

Watson Elementary School
PAC Meeting Minutes
Tuesday, October 13, 2026 @ 7:00pm
Location: Watson Elementary School Library

In Attendance:

- **Executive Council:** Mimi Nearing (Chair), Justin Nearing (Treasurer), Kele Nash (Secretary), Kairy Pennington (DPAC Representative)
- **Administration:** Jackie Berkes (Principal), Katie White (Vice-Principal)
- **Attendees:** Joelle Huestis, Allison Lenz, Kelsey Ohs (Past PAC Chair)

1. Welcome & Call to Order:

- Mimi N. called to order the PAC General Meeting of the Watson Elementary School Parent Advisory Council (PAC) at 7:00pm on Tuesday, October 13, 2026.

2. Introductions:

- Mimi N. led introductions for all members present.

3. Adoption of Agenda:

- Copies of the agenda were distributed and posted online prior to the meeting.
- **Outcome:** Motion to accept the agenda passed (**CARRIED**).

4. Adoption of Minutes from the September 29, 2026, Meeting:

- Minutes from the September 29, 2026, meeting were reviewed, available for viewing, and posted online.
- **Outcome:** Motion to accept the September 29, 2026, General Meeting minutes passed (**CARRIED**).

5. Reports:

A) Chair's Report (Mimi Nearing):

- **Budget & Major Disbursements:** Following the September 29, 2026, budget approval, the PAC signed and disbursed major checks to the school:
 - **\$5,000** for Bus Transportation (from the Gaming Grant)
 - **\$3,800** for Teacher's Wishlists (\$200/classroom)
 - **\$1,200** for Support Resources (\$200 each for ELL, Library, Resource Teacher, Learning Assistance, Counselling, and Learning Support)
 - **\$1,000** for the Primary Field Trip (K-3) to Greendale Acres (\$500 General Account / \$500 Gaming Grant)

- **Volunteer Updates:**
 - Following previous meeting suggestions, targeted individual callouts began with the most urgent open position: Lead Dance Coordinator.
 - Recruitment for remaining open volunteer roles will continue throughout the year.
 - A meeting for dance lead volunteers is scheduled for Thursday, October 14th in the morning to discuss layout and expectations.
 - Thanks to interest in a Lead Dance Coordinator, the **Family Halloween Dance is officially ON for October 28, 2026, from 5:00pm-7:00pm.**
- **Open Executive Roles:** Co-Chair, Fundraising Coordinator, and Hot Lunch Coordinator (shadowing) positions remain open.
- **Term 1 Fundraisers:**
 - **Great Little Coupon Book** (Sept 14 – Oct 8): Raised \$1,050 for classroom teacher wish lists.
 - **Neufeld Farms Freezer Items:** Runs October 26, 2026, to November 12, 2026; pickup is November 18, 2026, at 5:30pm in the Watson Parking Lot.
 - **Purdy's Chocolates:** Mid-November until Dec 1; pickup on Thursday, Dec 10, 2026

B) Hot Lunch Coordinator's Report (Kele Nash):

- **Review:** The first Hot Dog Novelty Hot Lunch of the year went well. While late orders were accommodated this time, future vendors cannot support late orders. MunchaLunch automatic reminder emails failed due to extended ordering dates for hot dogs; however, functionality of this feature has been confirmed with the Great Little Coupon Book reminder email.
- **Upcoming Hot Lunches:**
 - **Jim's Pizza & Pasta Day:** Friday, November 13;
 - **SinAmen Bun Co. Treat Day:** Friday, December 4.
- **Food Security Donation:** Donations at the time of the PAC meeting totaled \$540, successfully supporting 10 students with novelty hot lunches (\$57.50). Families needing assistance can speak with teachers or admin.

C) Treasurer's Report (Justin Nearing):

- Justin Nearing reviewed the September 2026 Revenue and Expense Report (see attached).
- September was a quiet month, with most spending paused, pending September PAC Meeting budget approval. Revenue was generated from the start of the Great Little Coupon Book (GLCB) fundraiser, and a deposit was issued to secure the DJ for the upcoming family dance.
- Signed checks noted above will be reflected in the October Expense Report.

D) Grade 5 Fundraising Report:

- **Freezies:** Thursday Freezie sales conclude on Thursday, October 15, 2026, to fund the Camp Squeah spring overnight camp, and will resume in Spring 2027.
- **Return-It:** Discussed updating Return-It using a QR code to link directly to the Grade 5 Fundraising Account.

E) District PAC Representative (DPAC) Report (Kairy Pennington):

- No news to report. The next DPAC meeting is **Thursday, November 5th**.

6. Old Business:

- No Old Business.

7. New Business & Volunteer Opportunities:

- **Open Roles Seeking Volunteers:**
 - The search for a Family Dance Coordinator was successful.
 - Other roles will continue to be advertised in the coming months, including:
 - Co-Chair
 - Hot Lunch Coordinator (shadowing Kele Nash)
 - Playground Phase 2 Lead (shadowing Kelsey Ohs)
 - Fundraising Lead (e.g., Bike Sale)
- **Novelty Hot Lunch Jim's Pizza & Pasta (Friday, November 13):** Sign up through MunchaLunch or email the PAC at watson-pac@sd33.bc.ca
- **Halloween Dance (Wednesday, October 28):** Volunteers are needed for set-up, pizza pickup, pizza pre-order table, concession, and take-down. To assist, email the PAC at watson-pac@sd33.bc.ca
- **Watson Sign Board:** Allison Lenz volunteered to change the sign board weekly. *Thank you, Allison!*

8. Principal's Report (Jackie Berkes & Katie White):

- **Upcoming Dates & Events:**
 - **Earthquake Drill:** The Great Canadian Shakeout is Oct 15, but Watson Elementary will hold its drill on **Tuesday, October 20 at 10:30am**.
 - **Family-Teacher Conferences:** Wednesday, October 21 from 3:00pm-5:00pm (communication comes directly from teachers).
 - **Early Dismissal:** Thursday, October 22 at 11:24am.
 - **Provincial Pro-D Day:** Friday, October 23 (No school for students).
 - **Coffee & Chat:** Tuesday, October 27 at 1:30pm in Ms. Cooke's classroom.
 - **Photo Retakes:** Thursday, October 29.
 - **Halloween Spirit Day:** Friday, October 30.

- Please keep costumes elementary appropriate (no weapons, guns, gore, blood, masks or inflatable costumes). Students must be able to wear their costumes independently.
 - **Math Mania:** Wednesday, November 4 (Free UFV Numeracy Night featuring STEM games, math quests, and door prizes). Please RSVP to Ms. Simpson.
 - **Assessment Day:** Friday, November 6 (No school for students).
 - **Scholastic Book Fair:** Tuesday, November 17 through Thursday, November 19, 2026.
- **Staff Professional Development:**
 - Leyton Schnellert working on lesson design with Grades 3–5.
 - Angela Murphy working with teachers regarding complex trauma.
 - Truth & Reconciliation Pro-D lessons and school-based projects.
- **School Notes:**
 - **Service Dog:** Reminded the community to be mindful and respectful of the service dog supporting a student at Watson.
 - **Student Recognition:** Science World presenters and bus evacuation stewards both praised Watson students for their excellent behaviour.

9. Open Discussion:

- **Student QuickPay:**
 - **PAC Donation Option:** A request was raised to explore adding a direct donation feature to Student QuickPay. Administration agreed to look into this option, noting that other district schools (such as Stitós and G.W. Graham) have already successfully implemented this option.
 - **Notifications:** Discussion took place concerning automated reminders for families regarding unsigned permission forms. Administration agreed to review and explore potential solutions.
- **Parking Lot Conduct:** Reminded parents to park only in designated stalls rather than laneways, and to watch for pedestrians utilizing the **new** paved crosswalk exiting onto Watson Road.

9. Next Meetings:

- **Tuesday, November 17, 2026**

10. Adjournment:

- Meeting adjourned at 7:51pm.

Minutes Submitted by Kele Nash.

Watson PAC Revenue & Expense

September 2026

Account Overview					
Account	Beginning of Period		End of Period		Variance
General Account	\$	34,423.00	\$	34,599.34	\$ 176.34
Playground Account	\$	3.23	\$	3.23	\$ -
Gaming Account	\$	9,663.04	\$	9,461.54	\$ (201.50)
Account Total	\$	44,089.27	\$	44,064.11	\$ (25.16)

General Account - Revenue			
Revenue	Amount		Note
Coupon Books	\$	100.00	
Munchalunch Revenue	\$	76.34	
Revenue Total	\$	176.34	

General Account - Expenses		
Expense	Amount	Note
Expenses Total	\$	-

Gaming Account - Revenue		
Revenue	Amount	Note
Revenue Total	\$0.00	

Gaming Account - Expenses		
Expense	Amount	Note
Halloween Dance DJ Reservation	\$ 201.25	
Expenses Total	\$	201.25

Playground Account - Revenue		
Revenue	Amount	Note
Revenue Total	\$	-

Playground Account - Expenses		
Expense	Amount	Note
Expenses Total	\$	-

Account Variance					
Account	Revenue Total		Expense Total		Variance
General Account	\$	176.34	\$	-	\$ 176.34
Gaming Account	\$	-	\$	201.25	\$ (201.25)
Playground	\$	-	\$	-	\$ -