

Maple Leaf Parent Advisory Council (PAC)

Meeting Minutes September 22, 2026 | 5:30 p.m.

Attendance

- Darwin MacFarlane (Acting Principal, through the end of November)
- Tracey O.
- Adel
- Erika
- Sherry
- Liz
- Mel C.
- Melanie
- Kayla
- Amanda
- Amanda D.
- Ashley (Super PAC Representative)
- Ashley (Zoom)
- Tiffany (Zoom)
- Harmina

Recording Secretary: Melanie Childerhouse

Future Recording Secretary: Stacey Kasdorf

Welcome and PAC Overview

The PAC typically has 5 to 10 regular attendees throughout the year. Childcare is provided until 7:30 p.m. at no cost to parents attending meetings.

All parents are welcome to attend PAC meetings. A member of the school administration is invited to each meeting to provide school updates.

The PAC reviewed its guiding principles, which are available on the school website.

Typical PAC Events and Activities

The committee discussed its regular events and fundraising activities, while emphasizing that new ideas are always welcome.

Past and ongoing activities include:

- Halloween Dance
- Movie Night
- Family Art Night (very popular two years ago)
- Family Field Day in June
- Teacher grants and classroom support
- Butterfly kits
- Field trip assistance

- School concert canteens
- Movie night canteens
- Purdy's Chocolates fundraiser
- Shelmerdine's fundraiser
- Mom's Pantry fundraiser
- Monthly hot lunch program

The PAC noted that the move to Munchalunch two years ago significantly improved hot lunch administration by replacing paper forms and providing automated reminders. The system also allows fundraising donations to be tracked separately from lunch purchases. The committee emphasized its goal of creating an inclusive and welcoming environment and encouraged members to bring forward new ideas throughout the year.

Principal's Report

Presented by Mr. MacFarlane

Student Activities

- Grade 4 and 5 students are participating in the MYRCA Club, reading up to 10 books by nominated Canadian authors and participating in Battle of the Books activities.
- An Esports program is available at both the divisional and provincial levels, including Minecraft competitions.
- More than 100 students have signed up for Cross Country and Flag Football.
- Cross Country events are scheduled for October 1 or 2.
- Flag Football events are scheduled for October 14-16.

School Community

- Students have started buddy activities and connections.
- Staff have observed a warm and welcoming atmosphere among students.
- New students have been welcomed by their peers.
- Approximately 60% of school families attended the Community BBQ.

School Operations

- Picture Day required a return visit due to only one photographer being assigned.
- The school is planning an off-site evacuation drill.
- Ten fire drills are required annually.

Curriculum Updates

- Grade 3 students are learning about citizenship, collaboration, and making positive contributions to their communities.
- Several classes are developing classroom treaties that outline shared commitments and expectations.
- Families recently received information regarding the new Science and Language Arts curricula.

- Grades 1-3 will participate in mandatory literacy screening this year.
- A new report card format is expected later this school year.

Fundraising Initiatives

- The school's potato chip fundraiser supports field trip costs.
- Ms. Evans' perogy and kubasa fundraiser remains under consideration for this year.
- Fundraising proceeds will help offset costs associated with all students attending Manitoba Young People's Theatre .
- Transportation costs continue to be higher for Maple Leaf School due to its later start time. Ashley will to continue this conversation with the principal .

Upcoming Events

- Terry Fox Run: September 28 at 2:00 p.m.
- Orange Shirt Day Assembly: September 29

Parent Reflection Activity

Parents were asked to consider the following question before the next meeting:

If you could pack a suitcase full of competencies and skills for your child to develop during their school years, what would they be?

Responses will be shared with staff and the superintendent's department.

Questions & Answers

Q: When will school pictures be available?

A: Families will be able to order pictures if they choose.

Q: What is the current school population?

A: Approximately 340 students.

Q: How many classrooms, teachers, and staff members are there?

A: Mr. MacFarlane will provide this information at the next meeting.

Additional comments highlighted the significant increase in enrollment from approximately 225 students to 340 students over the summer and the importance of ensuring representation from the Bernie Wolfe catchment area on PAC.

PAC Business

1. Executive Positions

Members reviewed current positions and discussed volunteer opportunities.

Chair

Amanda D.

- Served for five years.
- Would like to step down as Chair.
- Recommended having a Vice-Chair position to support succession planning.

Secretary

Stacey Kasdorf

- Will continue in the role.
- Meeting minutes are required as part of PAC's charitable status obligations.

Treasurer

Vacant

- Currently managed by Amanda D.
- Responsibilities include reviewing bank statements and updating the budget for each meeting.
- PAC finances have grown significantly in recent years.

Hot Lunch Coordinators

Outgoing:

- Liz
- Mel

Incoming:

- Ashley
- Tiffany

Responsibilities include:

- Coordinating with restaurants
- Building orders in Munchalunch
- Organizing delivery and distribution
- Working with volunteers

Approximately 150 lunches are sold each month.

Volunteer Coordinator

Erika

- Currently maintains a volunteer list of 6-7 individuals.
- Also coordinates hot lunch support volunteers.

Communications Coordinator

Adel

- Entering her third year.
- Creates communications using Canva and works with school administration to distribute information through eMemo.

Super PAC Representative

Ashley

- Attends three division-wide meetings annually.
- Topics include transportation, budgets, school construction, and divisional initiatives.

Lunch Committee Chair

Erika

- Separate committee from PAC.

- Meets virtually and is always looking for additional volunteers.

Members interested in any position are encouraged to contact PAC.

2. Financial Report

Current Balance

\$3,272.00

Discussion:

- PAC typically aims to begin the school year with approximately \$2,000.
 - End-of-year target balance is between \$0 and \$2,000.
 - Current balance is higher because teacher grants have not yet been distributed.
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3. Grade 5 Farewell

Discussion occurred regarding last year's Grade 5 Farewell event.

Potential future considerations:

- Whether a specific planning role should be established.
- Clarification that farewell planning is generally led by school administration rather than parents.

The topic will be revisited in May or June.

4. Fundraising Plan

A fundraising summary must be submitted to the school by October 9 for divisional reporting purposes.

Proposed Fundraisers

- Shelmerdine's
- Purdy's Chocolates
- Mom's Pantry

Additional Ideas Discussed

- Peak of the Market
- Online 50/50 raffle
- Perogy and sausage fundraiser
- Accessible playground swing project
- School garden project

Members were encouraged to submit fundraising suggestions through the PAC email.

5. Communication

The PAC uses:

- Email
- WhatsApp

New members should provide their contact information to Mel C. to be added.

6. Mabel's Labels Update

PAC received a cheque for **\$160** on September 8.

Total funds raised to date: \$482.

Suggestion:

- Periodically promote Mabel's Labels through eMemo.
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7. Halloween Dance

Date: Thursday, October 29

Time: 6:00 p.m. to 8:00 p.m.

Planned activities:

- DJ (Erika to contact potential DJ)
- Character appearances
- Canteen
- Quiet space in the library

Discussion points:

- The gym can become very warm.
- Students have previously migrated to the playground during the event.
- Parent supervision is required for all PAC events.
- Childcare is not provided during PAC events.

The possibility of using fundraiser chips for canteen sales was discussed.

8. Upcoming Events Discussion

The October meeting will focus on planning events for the remainder of the school year.

Key Dates

- Holiday Concert: January 20-21
- Potential December family event (Art Night or similar)

Fundraiser Timing

- Shelmerdine's: Ashley
 - Mom's Pantry: Stacey
 - Perogy and kubasa fundraiser may be moved to spring.
 - Mitchell's Soup fundraiser was also discussed.
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9. Trustee Engagement

Ashley invited PAC members to submit questions they would like raised with school trustees.

10. Community Engagement

PAC discussed challenges reaching the broader school community beyond eMemo communications.

Ideas included:

- Printed meeting summaries sent home with students
- QR-code surveys
- Information leaflet distributed in early October

Adjournment

Meeting adjourned at 7:02 p.m.