.</li></ul> <p><u>Gaming Account</u></p> <ul style="list-style-type: none"><li>– No change.</li><li>– Gordon will remind Helen to send Drumming Workshop and Outdoor Ed Camp invoices to Eileen for reimbursement.</li><li>– About \$6,000 of the funds in the Gaming Account must be spent this year. The expenses from the Drumming Workshop, Outdoor Ed Camp, and Field Trip Fund will cover this amount.</li></ul> <p><u>Playground Fund Estimate</u></p> <ul style="list-style-type: none"><li>– About \$5,205 raised from the Walkathon drive.</li><li>– About \$3,527 raised from Food Days (Apr-Jun 2024) fundraising.</li><li>– Total raised is about \$73,114.</li></ul> <p>Amounts listed above are estimates only. Actuals will be calculated at the end of June after all expenses are paid.</p>
<p><b>Food Days Coordinator:</b> Sunny</p>	<ul style="list-style-type: none"><li>– Teacher/Parent Appreciation Breakfast, June 13, in the library<ul style="list-style-type: none"><li>▪ Feedback from parents is that the 8 am start time is a bit early because they need to get kids ready for school.</li><li>▪ Organizers will check how many parents have RSVP’d to attend this event.</li><li>▪ Gordon suggested organizing child care in the gym so parents can attend.</li></ul></li><li>– Hot Lunch<ul style="list-style-type: none"><li>▪ MunchaLunch annual maintenance fee, about \$300, is due for payment.</li><li>▪ Invoice can be downloaded from the MunchaLunch admin site.</li><li>▪ Feedback from parent volunteers is that the once-a-week hot lunch program has worked well and can continue next year.</li></ul></li></ul>

## McKinney PAC Meeting – Minutes

<p><b>Fruit and Veggie Program:</b> Sunny</p>	<ul style="list-style-type: none"> <li>- Fruit, veggie, and milk program costs are changing.</li> <li>- Beginning next year, a charge of \$0.85 per child per day will apply.</li> <li>- Sunny asks whether we should continue with the program and if there are any appropriate grants/funds available to cover the cost.</li> </ul> <p>Gordon said that there is a fund that provides snacks and lunches to students who are hungry, but using this fund for the fruit, veggie, and milk program would exhaust the fund. The fund has been used to stock the fridge outside the Office where students can grab a snack if necessary.</p> <p>Gordon will discuss with Monika about the fruit, veggie, and milk program and advise Sunny.</p>
<p><b>Social Media Liaison:</b> Cheryl</p>	<ul style="list-style-type: none"> <li>- No updates.</li> </ul>
<p><b>Other Business</b></p>	<ul style="list-style-type: none"> <li>- Movie Nights 2024-2025             <ul style="list-style-type: none"> <li>▪ Feedback from parents was to alternate movie nights because students may have afterschool activities on certain days of the week. Alternating movie nights gives students more opportunities to attend.</li> <li>▪ Discussed holding movie nights on Thursdays and Fridays, but not on long weekends because families may be out of town. Sunny is available to organize food for Thursdays and Fridays.</li> <li>▪ Movie license is valid until January 17, 2025.</li> <li>▪ Tentative movie night dates are:                 <ol style="list-style-type: none"> <li>i) Thursday, Sept. 26, 2024</li> <li>ii) Friday, Nov. 15, 2024</li> <li>iii) Thursday, Jan. 16, 2025</li> </ol> </li> </ul> </li> <li>- Playground Updates             <ul style="list-style-type: none"> <li>▪ Estimate \$73,000 raised at the end of June.</li> <li>▪ Next opening for installation of playground borders and woodchips by SD38 Facilities is Summer 2025.</li> <li>▪ Tara introduced a motion to adjust the timeline for the build of the new playground space to Summer 2025. FOR: 5 hands raised in person, 2 hands raised online OPPOSED: 0 hands raised in person, 0 hands raised online MOTION PASSED, timeline for the build of the new playground is moved to Summer 2025.</li> <li>▪ PAC will connect with Facilities for Summer 2025 build.</li> <li>▪ Next steps for PAC is to prepare a list of criteria and request quotes from vendors.</li> <li>▪ Gordon suggested meeting with outdoor education teacher, Megan Zeni, to discuss play areas such as digging pits, mounds, etc.</li> <li>▪ Tara has prepared a list of playground companies.</li> </ul> </li> </ul>

## McKinney PAC Meeting – Minutes

- Rough next steps:
  - i) Speak with Megan about outdoor ed equipment and help with design. Request cost estimate from Facilities.
  - ii) Determine what kind of structures to buy.
  - iii) Determine available funds for structures minus outdoor ed equipment costs.
  - iv) Request structure quotes.
- Eileen asked if there's a concern that students voted for a rope structure in the student survey and PAC is moving away from buying this structure. Discussion about what the available funds can purchase and about maintaining transparency with the community on progress and decisions. Eileen suggested including updates in the monthly newsletters.
- Eileen asked whether PAC will continue to fundraise for the playground next year. Discussion was tabled for next PAC meeting.
- Anita asked if there were after-school programs, which are paid separately by families that attend these programs, that could take place on school grounds. Gordon said that after-school programs would need dedicated space and a teacher/admin sponsor. If the program rents space through District Rentals, insurance is included and teacher/admin sponsor is not needed. If parents have any programs in mind, Gordon can connect the parents to District Rentals.
- Brief discussion about the babysitting course and first aid course that PAC used to hold on Pro-D days.
- Brief discussion about retirement and farewell gifts for teachers/staff. There will be one retirement and possible staff movements. Gordon will advise when more is known.
- Discussed and agreed on next year's PAC meeting dates:
  - Sep. 9, 2024
  - Oct. 7, 2024
  - Nov. 4, 2024
  - Dec. 2, 2024
  - Jan. 13, 2025
  - Feb. 3, 2025
  - Mar. 3, 2025
  - Apr. 7, 2025
  - May 6, 2025
  - Jun. 2, 2025

## McKinney PAC Meeting – Minutes

<b>Executive Election:</b>	<p><u>Succession: Chair/Co-Chairs</u></p> <ul style="list-style-type: none"> <li>- Nominee(s): Anita Sandhu</li> <li>- Elected: Anita Sandhu elected by acclamation</li> </ul> <p><u>Succession: Vice-Chair</u></p> <ul style="list-style-type: none"> <li>- Nominee(s): Tara Caffrey</li> <li>- Elected: Tara Caffrey elected by acclamation</li> </ul> <p><u>Succession: Secretary</u></p> <ul style="list-style-type: none"> <li>- Nominee(s): Norman Chow</li> <li>- Elected: Norman Chow elected by acclamation</li> </ul> <p><u>Succession: Treasurer</u></p> <ul style="list-style-type: none"> <li>- Nominee(s): Eileen Fujimuro</li> <li>- Elected: Eileen Fujimuro elected by acclamation</li> </ul> <p><u>Succession: Website/E-coordinator</u></p> <ul style="list-style-type: none"> <li>- Cheryl Neufeld will take this position on.</li> </ul> <p><u>Succession: Food Day Coordinator</u></p> <ul style="list-style-type: none"> <li>- Sunny Song will take this position on.</li> </ul>
<b>Adjournment at 8:12 pm</b>	<p>Next Meeting on Monday, September 9, 2024, at 7:00 pm.</p>
<b>Summary of Actions</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gordon: Confirm with Monika if PAC can distribute freezies after sports day.</li> <li><input type="checkbox"/> Gordon: Discuss new cost of the fruit/veggie/milk program with Monika and advise Sunny whether to continue next year.</li> <li><input type="checkbox"/> Gordon: Connect with Megan Zeni to discuss outdoor ed equipment with Norman and Tara.</li> <li><input type="checkbox"/> Anita: Include on the September agenda to discuss whether PAC should continue to fundraise for the playground next year.</li> <li><input type="checkbox"/> Gordon: Advise PAC about retirements and departing teachers/staff.</li> <li><input type="checkbox"/> Anita/Tara/Norman: Figure out what structures to buy, request quotes, refer to rough next steps.</li> </ul>