JT Brown Parent Advisory Council (PAC) Meeting Minutes

Date: Wednesday, October 21, 2026
Call to Order: 6:03 PM
Adjourned: Time not stated in the transcript

Attendance

- Rinku Sasan, PAC President
- Harp Nirwan, Treasurer
- Victor Sasan, Fundraising Chair
- Brad Issel, Principal
- Kelly Sidhu, Member at Large
- Rishi Tangri, Member at Large

Approval of Minutes

The September meeting minutes were read and approved on motion.

Principal's Report (Brad Issel)

- The weekly school newsletter is well received by parents and will continue. A grade one teacher also sends a similar weekly update.

Sports

- **Cross country** is complete. About 35–40 students signed up, but only 10–12 could attend because of limited drivers. Parents' availability to drive was the main barrier.
- **Soccer** was run as an intramural program instead of a travelling team, with four or five teams plus a girls' team. Students enjoyed it, and it wraps up next week.
- **Volleyball** will be an intramural program starting in November.

Membership

- PAC membership is at 29 out of about 225 students, up from earlier in the year. Many new members are intermediate-grade parents.

Indigenous Drum Project

- Students built 12 drums, each with an individualized bag containing information about the artwork. The drums are now fully dried, and the school is gifting them for a drum circle that any student can join.
- The school will host First Nations residents on **November 2**. Students are practising a salmon song and travel songs to welcome them.

- Brad will meet with staff to decide whether drum circle practice should be held weekly on Monday or Friday.

Upcoming School Events

- **Halloween Spirit Day:** October 30. Students will wear costumes, with a gym parade at 9:00 AM that parents are welcome to attend, followed by a "Monster Mash" for everyone who passes.
- **Remembrance Day Ceremony:** Tuesday, November 10. Parents are welcome, and the ceremony will include songs.
- **Spirit Day:** November 20 (wear plaid).

Halloween Treats and Decorations

- The PAC will provide a nut-free treat for each student as they parade: Kit Kat and Smarties. Teachers will also give out a sticker, pencil, and candy between races and lunch.
- Requests for inflatable Halloween decorations were discussed. The PAC will confirm available funds and pricing before purchase.

Financial Update (Treasurer)

- **Gaming grant:** The PAC received **$4,940** for this year. Funds must be spent within two years.
- **Unexplained balance:** About **$5,400** has been held since 2022 with no explanation on record. The PAC has emailed the district twice and received only auto-replies. Confirmation of whether the funds can be spent is still pending.
- **Available funds:** Approximately **$6,500** is available now, not counting the $5,400 balance.
- **Draft budget:** The Treasurer will circulate a draft budget based on $6,500, with scenarios for additional fundraising (e.g., $8,500 if $2,000 is raised) and for the $5,400 balance if it is approved.
- **Budget allocations discussed:**
    - Staff gifts of about **$100 per teacher**. The transcript cites 15 staff members but also lists 10 divisions plus LSD and ISD (12), so this count needs confirmation.
    - About **$20 per Grade 7 student** (roughly 40–42 students) for graduation or activities.
    - Remaining funds for equipment, Beach Day, and buses.

Fundraising and Hot Lunch (Fundraising Chair)

- **Munch Lunch concerns:** The vendor charges a **$330 annual fee**, plus credit card processing fees that are deducted from sales. Effective fees appeared to range widely, from about 6% to 15%, which would significantly reduce net proceeds on a small school's sales. Past sales results were cited as an example.

- **Action:** The PAC will email Munch Lunch asking for a clear breakdown of credit card fees, whether they are a standard percentage, and whether the $330 fee can be waived for a small school.
- **Alternatives discussed:**
  - Cash payments collected in advance, with a deadline and sealed envelopes or bags. The Treasurer will confirm with finance whether the PAC can hold cash in trust.
  - Online ordering through the school's cash system, though the school has said the PAC cannot use it separately.
  - A Square payment link sent to parents, which still incurs card fees.
  - Cash-only sales for Sports Day and Freezie Day.
- **Spirit wear:** A recent sale grossed $1,072, but card fees reduced net proceeds to about $343. Future spirit wear sales were discussed.

Samosa Pricing

- Local vendors were checked for samosa pricing. Large samosas are now about $1.25 each, and smaller ones are about $1.00, up from prior-year prices. The PAC discussed whether a $2 price is fair for a smaller samosa.

Community Event (Monday, November 9)

- The PAC and school discussed a family event in the gym, tentatively 2:30–4:00 PM, held the day after the Diwali function on Sunday, November 8. Students would have a dance or music time, and families would be invited to join for the last half hour.
- **Planned items:** Samosas, pop, water, and chips for sale. Keeping the menu simple was recommended.
- **Other ideas:** Music from a volunteer DJ, possible dancers from the school, and a generator as backup in case the gym's power fails. A henna artist is unlikely to be available.
- **Open item:** The number of samosas to order (about 50 to 200 was discussed) will depend on expected attendance.

Music Program and Concert

- The winter concert is uncertain. The school's music teacher is on extended leave, and a replacement has not been arranged.
- The talent show was popular last year and is expected to return in April. The PAC will reassess a spring concert once the music teacher's return date is known.

Action Items

Action	Responsible
Circulate draft budget based on $6,500	Treasurer (Harp Nirwan)
Confirm staff count for teacher gifts	Treasurer (Harp Nirwan)

Action	Responsible
Confirm with finance whether cash can be held in trust for the PAC	Treasurer (Harp Nirwan)
Email Munch Lunch about credit card fees and the $330 annual fee	Fundraising Chair (Victor Sasan)
Follow up with district on the $5,400 balance	Treasurer
Confirm Halloween decoration funds and pricing	PAC
Confirm staff preference for weekly practice day (Monday or Friday)	Principal (Brad Issel)
Confirm Nov 9 community event plan and samosa order	PAC
Share update on the equipment email exchange	Harp Nirwan