



Meeting Minutes

Date: Tuesday, Sept 12, 2023

Time of Commencement: 6:30 PM

Time of Adjournment: 8:01 PM

Location: Onsite & Virtual

Attendance: Jill, Anthony, Harman, Ann, Karen, Lynnessa, Miyoung, Lisa J, Lisa T, Marcell, Elsie, Lina, Tony, Kha, Thuc

Absentees:

Land Acknowledgement by Ann Luc

Welcome New Members: Lisa J, Lisa T, Marcell

Vice Principal's Update

- School Organization Update
 - Kids moved into new classes; 162 students to start off, but will pick up more during school year
- Staffing Update: Full-time positions are filled; Website is up to date with this info
- Community, Conversations, and Coffee (Fridays, 9:00 – 9:45)
 - Held in Gym, VP
 - Tentative Dates:
 - October 27
 - November 17
 - December 15
 - January 26
 - February 23
 - April 26
 - June 14
 - School sponsored opportunity for parents to connect
- Upcoming events in September
 - Thursday, September 14: Intermediate Choir meeting at noon, after that it will run Thursdays at 8:00 am, open to anyone in Grades 4 – 7
 - Thursday, September 21: Cross Country Running (available to all students in Grades 4-7), we will need parent driver to go to and from the meets



- Friday, September 22: Terry Fox Run, we will need some parent volunteers. Once our school committee meets, we will have more details
- Thursday, September 28: Orange Shirt Day, we will have an assembly that day
- Friday, September 29: Pro-D Day, students do not attend
- Monday, October 2: TRC Day, stat holiday
- Wednesday/Thursday, October 4/5: Goal Setting Conferences
- Wednesday – Early dismissal (Oct.4)
- Jill will connect with Cathy if PAC needs to help find volunteers
- School to Home Communication Schedule
 - PAC to update school by Noon on Thursdays for any updates that need to go in newsletter / email blast
- Assessment and Reporting Update from Ministry of Education
- Spirit Wear, is this something PAC is interested in doing this year?
- Terry Fox treat update – apples will be provided this year.
- Grad ceremony – June 25th
- School picnic – June 26th Wednesday

Approval of minutes

- June 2023 minutes approval record – Karen, Ann

Treasurer's update

- Main: \$11,483
- Gaming: \$1422.15
- District: Need to ask Secretary for an update.
- Budget – Voted / Approved by all on site attendees
 - Planners & other cost for sept
 - \$1070 approximately for planners
 - Classroom consumables: double the amount of \$100 per teacher
 - $11 * 200 = \$2200$
 - 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
 - Grade 7 Grad Cake: \$150
 - Library: \$500
 - Minimart: \$300 (popcorn)
 - Food & Veggie Program: \$400



- Winter Pancake Breakfast: \$200
- Winter Goodie Bags: \$300
- Alpha Scholarship: \$500
- Guest Speakers: Saleema Noon / Cyber security / Financial literacy -\$1500
- PAC Operating Expenses: \$250
- Sports Day: \$800
- Staff Appreciation: \$500
- School Picnic (June 26): TODO: Jill to look into food options and inform PAC if they need subsidy
- Centennial Celebration: TODO: Jill to provide a budget

DPAC update

- Next Meeting: Sept 18, 7pm

Fundraisers / Activities

- Donation Letter to Parents
- Karen and Elsie to send out join PAC information
- Donation request to parents to donate skills
 - Build a list of parents who are willing to volunteer their skills
 - TODO: Lisa J to share a proposal on how to do this.
- Proposed Fundraising schedule for the year
 - Sept – Donations to PAC through District account
 - Oct – Family Photoshoot & Spirit Wear
 - TODO: Anthony to kick off photoshoot conversations; Tentative dates - 18/19/20th Oct.
 - TODO: Anthony to get quotes on Spirit Wear
 - Potential order split-ups if we want to run two orders (Oct and May)
 - May so that we can sell during the 100th year celebration
 - Reach designers who can help with logo
 - Nov – First half: Gift Cards; Second Half: Purdy's
 - TODO: Karen: contact Purdy's for dates
 - TODO: Karen & Elsie: Gift cards ownership
 - Dec – Neufeld Farms – Prepared Foods
 - TODO: Karen: contact to find dates
 - Jan – 50/50
 - TODO: Karen: figure out dates and License
 - Feb – TBD
 - Mar – Art by Kids
 - Ann & Harman to look into options
 - Apr – Purdy's & Neufeld
 - TODO: Karen to check dates
 - May – Plant Sale

- Jun – 50/50; Fun Fair
 - Fun fair ideas:
 - Concession stand
 - Jolly Jars – toy trades with tickets
 - Buck a book
 - Monetary donations via school cash
 - Spirit Wear sale
- Year around – Bottle Drive, Cobs, Mabel's Labels
 - TODO: Anthony: check Mabel's Labels fundraiser setup
- TODO: Harman to propose prep dates and add them to PAC Calendar for above events as soon as fundraiser dates are confirmed
- Events for donation requests:
 - Sept 20th: Terry Fox Run – Apples
 - Harman to write a donation letter; Ann to deliver
 - Halloween – Pumpkins
 - Christmas – Pancake breakfast
 - Sports Day – Pizza, Popsicles
 - Fun Fair – TBD
 - Picnic – Watermelon & whatever else we can get
 - Jill to check if we can have sponsors
 - Last school day - Coffee & Treats
 - General monetary donations for school year (can be done month by month)
- Hot Lunch
 - Staff is good with Tuesday and Thursday every week
 - Lunchnet Implementation
 - Parents to sign up there after lunch details are in
 - Ann and Lynnessa are adding vendors to list of choices
 - TODO – Ann & Lynnessa: to sort out menu and dates
 - TODO – Ann & Lynnessa: Prep email for parents with instructions on how to setup accounts and place order
 - TODO – Lynnessa: Introduction blurb for school
 - Send a separate email with details when Hot Lunch details are ready
 - Aiming to start first week of October

Other

- Meeting schedule for the year – Onsite at 6:30 pm
 - **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 Executive Elections)**
- TBD: PAC positions that need to be filled for September
 - Fundraising Committee (2+ members)
 - Community Donations Liaison: TBD
 - DPAC Rep: TBD
- Events / Fundraisers that need volunteers
 - Organizers needed (with the assistance from PAC Execs):
 - Fun Fair (100th year celebration) - Lisa T, TBD
 - Family Photoshoot – Anthony, TBD
 - Spirit Wear – Anthony, TBD
 - 1 Member Each for:
 - 50/50
 - Neufeld Farms Food
 - Plants
 - Art By Kids
 - Volunteers needed to run events (with direction from Organizers):
 - Hot Lunches
 - Fun Fair
 - Spirit Wear
 - Christmas – Pancakes
 - Sports Day
 - Fun Fair
 - 50/50 ticket sales
 - Picnic
 - Art by Kids
 - Plant Sale
 - Centennial Committee

Action items

- PAC Execs:
 - ~~Finalize Meeting schedule~~
 - ~~Finalize Fundraising schedule~~
 - Advertise to fill open PAC roles and organizers for major fundraisers
- 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
 - Wishlist from teachers



- Ann & Harman: Basic Criteria on what the \$\$ can be spent on for consumables & other budget items (In addition to Gaming Grant spending criteria)
- ~~Lisa J: Proposal on requesting parents for skills donation~~
- ~~Ann & Lynnessa:~~
 - ~~Hot Lunch setup with vendor menus and dates on Lunchnet~~
 - ~~Instructions for parents account setup and ordering~~
- ~~Lynnessa: Introduction blurb for "new Hot Lunch Program is coming" to go out in school Done~~
- Karen:
 - File a license for 50/50 & confirm 50/50 draw dates
 - ~~Donation letter to parents Done~~
 - ~~Share communication with Jill on welcome to PAC and how to join Done~~
 - ~~Contact Purdy's & Neufeld for fundraiser dates Done~~
- 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
 - Kick of spirit wear fundraiser conversations
 - ~~Check Mabel's Labels setup~~
- Cathy:
 - ~~Start prepping for volunteering opportunities~~
- ~~Harman:~~
 - ~~Donation letter for Apples for Terry Fox Run~~
 - ~~Work with PAC executives to put in preparation dates for fundraisers~~

Next meeting – Oct. 10, Tuesday – 6:30pm at School Library or Virtually