November 19th, 2025

PAC Meeting Minutes

PAC Executive	Role	School Representatives	Role
Emily Lefebvre (EL)	Co-Chair	Jason Eng (JE)	Principal
Tegan Williams (TW)	Co-Chair		
Christine McCallum (CM)	Treasurer		
Mike Joe (MJ)	Hot Lunch Coordinator		
Katherine Rosenbaum (KR)	DPAC Rep (via Zoom)		
Marlene Cummings (MC)	Member at Large (via Zoom)		
Taryn Hayes (TH)	Member at Large (sends regrets)		

In Attendance: 3 other members in person and 4 via zoom

Meeting: PAC Meeting **Date:** Wednesday, November 19, 2025 **Time:** 6:30 pm – 8:00 pm (scheduled)
Location: Multipurpose Room, Lord Nelson School (Hybrid/Zoom)

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1. Welcome, Land Acknowledgement and Introductions (EL)

The meeting started with a welcome, noting challenges experienced with the Zoom link. New microphones were being tested to improve AI transcription and automate the creation of minutes.

The meeting was held on the unceded traditional territory of the Musqueam, Squamish, Tsleil-Waututh, and related people. Introductions of the PAC Executive followed, including EL and TW (Co-chairs), CM (Treasurer), MJ (Hot Lunch Coordinator), and KR (DPAC Rep, via Zoom).

2. Additions and Approval of Previous Minutes and Agenda (EL)

The agenda was approved. The PAC discussed the process of using AI to generate minutes. Following feedback gathered in person and online, the minutes from the previous meeting had been revised and corrected by at least three PAC members. The edited version of the AI minutes from the last meeting was approved.

3. DPAC Update (KR)

KR reported that DPAC meetings are highly political. She suggested joining DPAC as a political outlet.

Key DPAC Issues:

• **Carlton Elementary Closure:** The VSB voted to close the school despite widespread community opposition. The school was damaged by fire in 2016 and not repaired. The closure is viewed as short-term planning, as the school is still needed and there is no room for overspill.

• **Fleming Elementary Rezoning:** The VSB is rezoning part of the school grounds and selling or renting it on a 99-year lease to a development company for condos. This decision involves giving away the fields and basketball courts, leaving no room for the school to expand if it grows in the future.

• **VSB Land Dealings:** KR noted that the VSB board reportedly spends more time discussing its real estate portfolio than education. The VSB is looking to sell land that will become more valuable under the Vancouver Plan, which is set for adoption this spring. Lawsuits are ongoing due to "bad land deals" the VSB is making.

• **Inclusive Education:** The VSB underspent its federal grant for inclusive education by over a million dollars and repurposed the money into a fund that pays for admin salaries. KR has joined the Inclusive Education Working Group.

• **Dyslexia and Literacy:** Reading rates in BC are declining. The VSB received grant money for dyslexia screeners but is "not really doing enough" to implement them. KR has downloaded a full presentation on this topic and noted the presenters are willing to speak at Nelson Elementary if requested.

KR has been storing relevant DPAC links and minutes in a Google Drive folder for Nelson parents.

4. Principal's Report (JE)

School Grounds and Functionality:

• **Grass Field:** The field remains open for school and community use and is currently in decent shape.

• **Bike Racks:** Following conversations about expanding parking for bikes and scooters, JE submitted a requisition for **three additional bike racks** (two in the courtyard, one at the front). The updated quote increased to $4,000 in total. This will be a shared expenditure between the PAC and the school, and JE committed to moving forward with the paperwork once PAC approves spending.

• **School Grounds Beautification:** JE proposed forming a subcommittee or working group of interested parents to walk through the site to discuss ideas for cover, shade, and foliage. Previous ideas focusing on natural tree cover were not deemed sustainable by the district if trees were planted in planters on concrete. Suggestions included exploring retractable tarps and awnings or inviting an outside expert in outdoor education to assess the grounds for outdoor classroom use. It was agreed to make this discussion a focus area for the **next PAC meeting** to gauge interest for a working group and possibly arrange an open walkthrough.

Upcoming School Events: JE provided a calendar snapshot of major events through spring break:

• **Winter Concert:** Scheduled for December 11th, with specific communication forthcoming.

• **Digital Literacy Session:** Planned after the break for Grades 3 to 5 students, featuring Jesse Wollen, and financed by the PAC.

• **Black History Matters Workshops (with Giselle):** The vision is to run these yearly for students in Kindergarten to Grade 7, using varied content for each grade to prevent repetition. Scheduled for the January, February, or March timeframe.

• **Power Play (Young Entrepreneurs Project):** A project-based learning opportunity for Divisions 1, 2, 3, 4, and 5, culminating in an entrepreneur fair at the school in March.

• **Ethos Lab ADST Project:** Targeting all Grade 5 students, scheduled for four consecutive Thursdays, likely in April.

New Report Card System (Spaces EDU Pilot): Nelson is piloting the new district report card system, *Spaces EDU*, which is replacing the outdated CSL system. Report cards will be electronically delivered to families via email, requiring families to receive an invitation and set up a Spaces EDU account. The content, assessment, evaluation, subjects, and proficiency scale will remain consistent with past report cards. Families may request a paper copy for accessibility. Communication regarding the account setup will be sent out by school administration later this week.

5. Treasurer update (CM)

CM provided a summary of the fall financials.

Fundraising Revenue:

• Sun Oka Apples netted **$1,800**.

• Fall Movie Night profited **$393**, noting this included a $50 family subsidy and that profits for the next event should be higher due to leftover concession supplies sufficient for an entire event. Margins were purposefully very low.

• Garden Committee Soil Fundraiser netted **$427**.

• The Gaming Grant of **$9,360** was received in October, designated for student and parent activities.

Expenditures and Budget Notes:

• **Hot Lunch Subsidies: $1,194** was spent subsidizing nine children. Current tracking suggests hot lunch profits and subsidies should net out to be somewhat neutral for the year, which is the intention.

• **Spring Fair: $3,500** has already been spent booking the Bouncy Castle and the stage.

• **Teacher Stipends/Enrichment:** Only $500 has been spent out of the total teacher stipend and enrichment funds available (approximately 1,000 per division). CM suggested revisiting budget estimates mid-year, as money budgeted for events like the Parent Social may not be spent.

6. Equity, inclusion, and awareness initiatives (MC)

EL & TW presented a proposal from MC for a targeted **Holiday Donation Drive for the Kettle Society**. The Kettle Society provides support to vulnerable populations in Vancouver.

Donations Sought:

• **Food:** Specific non-perishable items needed for a Christmas dinner, including cranberry sauce, boxed stuffing, coffee creamer, and sugar.

• **Clothing:** Adult-sized winter items, including wool or acrylic socks (cotton is discouraged as it does not dry), toques, gloves, and gently used winter coats.

• **Cash Donations:** These are accepted and preferred by the Kettle Society due to their greater buying power. It was agreed to explore options for monetary donations via Muncha Lunch or School Cash Online.

Logistics: The drive starts Monday, November 24th, and runs until early the week of December 8th. Donation boxes will be set up by pod. Students will create promotional posters. Teachers will work with classes to make anonymous holiday cards. Parent volunteers will collect and deliver the donations. Communication will be sent out via the Wednesday Weekly and school email channels.

7. Garden Club

The Garden Club is developing the upper garden beds with indigenous plants. They have conducted two monthly sessions, including planting, weeding, and vegetable pickling.

Fundraising: The club has been approved for the West Coast Seeds fundraiser and plans to run the soil/mulch fundraiser again in the spring. It was noted the soil/mulch fundraiser needs more promotion.

Volunteer Needs: The club urgently needs new volunteers, specifically those available on **Fridays between 1 pm and 3 pm**. New volunteers are also needed to transition into running the club, as current organizers are planning to move on in the next couple of years.

8. Hot Lunch Update (MJ)

Hot lunch is running smoothly. More volunteers are needed, particularly on Tuesdays and Thursdays, and especially for the upcoming **White Spot Day on the 28th**.

The PAC discussed that volunteer recruitment should focus on communicating the benefits and enjoyment of volunteering (e.g., social opportunities, seeing children happy) rather than just requesting labor. It was suggested to create volunteer profiles or highlights to emphasize these benefits.

9. Upcoming events (TW, EL)

Pancake Day: This event is scheduled for **Monday, December 1st (9:30 am to 12 pm)**. Volunteers are needed to help cook and distribute pancakes. Conventional, vegan, and gluten-free options will be available. This year, the event will use the PAC's griddle purchased last year.

Popcorn Maker Proposal: Following the successful Movie Night, a proposal was made to purchase a popcorn maker for approximately **$1,500** for use at movie nights, the Spring Fair, and free use for the school (including Grade 7 fundraising). It was projected to last about a decade. Concerns were raised regarding storage and whether a 6-ounce popper would be sufficient for the size of Nelson's events.

• *Decision:* It was agreed to **rent or borrow a 6-ounce popper** to test it at the next movie night before committing to the capital purchase.

Resilience and Succession: The difficulty of maintaining events when organizers leave (as happened with Movie Night) was highlighted. PAC members running events or fundraisers were reminded to identify and train a second person to ensure event continuity if the primary organizer becomes unavailable.

10. Fundraisers (TW, EL)

Upcoming fundraisers include:

• **Donald's Gift Card Runs:** Planned for February, April, and May.

• **Purdy's:** wrapping up.

• **West Coast Seeds**- TBD

• **Soil/Mulch:** Will run again in the spring and needs better promotion.

It was noted that many of these fundraisers are good opportunities for volunteers who cannot commit to attending meetings regularly.

11. Communications / Other items (EL)

Volunteering for the Executive: Recruitment is underway for executive positions.

• **Treasurer:** There is a critical need for a **Treasurer for next September**, as the PAC cannot function without one. The current Treasurer, CM, will be reaching her term limit soon.

• **Secretary:** This role was suggested as a "soft entry" point for participation, requiring taking minutes and occasionally responding to email approvals.

Feedback about SchoolPix/Derek Stevens Photography: Feedback was requested on the current school photo provider.

• **Negative Feedback:** Included dislike of the white background, the large volume of "silly face" photos that require parents to sort through, and a feeling that they do not look like traditional school pictures.

• **Positive Context:** The switch three years ago was made partly because of complaints about package options and pricing from the prior provider (Lifetouch). Some families appreciate the options for candid, action shots.

• **Decision:** JE noted that PAC can collect feedback, and he will present it to the current company to see if they can accommodate both classic/seated and candid photo options (perhaps using a checkbox system or leveraging retake day). The PAC will collect parent feedback, likely via a Google Form or survey.

Draw: Tiffany Bentley won a $20 Muncha Lunch credit.

The budget amendment for the bike racks was brought up after the Zoom meeting ended, but while quorum was still met. The amendment was passed by majority vote to add $2000 to the budget for the new bike racks.

Action Items

Item	Responsible Party	Description	Citation
DPAC Information Sharing	KR	Share the link to the Google Drive folder containing DPAC links and minutes for circulation to parents.	
School Grounds Discussion	EL/TW	Ensure school grounds beautification and working group interest is a focus area for discussion at the next PAC meeting.	
Outdoor Education Consultant	EL/TW	Connect with Kate, an environmental educator with Metro Vancouver who is willing to work with us on this.	
Budget Review	CM (Treasurer)	Redo budget estimates mid-year, adjusting for events (e.g., Parent Social) that may not proceed.	
Kettle Society Drive Promotion	PAC Executive/School	Send communication via the Wednesday Weekly and school email channels promoting the targeted Kettle Society Holiday Donation Drive.	
Kettle Society Monetary Donations	MJ/PAC Executive	Explore setting up monetary donation options for the Kettle Society through Muncha Lunch or School Cash Online.	

Volunteer Communication Strategy	PAC Executive	Develop ways to communicate the benefits and enjoyment of volunteering (e.g., profiles/highlights) to improve recruitment for roles like Hot Lunch.
Popcorn Maker Test	PAC Executive/Movie Night Team	Try out a rented or borrowed 6-ounce popcorn maker at the next movie night to test its capacity before purchasing.
Event Succession Planning	PAC Executive/Event Organizers	Remind event and fundraiser organizers (e.g., Pancake Day volunteers) to identify and train a second person to ensure continuity.
Fundraiser Promotion (Soil/Mulch)	PAC Executive	Promote the upcoming spring soil/mulch fundraiser more effectively, sharing the link when available.
Executive Recruitment	PAC Executive	Intensify recruitment efforts to find a **Treasurer for next September**, and also look for a Secretary.
School Photos Feedback Collection	PAC Executive	Collect parent feedback on the current school photo provider using a Google Form or survey.

12. Adjournment

The meeting adjourned at approximately 8:01 pm.