

South Meridian Elementary School PAC

Annual General Meeting: MINUTES

June 9, 2025 6:30pm

In-person: South Meridian Elementary School - library

1. Welcome and review of AGM agenda

Present: Rhian Walker, Co-chair; Marloes Holland, Co-chair; Courtney Peluso, co-VP; Kayla McKinlay, co-VP; Wendy Bloye, Treasurer; Marilyn Fransen, Secretary; Andrea LaPointe, Principal; six other parents

2. Motion to approve the agenda

- Motion: Courtney
- Seconded: Kayla
- Approved?: yes, unanimously

3. Motion to approve the last PAC meeting's minutes

- Motion: Wendy
- Seconded: Courtney
- Approved?: yes, unanimously

4. Principal's report: Andrea LaPointe

Completion and move-in to the new school extension

- Everyone is happy to be in the building. There were a total of 11 moves, including room reallocations. Division 6 (Ms. Krajewski) is still to move because she's awaiting furniture.
- There are three empty rooms, so there is room for growth and it will also allow for music and French to have dedicated rooms.
- There are additional washrooms.
- The basketball and foursquare courts are now open which has changed the supervision area. Currently they're allowing all grades in all areas except for a small kindergarten-only area plus the primary and intermediate swings are separated.
- With some of the project money they were able to buy basketballs and gaga balls.
- Question: When are the fences going to be taken down? They are waiting for the grass to be very established. This is not the school's choice but is being managed by the district.
- Question: Will the portables be moved? No, the portables will stay but they will be closed down for now and not used.
- Question: What is the cleaning frequency of the bathrooms? One time per day.

Other School Information

- There will be before and after school care offered at the school starting next school year. The new provider will be meeting soon with Mrs. LaPointe and information will be distributed shortly.
- Currently, the school will accept any out-of-catchment transfer requests.
- During the first two weeks of school, they will sort out the class configurations and the teachers, including the number of teachers, based on final enrollment numbers. Currently there are 15 divisions. Question: Is there a preference for straight classes versus splits? The district prefers splits to ensure smaller classes and allow for flexibility and social opportunities.

Staffing Updates

- The contract is ending for Ms. Walia (K-1 teacher).
- So far we have one new teacher hired, Ms. Kurk, who is transferring from Northridge Elementary. She will be teaching a 1/2 split. It is anticipated that the new kindergarten class will be smaller than the current one. Ms. Kurk is coming to us with various ideas, including a biodiversity grant that she recently obtained and she will implement at our school.
- Ms. Greenaway is leaving. We will have a new core music teacher at 0.5 time. Still to be filled is a 0.4 prep time teacher who may or may not be providing French.
- Our librarian, Ms. Monroe, is moving to four days a week instead of three.
- We will have a new 0.6 teacher for LST.
- You may have heard that there was a district-wide decision to no longer offer grade 7 band; however, the school will still be keeping the instruments it has.

5. Treasurer's Report

Bank accounts

- Expected totals at end of the year:

General/chequing account: Started year at \$26,000.69. Revenue this year: \$81,223; Expenses: \$97,297 = \$9,926.49 currently, with approximately \$4,000 in liabilities remaining, so **we will end the year with about \$5-6K in this account.**

Playground account: Started year at \$19,749.03. Revenue of \$246.89 in interest, so **will end the year at approximately \$19,995.92.** Note that because we do not need to fund any more playground equipment due to the extension project paying for some playground upgrades, this is general PAC money but it is in a high-interest savings account so Wendy expressed that we might as well leave it there and consider it a good buffer for any future unanticipated expenses that we have difficulty fundraising for.

Gaming account: Started year at \$1,118.80, revenue this year was \$8,601.80, expenses of \$5,777.50, so it will **end the year at approximately \$3,943.10.** Note that this money comes from BC government gaming revenue grants and can only be spent on certain items.

Budget and actuals for 2024–2025

- Wendy provided copies [will be attached to these minutes].
- Recent expenses are for hot lunch, field trip transportation, and Resilient Rhythms. Upcoming is the staff appreciation lunch.
- The most recent revenue was from Neufeld Farms, which made \$1,153 when it had been budgeted to make \$500.

Presentation of the 2025–2026 budget for discussion

- Draft budget was provided for discussion [will be attached to these minutes].
- **Expenses** discussed (compared to draft):
 - School team jerseys. Budgeted at \$2,500. Suggested to increase due to new school logo/colours. Proposed to increase to \$3,500.
 - Classroom funds. Budgeted \$5,400 which is for 15 divisions plus 3 other classes (two LST plus one integrated support teacher). We also have separate line items for the library (\$1,000) and music supplies (\$300). Ms. LaPointe requests we add classroom funding for the new intermediate prep teacher. Will be added as a new line item (\$300).
 - Other discussion: in discussion of new SME sign for school events, and regarding jerseys, Ms. LaPointe presented the new school logo and associated colours which will be red, teal-blue, navy, and light green. These will be the basis for school-wide “house” teams to be put in place next year.
- **Revenue** discussion:
 - School swag/spirit wear: budgeted to earn \$550 but may increase due to new logo/colours.
 - Art cards: If we choose an earlier date (e.g., October) then we can get a discounted rate. Andrea will discuss with the teachers.
- Updated budget numbers:
 - **Anticipated Revenue:** **\$96,990.00** (including Gaming)
 - **Anticipated Expenses:** **\$86,050.00**
 - **Grand total (revenue – expenses) = \$10,940.00**
- Motion to approve the budget for 2025–2026
- Motioned by Kayla
- Seconded by Marloes
- Motion approved

6. Election of the 2025–2026 pack board for the term of July 1, 2025 to June 30, 2026

Nominations will be for the Chair(s), Vice-chair(s), Treasurer, Secretary, Communications, Hot Lunch Coordinator, DPAC Coordinator, and Events Coordinator. We need five core positions to form the executive. The chair and vice chair can each be shared positions.

Nominations are taken from the floor and are followed by discussions.

- **Chair:** Rhian is stepping down because her child is finished at the school. **Marloes** was nominated by Kayla to be a co-chair and Rhian seconded the motion.
- **Courtney** was also nominated to be a **co-chair** by Wendy, and Rhian seconded the motion.
- **Vice-chair: Kayla** was nominated by Courtney, and Marilyn seconded the motion.
- **Treasurer: Wendy** was nominated by Rhian, and Marloes seconded the motion. Wendy will accept the nomination, however this will be her last year as Treasurer. **She would like to find someone to shadow her for at least part of the year to learn the role.**
- **Secretary: Marilyn** was nominated by Wendy and Marloes seconded the motion.
- **DPAC Coordinator: Maria Thomas** was nominated as by Marloes and Courtney seconded the motion.
- **Communications:** We discussed selecting someone to handle Communications, which to-date has been done by Wendy. **Justine Beveridge** may be interested. Also, **Nelia Botelho** is interested. Rhian nominated both of them to be members at large. Wendy seconded the motion.
- **Hot Lunch Coordinator:** Rachel has stepped down as Hot Lunch Coordinator. **Chantal Laporte** has volunteered to take on this role. This is not a voted position, but rather a volunteer one.
- **Marie Trip**, who is absent from this meeting, has volunteered to be **fundraising or events coordinator**.

All nominations listed above were voted on and approved.

7. Correspondence and New Business

- We will need to have some discussions about new jerseys for the school, given the updated logo.
- A request has just come into the PAC to provide graduation gowns as well as a sign for kindergarten graduation. The request was discussed and Wendy motioned for its approval. Marloes seconded it. Motion was denied.

8. Date of next meeting will be set sometime over the summer.

9. Meeting adjourned at 7:45 PM.