

**McNeely PAC Meeting Agenda**  
**Date: Tuesday, December 9, 2025**  
**Time: 6:30pm**  
**Location: Zoom**

1. Welcome and Attendance
  - a. Recorder: Claudia Chan
  - b. Attendance: Claudia Chan, Maggie Chan, Pavan Dhudwal, Jovan Renshi, Karina Sanchez, Carmen Mak, Cynthia Wong, Nicole Leung, Sahil, Sukh Shergill

2. Additions to the Agenda

3. Approval of the Agenda

Karina Sanchez motions to approve the agenda Jovan Renshi seconds the motion 11 votes in favour 0 objections 2 abstentions, motion passed and carried.

4. Approval of minutes from previous meeting – November 17, 2025

Karina Sanchez motions to approve the agenda Nicole Leung seconds the motion, 11 votes in favour 0 objections, 2 abstentions (motion passed and carried, if passed)

5. Administrator's Report (Darryl Unger & Julianna Ng)

- a. Staffing Announcement
  - i. Ms. DeBou retiring – Mr. Ozeer will be taking the librarian duties full-time
  - ii. Hired temporary teacher for Ms. Khan for maternity coverage, Ms. Mussenden will be joining us, taking over for Division 16 in the new year.
  - iii. Looking for someone to fill the ELL position right now, as Mr. Ozeer was doing M-W-F in that role, more info to come
- b. Winter Presentation
  - i. Kids working hard on their various routines
  - ii. Draw for the front row to happen tomorrow afternoon (December 10) using random number generator
  - iii. Winning families will be notified via email
  - iv. Are we able to get tickets for the afternoon and for the evening?
    1. Day time seating is very limited as it's a dress rehearsal, families were given the option to come either in the afternoon or the evening
  - v. Evening show ticket numbers are now at over 400
- c. Parking Lot
  - i. RCMP officers will be on site, potentially sitting in the fire lane and hanging out, bringing to everyone's attention so that people don't feel nervous that RCMP are on site
  - ii. This is to support and educate about traffic safety, something that's much needed
- d. Student Washrooms
  - i. Families, please give reminders to your children regarding washroom etiquette and the use of shared spaces

- ii. There's been an increase in incidents where students are not behaving with care towards shared spaces or items in shared spaces.
  - e. Student Registrations
    - i. Kindergarten registrations have started, please give a little bit of a plug for McNeely to any parents you know who may be needing to register for Kindergarten.
6. Treasury's Report (Vivien Lo)
- a. Gaming Account Balance: \$11,481
  - b. Operating Account balance: \$54,545
    - i. Operating is high as a result of gift cards fundraiser
7. Fundraising
- a. Gift card Fundraiser - \$835.40 profit. Thank you to Maggie Chan & Vivien Lo for their efforts in organizing. Revenue \$16,740, costs \$15904.60 = profit \$835.40
  - b. Future fundraising efforts - Let's brainstorm opportunities or ideas that we can try!
    - i. Movie night has been done in the past RDPA used to pay for movie license, but they no longer do this, but when they did happen, PAC would also run a concession stand as well
    - ii. Bake sale
    - iii. There's one school that does only 1 fundraiser, chocolate sales, they raise anywhere between 1500-2000 dollars as it's become a tradition for them
    - iv. Spring Fairs
    - v. Direct donation option – usually done at the beginning of the year, offers the perk of tax receipts
    - vi. Krispy Kreme Donuts
    - vii. Fall craft fair – rent out tables and set it up in the gym
    - viii. Cherry Blossoms/Spring Photos
  - c. Last meeting, it was discussed that it's too much work for a small group of people to do the Halloween Party & Family Fun Night, hence the alternating of it between years
  - d. The Toy Drive continues to be a project that PAC would like to support, likely will start this one up in the New Year as it is a busy season for the school.
  - e. Winter Holiday Photos – Raised \$595, 17 families signed up!
  - f. Jan -> June, let's aim for the Toy Drive project, as well as Spring photos and potential gift card run
  - g. Table potential year end BBQ for next meeting (January 2026)
    - i. Use volunteer sign-up sheet (suggested by Pavan Dhudwal)
    - ii. Pavan also can pass on info regarding BBQ that was organized, first one back from COVID
    - iii. Suggestion to maybe do a year-end potluck from families, PAC could contribute cake or drinks, idea tabled by Mr. Unger
  - h. On behalf of the staff, a huge amount of appreciation for all the efforts that PAC has put forward to fundraise for the school, and contributions from the PAC budget to fund the wishlist
    - i. Maybe a year end picnic instead at King George could be an option
    - j. June 18 – City of Richmond will be setting up a large screen as a FIFA viewing Party for the game

- i. Maybe we can simply organize those interested in the community to attend, set up an area where others from McNeely can gather? Discuss again in January

8. Roundtable

- a. Saleema Noon Body Science - (Claudia Chan)
  - i. We have confirmed the dates for this presentation. Monday, February 2<sup>nd</sup> at 6:30pm, parent presentation
  - ii. Thursday, February 5 & Friday, February 6<sup>th</sup> will be presentations at the school
  - iii. Claudia to loop in Administrators to coordinate handouts for the school, set-up needs by the presenters etc.
- b. Request to allocate \$500 guest presentation for Evan Dunfee
  - i. Inspiring and informative message to become a world champion
  - ii. Larger presentation to intermediate students, and would go to elementary classrooms to show Olympic medal
  - iii. Depends on how long presentation would be, Administrators will need to have discussions with staff
  - iv. Timeline would be after Spring Break, Evan was a Kingswood student!
  - v. Commit to reconvening and making a decision at our January 2026 Meeting, Administrators will discuss with staff to determine whether there's space in the schedule for this.

9. Adjournment:

- a. Next meeting – Tuesday, January 13, 2026 6:30pm, Virtual – Link to be provided, meeting adjourned at 7:26pm

Via the Whatsapp McNeely PAC chat, motioned by Karina Sanchez, seconded by Pavan Dhudwal, \$500 class board games + 500 Magnatiles for a total of \$1000 was approved for spending. No objections nor abstentions, 7 votes in favour. Motion passed and carried.