



Meeting Minutes

Date: Thursday, Aug 31, 2023

Time of Commencement: 6:10 PM

Time of Adjournment: 8:00 PM

Location: Onsite

Attendance: Jill, Anthony, Harman, Ann, Karen

Absentees: Lynnessa

Land Acknowledgement

Welcome New Members:

Vice Principal's Update

- School Organization Update
 - 8 Divisions
 - Approx: 175 Students
 - Students per division - 4 Divs of 22; 1 Div of 24; 3 Divs of 28
- Staffing Update
 - Welcoming new teaching staff, Ms. Hull, Ms. Corsi, and Mr. Chui to Rosser. New EA's - Ms. Hamaian and Ms. Gill-Livich.
 - Congratulations to Ms. Guzzo, Ms. Gonzalez, and Ms. Veerkamp on new additions to their families.
- Upcoming Events/Activities
 - First week back – few activities planned for students
 - Week of community building with different teachers – Theme: Who AM I
 - Celebration 100 yrs on September 7
 - Friday: Mini Games; Picnic lunch
- Reimbursement Procedures (suggested)
 - Teachers submit receipts to office one week before PAC meeting (use new PAC reimbursement form) day after deadline day, PAC Treasurer picks up receipts from office
 - During PAC meeting, PAC reviews cheques that have been issued for reimbursement by the Treasurer (information item)
 - Vice Principal or School Secretary distributes cheques to teachers the following day
 - TODO: Anthony: Form for teachers to submit receipts directly to PAC



- Field Trips and Consumables
 - TODO: Ann & Harman: Basic Criteria on what the \$\$ can be spent on for consumables, all budget items
- Community, Conversations, and Coffee (Fridays, 9:00 – 9:45)
 - Held in Gym, VP
 - TODO: Jill will setup a calendar invite and invite Rosser PAC to have it in schedule
 - Dates:
 - October 27
 - November 17
 - December 15
 - January 26
 - February 23
 - April 26
 - June 14
- September Events
 - Choir Starting
 - Cross country running: Intermediate students
 - Sept 22: Terry Fox Run; Need Volunteers; Budget for butter
 - Sept 28: Orange Shirt Day
 - 29: Pro-D Day
 - Oct 2: Truth and Reconciliation
- Joint Centennial Celebration Committee for event June 7, 2024
 - Volunteer Needed
- Schedule for communication to parents to be sent home from school office:
 - Sept 7, 14, 21, 28; Oct 5, 12, 19, 26 – E-blast
 - Nov. 2 – Newsletter
 - Nov. 9, 16, 23, 30; Dec. 7, 14 – E-blast
 - Dec. 21 – Newsletter
 - Jan. 11, 18, 25; Feb. 1, 8 – E-blast
 - Feb. 15 – Newsletter
 - Feb. 22, 29; Mar. 7 – E-blast
 - Mar. 14 – Newsletter
 - Apr. 4, 11, 18, 25; May 2, 9 – E-Blast
 - May 16 – Newsletter
 - May 23, 30; June 6, 13, 20 – E-Blast
 - June 27 - Newsletter

Approval of minutes

- June 2023 minutes approval record – Karen, Lynessa, Nancy



Treasurer's update

- Main: \$11,483
- Gaming: \$1422.15
- District: --
- Budget meeting - Proposal
 - Planners & other costs for Sept
 - \$1100 approximately for planners
 - Butter for the corn
 - Classroom consumables: double the amount of \$100 per teacher
 - Allocation for families in need: \$500
 - Bottle Drive Funding: Supplementing Lunch & Recess for students in need (in addition to school's affordability grant)
 - Field trip budget per student: \$20 (\$3500 for 175 students)
 - Tennis – Feb \$1250
 - Hiphop – May \$1250
 - Something for Fall (Soccer or something else) - \$1250
 - Art Starts: Dance / Rhythm Resources
 - Grade 7 Grad Cake: \$150
 - Library: \$500
 - Minimart: \$300 (popcorn)
 - Food & Veggie Program: \$400
 - Pancake Breakfast: \$200
 - Goodie Bags: \$300
 - Scholarship: \$500
 - Guest Speakers: Saleema Noon / Cyber security / Financial literacy -\$1500
 - PAC Expenses: \$250
 - Sports Day: \$800
 - Staff Appreciation: \$500
 - School Picnic (June 26): TODO: Jill look into food options and inform PAC if they need subsidy
 - Centennial Celebration: TODO: Jill to provide a budget



- Grants / Donation:
 - TD Play \$1,000 - (would need invoice/receipts from School on equipment)
 - PAC Operating Grant (will be done next May/June)
 - Gaming Grant (Done)

DPAC update

- Next Meeting: TBD

Fundraisers / Activities

- Proposed Events:
 - 50/50 - Define it for a purpose, i.e., Field Trips (2 per year)
 - Need to train a Mentee
 - TODO: Karen: file a license for 50/50
 - Purdy's
 - Gift Cards
 - Plant Sale
 - Neufeld Farms - Food
 - Family Photos
 - Bottle Drive (Dedicated Volunteers)
 - Cobs
 - Art by Kids (April events)
 - Spirit Wear for 2023-2024 year
 - MVP Athletics
 - Celebrating 100 years
 - School Picnic
 - Centennial Celebration – June 7
 - Fun Fair
- Donation Letter to Parents – TODO: Karen: Write the letter for parents

Other

- Meeting schedule for the year - Proposal for second Tuesday of the month at 6:30
 - **Tuesday, September 12**
 - Tuesday, October 10
 - Tuesday, November 14
 - Tuesday, December 12
 - Tuesday, January 16 (we are back in session on the 8th)
 - Tuesday, February 13
 - Tuesday, March 12
 - Tuesday, April 9
 - Tuesday, May 14
 - **Tuesday, June 11 (AGM and Elections)**



- Fundraising schedule for the year – Proposed
 - Sept – Donations to PAC through District account
 - Oct – Family Photoshoot
 - Nov – First half: Gift Cards; Second Half: Purdy's
 - Dec – First Half: Neufeld Farms – Foods; Second Half: 50/50
 - Jan – Spirit Wear (100 years)
 - Feb – Spirit Wear (100 years)
 - Mar – Art by Kids
 - Apr – Purdy's & Neufeld
 - May – Plant Sale
 - Jun – 50/50; [Is Fun Fair a donation event too?]
 - Year Round – Bottle Drive, Cobs
- PAC positions that need to be filled for September
 - Fundraising Committee: (2+ members from K - 4)
 - Community Donations Liaison: TBD
 - DPAC Rep: TBD

Action items

- Jill:
 - Setup a calendar invite and invite Rosser PAC to have it in schedule – Coffee conversations
 - Look into food options and inform PAC if they need subsidy for picnic
 - Jill to provide a budget for Centennial Celebration – Fun Fair
 - ~~○ Microscope review (in Fall)~~
 - ~~○ Cost of redoing Basketball court~~
 - ~~Put in the request, but not a priority for district~~
 - ~~○ Check how Stony Creek is using packaged supplies orders (Sprint 2024)~~
 - ~~Creative Children~~
- Ann & Harman: Basic Criteria on what the \$\$ can be spent on for consumables, all budget items
- Karen:
 - File a license for 50/50 - will be done once we confirm dates for draws.
 - Donation letter to parents
- Anthony:
 - Check with Vancity if auto deposit can be removed to track memo's
 - Follow-up with photographer on future sessions
 - Waiting to hear back from photographers
 - Form for teachers to submit receipts directly to PAC
 - ~~○ Forecast budget for September 2023~~
 - ~~○ Check if he can transfer lump sum to school for fieldtrips vs paying event by event, if there is a single invoice from school~~



- ~~Harman: Explore BitWarden options for password storage~~
- ~~For September 2023 – PAC & School:~~
 - ~~Determine how to partner up on school picnics moving forward~~
 - ~~Minimart ownership handover to Div rep's and teachers~~
 - ~~Fundraiser ideas:~~
 - ~~Art by kids fundraiser (for fall)~~
 - ~~Veggies Program~~
- ~~For Aug 2023 – PAC~~
 - ~~Budget meeting~~
 - ~~Planners & other cost for sept~~
 - ~~Classroom consumables~~
 - ~~Allocation for families in need~~
 - ~~Field trip budget per student~~
 - ~~Vote on the budgets that we need to secure them for sept (eg: Planners)~~
 - ~~Full year calendar with fundraising events~~

Next meeting – Sept 12, Tuesday – 6:30 pm at School Library