Minutes – Port Guichon School PAC meeting

October 7, 2025 at 6.30pm

Meeting called to order by Merilee

In attendance

Merilee McCaffrey, Hilary Walker, Charlotte Montgomery, Megan Hughes, Bonnie Froh, Alisa Sayce, Zabrina Labbe, Kelsey Spires, Shannon Matos, Katelyn McLean, Janet Kinneard, Judy Hsu, Charlene Vuilleumier, Chelsea McKenzie, Dawn Tomkulak, Rae-Lynn Rolls, Heather Marco, Liane Brown, Lauren Keating, Sara Reyes, Devon Young

Approval of minutes

The previous minutes are approved by Hilary

The current agenda is approved by Chelsea

Principal 's report - Ms. Maggie Callander

- We hope that the week at a glance email is valuable to everyone - it's a reminder tool and also gives information on upcoming events and things happening at the school. There is also a section for "Messages from your PAC"
- It has been a great start to the year so far.
- Photo day – everything seemed to go well.
- Toonies for Terry –the run went well and the school raised approx.. $400 which is more than last year.
- First fire drill – this went well
- Walk for Truth and Reconciliation –the students were very respectful and it was a lovely walk. They all represented the school very well.
- Pumpkin Run at Holly Elementary - this was a bit chaotic but the kids had fun!
- We would like to bring back student jobs to the school. The students seem to be excited about this idea
- We have created some school clubs to be launched in October
- Helping Hands has started. Every Friday, each class does a draw and one student wins. They get to pick a prize from a tray of treats/prizes
- Full time CYCW has proven invaluable. We would like to do more with Feeding the futures. Every classroom has a bowl of fruit every day – all is being eaten.
- The Counsellor is working well – she comes in two days per week at the moment.
- Growth plan and school goals – we have three main goals for the school - academic (literacy or numeracy), behavioural and cultural. We would like to refresh some areas in the school, such as the main entrance and the indoor courtyards to inject more joy and fun into the space.
- Phone use by students at school– this was brought up at the recent staff meeting as it is becoming more common. It is also an issue with smart watches with the younger kids. Students are not to use their phones during school time and phones will be confiscated if this happens.

PAC Executive report

- Merilee – She has been updating the PAC boards to keep people updated on what the PAC is doing and events. She spoke with artist regarding updating areas around the school –the suggestion was to take pictures of spaces in need of rejuvenation and get kids and parents involved to get some ideas as to how to do this. We also need more volunteers to help with the upcoming events
- Hilary – No report from Hilary
- Megan – Lots has been approved since the last meeting. She spoke with Linda and Maggie to see what is expected from the PAC. Funds are lower this year and we have had to cut back some spend for the grade 6/7s for camp but hope to raise the shortfall over the course of the year. We have decided to step back from the cultural performances this year and use that money for cultural enhancements around the school instead.
- Bonnie (DPAC) – Screening for standardised assessments for reading and writing for K students is being looked at
- Charlotte – no report from Charlotte

Committee & event updates

- Hilary - Hot lunch will usually close on the Monday prior to the date of the Hot Lunch. They are being timed against the movie nights, so every other month most likely. We have picked the vendors who are easiest to work with to keep things easy for the volunteers.? We will be asking for volunteers to help out with it going forward – sign up codes have been posted around the school but ideally we would like a dedicated Hot Lunch team to handle everything.
- Charlene - Movie night was lots of fun and very busy. We raised a lot of money and the prize bags were a big hit. The next one is Nov 28th and will be a Holiday themed movie.
- Zabrina – The Winter event is being held on Nov 14th. There will be hot food options and we would like some more volunteers. The pattern is that the events are getting smaller and smaller due to lack of volunteers. Some feedback has been given that the events are geared towards the younger kids so we would love some suggestions for events for the older kids. It would be great to have the grade 6/7, or former students from DSS help out at the events.
- Charlene - Fundraisers update – The first Neufelds order raised $912 and there were 32 orders. The next one will be in November – from the 7-24th and pick up will be Dec 3rd.Biggest. We are doing the DFS wrapping paper fundraiser again, as well as a Purdy's fundraiser and pick ups will also be Dec 3rd.

New business

- We should get the dates for grade 6/7 fundraisers ahead of time so that they don't overlap with the ones for the whole school
- We need own a separate phone number for the bottle drive for grad
- Can the art teacher get the kids to do art to put up for the winter fair? Mrs Callander will look into this

Next meeting Monday November 10th at 6.30pm

Meeting adjourned at 7.57pm