



Meeting Minutes

Date: Thursday, May 11, 2023

Time of Commencement: 6:34 PM

Time of Adjournment: 8:28 PM

Location: Virtual & onsite

Attendance: Jill, Karen, Nicole L, Nancy, Anthony, Lynnessa, Harman, Shelly, Ann

Absentees: Elsie

Land Acknowledgement - Jill

Welcome New Members:

- Shelly - was PAC Chair 20 odd years ago!

Vice Principal's Update

- The office has moved to a weekly "e-blast" format for communication with families, as well as continuing to update our website regularly. I hope that regular, predictable communication with the same subject line each time will help families be able to find the information they are looking for and streamline communication.
- Recent Events/Activities
 - Camp was absolutely wonderful!! Thank you to the parent group and our chaperones for supporting this event 😊😊😊
 - Our track team represented Rosser at the all-day Track Meet at SFU on May 5. It was cool and wet weather, but our spirits were high! I was there for the beginning and the end of the day and saw awesome sportsmanship and effort from our young athletes. Thank you to Mr. Stoffberg for sponsoring and coaching the team this year!
 - Division 7 (Ms. Temple's class) submitted a piece of art for the Arts Alive 2023 event at the Burnaby Art Gallery. The theme this year is "Out of this World," and the exhibit is on display until June 4
 - The district Public Speaking event this year was re-imagined as a non-competitive event called Sharing Our Stories. All our Grade 6/7's prepared and presented speeches earlier in the spring and 2 students were selected to represent Rosser. I had the privilege of chaperoning them over to Aubrey earlier this week where they represented our school at the Brentwood North Zone session. Here they shared their speeches on "An Authentic Moment," listened to their peers from other schools and were awarded a certificate for participating in the event.



- Garden Club, sponsored by Ms. Pastora and Ms. Peachey, have been hard at work beautifying our grounds
- Upcoming Events/Activities
 - Division 8 is participating in the Burnaby Festival of Dance at Burnaby South in the evening on Monday, May 15
 - Class/group/panorama photos were postponed (weather) to May 24
 - “Safer Space” online safety workshops have been booked for Div. 1, 2, and 3 on June 20 – UPDATE, due to staffing shortages, the organization has had to cancel these sessions, but I will investigate booking sessions for next year.
 - Picnic Friday, June 23
 - Grade 7 Leaving Assembly and Events are on June 28
 - Year End Assembly will be on June 29 at 9:15 am; families are welcome to attend – Jill needs to sort out details

Approval of minutes

- April 2023 minutes approval record – Karen, Lynessa

Treasurer's update

Main: \$15,621.77

Profits from Fundraisers:

- Hot Lunch Profit: \$5,703.67
- Bookstore, \$288.35
- COBS \$ 85.00
- Family Photo \$720.00 (Still need to pay expenses)
- Gift Card \$919.00
- Neufeld's \$447.00
- Plants \$600.34
- Purdy's \$461.60

Gaming: \$2,518.23

- Budget for subsidizing families in need – To be discussed in budget meeting for next year
 - Burnaby North House has food banks
 - \$200 gift cards for Summer 2023 – Karen, Harman, Anthony, Nicole approve
- Field trip for Grade 6/7 will be funded by Mini-mart and PAC funding
 - Additional \$1000 from mini mart fund (initial PAC budget of \$3200)
- Staff Wishlist – approved by PAC executives:
 - Science supplies - \$200
 - \$100 – mini trampoline
 - \$75 – Tongs for cleanups
 - \$50 – soft toys



- TD Grant to be spent by Jill for sports equipment
- \$500 – Library
- Up the allocation for next year for classroom consumables (to be discussed next school year)

DPAC update

- May 15th AGM Vote
- Critical incident meeting hosted by the School District – Karen attended

Fundraisers / Activities

- **Neufeld Farms**
 - Little work, they handed out boxes straight out of the truck
 - We made good profit
- **Plant Fundraiser**
 - Good hit
 - We made the quota for minimum for delivery (almost close to Confed)
- **TCBY**
 - Very limited options available for bigger packages
 - So we won't be doing this fundraiser this year
- **Family Photo Night**
 - Need to pay the photographer
- **Wine Tasting**
 - Scratch this idea because school name should not be associated with any alcohol related events, based on the conversation Jill had with school principal.
- **50 / 50 in June**
- **Art by Kids:**
 - Ann and Harman to look into it for future fund raising idea
- **Another Fundraiser Idea:**
 - Samosa's

Other

- **Sports Day – Pizza Lunch**
 - 41-42 large pizza's
 - Hi-Five Pizza, Hastings and Nanaimo
 - Approx. \$700 budget for pizza
 - Popsicles – 5 boxes (\$100)
 - Nicole arranging all food
 - Total budget of \$800
- **Picnic**
 - Nicole will check if we can do popsicles
 - Watermelon donated by PAC
 - Confed train

- Money will come from district account
- **Hot Lunch for Sept 2023**
 - Lunchbox vs hotlunches.net
 - Lynessa shared pros and cons of both
 - PAC is leaning on using lunchbox because its simpler to try out, uses cash-online logins (i.e., parents don't have to create new accounts, you can bring in your own vendors, etc.)
 - Lynessa to figure out costs for using Lunchbox service
- Rethink 'how' we allot field trip money
 - Instead of doing it per division, go with per student
 - Number of Students per division is different
 - \$20 - 25 per student moving forward – approve the amount in budget meeting
- Grad ceremony:
 - Graduating class photo – Katherine can take a group photo any day there is full attendance
 - Ms. Peachy will notify Katherine
 - PAC to print 8 x 10 photos for all grads
- School year end assembly:
 - TBD determined, notes above
- Rosser PAC name finalized:
 - Rosser Parent Advisory Council
 - Rosser PAC (Abbreviation)
 - Karen will make all docs consistent for future usage
 - Ann to start making updates with Vendors moving forward
- Password storage options – Microsoft Authenticator App
 - Harman - Look into Bitwarden free option
- Rosser 100 year celebration:
 - T-shirts for everyone – Check with Gilmore on the service they use
 - School Spirit Wear days would be great
 - Jill to look into what school is doing for 100 years celebrations
 - Can school board can provide some ideas?
- Kindergarten Welcome
 - June 22 - afternoon
 - Ann and Nancy will address the parents
 - Karen and Harman to prepare the brochure
- Folders in Outlook are working out good for Anthony
- First meeting of 2023-2024 school year: Aug 31, 2023 (Thursday)
- TD Grant if meant for Sporting Equipment for school
- Teacher appreciation:
 - June 5th Prod-D Day
 - 25 staff people
 - Lynessa & Ann will look at options for lunch, to be ready by 12:05 pm
 - Budget under \$500



Action Items:

- Jill:
 - Microscope review (by June)
 - Cost of redoing Basketball court
 - PAC is waiting on Invoices from field trips from Rosanne
 - School picnics – how to partner up for it for next school year
 - Check how Stony Creek is using packaged supplies orders
- ~~Nancy / Karen: Plant fundraiser~~
- Anthony:
 - Check with Vancity if auto deposit can be removed to track memo's
 - Follow-up with photographer on future sessions
 - Forecast budget for September 2023
 - ~~Work with Harman to setup Microsoft Authenticator App for credential autofills~~
- Harman:
 - ~~Sort out Wine Tasting event~~
 - ~~Ask few other places for donations: Safeway, Save-On etc. for picnic and Sports Day etc.~~
 - ~~Create a default donation template~~
 - ~~Harman to follow up with Elsie about exec roles~~
 - ~~Thank you cards for donors~~
 - Explore BitWarden options for password storage
- Harman & Karen: Edit PAC brochure for Kindergarten welcome
- Harman & Ann: Figure out Art by Kids fundraiser
- Ann & Lynessa: Plan teachers appreciation lunch
- Karen:
 - Update finalized name on all docs: constitution, letter heads, email signatures, etc.
- Lynessa:
 - Figure out Lunch Box pricing / cost structure
- For September 2023 – PAC & School:
 - Determine how to partner up on school picnics moving forward
 - Minimart ownership handover to Div rep's and teachers
- For June 2023 – PAC
 - ~~Finalize funds PAC can donate to teachers Wishlist~~
 - Vote on the budgets that we need to secure them for Sept (e.g.: Planners)
- For Aug 2023 – PAC
 - Budget meeting
 - Planners & other cost for Sept
 - Classroom consumables
 - Allocation for families in need
 - Field trip budget per student



- Full year calendar with fundraising events

Next meeting: Thursday June 15, 2023 @ 6:30PM PT – AGM and PAC Executive Elections

First meeting of 2023-2024 – Thursday August 31, 2023