

Jackson Elementary Parent Advisory Council (PAC)

Meeting Minutes

Date: October 2, 2026

Time: 9:00 am

Location: School Library

Call to Order:

Meeting was called to order by Vimmy at 9:01 am.

In Attendance:

PAC Executives Present: Melissa Tran, Margot McTavish, Jen Parrott, Ashley Kams, Vimmy Dharni

Parents/Guardians Present: Miriam Doornberg, Maegan Grotenhuis, Sangeeta Chand, Karilee Ennis, Rashmi Saroha

School Administration/Staff Present: Debbie Chenier

Recorder: Vimmy Dharni

Approval of Agenda

- Motion to approve agenda
- Moved by Jen Parrott
- Seconded by Melissa Tran
- Motion to approve agenda carried

Approval of Previous Meeting Minutes:

- Motion to approve presented meeting minutes from September 11, 2026, General Meeting
- Moved by Melissa Tran
- Seconded by Ashley Kams
- Motion to approve minutes carried

Principals Report:

School News: 239 students (+3)

- ✓ Student Numbers: 41K, 46 Gr.1, 44 Gr.2, 42 Gr.3, 37 Gr.4 and 29 Gr. 5
- ✓ Welcome Back Assembly
- ✓ Meet the Teacher
 - PAC snacks
 - Book Exchange
- ✓ Terry Fox Run: raised \$319.65
- ✓ Non-Instructional Day #1
 - Staff RecociliAction Project
- ✓ Orange Shirt Day
- ✓ October 2: Fire Drill #1 @ 11:00
- ✓ October 2: School Wide Assembly 2:10 Kindness Virtue
- ✓ Cross Country started Grade 4/5
- ✓ Reading Link Challenge meeting

- ✓ Grade 5 lunch monitors started
- ✓ Math Labs School
- ✓ Ninja Circuit

Staffing For October:

Welcoming Practicum Students

Division 10: Ms. Loeppky: Katherine Koop

Division 1: Ms. Lee: Meghan Rogers

Educational Assistant: Tracy Primrose

Upcoming Dates

- October 6: Picture Day
- October 12: Thanksgiving: No School
- October 13: Cross County at Se'math
- October 15: Hot Lunch: Pizza
- October 16: Division 1 Student Vote
- October 18-22: Scholastic Book Fair?
- October 20: Earthquake Drill
- October 21: 11:30 Early Dismissal
 - Parent Teacher Conferences 12:30-6:45pm
- October 22: 11:30 Early Dismissal
 - Parent Teacher Conferences 12:30-2:20
- October 23: Non-Instructional Day #2
- October 30: Hallowe'en Howl
- November 5: Fire Drill 2:00
- November 6: School Wide Assembly

Discussion Items

- ❖ Popcorn Days and Hot Lunch Schedule for year
- ❖ Classroom budgets/field trips
- ❖ Scholastic Book Fair
- ❖ Brenda not accessible between 9-9:30 in office
- ❖ PAC Event November 27?

Treasurer Report:

- General Account Balance is: \$5,959.09
 - The PAC committed to paying for the school student planners at the end of last school year (June 2026). \$1,554.90 will be leaving the account in October for the planners.
- Estimated Gaming Account Balance is: \$6,242.14
 - New Gaming Grant money for this school year was received and deposited
 - PAC approved \$1,650 in field trip funding from the Gaming Grant.
 - Funding is allocated at \$150 per division and we have 11 divisions in the school. If a division does not use its \$150 allocation, the unused funds will remain available for another division to use. Funding is for the current school year only and cannot be carried forward to the next school year.
 - PAC approved \$1,400 in funding for skating which was loved by students last year. Skating will take place in February 2027.

- PAC approved \$1,000 in funding for bringing back the Reptile Guy during school hours this year, with all classrooms having an opportunity to attend. The presentation received positive feedback from teachers, parents, and students last year. The Reptile Guy will not be included as an activity at the Fun Fair this year.
- All PAC members present voted unanimously in favour to commit these funds for field trips, skating and the reptile guy.

PAC Updates:

- The Coupon Book Fundraiser is currently underway and will run until October 15. Students may sell as many coupon books as they wish to family and friends. The total amount collected for all books sold must be submitted through SchoolCash Online by credit card. Coupon books will be distributed after the fundraiser closes. 50% of all coupon book sales will go directly to the PAC to help fund activities and experiences that benefit all students at the school.
- Pizza hot lunch is taking place on Oct 15, 2026. Orders are live on SchoolCash Online and due on October 8th. Parent volunteers will be needed the day of to distribute hot lunch to the classrooms.
- Book Fair dates have been moved to October 19-22. This is to coincide with parent/teacher conferences. Book Fair will be open during lunchtime and until 3:30pm afterschool on Oct 19 and 21, from 12:00 pm to 6:30pm on October 21, and from 12:00pm to 2:00pm on October 22nd.
- The PAC will be supporting Grade 5 students to carry out their popcorn fundraisers. Three popcorn fundraisers will occur during the school year. The first one popcorn fundraiser will take place on Friday, October 30 at lunchtime.
- PAC presented a formal Notice of Proposed Amendments to the PAC Bylaws to allow for virtual meetings and virtual voting. The required 14-day notice period has been taken into consideration. A copy of the Notice has also been posted in the school office for the school community. Members will vote on the proposed bylaw amendments at the next PAC meeting on November 6.
- The proposed Diwali diya activity was unanimously approved by all PAC members present, replacing the samosas that PAC has provided in previous years. PAC will provide clay diyas for students to decorate in celebration of Diwali. An information note will be provided to teachers explaining the significance of Diwali and diyas to share with their classes. The activity will provide students with an opportunity to learn about and celebrate Diwali through a creative, hands-on activity. Diwali takes place on November 8th this year.

Other items discussed:

- Ms. Chenier shared that a Ninja Circuit will be set up in the school hallways to provide opportunities for big-body movement breaks during classroom hours. The circuit will be available to all students who need a movement break during the school day, providing an active outlet before returning to the classroom setting for learning.
- The floor was opened for new fundraising ideas and general discussion, with several great ideas brought forward by parents. The proposed ideas will first be discussed with Ms. Chenier to determine feasibility and any school or district requirements. Further discussion and any required PAC approval will take place at the next PAC meeting before moving forward.

Next Meeting:

- Date: November 6th, 2026
- Time: 9:00am
- Location: TBA

Adjournment:

- Motion to adjourn meeting at 9:54am
- Moved by Margot McTavish
- Seconded by Vimmy Dharni
- Motion to adjourn meeting carried