

# **Fernwood Elementary School Parent Advisory Council (PAC)**

## **Board Meeting Minutes**

**Date:** January 13, 2026

**Location:** Fernwood Elementary School

**Attendees:** Kate Presley, Nancy Deas, Melinda Quintero, Lisa Jorgensen, Meaghan Ísfeld, Shawna Rink, Shelly Johnson, Hannah Reid, Tangle McClaron

### **Call to Order and Territorial Acknowledgment**

Kate Presley called the meeting to order at 6:05 pm.

The business of the PAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability. The PAC is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community.

We respectfully acknowledge that our families live and learn on the traditional unceded territory of the Coast Salish peoples, specifically the Hul'qumi'num and SENĆOTEN speaking peoples.

### **Adoption of Agenda**

The agenda was approved by unanimous consent.

### **Approval of Minutes**

The minutes from the previous meeting were approved by unanimous consent.

### **Principal's Report**

- **Reading Blitz:**
  - Reading Blitz is a long-standing tradition at SSE, encouraging students to read daily throughout the month of February.
  - Two options: daily reading or a “cold turkey” challenge (reading daily with no screen time).
  - Previously sponsored by West of the Moon; sponsorship this year is uncertain.
  - Nancy suggested SSI Books as a potential prize sponsor.
- **Kindergarten Registration:**
  - Open since early January with 13–14 students already registered.
- **Cross-Boundary Forms:**
  - Deadline is February 15th.
- **Basketball:**
  - Program starting soon; coaches are in place.
- **Literacy Interventions:**
  - Have begun across the school.

- **Professional Development:**
  - Primary teachers have in-service this Thursday.
  - Intermediate teachers (Grades 4–5 and 6–7) have sessions scheduled for the next two weeks.

### **President's Report**

- No major updates at this time.
- Hot lunch remains the largest ongoing initiative.

### **DPAC Representative Report**

- The last meeting was held in November; no meeting was held in December.
- Banking and administrative setup are currently being organized.
- DPAC plans to begin posting meeting invitations and minutes publicly on the district website.
- DPAC is working on appointing a JEDI representative.
- An email was sent to Fernwood families regarding the event “It Can Happen to Anyone” presented by Children of the Street on sexual exploitation.
- Student presentation took place in November.
- Parent presentation is scheduled for Thursday.

### **Treasurer's Report**

- A QuickBooks Online (QBO) subscription is required to move forward with financial reporting.
  - The estimated cost ranges from \$120–\$350 annually, depending on bookkeeping needs.
  - A definitive package and cost will be confirmed next week, followed by an approval request via email.
- **Financial Statements:**
  - Profit & Loss statements were presented for 2021–2022, 2022–2023, and 2024–2025.
  - No report is currently available for 2023–2024.

### **Banking Updates:**

- Island Savings required additional signatures (Heather, Erin, Lisa).
- Heather has signed; Erin's signature is pending.
- Once complete, Lisa will gain online banking access and confirm current account balances.

### **BMO Gaming Account:**

- Still incurring a \$2.50/month fee due to improper closure.
- The account needs to be formally closed.

### **Financial Transparency:**

- Kate emphasized the importance of understanding PAC's financial position to support a larger future initiative.
- Lisa is working toward consistent, transparent reporting moving forward.

**Motion:** Meaghan **made a motion** to allocate \$150 for knitting club supplies for Sarah Currie. Tangle seconded. All in favour: **carried**.

### **Trustee's Report**

- No trustee present.

### **Policy Update**

- None

### **New Business**

#### **Calendar Planning:**

- **Lantern Festival – February 5th:**
  - Students may go home to eat and rest before returning.
  - Sunset is at 5:19 pm; suggested start time is 5:00 pm.
  - Possible bake sale—Shelly to speak with teachers; Angela, Julie, and Siobhan to be contacted.  
Nancy is to book the venue.
  - Craft supplies estimated at \$50, with a total budget not to exceed \$250.

**Motion:** Lisa **made a motion** to approve \$250 for Lantern Festival supplies. Meaghan seconded. All in favour: **carried**.

- **Spring Dance & Raffle – March 12th:**
  - Approximately a six-week lead time is required for the raffle application.
  - Tentative cost of \$20 per family (TBD).
  - Intended as a targeted fundraiser; more details to follow.
- **Hot Lunch Dates:**
  - February 19th
  - April 10th
  - May 22nd
- **Fun Fair:**
  - June 11th
- **Code Caffeination Station:**
  - March 3rd
  - May 27th

- **Classroom Representatives:**

Shelly will raise the idea at the next staff meeting to encourage each class to identify classroom reps to support PAC initiatives.

- **Library Project Update (Tangle)**

- Proposal for a 3D book tree installation in the library.
- Requires consultation with maintenance staff regarding ceiling structure and load capacity.
- Potential for student involvement in construction, tied to curriculum outcomes.
- Possible funding opportunity through an Arts Council grant.
- Nancy has begun researching complementary items such as lamps and rugs.

#### **Next Meetings**

- February 10th, 2026, at 6:00 pm
- March 10th, 2026 at 6:00 pm

#### **Adjournment**

The meeting was adjourned at 7:47 pm.



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Lisa Jorgensen for Kelsey Cadger, Secretary



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Approved by Kate Presley, President