

Watson Elementary School
Minutes of the Parent Advisory Council Annual General Meeting (PAC AGM)
Tuesday, May 20, 2025
Location: Watson Elementary Library

In attendance:

Council Attendance:

Kelsey Ohs (Chair)

Kele Nash (Co-Chair)

Justin Nearing (Treasurer)

Regrets: Stephanie Dillon (Secretary)

Administration:

Jackie Berkes (Principal)

Lisa Fugger (Vice Principal)

Attendees:

David Freeman

Mary Glasgow Brown

Geri Marshall

Jaime Vieira

1. **Call to Order**: At 7:01 pm, Chair, Kelsey O. proposed to open the meeting.

2. **Introductions**

3. **Adoption of Agenda**: It was moved by Jaime V. and seconded by Justin N. to adopt the
**amended agenda as presented.*

**Amendment to include 2025/2026 PAC Executive Election*

Carried

4. **Approval of Minutes**: It was moved by Justin N. that the minutes of the meeting held on
April 15, 2025, be adopted as presented.

Carried

5. **Executive Reports**:

A) **Chair Report**: Kelsey Ohs presented

i) Welcome: It has been an honour and a privilege to serve as Chair of the PAC the past two
years at Watson.

ii) Please see Appendix 1 - School Year in Review 2024/2025

iii) Chair's recommendations for the 2025/2026 school year:

- Volunteer Sign-Up - at the beginning of the year to obtain contact information from
willing guardians. Early sign-ups help PAC plan better and match interests and

availability to upcoming PAC events and needs—like hot lunches, Christmas hampers, fundraising, school events, photocopying and more.

- Further communication around filling specific event needs. Did you know? Our PAC runs a Christmas Hamper Program to support local families in need during the holiday season. With your help, we provide food and essentials to brighten the holidays for others in our school community. You can help by donating money, purchasing specific items or volunteering to help shop or pack!
- Revise Easter/Spring fundraisers - For the 2025/2026 school year, we will not be offering a Spring Purdy's Chocolate order. New fundraising suggestions are always welcome.
- Installation of Semi-permanent backdrops for concerts / stage - Traditionally, the PAC allocates a portion of its budget each year to create a new backdrop for the Winter Concert. While these one-time-use displays have added seasonal charm, they require significant effort and funding annually.
 - **Suggestion:**
To reduce costs and preparation time in future years, we propose investing in a semi-permanent, free-standing backdrop system that can be reused for multiple events, including the Winter Concert, Spring Concert, and other school performances.
- Facebook clean up – The PAC will be conducting a year-end clean-up of the parent Facebook group to ensure it remains a secure and relevant communication space for current families of Watson. This process helps protect privacy, maintain an engaged group, and streamline communication.
- Athletic Jerseys - This year, the PAC funded the purchase of 24 reversible, school logo-branded jerseys to support school team sports and events. To better accommodate a wider range of student sizes, we plan to purchase a few additional jerseys in various adult sizes (S, M, L). This will ensure inclusivity and proper fit for all participants.
- Constitution and Bylaws Review – Update Needed
 - The Watson Elementary PAC Constitution and Bylaws are due for an update to ensure they reflect current roles, responsibilities, and practices. Specific areas requiring revision include:
 - Addition of a District Parent Association Council (DPAC) Representative executive position description; and
 - Revision to the timelines and duties of elected officials, which no longer accurately reflect current responsibilities and PAC operations. We move to change in accordance with the governing BCCPAC Constitution and Bylaws.
 - *Proposed amendments to the Watson PAC Constitution and Bylaws will be distributed via email to all members for review. Members will have the opportunity to provide feedback before the amendments are presented for approval at the June 10 General PAC meeting.*

B) Co-Chair / Hot Lunch Report: Kele Nash presented

i) 2024-2025 Donation Report – Please see Appendix 2

- A donation option was added to MunchaLunch this year, allowing families to contribute in \$2, \$5, and \$10 amounts. This initiative was well-received and raised a total of \$1,232.
- \$978 of the funds were used to support novelty hot lunches for students in need.
- The remaining \$254 will be allocated in collaboration with school administration, the CYC (Child and Youth Care worker), and the Indigenous Education Assistant to support additional student needs.
- This program has provided meaningful assistance to ensure all students can participate in novelty lunch events and will continue to be refined based on community needs.

ii) Tin Lizzy Donut Truck – Novelty Treat Day / Fundraising Event

- On Friday, May 9, we hosted the Tin Lizzy Donut Truck for a fun and delicious fundraising event. Pre-orders were available through MunchaLunch, and the event also featured afternoon walk-up sales after school. Tin Lizzy was highly recommended by other schools, and we're pleased to report that they were a fantastic partner.
- From walk-up sales alone, the PAC earned a profit of \$210, which has been added to our fundraising efforts.
- Thank you to everyone who participated and helped make the event a sweet success!

iii) Kona Ice Fundraiser – Monday, June 23 after school

- On Monday, June 23, Kona Ice will be visiting after school for a fun year-end treat!
- This will be a walk-up sale, with cash, credit, and debit accepted.
- 10% of all sales will be donated back to the PAC to support future school initiatives.
- It's a great way to celebrate the end of the school year and cool down with a treat. Thank you for supporting the PAC!

C) Treasurer's Report: Justin Nearing presented

i) Treasurers Report - Please see Appendix 3 April 2025 Report

- We have approximately \$20 left in the Gaming Grant that must be used before the end of the year. *A suggestion for next year is to purchase "Watson Stickers" for school events.

D) Grade 5 Fundraising: Jaime Vieira presented

i) Grade 5 Camp – Camp Squeah

- The Grade 5 year-end camping trip to Camp Squeah is scheduled for Monday, May 26 to Tuesday, May 27.
- The students have had a successful year of fundraising, beginning in the fall with freezie sales and continuing with other initiatives throughout the year.
- The initial cost of the camp was \$225 per student, but thanks to their efforts, the cost has been reduced to approximately \$150 per camper. This reduction has helped make the trip more accessible for families and is a great example of student initiative and community support.
- Weekly Freezie Sale profits have ranged from \$225 to \$350

ii) Grade 5 Continuation Celebration – Update

- This year's Grade 5 Continuation Celebration will take a slightly different format to better support student well-being and inclusivity.
- There will be no formal stage presentation, in response to feedback and increased awareness of student anxiety around public performance. Instead, the Rotary Club will host a BBQ for Grade 5 students on Wednesday, June 25, for approximately 2 hours.

PAC Contribution:

- PAC will provide cupcakes, including gluten-free options;
- PAC will provide condiments (Ketchup & Mustard) packets for students; and
- PAC will provide access to PAC Kitchen fridges for Rotary to use for perishables.

This event supports a positive send-off for Grade 5 students while promoting community connection and student comfort.

6. Old Business - No Old Business

7. New Business

a) Vision Screening – Knight Road Legacy. A Welch Allyn Spot Vision Screener has been purchased by The Mount Cheam Lions Charitable Society for use in Chilliwack Schools. As part of this ongoing initiative, members of the Mount Cheam Lions Club and Steller's Jay Lions Club have been conducting vision screenings for students in Kindergarten to Grade 5 across the district. Approximately 15% of the children screened have been identified with previously undiagnosed vision problems, highlighting the importance and impact of this program.

b) Bike Swap – Community Event – Mary Glasgow Brown presented

The PAC will be hosting a Bike Swap on Saturday, June 7th in the Watson Elementary parking lot.

Donation & Consignment Drop-Off:

9:00 – 10:00 AM

Accepted items include bikes, trikes, scooters, and accessories (*helmets excluded for safety reasons*).

Sale Time:

10:00 AM – 12:00 PM

This is a great opportunity for families to donate gently used gear or find affordable wheels just in time for summer!

Volunteers are still needed to help with setup, sales, and clean-up. Please contact Mary Glasgow Brown or the PAC (watson-pac@sd33.bc.ca) if you're able to assist.

8. Upcoming Volunteer Opportunities

Volunteers Needed – Keep PAC Programs Running! The PAC is actively looking for new volunteers for the upcoming school year. Without volunteer support, key programs and benefits for students may not be possible. Even a small amount of time can make a big difference. Whether you can help regularly or just occasionally, your involvement is essential to continue providing these opportunities for our students.

Interested in helping? Let's work together to keep enriching our school community!

Upcoming Volunteer Opportunities:

- Wednesday, May 21 – Kinderfair
- Saturday, June 7 – Bike Swap Sale
- Monday, June 9 – All Staff Appreciation Luncheon
- Wednesday, June 18 – Celebrating Indigenous People's Day - making bannock for the school
 - Reminder that a Criminal Record Check (CRC) is needed

9. Principal's Report - Jackie Berkes presented

1. Enrolment- student enrollment is currently at 432 and has a projected enrollment of 411 next year (potentially losing one division).
2. 2025/2026 Staffing – Hired a school counsellor who will share days with Cultus Lake Elementary; Mrs. Vandenharm will PT PE teacher next year.
3. Assessment Day – May 30th – No school for students.
4. Excel Martial Arts – Tuesday, May 20 & Thursday, May 22 visiting PE classes.
5. Grade 3 Take Action Day – May 21 at GW Graham Theme: Community Service.
6. Wheelie Week – June 2-6 and Go By Bike Grant (awarded \$1000 to share in prizes with students for this initiative).
7. Middle School Transitions – have been throughout the year to ease anxieties between Elementary and Middle Schools.
8. Kindergarten Transitions
9. Garden Club – Begins Wednesday, May 21 and will continue Wednesdays until June 11). Approximately ending at 3pm.
10. Wildcat Wednesday – June 4, is the last WW of the school year. Each student will receive a small freezie and watch a slideshow of the school year.
11. Primary Fun Day – We're excited to announce that Primary Fun Day will be held on Friday, June 6 (*weather permitting*). This year, we are thrilled to be joined by approximately 60 student volunteers from Vedder Middle School, who will be assisting with running the activity stations. Their involvement brings energy, leadership, and a strong sense of community connection — we are so grateful for their support!
12. Track & Field – Mini Meets (June 4 & 11), District Meet June 19. Practices are Mon/Wed at lunch. Thank you to Ms. Shea & Ms. Bartel for your coaching!
13. Grade 5 Celebration Planning – See notes above from Mrs. Vieira.
14. Stream of Dreams – We are so grateful to have Stream of Dreams come back to visit Watson from September 16-23rd with their educational program and to paint the fish. We have received a grant of \$6500 for this schoolwide project.

2025/2026 Watson PAC Executive Position Voting

Chair – *to be appointed**

Kele Nash – Co-Chair

Justin Nearing – Treasurer

Geri Marshall – Secretary

DPAC Representative (to be appointed)

**Please see above the proposal to update and amend the Watson Elementary C&B's*

10. Open Discussion

Communication – Suggestion made to create smaller communication groups (sub-committee or division/classroom) and appoint a committee or classroom representative to report to PAC.

Next Meeting:

The next PAC meeting will be Tuesday, June 10, 2025 at 7:00pm in the Watson Library.

11. Meeting Adjournment

There being no further business, the meeting was adjourned at 8:23 pm.

Appendix 1

School Year in Review (2024/2025)

1. Parent Engagement & Communication:

- Facilitate PAC meetings to allow parents to be informed, involved and have a voice (x6)
- Keeping families informed and updated with Newsletters (x2), Bulletin Board, Roadside Board, Calendars, and Facebook posts
- Facilitate and support school-community building events such as parent nights (x2) and school family dances (x2)
- Partnering with Indigenous EA to celebrate culture by making bannock for the school (x2)
- Saw over 30 parents volunteer their time and talents at some point this year supporting the PAC

2. Welcoming & Support:

- Ensure a warm welcome to new families by supplying refreshments at events like Ready, Set, Explore; Kinderfair; PAC 101 and Welcome Tea
- Express support and gratitude to Watson staff through appreciation days and events (Coffee + Treats x2, Custodial Appreciation Day, Office Administration Appreciation Day, Principal Appreciation Day, and all-faculty appreciation luncheon)
- Support families in hard situations during the holidays by shopping for and packing food hampers (x14 hampers)

3. Financial & Fundraising:

- Fundraising to help support additional expenses students may need (10 fundraisers raising over +\$5,000)
- Applying for Gaming Grant (approx. +\$9,000 per year)
- Be the recipient of the Knight Road Legacy (\$14,000)
- Financially support bussing costs for field trips, and field trip costs (-\$10,000 yearly)
- Financially support teachers to enrich their classrooms (-\$5,400 yearly)
- Financially support the music department with purchasing musical instruments, and supporting musical productions (~\$500 respectively)
- Purchase and provide PAC-funded snack days per term (x3)
- Doing the planning, organizing, collection of money, ordering, and delivery of food for Hot Lunch and Treat Days for student's enjoyment. (x10)
- Developing a way to collect donations to help purchase novelty Hot Lunch for students who may not have otherwise been included (+\$1,300 to purchase lunches)
- Purchase school sports jerseys
- Help fund craft supplies for Maker Kits to be used in school activities

4. School Improvements & Resources:

- Install accessible playground equipment (x2)
- Advocate for audience experience for school productions and events
- Supporting school librarian with volunteers for yearly Bookfair

5. Safety & Compliance:

- Ensure parent volunteers have clear Criminal Records on file with school

Appendix 2

Total Donations Received from September 2024 - June 2025

Term 1

<u>Sept - Dec 2024</u>	Donation Denominations:	\$2	\$5	\$10
	Number of Donations:	62	44	38
	Totals:	\$124.00	\$220.00	\$380.00

Total T1 Donations Collected:

Sept - Dec 2024 \$724.00

Term 2

<u>Jan - Mar 2025</u>	Donation Denominations:	\$2	\$5	\$10
	Number of Donations:	69	46	14
	Totals:	\$138.00	\$230.00	\$140.00

Total T2 Donations Collected :

Jan - Mar 2025 \$508.00

**Note: No donations collected Term 3 (April-June)*

Total T1 + T2 Donations

Sept 2024 - Mar 2025: \$1,232.00

PAC Admin Transferred Monetary Amount From Donations to "Extra.Food.Watson" Account:

Term 1	Date:	Amount:
<u>Sept - Dec 2024</u>	September 28, 2024	\$200.00
	November 15, 2024	\$200.00
	December 5, 2024	\$200.00
	Total:	\$600.00

Term 2	Date:	Amount:
<u>Jan - Mar 2025</u>	February 12, 2025	\$200.00
	Total:	\$200.00

Term 3	Date:	Amount:
<u>Apr - Jun 2025</u>	April 1, 2025	\$200.00
	Total:	\$200.00
	Total Transferred:	\$1,000.00

September - June 2025

Total "Extra.Foods.Watson" MunchaLunch Purchase Orders for 2024-2025 School Year

Term 1:

Sept - Dec 2024	Date:	Vendor:	Order Number:	Order Amount:
	October 4, 2024	In-House Hot Dog Day	6923685	\$ (57.50)
	October 17, 2024	AITC Fresh to You Fundraiser	6998955	\$ (100.00)
	November 15, 2024	McDonald's	7133777	\$ (84.50)
	December 5, 2024	Jim's Pizza & Pasta	7214693	\$ (170.00)
Total Used:				\$ (412.00)

Term 2:

Jan - Mar 2025	Order Date:	Vendor:	Order Number:	Order Amount:
	January 20, 2025	McDonald's	7434507	\$ (97.50)
	February 12, 2025	Pita Pit	7550143	\$ (212.00)
	March 4, 2025	Hugo's Mexican Churro's	7621845	\$ (32.00)
Total Used:				\$ (341.50)

Term 3:

Apr - Jun 2025	Order Date:	Vendor:	Order Number:	Order Amount:
	April 1, 2025	Jim's Pizza & Pasta	7736539	\$ (127.00)
	May 22, 2025	McDonald's	7954935	\$ (97.50)
Total Used:				\$ (224.50)
September 2024 - June 2025			Total Used:	\$ (978.00)

Appendix 3

Watson PAC Treasurer Report

Apr-25

Account Overview				
Account	Beginning of Period		End of Period	Variance
General Account	19550.34	21,139.52	\$1,589.18	
Playground Account	16,965.77	16,972.32	\$6.55	
Gaming Account	10,610.58	10,584.60	(\$25.98)	
Account Total	\$47,126.69	\$48,696.44	\$1,569.75	
General Account - Revenue				
Revenue	Amount	Note		
Munchalunch	\$3,101.73			
Munchalunch Manual Credit	\$65.00	Some parents fund Munch via PAC etransfer		
Revenue Total	\$3,166.73			
General Account - Expenses				
Expense	Amount	Note		
Hot Lunch	\$1,459.54			
PAC 101	\$118.01			
Expenses Total	\$1,577.55			
Gaming Account - Revenue				
Revenue	Amount	Note		
Revenue Total \$-				
Gaming Account - Expenses				
Expense	Amount	Note		
Kinderfair	\$25.98			
Expenses Total	\$25.98			
Playground Account - Revenue				
Revenue	Amount	Note		
Interest	6.55			
Revenue Total	\$6.55			
Playground Account - Expenses				
Expense	Amount	Note		
Expenses Total \$-				

Account Variance

Account	Revenue Total	Expense Total	Variance
General Account	\$3,166.73	\$1,577.55	\$1,589.18
Gaming Account \$-		\$25.98	(\$25.98)
Playground	\$6.55 \$-		\$6.55