

# Minutes

## Sullivan Elementary PAC

Date / time **Wednesday October 20, 2021 | 6:30 pm**

Meeting type: **General Meeting**

Held: **via Zoom**

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<u>EXECUTIVE</u>	<u>POSITION</u>	<u>ATTENDANCE</u>
Amy L	President	Present
Stacey B	Vice President	Present
Sindy S	Treasurer	Present
Nupur S	Secretary	Present
Marle P	DPAC Representative	Apologies
Harjeet G	Director at Large	Present
Breanne S	Director at Large	Present
Jenny W	Director at Large/Playground Chair	Present
Garima K	Director at Large	Apologies

**OTHERS IN ATTENDANCE:** Ms. Der (Principal) , Elaine S, Idania D, Kristen K, Shareen S

**CALL TO ORDER:** 6:31pm

### **AGENDA/MINUTES:**

- Adoption of previous minutes:** General meeting on September 28, 2021. First: Stacey B and Second: Elaine S.
- Secretary Nominations:** Nupur S volunteered for the role and agreed at meeting.
- Financial Update (Sindy S):** Complete accountings attached
  - Cheques for grade 7s, field trips and teacher account haven't been cleared yet – so they aren't showing yet but are expected to clear in the next 2-3 days.
  - Fundraising – Got cash in for pancake \$318
  - Current balance - \$39279.46
  - Not received Gaming Grant money as yet. Expect in the next 2-3 days.
  - Current collection for Pizza Day - \$175.19
  - 2 donations - \$47
  - 2 Treat Days – 14.01 and 14.02
- Hot Lunch Update (Amy L):**
  - Rachel spoke to H&S and got green light to commence hot lunches in the coming weeks.
    - Oct 29 - Halloween pizza party with Pizza Hut
    - Nov 05 – Rescheduled Pancake breakfast and 1<sup>st</sup> Treat day
    - Nov 19 – 2<sup>nd</sup> Treat day
  - Plan to have 2 more hot lunches before Christmas to be posted by Mid-Nov– Options are:
    - White Spot
    - Subway
  - Call for action from PAC:** Currently None.

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- i. Distribution of hot lunches and treats: ask help from Mr. Mullen and Mr. Gill to have Grade 7 kids to help distribute to minimize risk of exposure from families etc.

### 5. **Playground Update (Jenny W):**

- a. Current fund-raising efforts have brought in about 40% to the target total so far.
- b. Anticipating some big grants in the coming months – will have a clearer picture of where the totals are early in 2022 (after holidays).
- c. Corporate donations – recently pitched the idea to Surrey Board of Trade re: Corporate Donor program, pledge letter etc.
- d. Grass root programs – Almost \$5000 have been contributed through the current scratch card program. Totals will be finalised in the next 2 days (end of week).
  - i. PAC agreed that this scratch card initiative was a big win!
  - ii. Draw for the winners of the prizes to be conducted tomorrow (Thu 21 Oct) by Ms. Der and announced in Friday's email.
- e. Other ideas for fundraising efforts:
  - i. Paint kits
  - ii. Purdy's – catalogue will be online and 100 paper ones received today. Due to limited number of physical catalogues, these will be given to eldest child and online link can also be posted on Facebook and newsletter etc. Purdy's ready to start immediately – can do Friday.
  - iii. DFS – gift wrap and holiday décor. Catalogue is expected to arrive soon (by Nov 8) to be distributed.
- f. It may be a good idea to create a cover letter to introduce the 3 fundraisers.
  - i. Blurbs from all initiatives to be added and letter sent by 5<sup>th</sup> Nov.
  - ii. Add Return-It Depot information in the cover letter as well. Can provide bags to kids – can buy at Walmart and took 2 days effort to stick stickers in prior years.
- g. Grade 7 Initiatives:
  - i. Not sure about the expenses and what is allowed – past years Play Land trip or camping trip etc.
  - ii. Still need money for Grade 7 graduation and decoration etc.
- h. Orders by Nov 17 – Delivery by Dec 3
  - i. Usually Grade 7 students and 2-3 parents to help with collation of the Growing Smiles orders.
  - ii. Coordinate pickup so parents can come once rather than multiple times.
- i. **Call for action from PAC:**
  - i. If anyone has a local business or corporate willing to donate then please spread the word. Looking for volunteers to reach out.
  - ii. Jenny to coordinate and complete cover letter and issue by Nov 5.
  - iii. 1 parent volunteer required for getting recycle bags and attaching sticker tags.
  - iv. 2-3 parent volunteers may be required for order receiving and distribution.

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### 6. **Bell Schedule for lunches (Harjeet G):**

- a. There appears to be some confusion with multiple bells for different classes. Can Ms. Der please confirm the plan for the coming weeks/months?
- b. Response from Rachel –
  - i. This week is last week of that. Based on the provincial guidance as the Covid numbers and exposure notices are dropping.
  - ii. From Monday it will be back to normal schedule and timing.
- c. **Call for action from PAC:** None

### 7. **Baby Sitter's Course (Amy/Bre):**

- a. The course was previously scheduled for Oct 22 (this Fri) however, need to postpone to another date after Jan 2022.
- b. Course Information discussion:
  - i. Based on feedback/demand the plan is to do the course in person – Pro-D day – Next one in new year is Feb 25
  - ii. Course cost - \$43 cost to the school and can charge higher for families and make it as a fund raiser activity for older kids/parents; suggestion of \$60-65
  - iii. What are the cancellation charges? TBD
  - iv. Booking time frame – Need at least a week or two advance notice. Need final numbers to coordinate the booklet and info packs etc.
- c. Logistics for the course on the day:
  - i. Are other PAC parents there for the course last time? Yes - there were parents at the beginning and at the end.
  - ii. Need to ensure access to the school/site and sheet to sign in etc.
  - iii. Last time course was offered in the gym – more room this time.
  - iv. Rachel will open up on the day to allow access to the room.
- d. **Call for action from PAC:**
  - i. Confirm date of course – tentatively looking at 25 Feb 2022.
  - ii. Will require communications to take expression of interests to obtain final numbers.

### 8. **Sullivan Video (Garima):** Deferred to Jan 2022

### 9. **Website Advertising (Open Discussion):**

- a. Previously there have been discussions about having local businesses advertise on the Sullivan Elementary school website.
  - i. Used to charge for ad in login page, welcome page

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- b. Should we add some playground contributors to that?
- c. Challenges – Sticking point was what would we charge? By number of ads or time period? Size of ad etc? Tried to increase the donation but didn't go any further.
- d. Need someone to do some research and report back
- e. Ideally if we had a "Communications person" in the PAC who could take this on
- f. Potentially we could ask for help from other parents if they are interested?
- g. **Call for action from PAC:**
  - i. Add a blurb on Facebook to see who might be able to assist with research

### 10. Other Items (Open Discussion):

- a. Parent Forms:
  - i. Are in Teachers' mailboxes to be sent home to class parent via kid's backpack
  - ii. Potential option in the future to try Google forms etc.
  - iii. Try and research for options – where is data stored?
- b. Missing class parent in Mr. Gill and Ms. Kane's class.
- c. **Call for action from PAC:**
  - i. Class parent volunteers to be asked in future communications for those 2 classes.
  - ii. Research options for online forms?

### 11. Principal's Report – Ms. Der:

- a. **Covid Update**
  - i. Based on current trends and number/frequency of exposure notice letters from Fraser Health – There appears to be a good slow down in the number of cases.
    - 1. Generic notifications – doesn't mention classes etc.
    - 2. Still seeing one or two exposures but not multiple exposures in the classes which is good.
  - ii. Tomorrow meeting scheduled with Assistant Superintendent and Mary Campbell (from District provincial) to get their guidance and feedback. Topics of discussion will be:
    - 1. Separate lunch times – Planning to go back to one recess and one lunch
    - 2. French and Library in classes rather than common French Classroom etc.
    - 3. No shared supplies
    - 4. Stick to cohorts
    - 5. Continue to not have large school assemblies
  - iii. Bonny Henry news update – Covid numbers were at peak when school started and then it has slowed down.
  - iv. End of online learning options from this week.

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1. Hard for teacher's whole program which is built around group/communal learning and waiting to discuss with Mary about shared supplies etc.
- v. Sports/Extra Curricular:
  1. Volley ball – allowed in other schools – didn't think it was a good idea due to numbers.
  2. Basket ball - Looking to recommence in Jan 2022.
  3. Mr. Mullen running volleyball as a club for kids who still want to play

### b. Budget Walkthrough

- i. New order from Ministry that schools have to make their budget public – hence starting the first budget walkthrough today.
- ii. Trouble sharing on Sway so instead sharing in PAC.
- iii. In Surrey district there is no budget for staffing – only for supplies and few other categories.
- iv. Limited budget - \$38,715 – just accounting of district money
- v. Various categories
- vi. 30 special needs kids
- vii. Equity Allocation - Some schools had more funding than others – so looking to equalize based on the school population. Used for paper, art supplies etc.
- viii. Seems Sullivan had an adjustment \$551 removed.

#### ix. Questions on Budget:

1. Carryover allowed to transfer unused funds to next year? A → Little bit rolled over to next year might be acceptable but expectation is to use up all the budget or the unused money may be reallocated.
2. Can the school use the money from one category to another? A → Ideally, need to stay in the categories to ensure it can be accounted easily because there are multiple audits done and there are control flags in the process. However, can reallocate money from the PAC for the different divisions.
3. Is the plan to share the budget updates in the future? A → Rachel can try and touch base again to show where things are at – couple of times throughout the year. Aim for Feb and then May PAC meeting.

### c. Call for action from PAC: None

## 12. Open Forum:

- a. Photos Retake –
  - i. Currently scheduled for Nov 8 – first thing in the morning.

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- ii. Will there be an announcement closer to the date? Can add to SWAY/newsletter.
- b. Book fair – Virtual on the calendar –
  - i. Have material in the class – 2-week online ordering window
  - ii. Can do another one in spring.
- c. Book Day – Dress up for Kids
  - i. **New Idea** – Kids can dress up on Book Day (to be scheduled) as a favourite book character of their choice and “Show & Tell” in their class why they chose it.
  - ii. Kids will bring gold coin donations on that day for fund raising for the school.
  - iii. Ms. Der response – It is a great idea and in future could perhaps integrate with the “Drop everything and read day/Pajama Day” which is currently scheduled for Monday 25<sup>th</sup> Oct.
  - iv. Could try for Book Day in the coming months.
- d. Furniture budget –
  - i. Recently got 50 good quality folding chairs and removed old metal chairs
  - ii. Need a few plastic folding tables – don’t have replacement tables yet.
  - iii. Still have dollys and rolling trolleys to store the tables (for when they are purchased in the future).
  - iv. Things to consider:
    - 1. How many tables required?
    - 2. Costco prices might be reasonable closer to holidays
    - 3. Storage space under the stage? Ms. Der to check how many can be stored
  - v. Timeline:
    - 1. Not urgent need but will be required for Grade 7 graduation at least so not for next 4-5 months.
    - 2. Can look at this request again closer to spring when there is better idea of the playground funds and then can plan for the table.
- e. Grade 7 Camp date
  - i. Need to reserve the spot.
  - ii. Currently tentatively planning to do it in June. Assume that all covid issues will be ok by then.

**MEETING ADJOURNED:** 1<sup>st</sup> Bre, 2<sup>nd</sup> Harjeet

**NEXT MEETING:** Tuesday, November 23<sup>rd</sup> at 6:30pm via Zoom.