Minutes – Port Guichon School PAC meeting

February 17, 2025

Meeting called to order by Merilee

In attendance

Charlotte Montgomery, Hilary Walker, Merilee McCaffery, Chelsea McKenzie, Zabrina Labbe, Megan Hughes, Bonnie Froh, Sara Reyes, Judy Hsu, Kelsey Spires, Liane Brown, Rae-Lynn Rolls

Approval of minutes

The previous minutes are approved by Hilary Walker

The current agenda is approved by Bonnie Froh

Principal 's report - Maggie Callander

- Sports update – basketball season is underway. The Lacrosse week was very fun. The strider bikes are back at the school, and these are very popular
- Facilities – They are working on improving things around the school. A wall is being built in one of the rooms to provide more space for food prep for the Feeding the Futures program
- There is a new staff member who works 3 days per week and will be concentrating on Literacy (one of the school's goals)
- There is a Community breakfast this Thursday – which ties in with the school's goals of Community and Student Engagement. It will be catered by DSS and any leftover food frozen and used again in the future
- Pink Shirt Day Feb 25th - students are encouraged to wear pink
- Report cards will be online on March 11th
- Young Engineers are coming soon – more information will go out closer to the date via email

Grade 6/7 report – Laurie Kay

No new updates

Executive report

- Merilee – we are looking into a banner for the school which will be hung in the gym for school spirit and can be taken to events offsite. This was put to a vote with the PAC and it passed. Some of the teachers would also like to revamp the Medical room and asked for funds – again this went to a vote and passed
- Hilary – nothing to report
- Charlotte – nothing to report
- Megan – No new changes from last meeting
- Bonnie – Nothing to report

Hot lunch Hilary – The next Hot Lunch is March 13th and is Hot Dogs. After that, the next one is on May 29th and is Boston Pizza

Movie night - Chelsea - next movie night is April 10th and the movie is TBD

Fundraisers – Merilee - we have printed some new posters to put up around the school. Purdys and Neufelds are open now and we will be doing a Natives fundraiser in March

Spring Fair - Rae-Lynn. They had the first committee meeting and have lots of good ideas. They are waiting for the results of the feedback form that went online earlier this month to see what people would like

Grade 6/7 update - Merilee – The Meridian meats fundraiser went really well. The next fundraiser is the pub night at the Landing on March 6, 2026

New business

We have drafted some new additions to the bylaws after the safety audit last month – they are attached to these minutes

Meeting adjourned 7:10pm by Merilee

Next PAC meeting - March 11th @ 6:30pm

Port Guichon Elementary PAC

Final Constitution & Bylaw Amendment Package-Draft

Purpose

These amendments clarify governance, protect PAC property and funds, support volunteer accountability, and ensure PAC resources benefit the school community fairly and transparently.

Amendments are proposed in accordance with Section X of the bylaws and require a two-thirds (2/3) majority vote at a general meeting with proper notice.

Amendment 1 – Committee Chairs as Executive Positions

Section VI – Executive Officers

Add:

Committee Chair positions may be established for major PAC programs and events, including but not limited to Hot Lunch, Fundraising, Movie Night, and Spring Fair.

Any committee requiring access to PAC funds, records, keys, storage areas, or confidential information must be chaired by an elected or appointed Executive member.

Committee Chairs remain accountable to the PAC Executive and membership and must follow PAC bylaws and privacy obligations.

Amendment 2 – Executive Oversight of Committees

Section VIII – Committees

Add:

All committees operate under oversight of the PAC Executive. Committees may include volunteers; however, responsibility and authority remain with the Executive Committee Chair.

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Amendment 3 – PAC Property, Keys & Access

New Section XIII – PAC Property & Access

Add:

PAC keys, access cards, access codes, and entry to secured PAC storage or spaces shall be held only by elected Executive members.

Access to PAC property or secured areas shall occur only when an Executive member is present and responsible for securing the space.

Keys and access privileges may not be loaned, shared, or duplicated.

Upon resignation or completion of term, all keys and access materials must be returned.

These measures support privacy, asset protection, and liability management.

Amendment 4 – Executive Attendance Requirement

Section V – Term of Office

Add:

Executive members are expected to attend meetings regularly.

An executive member absent from more than two consecutive meetings, or three meetings total during the school year, without notice or extenuating circumstances, may be deemed unable to fulfill their duties.

The Executive may declare the position vacant and appoint or elect a replacement in accordance with bylaws.

Amendment 5 – Use of PAC Funds

Section IX – Finances

Add:

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PAC funds shall support activities, programs, and initiatives benefiting the broader school community and student body as a whole.

Amendment 6 – Grade-Level & Group Fundraising

Section IX – Finances

Add:

Individual senior classes grade groups may conduct fundraising for outside of school activities specifically graduation or camp.

Funds raised for these purposes shall be tracked separately and used only for the intended group or activity.

Amendment 7 – Additional Member at Large Position

Section VI – Executive Officers

Replace:

"2 Members at Large positions"

with:

"3 Members at Large positions."

Members at Large serve in roles determined by Council and may support committees, events, and executive responsibilities as required.

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