LYNDHURST ELEMENTARY SCHOOL

PAC MEETING

DATE	Sep 18, 2026	TIME	9:08	FACILITATOR	Paula White (PAC Chair)

PAC ATTENDEES

- Paula White | PAC Chair
- Dana Herdman | Vice Principal
- Taís Lessa | Secretary (transitioning to Co-chair)
- Nicholas Clarke I PAC Treasurer
- Nataliia Mahda | Hot Lunch Coordinator
- Victor Filiano | Popcorn Days Coordinator + Agriculture in the Classroom
- Fatemeh Riahi | Fundraising Coordinator
- Taylor Johnson | Secretary
- Vacancy | DPAC Representative

AGENDA

	ITEM	OWNER
1.	Call to order and approval of June minutes Welcoming of 2026/27 school year and attendees. Minutes from last meeting – request for approval ● Approved by all	Paula White
2.	Principal / Vice Principal's report ● Start-of-year enrolment and class organization update. ● Staffing updates and any school operational changes for 2026/27. ● Review upcoming school events, Pro-D days, and any PAC support needed. ● DH – agenda items ● 80 kids - start-of-the-year enrollment	Dana Herdman

- Grades 6 and 7
- Grades 4 and 5
- Grade 3
- Grades 2 and 1
- Kindergarten + Grade 1
- Student numbers:
    - Div 1: 20 students
    - Div 2: 20 students
    - Div 3: 13 students
    - Div 4: 12 students
    - Div 5: 15 students
- 5 EAs
- Will need the class split from Linette (action item for Dana)
    - Update: we got them (see above)
- Entry and exit school new procedure: line up under the covered area. Safety concern. In process of adding cameras for security purposes only. Nobody is actively watching. It is more to capture suspicious activities. If there is a lockdown for any reason, the lights will activate to indicate that.
- Reminder: the driveway in the parking lot is just for staff.
    - Hot lunch parking there for volunteers is okay. Except on Tuesdays (we don't have HL on Tuesdays so it is okay).
- We wanted to get speed bumps in front of the school, but for snow removal purposes we can't, so we will have signs instead.
- Terry Fox run today

	o Pro D's days are aligned with district.	
3.	Treasurer's report - email update in green and italics ● Opening balance and current account status for the new school year. o Current balances: ▪ Operating account: $10,781.20 ▪ Gaming account: $1,269.30 ▪ Separate towards gaming activities . There is a definition. Grant from school board. We applied for it. ▪ Term deposit: $10,000.00 ▪ White spot gift cards: ~$3,000.00 ▪ We purchases 5K ▪ Reminder for parents to use it [action item TL] ● Review any summer or start-up expenses. o Action item: Ask Nick ● Outstanding: reconcile grad transactions and related cash deposits against the spreadsheet. o Action item: Ask Nick ● Outstanding: confirm source of Chipotle expense and whether it was paid from PAC funds. o Action item: Ask Nick ● Confirm signing authority requirements and payment process for 2026/27 ● Gaming grants o This week I submitted the gaming report summary for last fiscal year o We should expect the new grant to be received into the gaming account around early October. ● At the next meeting I'd like to present (and gain approval for) the proposed budget for the year	Nicholas Clarke

	- We give $20 per child per class within the school year. Spend by the first week of June, but really flexible. - Sometimes teachers don't spend this money. - Action item (new) from Taís: work with Dana on a communication piece to be handed to teachers as a reminder. Determine best cadence. - Non-enrolling teachers also receive - $500 Music and $500 Library / or $450 - look at it with Nick (Taís action item) - Expense tracking using google forms was very successful last year - made the accounting much more efficient. URLs for the forms: - PAC receipt tracking (link via email) - PAC e-transfer tracking (link via email) - PAC cheque tracking (not so relevant these days) (link via email)	
4.	DPAC Report	Vacant position
5.	Fundraising and Hot Lunch - Review Hot Lunch plan for 2026/27, including frequency, vendor ordering, volunteer coverage, costs and transition of duties. - We may need to integrate more menu items. - Volunteer for Monday - Sign-up for volunteers is good - Action item (Taís) Send a private message to parent volunteers (hot lunch) if they are not in the WhatsApp group. In this way, they have easy communication with the group for unexpected events. - Paula to forward Nataliia our list of suppliers. Paula and Natalia to work on this together. - Action item (Nataliia) - Next PAC meeting: put a list of new vendor options for January - Nataliia is now familiar with ordering and distribution.	Paula White & Nataliia & Fatemeh

	- Added a summarize option column; found it useful for parent volunteers. - Paula to be included in just a few emails, but she wants to step out gradually. - Popcorn days: Yvonne trained Victor. Use PAC card. - Paula to ask Kayo about juice purchase for now and future (action item) - Outstanding: identify parent volunteer support for Hot Lunch program - Above, volunteer numbers are good - Review proposed fundraising ideas, including bottle drive and seasonal events. BCAITC (Fresh to You): application to be submitted; decision to be made by the end of September (requirement 40 bundles to sell) - Paula to give a binder - Fatemeh to contact. Paula to schedule a session with Fatemeh and share knowledge based on past experience. - Bottle drive is something we could do. We can't have the school phone number as the link, and Paula needed to use her personal phone number. - Action item: ask Linette about Cobbs and bottles fundraiser. - Cobbs is changing their program (probably a good program for December). You pay $50, and you get a loaf of bread per month, and $10 goes back to school - Bundle program - we only hit the limit twice. Will need to partner with other school. - Confirm movie night license renewal timing and tracking for future expirations. - We have to decide if we want. Usually $150-$250. - Volunteers to run the concession. - Do one close to Halloween. - Paula to renew license (action item). - Yvonne for Visa (action item) - Tais: action item to contact the bank to get a card - Oct 30th - Halloween movie night.	

	● Dana to check gym availability	
6.	Old business / carry-over items ● Yvonne's Hot Lunch duties: confirm transition plan and who will take on each task. Kayo: Hot Dog Days & Victor: Popcorn Fridays (action item) ● Second signing authority: confirm volunteer and next steps. ● PAC documentation: confirm progress and assign contributors. ● Digital documentation of PAC processes - any folders we should be aware of? Yvonne mentioned a Halloween one; Ashlee had a folder with fundraising info. ● Paula to transfer to Taís any digital files (Dropbox)? ● Halloween Pumpkin Patch: 28th October ● Paula to send Fatemeh the contact for the pumpkins - straightforward. ● They deliver. Needs people here to receive them and number them. Need to find volunteers. ● Website PAC information update. ● Facebook account: confirm move/update to Facebook Group.	All
7.	New business ● 2026/27 PAC Executive roles and voting/confirmation process. ● Victor Filiano ● Role 1: Popcorn days coordinator (average time commitment per month: 45min) ● Role 2: BC Agriculture In The Classroom prep (average time commitment per month: 45min) Action item: Dana to connect with Victor. Part of funded program / get discount from local farms. 10 weeks a year we get delivery. It will come in bulk, take the item, split it. Can be done that day or a week. Dana sent the schedule to Victor. Dana to mail to Nick and Paula. PAC funded program.	All

- Taylor Johnson
    - Role 1: Secretary (average time commitment per month: 3–4 hrs)
    - Role 2: Role 2: DPAC Rep (average time commitment per month: 3–4 hrs)
    - TL: to walk Taylor through secretary role (action item)

- Fatemeh Riahi
    - Role: Fundraising Coordinator (average time commitment per month: 4–8 hrs)

- Nataliia Mahda
    - Role: Hot Lunch Coordinator (average time commitment per month: 4–6 hrs)

- Paulina Mazurczak
    - Signing authority

- Taís Lessa
    - Role: Co-chair / supporting and learning from Paula

- New members approved.

- Fruit & Veggie program: decide whether to continue and identify volunteer owner.
- Monitor lunch program:
    - Mr Singh nominates students. Dana to check with him about the process.
- Grant opportunities: Indigo, Vancity, and any other options for the school year.
    - Confirm with Nick if he will take it - if not Taís can help
    - Nataliia has a fundraising contact and her company may also be a good contact.
    - Ashlee had a list
- Literacy goals: reading. Writing, social-emotional learning. Offering books to kids. One day a month / invite guest speakers to read to the primary classes and offer them a book.
- Intermediate classes: they can have a journal, writing instrument.

	• Can we do virtual authors?
	  • Paula has a cousin who is an author - she can contact them. For Halloween. (action item)
	
	• PAC to buy books.
	• Dana to put together a proposal / budget for initiatives that the school would like to do. We can get money if Dana puts together a proposal, and we can show it to different organizations. E.g.: when we got a back check for the outdoor classroom. (action item)
	
	• Operating grant reporting and shared tracking calendar for renewals, reporting deadlines, and account access.
	
	• Another info session about PAC targeting parents of kindergarten group
	
	• Have we ever considered joining an organization like https://bccpac.bc.ca/membership/?
	  • We did consider in the past and didn't find it very helpful for the past group. Look into DPAC meetings: PAC 101.
	• Figure out Gmail authentication so it doesn't rely on Paula's phone
	• From Taylor:
	  • Digital documentation - even being new, I'm happy to review anything written and flag anything missing (i've had to write over 200 SOPs this year for work lol)
	• DPAC is having a PAC 101 session Oct 5 :)
	  • https://dpac.burnabypac.ca/wp-content/uploads/sites/2/2026/09/20260921-Draft-Agenda.docx-1.pdf	

8.	Next meeting and action items • Confirm next PAC meeting date, time, and facilitator. • Oct 16th - next meeting • Review owners and due dates for all carry-over items.	Paula White
9.	Adjournment	Paula White

	10:03	

Like us on Facebook	https://www.facebook.com/LyndhurstElementaryPAC/

Other important links		
School website	Munch A Lunch	Hot Lunch volunteers' sign-up sheet