PAC Meeting Minutes

Tuesday September 22, 2026
6:30-8:00pm

Location: Multipurpose Room, Lord Nelson School
(or by Zoom, link here.)

PAC Executive
Stephanie Kemp (SK), Co-Chair;
Ada Baylis (AB), Co-Chair;
Jenny Kong (JK), Treasurer;
Rebecca Goulding (RG), Vice-Chair;
Tegan Williams (TW), Past Chair
Mike Joe (MJ), Hot Lunch Coordinator;
Katherine Rosenbaum (KR), DPAC Rep;
Marlene Cummings (MC), Member at Large;
Sinead Deery (SD), Member at Large

School Representatives
Jason Eng (JE), Principal

Additional Speakers
Sasha Chen (SC), Garden Club
Joanna Gyurkovics (JG), Neurodiversity Pride and Progress group
Dillon Adams (DA) - Spring Fair
Alison Atkinson (AA) - Family Dance
Sangeeta Kauldher, Alita Cerra and/or Millie Kung (SaK, AC, MK) - Grade 7 Parent Grad Committee

ITEM	LEAD	TIME
1. Welcome, Land Acknowledgement and Introductions (5 min) ● Opened with a land acknowledgement ● **Confirm quorum** more than 10 voting members present, including executive (meets bylaw requirement). ● Roundtable PAC introductions, all PAC members listed above present as well as JE. ● Munchalunch credit entry.	SK	6:30-6:35
● SK moved to adopt agenda, TW seconded it.	SK	6:35-6:40
3. Overview of PAC and What We Do (5 mins) ● PAC focus: community events, support for students, advocacy. ● Often aim to break even or leverage any profit to subsidize families needing support (i.e., Hot lunch – families in need can contact JE). ● Big events: spring fair, movie nights, pancake day. Try to ensure events are inclusive. Garden club. ● PAC helps to fund teacher's spending so it's not out of pocket. ● Advocacy: pride space for kids with sensory issues, etc. ● Budget is a good overview of PAC initiatives as not everything can be communicated in emails.	TW	6:40-6:45
4. Principal's Report (15 mins) Beginning of School Overview ● Nice to see continued relationships and new faces on the PAC Exec. JE has been working with new chairs to ensure smooth transition. ● School start-up has gone smoothly, classes were established by the end of the first week. There are 20 divisions, full school. Additional kids will be added because neighboring schools are full. ● Overall, district enrollment is declining. When enrollment declines, funding declines. ○ Still considered full, but looking at some reduction in admin time for VP. Lost 2 days of resource time (12.5 vs 14.5 days). Same number of SSAs/support staff to work with Ministry designated students. ● JE reviewed new teachers, teachers on leave, teachers on contract. ● JE advocating for more support staff. Number of designated students not yet confirmed.	JE	6:45-7:00

Key Dates ● Meet the teacher last week, Terry Fox Run Friday (Sept 25th), Walkathon (biggest school fundraiser) likely Thursday, Oct 8th. Book fair will occur the week of parent-teacher conferences (week of Oct 19th). As always, dates will be included in Wednesday Weekly. Outdoor Education and Shade ● Outdoor education/shade is on the agenda for the next primary and intermediate teacher meetings. ● Staff share this issue, view the front of the school as more hospitable, with more shade during the afternoons. ● JE speaking with a contractor providing shade canopies. Quoted approx $100,000 with additional work required from VSB to install pillars to hold up sails. More info to be provided at the next PAC meeting. ● Suggestion that there are cheaper ways to accomplish this: parent idea for involving kids and creating shade with broken umbrellas, gromet gun, etc. For discussion next mtg. Bike Programs • On agenda for next meeting: HUB Program, yearly $500 grant for promoting active transportation. Bike bus suggested but uptake for similar programs has been low. • Parent who writes grant applications is leaving next year. Looking for a new volunteer to learn. **Action Items** • Need volunteer to help with writing grants. • Discussion of shade, bike programs at future PAC meeting.		
5. Garden Club (5 mins) - Parent-led committee supporting gardening activities at school. ● Provided an update on the garden club and plans for this year. ● Goal is getting hands dirty, connecting with nature, understand where food comes from. Plan for the year: ○ 12 gardening sessions during the year on Friday afternoons. Each 2 hrs long with 2 classes with seasonal planting, creative art, food making/tasting. Kids enjoy it, increases their interest in healthy foods, greens. Also try to help kids understand where food comes from. ○ Continue to develop the upper indigenous garden (located front of school) more intentionally. Speaking with teachers to determine interest. ○ Clear/improved signage for gardens. ○ Winter/indoor gardening: This is new, seeking direction from teachers whether this is of interest. ● Key grants: Whole Foods Garden grant to support edible gardening education ($4000ish). ○ 400 bulbs from Bulbs for Kids Association.	SC	7:00-7:05

Commented [SD1]: Didn't catch exact number but might not be important

○ PAC funds additional $2000/year ● Warmly welcome parent volunteers at all levels of gardening experience. ● TW recognized committee for being run by parent volunteers, spending little money for so much value for students. **Action Items** ● Need volunteers to help with writing grants and volunteers for overall committee.		
● Spring Fair (5 mins) ● JE: The District requires additional oversight for safety and accessibility. Both well-addressed last year but requirements must be confirmed before deposits are paid. ● DA reviewed last year's budget (approximately $8,200), with major costs including inflatables ($5,698), concessions ($1,200), and stage rental ($800). ● JK: The event generated approximately $6,367 in revenue against $8,100 in expenses, resulting in a deficit of about $2,000. The PAC's goal is to roughly break even. ● DA would like to increase parent-led activities but noted ongoing volunteer recruitment challenges. ● Kate suggested supporting parents to lead crafts and activities by providing materials, resources, and planning support. Noted for discussion at future PAC meeting. ● Event timing and the possibility of a weekend event were discussed due to volunteer availability concerns. ● The committee agreed to hold the Spring Fair on June 18th, rather than June 25th, due to summer vacation schedules. **Action Items** ● Confirm District safety and accessibility requirements. ● Explore parent-led activities and volunteer recruitment strategies. ● Revisit event timing at the next PAC meeting.	DA	7:05-7:10
7. Hot Lunch Update (5 mins) ● Subsidies: free lunches with the hot lunch profits. Application form with the last email. There have been some applications. The donation option was missing but is now re-added. ● Ordering is up and running after delays due to munchalunch platform updates. **Deadline for hot lunch orders tomorrow night, White Spot deadline September 30th.** **Action Items** ● Need volunteers to distribute hot lunch.	MJ	7:10-7:15
8. Grade 7 parent committee (5 minutes) ● Planning is underway, with student and parent input still being gathered before a final proposal is developed.	SaK	7:15-7:20

• Activities will include a leaving ceremony, yearbook, refreshments, decorations, and an off-site celebration. • An initial request of **$5,000** was presented to support celebration costs, yearbooks, gifts, and financial assistance for students facing barriers to participation. • Last year, the PAC contributed **$1,500**, with additional costs covered through parent donations and fundraising. • Members noted the importance of balancing support for the celebration with overall PAC budget constraints. • It was agreed that a larger funding increase could be reconsidered once plans and costs are finalized. • Approximately **$1,300** remains from last year's budget, and an outstanding reimbursement of approximately **$400** requires confirmation. • The PAC approved an initial allocation of **$2,000**, with the option to revisit additional funding at a future meeting. • The committee also discussed creating a small fund to ensure all students can participate in school activities regardless of financial circumstances. **Action Items** • Finalize celebration plans and budget. • Confirm outstanding reimbursement from the previous year. • Revisit additional funding requests if needed.		
9. NPP (5 mins) - **Parent-led group** supporting awareness, resources, and advocacy for **neurodivergent students and families** at Nelson. • Focus on creating a more inclusive and supportive school environment for neurodivergent students and families. • JG highlighted the importance of understanding neurodiversity, using inclusive language, and recognizing that supports designed for neurodivergent students benefit the broader school community. • Social change often occurs through community-led efforts and that increasing awareness and acceptance of neurodiversity is an important ongoing goal. • The presentation also highlighted the mental health challenges that can affect neurodivergent children and the importance of fostering a culture of belonging, understanding, and celebration. • Proposed initiatives include bulletin boards, a community mailbox, and resources to encourage engagement, learning, and participation throughout the school year. • The presentation also highlighted the mental health challenges that can affect neurodivergent children and the importance of fostering a culture of belonging, understanding, and celebration. • Funding of $2,500 was requested to support related library resources, classroom materials, and school-wide activities.	JG	7:20-7:25

10. Family dance update (5 mins) • AA announced a new **Family Dance** on **October 2**, inspired by a successful event at another school, and encouraged families to attend. • The event will include a dance in the gym with a DJ, a Grade 7 concession, and a low-sensory space in the multipurpose room supported by LETS, with fidgets, activities, and facilitators. • Estimated event costs are $600-700, including DJ services and party lighting. • Parents will be required to accompany their children. **Action Items** • Recruit volunteers for event support and cleanup. • A parent offered party lighting for the event and will connect with AA.	AA	7:25-7:30

11. Financial Update / Annual Budget (10 mins)
• The proposed budget is largely unchanged from last year.
• Fundraising projections include apples, Donald's gift cards, Purdy's, the Spring Fair, and the BC Gaming Grant. Minor adjustments to revenue expectations in some cases.
• Planned expenses include:
  ○ Grade 7 Celebration: $2,000
  ○ Pancake Breakfast: increased slightly to reflect inflation
  ○ Sports Day: $500
  ○ Spring Fair: unchanged from previous years
  ○ Miscellaneous Student Events: $500
  ○ School/Teacher Support: maintained at current levels
  ○ PAC Operations: unchanged from last year
• The Welcome Back Coffee budget was increased from $600 to $750 following higher-than-expected attendance and food costs.
• The Parent Social budget has been repurposed for the Family Dance, with $1,000 allocated.
• Student and parent education funding adjusted to focus on programs such as Ethos Lab and Saleema Noon.
• Community support funding will remain unchanged.
Summary:
• The budget projects a deficit; however, actual spending is expected to be lower than budgeted.
• The budget was approved by a majority vote.
	JK	7:30-7:40

12. Communications / Other items • Next meeting: Tuesday October 27th	SK	7:40-8:00

Commented [SD2]: I didn't catch exact amounts for all of these.