

MINUTES

Sullivan Elementary PAC

Date | time **Wednesday September 18, 2019 | 6:30 pm**

Meeting type: **General Meeting**

PAC EXECUTIVE	POSITION	ATTENDANCE
Greg Martin	President	Present
Elaine Silvaggio	Vice President	Present
Sindy Saran	Treasurer	Present
Amy Lucrezi	Secretary	Present
DPAC	Sarb Minhas	Absent
Director at Large	Kirsty Ellison	Present
Director at Large	Mirella Bonanta	Present
Director at Large	Breanne Sutton	Present
Director at Large	Stacey Blondheim	Present

OTHERS IN ATTENDANCE: Harjeet, Randeep, Akthar, Pierre, Jen, Ginny, Bal, Kelly, Ms. Der

1. CALL TO ORDER: 6:37PM

2. ADOPTION OF PRIOR MINUTES

- June 10, 2019 Sindy 1st, Breanne 2nd
- August 28, 2019 Executive Meeting
add the date of the meeting to the top of the minutes. Everything else good. Elaine 1st, Sindy 2nd

3. REPORTS

3.1. Treasurer's Report

- Slight changes to a few items from the executive meeting. Keeping budget slim to keep funds for construction of playground to come up with nearly \$100,000 for it writing a few years. Tax receipts will be available for donations.
- Note that babysitters course on the budget didn't make money it is just waiting for the cheque to the presenter to clear.

3.2 Pricipal's Report

- Projected to have 300 students and ended up with 290 enrolled.
- We have 13 divisions with one or two spots in each division.
- Not providing monthly newsletters and switching to shape of the week instead using Sway
- Suggestion to add a look ahead to see what is coming on the calendar to the shape of the week.
- Building addition – kids have figured out how to get to the field and portables.
-The bell will be installed on this side and in the portable to get that adjusted.

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- They are working on pouring concrete foundations. Workers fixed the concrete in front of the portables to make everything more accessible. Rachel wants to provide pizza one day as a thank you for working overtime.
 - They are very responsive to student safety and it is written into their contracts.
 - The tunnel currently there will stay through construction. They are going to put plywood on the inside for the kids to paint and decorate.
 - They are installing new waterlines soon and there will be some disruption in the laneway.
 - With the basketball court down, parent wondering if the gym can be used. A teacher would need to be there to supervise. With only 3 supervisors there aren't enough to help in the gym as well.
 - Construction is supposed to be done Sept 2020, but we should realistically add a few months. Hopefully the new section will be done by the start of next year then the conversion of the library to new K and the new library into next Fall.
 - In January K registration boundaries are the same but they could change down the road and maybe user groups would use empty space.
 - Sullivan hall has been booked for Grad next year. The plan will be to use the hall for some school wide events with the gym being unusable after Spring break
- Soccer and cross country up and running.
 - Birthday cupcakes are given once a month at assemblies instead of treats being brought in.
 - Upcoming, meet the teacher tomorrow, Terry Fox run on Fri at 1 pm, Photo day the 26th, orange shirt day 27th, Pro D day on the 30th and parent-teacher interviews with early dismissal on the Oct 17th.

4. BUDGET

4.1 Review of proposed 2019/20 budget

- Art Start we committed \$900 to pay for one.
- Garden beds were nixed
- Field trip money and classroom money is the same as last year.
- Total approved expenses are \$7600
- Music, French, Library & Ms Nasimi each receive \$100. LST receives school funds.

5. PAC BBQ

4.1 Volunteers – still need volunteers for each hour. Need a user account to sign up online.

4.2 Setup/Cleanup

6. FUNDRAISING

6.1. Playground Fundraising – our playground is slated to be removed in 2021. Estimated that the new playground will be \$100-\$120,000. Jason Miles expressed interest but could use a lot of help to form a subcommittee. Money has to be in the account before we can apply for the equipment. There are a few grants we can apply for as well. An idea to set up a link where parents can gather donations personally.

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6.2. Grade 7s – just got their Facebook page up and Mr Mullen said their meeting will be the beginning of October. Kirsty will be a liaison with PAC. Bottle drive at the Return it by White Spot under the school phone number, maybe poinsettias and a few hot lunches are expected but they will return with parent input after the October parent meeting.

6.3. Future fundraising Events

- Peace Arch nurseries donated flowers for another school to sell baskets and keep the profits.
- Chat with Cambridge PAC to see what their biggest money makers were.
- The Sullivan hall suggested they want to do a lot more for us in the community. Maybe a community move night.
- Spirit Night – last year we only paid half of the inflatables because they had delays getting to our event. They said they would give us half off this year as well. Maybe a gaming room for older kids could be another addition.
- Pierre, Akthar & Kelly are willing to join the subcommittee.
- Unclear if Big Ridge is actually doing the percentage back.
- Jen & Cindy will do Purdy's
- We have the Christmas Craft Fair raffle coming up in Oct
- Fundscrip gift cards, have to be careful of fine print with cut off dates and maybe have the cut-off earlier but can be run all year round as well.
- Surrey Eagles fundraiser for Jan 5th to attend the game and do the skate with the players after.
- Thought to do popsicles/Freezies in May instead of popcorn. We have to respect teachers time and efforts since we have to deliver to their classrooms, so popcorn/licorice only until May.

7. NEW SITE/COMMUNICATIONS

- 7.1. Forums – Website feedback is people are not sure where to look and there is a lot of information. Send Greg an email if there is feedback with the website.
- 7.2. Monthly Newsletter – going to stagger them so they aren't coinciding with Rachel's. Rachel will have some info in the shape of the week but there is a place for fundraising totals, next PAC meeting and event info and also a way to reach out to parents for event specific volunteers. May be helpful to have a sign at the front of the school with everyone coming in there now.
- 7.3. Site Registrations – currently there are 123 people registered. For 90% of the site you have to be registered to protect information.
- 7.4. Advertising - we are being approached by companies that want to advertise but need the traffic through the website to garner the revenue. Lots of space for advertising. Looking at about \$500 for the year. Businesses that have given sponsorship can be approached again.
- 7.5. Facebook – moderator was put in place so that posts that should go to Rachel would go to her and only correct information is posted. Rachel would like people to ask her permission to post responses to concerns prior to posting thm. Brianne is willing to help moderate and be administrator as well. It would be helpful to have parents outside the executive to administer the page. Post approvals will be removed but Brianne and Breanne will still moderate the posts.

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A code of conduct can be added to the description to make sure people read posts. Brianne will write one and send to Greg for approval.

8. PANCAKE BREAKFAST – Mirella and Kirsty will take it on. We have reserved the hall for a May date. Another date will be chosen for October.
9. HALLOWEEN DANCE – Carly would like to plan a dance but not available Halloween. Would we have a good turnout if its not Halloween related?? Harjeet & Mirella are willing to do Halloween. October 24th would be the best option. Thinking 5:30-8:30. Harjeet will confirm DJ within a week or two to make sure the date works.
10. CRAFT FAIR – just waiting for 3 contracts back and all the vendors are booked. Have to talk to Laurie about advertising on the sign with another craft fair booked the day before. It would be nice if we can set up the evening before again. Gaming license has come in and tickets have been sent to the printer. Flyers are printed up. Information will be provided for number of volunteers soon.
11. HOTDOG DAYS/HOTLUNCH – October 11th will be the first one. Brianne will get her schedule to Greg and grade 7s will look at doing some hot dog lunches as well. They would submit paper orders and collect the money themselves.
 - Brianne is planning to do hotdogs once a month and outsource once a month. She is thinking sushi, White Spot, Cobs, Subway, Booster Juice, Opa. Rocky Mountain Flatbread would like to do a lunch and advertise. Feedback is they are quite expensive.
12. OPEN FORUM
 - Director's at Large were all voted in at the AGM and there is a max of 4 already on the executive this year.
13. ADJOURNMENT – 8:20 PM

**Next Meeting: TBD, but will be
Wednesday evenings this year**