



Irene Kelleher Toti:Itawtxw PAC Meeting Minutes

Date: October 1, 2025

Start Time: 6:03 PM

Location: In-Person (MPR)

End Time: 8:10 PM

Minutes Recorded by: Ashlee, Secretary

1. Welcome and Introductions

Chair: Kara

Acknowledgement: Lu-Anne

PAC Protocol Review:

- The Parent Advisory Council works collaboratively with administration and staff to support students and school initiatives.
- The PAC fundraises to enhance school experiences.
- Meetings are to remain respectful and focused.

Approval of Previous Minutes:

- Motion to approve: Amy
- Seconded: Lindsay

2. Playground Committee - Lindsay

- When the school was built, playgrounds were made accessible but **not fully inclusive**—some children are unable to play. Fundraising efforts aim to create inclusive play opportunities for all children.
- **New Fundraiser:** *Friends of the Playground Campaign* (soft-launched at last year's Fun Fair).
 - Donations will be sought from the community.
 - Supporters' names will be displayed on the playground fence.
 - Funds will go toward inclusive additions in multiple phases to benefit current and future students.
- **Documentation:** Ashlee has compiled all playground information for reference.
- **Next Steps:**
 - Obtain a support letter from Reena.
 - Add campaign information to the school website.
 - Continue using the *IKT Inclusive Playground* Instagram page; share posts on the PAC Facebook page.
 - Consider *Growing Smiles* fundraiser—Brenda to connect with organizers.
- **Funding:**

- Approx. \$50,000 raised so far (half with PAC, half with School Board).
- *Grant Approved*: \$27,000 from Tires of BC for rubber surfacing (must be used by Oct 1, 2026).
- This covers Phases 1–2; the goal is to separate funding to allow Phase 1 to begin sooner.
- Reena to confirm reimbursement process with the district.
- Rubber surfacing estimated at **\$54,000** total—grant covers half.
- **First Sub-Committee Meeting**: Held last Friday.
- **Planned Equipment**: Wee-Go-Round, sensory equipment, music stations, inclusive swing (disc), communication board, and additions to the Kindergarten playground (Phase 3) (Answered Question from Parent).
- **Parent Questions & Comments**:
 - “Will this include features for children with vision impairments (e.g., yellow safety strips)?” – Will look into this.
 - Discussion about separating phases and prioritizing early implementation.

3. Principal's Report – Reena

Overview:

Reena shared her first monthly report, noting a very positive and welcoming start with staff, students, and families. While change can be challenging, the transition has gone smoothly.

Highlights:

- **Greendale Acres Field Trip**: Successful event, great community spirit, and a tradition worth continuing.
- **After-School Sports**: Cross-country and soccer (Grade 4/5). Reena noted challenges with early student pickups for after-school activities due to the later school schedule. She plans to discuss this with the district.
- **Music Position**: The music teacher is on maternity leave until February. The temporary TTOC has classroom-music experience but no formal training. The position will be reposted as a gym role for Term 1, then revert to music in February.
- **Communication Home**:
 - Teachers will continue sending classroom updates monthly or weekly.
 - The office will send monthly newsletters and event reminders (e.g., Terry Fox Run).
 - Families can email the school office (IKT email) for questions—both Reena and Sharon receive these messages.
- **Charging Station Cameras**: The district proposes installing cameras to monitor charging-station thefts. Parents are encouraged to share feedback.
- **Christmas Concert**: Planning is underway for a December performance, potentially at the Abbotsford Arts Centre. Parent volunteers may be needed for costumes and props.

- **Noon Hour Supervisors:** The school needs four consistent supervisors (paid positions) and two backups. Reena will send a message home to recruit. Parent volunteers are also welcome.
- **Buddy Bench:** A Grade 5 legacy project. Reena will order through the district, with an expected installation before Christmas.

4. Treasurer's Report – Amy

Highlights:

1. Hot Lunch raised **\$10,300** last year.
2. **Staff Spending:** Of \$2,600 allocated, \$2,550 was used for books, classroom incentives, and games.
3. **Grade 5 Fundraising:** Raised **\$5,700** for year-end celebrations.

Budgeted vs. Actuals (2024–2025):

Category	Budgeted	Actual	Notes
Contingency	\$1,500	\$491.82	
Staff Appreciation	\$2,600	\$2,550.15	
Cultural Celebrations	\$2,000	\$529.89	
Sports Day	\$1,000	\$817.40	
Fun Fair	\$2,500	\$3,584.80	Overspend of \$1,044 (some concession items also used for Sports Day/year-end)

Proposed Budget for 2025–2026:

General Account

- Staff Appreciation: \$2,500 (approved)
- Munch-a-Lunch: \$400 (approved)
- Fun Fair: \$3,500 (includes concession purchases)
- Cultural Events: \$1,000
- Staff Spending: \$2,600
- Contingency: \$1,000
- Playground: \$5,000 (potential increase by June 2026)

Gaming Account

- Expected deposit: \$5,660
- Bussing for Field Trip: \$1,500
- Camp Stillwood: \$1,500

Pending Approvals:

- \$985 for field-trip pizza purchase (proposed from gaming account).
- Awaiting bussing invoice from Sharon (previous year varied between \$1,000–\$1,100).

5. Fundraising Updates

Playground Committee: Already discussed earlier in the meeting.

Scholastic Book Fair:

- Coordinated by Jana (Librarian/LLC) with Hailey assisting.

- Will take place in the MPR for approximately one week (tentatively in October).
- PAC will set up a volunteer sign-up form.

Art Cards:

- Teachers are on board.
- Deadline: November 12 (to receive items before Christmas).
- New online program provides tutorials and theme ideas; projects can be holiday-themed or generic.
- Lu-Anne will pick up finished artwork.
- Art cards include paintings/drawings that families can order as cards, canvases, magnets, etc., with a portion of proceeds returning to the PAC.

Holiday Store:

- Will do this, but not Spring Book Fair.
- Students can purchase gifts for family members (\$5 and under).
- Items may be gently used or new; volunteers will help wrap gifts.
- Tentative dates: December 8–12.
- PAC will circulate a volunteer form soon.

Hot Lunch:

- Three sessions scheduled for the year.
- Marla will be stepping back—seeking parents to coordinate future sessions (possibly one parent per lunch period starting January).
- Volunteers: Marla and Brenda helping organize volunteers.
- Exploring linking volunteer sign-up directly from *Munch-a-Lunch* to a shared spreadsheet for easier sign-ups.
- Typically, enough volunteers are available each time.

Communications:

- Noted that email reaches more families than Facebook.
- Suggested: Facebook page banner will be updated to improve engagement.
- Facebook “Communities” feature no longer available, limiting volunteer coordination.

Growing Smiles: To support playground fundraising efforts.

Amazon Affiliate Marketing:

- Exploring setup where teachers can create shopping lists for supplies or books, and PAC earns a small commission on purchases.
- Possibilities include “Teacher’s Favourite Books” lists or classroom wishlists.
- Idea for *Teacher Gift Guides* to share with parents.
- Prices remain the same for buyers.
- Cam (a parent) will research the program further.

Grade 5 Legacy Fundraising: Brenda will coordinate all Grade 5 fundraising activities.

Bottle Recycling:

- Currently only one *Return-It Express* account set up under the school's phone number

- Plan to advertise the account on Facebook and explore organizing a bottle drive.

6. Staff Appreciation – Lu-Anne

- **Welcome Back:** Pastries from Pastry Portal and Sprouted Oven.
- **World Educator Day (Oct 5):** Boba tea for all staff.
- **Christmas Luncheon:** Planned for December, catered (Greek Islands or Rendezvous).
- **Staff Favorites Binder:** Completed and located in the office; plan to digitize for sharing.

7. EA Question asked by Brenda, Reena answered

- **EA Staffing:** Two positions have been lost.
- To support Kindergarten classes, resources are being redirected from upper grades. Kindergarten students are not funded, while upper grades are.
- Reena is communicating with the LSS district office regarding unfunded students who require one-on-one support but are not officially designated.
 - This affects students in K–3 and puts pressure on teachers managing high-needs classrooms.
 - Safety and equitable support are key concerns.
- Parent voices have greater impact than staff when advocating for change—encouragement for parents to reach out directly.
- New Kindergartners with designations: This is a new trend for the school year.
- EA and designation concerns can be directed to:
 - Gaylen Sue, District LSS Principal
 - Michelle Garlin, Director of LSS
- Additional Notes:
 - Abbotsford's EA retention remains low due to underpayment.
 - Students requiring social-emotional learning (SEL) or behavioral support are often not funded under current models.

8. New Business

- **Volunteers:**
 - Wanting volunteers; even occasional support is appreciated.
 - Maintain volunteer contact list and use School Messenger for communication if possible.
- **Diwali Celebration:**
 - Food provided for students.
 - Activities include Diya painting, Henna, and dancing.
 - Families visit classrooms to participate.
 - Suggested theme: bright clothing on October 20; final date TBD.
- **Halloween Costume Parade:** Scheduled for Friday, October 31, first thing in the morning.
- **Allocations (General Account):**

- Fun Fair: \$3,500
- Cultural Events: \$1,000 (Chinese New Year, Diwali, Eid, Christmas)
- Staff Spending: \$200 per classroom (13 classrooms)
- Contingency: \$1,000
- Pizza (Field Trip): \$985 (from bussing allocation)
- **Gaming Account:**
 - Bussing for September field trip: \$1,500 (not yet approved)
 - Camp Stillwood Bussing: \$1,500
 - Motion to approve above: Lu-Anne
 - Seconded: Jolene
 - Discussion: Can gaming funds be used for the playground? Explore other enrichment opportunities such as Planetarium, Aquarium, or Hi-Touch programs.
- **One Book, One School:** Family literacy initiative; each family receives one book. Daily classroom questions with prizes. Sharon will order books from the school budget. Martins has offered support for running this.
- **Movie License:** Required if funds are raised (not for donation-based events). Previously shared with Grade 5; potential to split again this year.
- **DPAC Representatives:** Krista and Jolene will attend. Upcoming meetings: Oct 23 (in-person), Nov 27 (Zoom), Jan 22.
- **Parking:** Ongoing issues with vehicles in the fire lane. Reena to laminate and post new signage. A-frame signage budget: \$850–\$1,500 range under review.

9. Let's Celebrate!

New and returning staff:

- Principal: Reena
- ELL: Tammy
- Indigenous Support Worker: Melody
- Library Tech: Denise
- LLC/STEM: Jana
- Teachers: Grant/Pearce, Park/Rosse, Fedora/Jeffery
- EA: Merita
- Custodian: Raman

10. Adjournment

Motion to Adjourn: Brenda

Seconded: Lu-Anne

Next Meeting: October 28, 2025 – 6:00 PM (Potential Zoom trial)