

# **SOUTH BROADVIEW PAC MINUTES**

**Date:** April 13, 2026

**Time:** Started – 6:02 pm                      Adjourned – 7:18 pm

**Facilitator:** Tiffany Arrowsmith

## **In Attendance**

Tiffany Arrowsmith, Monika Wherry, Krystal Udy, Bonny Brindley, Jodie Hearn, Joel Menzies

## **Adoption of Agenda**

Agenda was approved – Krystal motioned to adopt and Monika seconded. Motion carried

## **Adoption of Minutes**

The minutes from the March meeting were read and approved. Krystal motioned to adopt and Jodie seconded. Motion carried

## **Principal's Report**

- See attached
- For the upcoming Pro-D day – South Broadview is hosting a district event featuring a literacy expert who will share techniques focusing on supporting reading
- The upcoming Indigenous Day of Learning will see all SD83 staff participating – South Broadview staff will be attending a session at Pierre's Point facilitated by the Adam's Lake Indian Band
- Reviewed school safety procedures – every room in the school has a red folder containing emergency evacuation procedures and class lists (multipurpose room, gym and library contain all class lists) that teachers will take outside. They cross-reference the lists with any known absences and report to Joel/Penny using a pink form if there are any students unaccounted for. The muster point is at the far end of the upper soccer field facing King's. There is a reciprocal agreement with King's that if we need to evacuate and need shelter then the students will come into the gym. Each room also has a SD83 emergency procedures flip booklet that contains procedures for different types of emergencies and these are updated every few years. The current booklet has a blue cover. Also discussed the differences between lock-down, hold and secure, and shelter-in-place orders: Lock Down is initiated if there is a threat inside the building or if someone is threatening to attempt to enter the building; Shelter-in-place occurs when there is an environmental threat outside (such as a gas leak at the arena) but everything is business as usual inside the school; Hold and secure occurs when there is a threat outside the building.

- When Mr. Menzies is away – Jody Crocker is the Teacher-in-Charge. She can call Joel for advice or in the event he is unavailable, she can call the principals of Bastion or Hillcrest for assistance. For an extended absence there are Principals-on-call (retired principal)

## **Chair's Report**

No updates at this time

## **Treasurer's Report**

- See attached
- Jerseys – Krystal to connect with Watermark to get another quote and a sample for new jerseys as it is possible they can be done for a better price at the same quality as ASA.
- The decision to purchase another interactive TV is being tabled to June meeting; this allows us time to see the amount of fundraising income from the spring fundraisers Growing Smiles, Easter bunnies, donut fundraiser and hot lunches
- No new batteries are needed for the walkie-talkies this year so that can be removed from this year's budget – however will likely need replacement batteries in the fall.

## **DPAC Report**

- DPAC Symposium dinner on Wednesday March 11th. 4 PAC members attended – Bonny, Arla, Jen and Monika. Presentation focussed on how families should be communicating concerns to their schools/district but also highlighted the frustrations some families are having when they feel their concerns are not being heard or addressed at the school level. Encouraging participation in school PACs and the DPAC as a way to be more involved in some decision-making and staying informed about what is going on at the school level and at the district and provincial levels.

## **Fundraisers**

- Growing Smiles Spring fundraiser – Ordering is live and going well; all orders due April 23rd. Delivery is set for May 11th.
- Chocolate Easter Bunnies – more orders than last year, with a profit of \$441!
- Donut Day fundraiser- date TBA but preferably a Friday in early June. Discussed serving individual donuts and drinks at lunch and then offering pre-ordered boxes of half dozen or dozen donuts. Monika to contact Sutherlands, Mountainside Donuts, Krispie Kreme and Askews for pricing and availability.

## **Hot Lunch Report**

- We had a successful Subway Hot Lunch on March 12th before Spring Break - thank you to all the volunteers who helped with the labelling and delivering the meals!

- It has been much smoother meal delivery with limiting the number of grade 4 and 5 student helpers for each lunch and so far is going very well. Thank you to Mr. Menzies and our grade 4 and 5 teachers and all the student helpers!
- Thank you also to the Taco Soup day volunteers for their help with serving up the meals and kitchen clean up!
- The Souper Meals program where the food is cooked in our school has started up again after implementing some changes following feedback from our volunteers. The meals are to be prepared in school by Shuswap Food Action Society staff and ready for 11:30am delivery to classrooms. 3-4 parent volunteers are needed for serving/delivery of meals with the help of assigned student helpers. Mr. Menzies provides us with class lists for delivery and when we served lunch this week it went very smoothly. Thank you Mahalia and Vanessa for helping out on short notice!
- Upcoming lunch on Wednesday April 15th is Pizza Hut. We have 171 orders. The next Soup day is April 28th - chili and bun

Here are the financials for Subway:

Subway Hot Lunch March 2026			
		Complimentary Orders	\$74.50
Actual Cost \$\$	\$992.67	Hot Lunch Donations	\$73.00
Subway	\$875.28		
Askew's – Milk & Cookies	\$94.69		
No Frills – Juice Boxes	\$22.70		
Income \$\$	\$1,072.50	(income includes Hot Lunch donations)	
Profit \$\$	\$79.83		

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## **New Business**

- Arla sent a motion that was presented by Tiffany to purchase a tent repair kit as the South Broadview tents were damaged in June of last year; see attached motion. Krystal seconded the motion. A vote was held and all in attendance were in favour of purchasing the kit. Arla has volunteered to order the kit and do the repairs. These were expensive items purchased by the PAC and it is upsetting that there is already damage. A discussion was held over the extra care needed for handling the tents especially during transport – the tents must be lifted and carried, preferably by 2 or more adults as the damage may have occurred by the tents being dragged instead of carried.
- Krystal highlighted a concern among some current Grade 4 students and families about potential issues with how responsibilities and privileges normally reserved for Grade 5 students will be handled starting next year – for example seating on benches at assemblies, morning announcements, and field trips. Joel explained that staff is aware that there will be adjustments needed to address equity and fairness for each class cohort as the school composition changes to accommodate Gr 6 and Gr 7 over the next 2 years and these discussions are ongoing.
- In advance of the upcoming AGM – Tiffany asked the current executives present if they have plans to put their name forward again for re-election for next year. Tiffany will not be seeking to be re-elected for Chairperson; Monika will not be seeking re-election as Secretary but intends to continue on as Hot Lunch Coordinator for 2026/27.

## **Next Meeting**

May 11, 2026 | 6pm, South Broadview Elementary Library

## **April 13, 2026, Treasurers Report**

Funds received in April were primarily for the Easter bunny fundraiser and hot lunches, as well as the last of the spirit wear. I made a bank deposit that had some revenue in cash that had been mixed in with hot lunches, so you'll see income in poinsettias and the holiday gift fair.

Expenses for the month were the spirit wear invoice, Easter bunny invoice, childcare for the last PAC meeting, and February and March hot lunch expenses.

As of March 31<sup>st</sup> we have \$2,644.55 available in the Gaming account and \$8,756.24 in the chequing account.

As we approach the last couple of months of school I have done a budget update, on the back of the normal sheet. These are the last of the already budgeted items for the year so you can see an approximate year-end balance of \$5,771.01 to carry forward to the next school year if we only spend funds on these budgeted items. This only reflects the income we currently have and not any revenue from the April or May hot lunches or spring Growing Smiles fundraiser. We did pay for one interactive TV this school year already, and if we were to pay for the second we would have \$2,771.01 to carry forward. Personally I would recommend we wait until we see what comes in from the final fundraisers for the year, and unless we raise over \$1,000 we should probably wait until next year. Alternatively, we could look at delaying the jersey's again to make sure that we have the TV in place for the new school year. Is it needed for next year?

I am in favour of Arla's request, and we can easily accommodate it in the budget.

## **Growing Smiles Fundraiser Update**

The fundraiser is now live, online orders have started coming in, and orders are due April 23<sup>rd</sup>. I will place the paper orders that weekend.



	Gaming	Chequing	Total
<u>Budgeted Expense</u>	<u>\$2,664.77</u>	<u>\$8,756.24</u>	<u>\$11,421.01</u>
Jerseys	\$ 1,000.00		
Year End Activities	\$ 1,064.77	\$ 1,135.23	
Free Hot lunch	\$ 600.00		
FM Radio Batteries		\$ 300.00	
Appreciation Lunch		\$ 650.00	
Headphones		\$ 900.00	
Interactive TV x 1			
Balance to 2026/27	<b>\$0.00</b>	<b>\$5,771.01</b>	<b>\$5,771.01</b>