PAC Meeting Minutes

Thursday, September 25th, 2025
6:30 pm – 8:15 pm

Location: Multipurpose Room, Lord Nelson School
(or by zoom here)

PAC Executive
Emily Lefebvre (EL) Co-Chair;
Tegan Williams (TW) Co-Chair;
Christine McCallum (CM), Treasurer;
Mike Joe (MJ), Hot Lunch Coordinator;
Katherine Rosenbaum (KR), DPAC Rep; Regrets
Marlene Cummings (MC), Member at Large;
Taryn Hayes (TH), Member at Large

School Representatives
Jason Eng (JE), Principal;
Tim Oftebro (TO), Vice Principal

Additional Speakers
Megan Atkinson (MA)
Joanna Guyrkovics (JG)
Dillon Adams (DA)
Daniel Penn (DP)

ITEM	LEAD	TIME
1. Welcome, Land Acknowledgement and Introductions (5 mins) • Meeting opened with a land acknowledgement. • **Quorum confirmed**: more than 10 voting members present, including executive (meets bylaw requirement).	EL	6:30-6:35
2. Additions and Approval of Agenda (1 min) • Agenda adopted by consensus (no additions recorded).	TW	6:35-6:36
3. PAC Tech Discussion (5 mins)	TW & DP	6:36-6:41

• Trial of **new tech tools** (live transcription of calls/meetings) to support **note-taking and accessibility**. • There were some questions about privacy, accuracy, and bias when using an AI to generate the minutes • A couple parents volunteered to read-over the minutes to make sure that the ones generated were accurate and private • Overall feedback was **positive**; plan is to **test for a few more meetings** and confirm effectiveness. • Aim is to improve **clarity, accessibility, and record-keeping** for PAC discussions.		
4. Overview of PAC and What We Do (5 mins) • Reflection on past PAC activities, including **movie nights, spring fair, and hot lunch**. • Annual fundraisers like **Purdy's, Donald's, apples, and Mabel's Labels** provide steady revenue while being convenient for families. • PAC has prioritized **accessibility and inclusion** — for example, keeping event concessions at cost and offering subsidies for hot lunch. • In past years, PAC has also contributed to **community causes and neighbouring schools** (e.g., Strathcona Elementary, Britannia Playground Fund)	TW, EL, MC	6:41-6:46
5. Garden Committee (5 mins) Parent-led committee supporting gardening activities at school. • A typical year is made up of monthly Friday garden sessions and a special project or two on the school grounds. • Friday Garden sessions are held from 1pm to 3pm. One or two classes come out to the garden with their teachers and join Garden Club members (parents) to do garden related-activities, some food tasting and crafts. • 2024/2025 special projects - Kindergarten Bear Den area and mural, Dinosaur Garden development (added concrete volcanos, trails and plants to enhance dinosaur play). • 2025/2026 planned project - development of the upper playground garden beds with Indigenous planting and some natural structures (boulders). • Future projects may include indoor gardening and working with the NPP on spaces created to support neurodivergent kids and folks. • Funding of garden activities is done through the PAC budget the garden committee has a budget line and we actively fundraise through by running west coast seeds and soil amender sales. In previous years we have also applied for	MA	6:46-7:06

various grants, which has enabled us to carry out larger projects, like the building of three new garden beds.		
6. Spring Fair (5 mins) ● Reflection on **last year's fair**: strong turnout, positive feedback. ● Goal for next fair: begin **planning earlier in the year** to secure more volunteers and reduce last-minute pressure. ● Need for **volunteer leads** in key areas (games, concession, music/entertainment). ● **Ticket system** confirmed (instead of cash/Square) to keep the event simple and accessible for families. ● Emphasis that the fair is a **community-building event first**, with fundraising as a secondary goal.	DA	7:06-7:11
7. Hot Lunch (5 mins) ● Ordering deadlines: **1 week prior** for all vendors; **2 weeks prior for White Spot**, including cancellations. ● Current vendors (Uncle Fatih's, Sal y Limon, White Spot) remain popular; menu refresh underway. ● **Volunteer needs:** same small group of parents covering most shifts — more help is needed to make the program sustainable. ● Families reminded to check order/cancel deadlines to reduce last-minute issues. ● [Equity Note] **Subsidies available** confidentially to ensure every student can participate.	MJ	7:11-7:16
8. NPP (5 mins) - **Parent-led group** supporting awareness, resources, and advocacy for **neurodivergent students and families** at Nelson. ● Continuing advocacy for **quiet and sensory-friendly spaces** in the school. ● Collaboration with **Garden Club's "chill zone" project** to create calming areas outdoors. ● **New neurodiverse-inclusive books have been purchased**; group is working with the school to find the right placement in the library. ● Group is **open to new parent involvement**; families interested in neurodiversity advocacy are encouraged to connect. ● Future focus: **awareness-building events** and continued input into inclusive spaces at Nelson.	JG	7:16-7:21
9. Opportunities to get involved (5 mins)	TW	7:21-7:26

• Reminder about the **Purdy's fundraiser** launching this term — families encouraged to participate. • Ongoing **volunteer needs**: Hot Lunch, Movie Nights, Class Reps. • Chairs emphasized that **occasional involvement is valuable** — even attending a single PAC meeting or helping once makes a difference. • Aim is to **broaden participation**, so the same small group isn't carrying most of the work.		
10. Financial Update / Annual Budget (10 mins) • **Annual budget presented and approved unanimously** (by show of hands). • **Student/Parent Education** set at $10,700, covering Saleema Noon, digital literacy (Shift Education), Ethos Lab, Growing Chefs, NPP, and social media speaker. • **Sexual health education:** PAC discussed offering it **every year instead of every second year**, potentially rotating providers to keep content age-appropriate and engaging. • **Bike safety program**: vendor quoted ~$4,000; considered too costly at this time. To be revisited at mid-year review. **Staff wish list** not included in 2025 budget (clarified as a one-time item from 2024). • **Motion passed:** Allocate **$650 for new library resources** (non-budgeted; membership approval required and obtained). • Even with a planned **deficit of ~$22,000**, PAC expects to finish the year with **≈$58,000 in reserves**.	CM	7:26-7:36
12. Principal's Report (20 mins) • **Enrollment & Staffing:** 457 students across 20 divisions. Staffing levels stable; some transitions (mat leave, medical leave, job shares) covered smoothly. ○ Small reduction in resource hours due to lower enrollment, but restructuring created **greater efficiency** (fewer part-time staff, more consistent coverage). • **Kindergarten transition** strong; principal visible in the pod daily to support new families. • **Outdoor lunch option** continued for Grades 1–7. Kids are allowed to take their lunch out "on the patio" just outside the multi-purpose room. This reduces noise and sensory overload; kindergartens eat in classrooms with extra supervision. • **Equity & family support:** PAC and admin continue to ensure no financial barriers for students. Supports include food, hampers, hygiene, clothing, sports/camp fees, and fee waivers — all confidential. • **Student supports:** Bailey Pearson (area counsellor) provides programming on body awareness, friendships, balance, and	JE	7:36-7:56

wellbeing, complementing curriculum and external presenters (e.g., Saleema Noon). ● **Upcoming events:** ○ **Terry Fox Run** (school-wide spirit event). ○ **Walkathon** shifted from spring to fall to align with cross-country and build community. ○ **Truth & Reconciliation Day**: performance by Dallas Arcand Jr. (world-renowned hoop dancer). ● **School climate:** startup smooth overall; strong sense of collaboration between staff, families, and students.		
12. Communications / Other items ● Meeting ran slightly over; **childminders stayed 15 minutes longer** (PAC covered the extra cost). **Hot Lunch reminders:** ○ All order deadlines are 1 week prior; **White Spot requires 2 weeks**, including cancellations. ○ Families often miss this, so PAC will continue highlighting the earlier deadline. ● **Meeting calendar**: dates for the year are being finalized and will be shared via **website** and **Wednesday Weekly**. ● **Raffle for MunchaLunch credits** held at adjournment.	TW/EL	7:56-