

# South Nelson Elementary School PAC

## Meeting Minutes

**Date:** May 13, 2026 | **Time:** 6:30 PM – 8:00 PM | **Location:** South Nelson Library

**Attendees:** Cindy (Chair), Renae, Dawn (Principal), Tyler (Treasurer), Shannon, Sarah, Adrianna, Monica, Carly, Kyle, Anna

### 1. Welcome & Chair's Report (Cindy)

- **Land Acknowledgement** delivered by Dawn.
- **Approvals:** April minutes approved (Moved: Renae, Seconded: Shannon).
- **Recent Events:** Movie Night (thanks to Tyler) and the Breakfast Social (hosted by Carly/Cindy) were highly successful.
- **Munchalunch:** Parents suggested improved communication promoting it as a broader fundraising platform. Communication methods (bulletin or marquis board) will be reviewed in September.
- **Plant Sale:** Due to delivery and invoicing communication issues with Georama, the PAC may look into alternative vendors (e.g., Digs) next year.
- **Interim Approval:** Executive team approved \$247.24 via email for the "Build It" Club materials.

### 2. Principal's Report (Dawn)

*The full Principal's Report for May 2026 will be posted on the school website.*

- **Recent Highlights:** Grade 5 basketball tournament; Dear Toad Book Fair (raised \$211 for school spending); guest author/illustrator visit; Grade 4/5 Reading Challenge champions; swim program; early dismissal class showcases; and outdoor learning initiatives.
- **Upcoming Dates:** Volunteer Appreciation event scheduled for May 26 at morning drop-off.
- **2026-2027 Enrollment:** Projected at 174 students across 8 classrooms (approx. 23-25 kids per class). No staff or classroom configuration changes are finalized yet. Still seeking a homestay family for the incoming Japanese teacher.
- **Teacher Wishlists:** Dawn will consult staff to prioritize a **\$4,000** budget allocation (Moved: Renae, Seconded: Tyler) for items including:
  - *Gym/Outdoor Gear:* (~\$1,350 total) mini-golf sets, Spikeballs, bocce sets, and croquet.
  - *ADST/Tech:* 2 to 6 additional Bee-Bots (\$315-\$735), globes (\$75), and maps (\$229-\$329) totaling ~\$1,200 plus shipping.
  - *Shed:* (~\$1,200) Outdoor storage for winter sleds and hoses (pending maintenance confirmation).
  - *Software:* Dreambox software allocation (\$1,500).
  - Skiing for next year will be covered by the Gaming Grant.

### 3. Financial Report (Tyler)

- **Recent Balances:** Apparel swag brought in a \$192 profit, and hats brought in a \$292 profit (18 extra hats remain in inventory).
- **Pending Income:** Purdy's and grocery card fundraising revenues are still outstanding. Tyler will confirm final totals once received to see if extra funds are available.
- **Fund Reallocation:** The \$800 previously held in the general playground budget has been officially redistributed to cover overhead costs for the new Gaga Pit.

### 4. Committee & Fundraising Updates

- **Playground (Tyler):** The PAC has approved **\$3,600** for the Gaga Pit. Tyler is heading the committee. Dawn is waiting on the finalized execution plan and list from school district maintenance.
- **Tree Planting (Kyle):** Set for **Sunday, May 24th at 10:00 AM.**
  - 6 trees and 10 lilac bushes (ordered for Latimer shade/flowers) have arrived at Digs. Dawn will arrange secure on-site storage.
  - Volunteers need to bring shovels (Renaë can lend extras). Kyle providing stakes, compost, mulch, and tarps. Summer watering will be managed by Kyle and Daphne.
  - *Motion Approved:* Budget for Domino's pizza and beverages for the volunteers (Moved: Shannon, Seconded: Anna).
- **Apparel Fundraiser (Anna):** Big Cranium production turnaround is roughly two weeks (expected end of May).
  - *Motion Approved:* Purchase 5 extra grad adult t-shirts (Moved: Sarah, Seconded: Tyler). Daphne suggested ordering 2 for teachers. Grad signatures for Grade 5 garments will be organized by Daphne before June 17. A Fall run featuring heavier marketing and sweatpants is being considered.
- **Family Fun Night - June 4th (Shannon & Sarah):**
  - *Logistics & Activities:* Shannon providing propane tanks and canopies; Neil and Brian handling the PA system; music teacher organizing a student performance. Renaë managing sparkle tattoos. Pie throwing requires caution tape and 3-5 pie shells/whipped cream boxes (Dawn and Shannon to finalize numbers).
  - *Food/Supplies:* Freezer space needs clearing. Tyler will provide grocery cards for shopping (Save-On-Foods has historically donated). Volunteers needed for grocery drop-off. Cindy will email the Sign-Up Genius link tomorrow.
- **Grocery Cards & Hot Lunch:** Final grocery card campaign launches Monday for early June distribution. Hot lunch volunteers are locked in. Due to time constraints, empanadas are benched. The team is exploring local sourdough pasta from The Uphill Market and bi-weekly Munchalunch rotations for September. Phasing out highly processed foods for regular hot lunches, leaving pizza/hot dogs for special event treats only.

### 5. Upcoming Meetings & AGM

- **Next PAC Meeting:** Wednesday, June 10 at The Royal.
- **AGM:** Scheduled for **September 2026** to capitalize on higher back-to-school attendance. Will include the full year-end financial review and executive position elections/votes.

## 6. Action Item Tracker

| Action Item                                                | Assigned To           | Target Deadline |
|------------------------------------------------------------|-----------------------|-----------------|
| Sort apparel orders and print Munchalunch lists            | Anna & Cindy          | End of May      |
| Present wish list budget (\$4k) to teachers for priorities | Dawn                  | Ongoing         |
| Follow up on school board tree proposal & storage delivery | Dawn                  | Before May 24   |
| Coordinate pizza order for tree planting volunteers        | Cindy                 | May 24          |
| Send out Sign-Up Genius link for Family Fun Night          | Cindy                 | Tomorrow        |
| Coordinate grocery cards and shopping for Family Fun Night | Tyler, Shannon, Sarah | Before June 4   |
| Collect student signatures for graduation T-shirts         | Daphne                | Before June 17  |
| Maintain tree/shrub watering bags through the summer       | Kyle & Daphne         | Summer 2026     |
| Follow up with maintenance on the Gaga Pit plan            | Tyler & Dawn          | Ongoing         |