

McNeely PAC Meeting Agenda
Date: Monday, November 17, 2025
Time: 6:30pm
Location: Hybrid – Library & on Zoom

1. Welcome and Attendance
 - a. Recorder: Vivien Lo
 - b. Attendance: Vivien Lo, Sukh Shergill, Maggie Chan, Karina Sanchez, Daryl Unger, Jovan Renshi, Juliana Ng, Cynthia W and Sara Wong

2. Additions to the Agenda
Question: Grad Committee – Gr 6/7 Grad

3. Approval of the Agenda

Maggie Chan motions to approve the agenda Karina Sanchez seconds the motion 8 votes in favour 0 objections 0 abstentions (motion passed and carried, if passed)

4. Approval of minutes from previous meeting – October 14, 2025

Maggie Chan motions to approve the agenda Vivien Lo seconds the motion 8 votes in favour 0 objections 0 abstentions (motion passed and carried, if passed)

5. Administrator's Report
 - a. **District Budget Update:** The district is facing an unanticipated in-year budget shortfall due to lower-than-projected enrollment, a trend seen across many Lower Mainland districts. Contributing factors include a decline in international students and the lingering demographic effects of COVID-19, when some families delayed having children. As a result, McNeely's 2025-2026 overall budget has declined by 20% (\$20,000) compared to 2024–2025. District priorities are centered on supporting classrooms, and administrators have been asked to be especially frugal, including pausing the provision of food at staff events and meetings so resources can remain focused on learners. The school will continue to prioritize spending directly on students.
 - b. **Facilities Update:** Classroom painting is nearing completion, and the next phase of upgrades—flooring replacements in select classrooms and shared spaces—is now beginning. As Daryl Unger noted, it is fortunate that the maintenance budget for flooring was approved despite overall budget declines. To proceed, the three cupboards in the multipurpose room containing PAC materials must be emptied on Nov 18th and 19th so the flooring work can begin. The full flooring process is expected to take about a week.
 - c. **School Learning Update:** McNeely is shifting its SCL focus toward strengthening literacy and reading comprehension. Two district TOCs have been assigned to the school and have met with teachers in grade-group teams to discuss challenges and identify gaps in

students' literacy and reading development. The goal is to provide students with a meaningful and intentional boost in these areas. A detailed plan will be shared on the Learning Story page around mid-December or January.

d. **School Events Update:**

- i. **Pumpkin Carving:** The event was very well received. Students enjoyed this McNeely tradition, where family teams gather in the gym to create a variety of pumpkin designs, which are then displayed throughout the day.
- ii. **Remembrance Day Assembly:** There was a large parent turnout, with student leaders serving as MCs and students performing *In Flanders Fields*. It was a meaningful opportunity for our community to come together and reflect on the sacrifices of our veterans.
- iii. **Shuffle Dance:** · Our Shuffle Dance program with Gabriella is scheduled for February–March 2026. The course includes eight sessions spread over several weeks. Gabriella, a local instructor from Richmond, will lead all sessions.

The total cost for the full-school Shuffle Dance program is \$5,000. In comparison, the Just Dance program is priced at over \$10,000, so the school feels this is a more cost-effective choice while supporting a local provider.

All sessions will take place during the school day. Shuffle Dance Session Dates: Feb 24 (Tues), Mar 2, 4, 6, 9, 10, 12, 13 (Fri – Performance Day).

The final session on Friday March 13, will include a day-time performance for parents. There is also the possibility of recording the sessions and sharing them with families through a password-protected link.

- iv. **Winter concert:** More details about this year-end event will be shared soon, but the date has been set for Thursday, December 18, with a 5:30 p.m. start time. Students will be asked to arrive at 5:00 p.m. and wait in the green room prior to their performance. The event is expected to run for approximately one hour, ending around 6:30 p.m.

6. **Treasury's Report**

- a. Gaming Account Balance: As of Oct 31, 2025: \$11,375.88
- b. Operating Account balance: As of Oct 31, 2025: \$42,894.15
- c. Items approved for budget to date:
 - i. Grade 7 Photos - \$500
 - ii. Cambie Scholarship - \$500
 - iii. Popsicles for sports day - \$200
 - iv. Ipad subscription - \$1000
 - v. Cross Country Fun Run snacks - \$200
 - vi. Teacher's Fund - \$6,000
 - vii. Staff Appreciation - \$750
 - viii. Field Trip Subsidy - \$3,850
 - ix. Outdoor Education - \$2,000

- d. Additional Items approved on tonight's meeting:
 - i Shuffle Dance \$3,525
 - ii. Body Science Workshop \$2,000
 - iii. Family Teams \$200
 - iv. ADST Materials \$1,525
 - v: Art Drying Rack \$100
 - Vi. Sensory Room Materials \$500
 - vii. Outdoor Playground Equipment \$750
- e. The following items are pending, we would like first to do a toy fundraising and approach the school community for donation to cover the cost for the Picnic Tables
 - i. Class Board Games \$500
 - ii. Blocks/Magnitiles \$500
 - lii. Picnic Tables \$7,500
- f. Sukh Shergill mentioned in the zoom chat a potential presentation/workshop we might want to support. He is connected to Evan Dunfee, an East Richmond athlete, World Champion in Track and Field, and Olympic medalist. Evan delivers an engaging assembly on goal setting, fair play, and internal motivation. Sukh noted that Evan would be willing to present for free, but suggested allocating \$500 to support the presentation/workshop for our students so they can be inspired and learn valuable lessons from an Olympian. This idea was shared in the chat, which was not visible to the group in the library or the two administrators at the time, and can be discussed further at the next meeting.

7. Fundraising

- a. **Halloween Party:** Karina reported that the event was a success and confirmed that it was cash-flow positive. Final numbers will be shared at the next meeting, once all remaining November expenses have been processed. Jovan noted that the Halloween Party is a significant amount of work to run and that volunteer numbers have been declining. She suggested alternating the event with Family Fun Night in an A/B year format—Family Fun Night one year, Halloween Party the next. If PAC decides not to hold a Halloween Party next year (2026-2027), Jovan proposed hosting a Halloween bake sale instead.
- b. **Toy Fundraiser:** Maggie Chan suggested organizing a Toy Fundraiser to support classroom board games, blocks, and Magnatiles. The idea is to collect toys in excellent condition that families can donate for classroom use—either through a post-Christmas toy drive or by sharing a specific wishlist. Maggie has volunteered to work with the school to compile and coordinate this donation list.
- c. **Picnic tables:** Karina suggested reaching out to the community for donations to support the purchase of new picnic tables. According to Mr. Unger, the tables will be installed near the garden and the smaller playground, where a new patch of ground has been prepared. Approximately three picnic tables will be purchased at around \$2,500 each, for a total of \$7,500. Karina proposed sending a letter to the community to request donations. Donation receipts will be provided for contributions of \$25 or more, issued by the school district on behalf of McNeely School.

- d. **Grade 7 Fundraising:** Sara asked several questions about what has been approved, the budget, and what costs parents might need to cover. Mr. Unger encouraged keeping the celebration simple—without formal dinners, limousines, or a formal dance—to maintain a fun and celebratory atmosphere while avoiding comparisons between graduating classes. He suggested consulting with the Grade 7 teachers for their input, noting that historically, students in this age group have preferred more casual celebrations, such as ending the year with a water-themed event at a nearby water park.
- e. **Family Fun Night:** No plans for Family Fun Night currently. The next event is tentatively planned for **May 2027**.
- f. **Gift Card Fundraiser:** Maggie Chan noted that this year an online platform will be available, and e-transfer payments will be accepted solely for gift card purchases. Vivien Lo will handle the accounting. To encourage participation, two purchase deadlines have been set: November 21 and November 28. For parents without online access, physical order forms will be printed and distributed by the school, with the option to submit forms and cheques at the school office.

8. Roundtable

- a. Jovan does a Treat day update based on Pavan's notes:
 Oct 21st – Popcorn was \$532.88 cost, profit was \$421.55.
 Nov 4th - \$131.20 Profit was cookies and Popcorn
 Nov 11th- Popcorn frosted Cookies – Cost \$111.16 Profit was \$353.69

 Next Treat Day Nov 25th – Wagon Wheels for \$1
 Dec 9th Treat day is – CANCELLED
- b. Karina provided a Hot Lunch update: the remaining hot lunches are Sushi on November 21 and Pizza Hut on December 12.
 Proceeds were as follows:
 Dominos - \$889.80
 Sushi - \$413.49
 Boston Pizza - \$554.51
 Subway - \$452.29

9. Adjournment:

- a. Next meeting – Tuesday, December 9, 2025 6:30pm, Virtual – Link to be provided
 - i. Vivien Lo would like to mention about other fundraising ideas such as Read-a-Thon, run-a-thon and a BBT fundraising.
 - ii. Sukh Shergill has mentioned about the potential presentation/workshop in the chat regarding Evan Dunfee.