

Lansdowne Middle School
PAC Meeting Minutes
South Campus – April 26, 2023

Present: Whitney Y (Treasurer), Craig H (Chair/President), Carter G (Principal), Jeni C (Vice-Principal), Gareth R, Rosemary M, Melissa D, Irene P, Bijan A

Kick off

- Territorial acknowledgement
- Call to order: 6:05 pm
- Round table introductions
- Sign-up sheet circulated to record attendees + email addresses.

PAC Budget discussion

- Not much to discuss; fiscal July 1 to June 30
- Expecting field trips at the end of the year
 - Carter reported additional teachers approached him this year for trips which is encouraging
- Some delays putting through financials due to staffing
- Sports bag expense has not been submitted but administrators know equipment has been purchased and will follow up
- Have approved significant funds (~\$7000), not expecting losing anything in carry-over
- Discussed gap analysis assessments between FR and EN programs to try to address any possible issues we can resolve
 - What are the sources of these gaps? Socio-economic, time, general financial etc.
 - Could the PAC sponsor some research – perhaps give out some Starbucks cards etc.
 - Timeline: try for this year so we can implement next year
- Question regarding yearly budget – refer to budget documents
 - Balance, \$15/student, yearly donations, not much fundraising (do not compete with the Music PAC) and have not needed to with the surplus
 - Discussed possible fundraisers now that the pandemic has subsided as we used to hold various events, perhaps a dance, bingo night.

Admin report – Carter

- Busy staffing weeks, staffed for 31 divisions (extra grade six classes which will make a noticeable difference)
- Jeni will be leaving for Rogers Elementary next year and Beth Richardson will be coming from Cedar Hill next year as VP
- Working on transition day – grade sixes from south campus to north campus, then grade 8s to high schools

- Grade 8 graduation events, no details to share at the moment (occupied with staffing) but there are events being organized
 - PAC donating \$500 to luncheon, as it has every year
 - “Leaving” ceremony (food, celebration etc.)

Snacks in the Office

- Available to all students
- Only available during recess or lunch but normally not offered outside of that
 - May also depend on available staff for service etc.
- If a serious need, please go directly to VP or Principal
- Morning breakfast club – “books and bagels” in the library
- Extra packed lunches also sometimes available
- Federal Government committing significant funds next year to food security in schools
 - Pilot year next year so the format may shift
 - Some discussion regarding international students and revenue from that stream

Upgrading Emergency Supplies

- Set line in budget for this, upgraded them last year but this year we could use the funds to bulk up the supplies (not replace – not needed) or add food, ensure both campuses have equal equipment
- Create an inventory of contents to facilitate usage and efficiency during a possible situation
- Craig reached out to parents about helping out:
 - Identify items, get quotes, purchase supplies
 - Complete before the next PAC
- Need to identify district list of suggested items
- Compile a spreadsheet of expiry dates so we can ensure items are donated before that and properly replaced
- Craig to follow up with the group to organize

Year-end Staff Appreciation

- Usually contribute \$300 to this event in June
- Past years we have gone to Dairy Queen and provided various ice cream bars
- Koffi supplied food in May last year (split between PAC, PAC member, and business)
 - Craig will approach that parent again this year
 - Some discussion about reducing waste (bring your own cup – shouldn’t be a concern as all staff should have them)
- Craig would like to repeat the ice cream bars and requested input for others
 - Recommendation to ask for input from the staff
 - Events on ProD days could be beneficial but likely not possible this year
- Irene will approach brother (Italian Bakery) for catering quote
- Discussion about gift cards versus an event, or perhaps fund that over something else like the emergency supplies
- Carter offered to touch base with staff on what their preferences would be

Next Steps

- *Field trip gap analysis –*
- *Emergency supply update task -*

Wrap Up

- Call to finish at 7:17pm

Next Meeting

- Wednesday, May 24th at North Campus