

Minutes

Sullivan Elementary PAC

Date | time Wednesday Apr 19, 2022 | 6:30 pm

Meeting type: General Meeting

Held: via Zoom

EXECUTIVE	POSITION	ATTENDANCE
Amy L	President	Present
Stacey B	Vice President	Present
Sindy S	Treasurer	Present
Nupur S	Secretary	Present
Marle P	DPAC Representative	Present
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	Present

OTHERS IN ATTENDANCE: Ms. Der (Principal)

CALL TO ORDER: 6:34pm

AGENDA/MINUTES:

1. Adoption of previous minutes:

- a. Westcoast seeding funding should come soon
- b. Purdy's was low this time – parents are saturated with funding initiatives perhaps

Minutes Accepted by PAC First: Sindy S, Second: Jenny W

2. Financial Update – Sindy

- a. HotLunches.net website was hacked and URL was changed. Hence issues with the reporting. Should be using Sullivan.hotlunches.net (link to be shared with all parents in Sway)
- b. Security team at Hotlunches have taken over control of the site now. Now it should be auto forwarding to hotlunches.net. Website is now being monitored.
- c. Need to reach out to privacy district coordinator to understand what needs to be done? Any comms needed?
- d. Now need to check for deposits – discrepancies with March and April.
- e. Outstanding cheques – one for vaccination treat from Harjeet – everything else has cleared.
- f. 18k playground raised is also in the PAC account – leaves 38k
- g. Subway – Total profit = \$319
- h. PizzaHut – Total Profit = \$42.20

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- i. Next year – Who is running hot lunches next year? Lots of duplicates in the schedules and whoever is running the website should be properly trained so that we can customize the report and the site to do what we need to do.
- j. Less money was put in teacher's account – so we need to put more – Amy to email Rosie to take money from last year's fund so we don't have to cut any additional cheques.
- k. Nothing reported from other schools this year about any issues with the hotlunch website etc.
- l. Passwords have been changed as well.
- m. Need to upload the advertisements to the new hot lunches website.

Actions:

- i. Need to reach out to privacy district coordinator to understand what needs to be done?
- ii. Link to new hot lunches site to be shared with all parents in Sway.
- iii. Next year whoever is running the Hotlunches website should be properly trained so that we can customize the report and the site to do what we need to do.
- iv. Amy to email Rosie to take money re: teacher's account from that PAC fund so we don't have to cut any additional cheques.
- v. Need to upload the advertisements to the new Hotlunches website.

3. Principal Update

- a. **Playground update:** Playground has been fully paid for. We do not yet have a confirmed delivery date. Playground is in production.
- b. **Gr. 7 events:** Camp has been approved. There is a Gr. 7 parent meeting tomorrow night to discuss cost, etc., as well as grad events. 6:30 pm in Mr. Mullen's room. We will also run it via Teams- email Mr. Gill for a link.
- c. **Camp- June 8-10:** Gr. 7 grad events will be confirmed after tomorrow's meeting
- d. **PAC Wishlist (School wide initiatives):** Main items that came up were a sport court, an outdoor classroom and more outdoor things to do like hopscotch, etc.
The district is creating a standard design for an outdoor learning classroom. It would be designed by a landscape architect. Can't go ahead with this until the district approves the plan.
- e. **Enrollment and staffing for next year:** Projected for 14 divisions again- 312 students. Hiring one continuing Gr. 3 teacher next week. This teacher is taking over Ms. Kaur's position- she is a term teacher here for the year
- f. **Upcoming school events:**
 - i. **Ready Set Learn- Apr. 27-** for 3 and 4 year old. 9:30-10:30 am
 - ii. **Welcome to Kinder - May 4**
 - 1. In person in the gym. 1:00-2:00 pm
 - 2. Does PAC want to run a table? PAC can give out handouts for the parents to recruit to PAC. Amy and Cindy will be there.
 - iii. **May 5- Interim reports** and may be student led conferences. No early dismissal.

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- iv. **May 24- Art starts 3 Musketeers play** (interactive fairy tale). All will be in the school gym.
- v. **June 3- Games Day**
 - 1. Langley Bandits basketball team can come out to the school – classroom visits and basketball game at the gym?
 - 2. We might have a discount with Bouncy Castle??
- vi. **Firefighters BBQ- June 17**
 - 1. Background Info – ‘Ignite the dream’ fundraiser for the university scholarship dance pre-pandemic. We won the challenge, so they are hosting the BBQ for us.
 - 2. We can do it separate or roll it up into the Games Day? **Decision made to merge Games Day and Firefighter’s BBQ** – Grade 7 will run the sports stations and games like potato sack etc..
 - 3. In the past, PAC used to run a hot lunch and freezie station etc. This year PAC will provide a freezie
 - 4. Other activities can be Hose down with the firefighters – not full blast
 - 5. Only kids lunch will be provided so if parents want to join in then they can bring in their own hot picnic.
- vii. **School renovations:**
 - 1. Flooring is being replaced and rooms are being painted in all of the old classrooms. All the blue trim in the school is being painted grey to match the addition. Rooms 301 and 303 are done upstairs and look great. Work is now starting on the K rooms downstairs. Those classes are moving into the empty K room for a week at a time while work is being done.
 - 2. Office will be renovated this summer
 - 3. Outside trim will be painted grey this spring. Front doors will be replaced with new grey doors to match the addition
 - 4. **Design question for PAC** – We need to repaint the Sullivan sign. Does PAC prefer Charcoal Grey or Black? **Go for Black**

Actions:

- i. May 4 – PAC (Amy and Sindy) to give out handouts for the parents to recruit to PAC.
- ii. Comms to be sent out that Games Day and Firefighters BBQ is to be merged.
- iii. Food request letter to be sent home for numbers.
- iv. School sign to be repainted Black to ensure it stands out.

4. DPAC Update

- a. Nothing – no update / AGM is coming up and is moved online for people \$35 cheaper.
- b. Parent Guardian Education conference on Zoom - Apr 29-30 – for those parents interested.

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Action: Parents can register/join the AGM if interested.

5. Playground Update

- a. **Time to celebrate!!** – District has issued the PO so we are in the queue for the installation. **Thank you to all the families!!!**
- b. We are in a luxurious position with surplus of nearly \$24k.
- c. What do teacher’s need? What do parents want to do with that money? We also have another \$38k in the PAC Account to fund some of the wishlist items.
- d. As mentioned in the Principal’s update - Rachel sent survey to the teachers and majority want the outdoor classroom. But district will have standardized guidelines and will approve the plan and currently we are #28 on the waitlist. A lot of other PACs calling this an \$50k average expense.
- e. We can work internally with teachers for ideas e.g. outdoor play or events.
 - i. We can continue with small fundraising e.g. raffle tickets. Most revenue generating fundraiser.
 - ii. We will meet one more time in May – could we have a community BBQ then?
 - iii. Foursquare – hopscotch – basketball hoops – adapted swings for the swing set?
 - iv. More laptops? currently 28 MacBook Air. IST teachers voted 10/10 on the laptops – Classroom teachers didn’t vote the laptops.
 - v. What about outdoor area? Landscaped area with boulders etc. It looks natural but is permanent and that cannot be vandalized. Landscaping and the labor costs involved.
 - vi. Sunshades? Gazebo? City playground? Costly? City gets those for around \$25k
 - vii. Sandbox, Climbing Wall
 - viii. Art supplies
 - ix. Sport court \$35k and
 - x. covered area
 - xi. Picnic table or benches –
 - xii. Can we do combo sport cart and the basketball hoops? Basketball court is \$24k but not checked about hoops by themselves.
 - xiii. Money raised for playground should be for active play rather than learning indoors.
 - xiv. Don’t need an emergency fund – David from Habitat said that
- f. Look forward to the next playground meeting and next raffle.

Actions: Continue to work with teachers and parents on the ideas and options to use the funds collected.

6. Upcoming Events

- a. **Games Day transferred to Jun 17 with Firefighter’s BBQ** – Freezee for all the kids? Small 20ml .25c each – 5 boxes – Ok no objections.

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- b. **Book Fair May 2-5th** – Ms. Brar has asked for volunteers in the morning and after school. An hour before and after school – need volunteers.
- c. **Leadership Club Movie Night** – Want to do a movie night in May. Waiting on Ms. Hanson. TBC whether its Fri after school? Need help from experienced people. We have some chips from the hot lunches – look at the last numbers at the end of May 29th?
- d. **AGM – June 15th**
 - i. May meeting is within 30 days of the AGM so will start the call for nominations before next PAC meeting.
 - ii. No concerns if nominations come in the PAC Email or school mailbox.
 - iii. Amy will put the email and everyone can think about who wants to run for PAC next year

Actions:

- i. Get Freezees for all the kids for the Firefighter's BBQ.
- ii. Volunteers needed for Book Fair – Add ask in the Sway for parents.
- iii. Waiting on Ms. Hanson on the final details for Movie Night.
- iv. Amy to send email out for PAC nominations for next year.

7. **Hot Lunch Site Renewal**

- a. Up for \$315 incl tax – Extra \$50 if renewed after June.
- b. Other Options – Muchalunch – but don't know differences and pros/cons. Hard to route money from Paypal or Bambora. Once you get to know the site then you get used to it. AT least someone is watching it now and supporting/monitoring it. Sindy is with Stacey on this as well.
- c. Jenny – what about the discrepancies – URL was being bumped to another site. Financial information was not being changed?
- d. Parent and kids names and phone numbers wasn't accessed – the hackers didn't have the admin login so they breached some account. Hotlunches are still working on the details and will let us know.
- e. **Decision to renew for one more year?** Yes – 6 out of 8 – renewal approved.

8. **Grade 7 Camp & Fundraising – Marle**

- a. Meeting tomorrow night with parents
- b. Little fundraising – Grade 7 also want to do a raffle? Otherwise, they would have to do lots of little things. We did the winter fundraiser \$400 is there already. There wasn't a lot of interest from the parents and so should be something that the kids can easily do.
- c. Parents might have to pay \$250 per kids and that's a lot of money – when they didn't know camp was happening. Raffle – Nintendo Switch – only one prize – only need raffle

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- d. Grade 7 to be given this opportunity to run the raffle and they can choose if they want to pay the check. Camp – Dinner and Graduation ceremony – buffer to ease the pain of some parents.

General Fundraising

Playground committee – change to PAC fundraising / outdoor initiatives.

Ice-cream days in June – Claire to contact Amy or organize the delivery and PAC can decide what to sell and when.

Actions:

- i. Marle/Grade 7 parents to coordinate with PAC on Grade 7 fundraising.
- ii. Claire to contact Amy re: Ice cream days in June.

9. Old Business

a. Babysitters / Home alone course – May 6th Pro-D Day

- i. Opened to other school – Cambridge and Walnut Grove as well
- ii. Deadline 22nd Friday for registration forms – first come and first serve.
- iii. Originally thinking of only inviting 10 kids from each school –it was crazy having it open as first come first serve.
- iv. What classroom areas will be used? Multipurpose room and Gym – need two separate rooms.
- v. Need extra people or two to help with registrations – can someone will be at the school – Rosie will be working that day and she can help to setup.
- vi. Bre just needed at the morning. Stacey did before – so needed in the beginning and also at the end of the day to wrap up. Stacey can help. Amy can help.

b. New Craft Fair Coordinators

- i. Send invitations to vendors around spring break – then only a little work over summer to finish booking vendors and work picks up in Sept & Oct
- ii. Few of us who did it before can organize a meeting to handover to the new people.
- iii. Hall asked if we need to book again – but now we can do it in the new school gym. Do we need to hold them off – otherwise there might be a different craft fair – vendors.
- iv. Setup the meeting – with old and new participants.
- v. Need to ask for parent volunteers to help.

c. Yearbook

- i. Anyone been taking pictures of the teams? Haven't taken anything competitive
- ii. Classroom pictures are being taken this year. Classroom photos – pictures of the kids with their hoodies on? Front and back?

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- iii. Stacey – Printer is Precision – we can go ahead, but there is more concerns about privacy so there might be some approved vendor and a privacy agreement with the district – Rachel needs to confirm that with the district for next year
- iv. Are parents giving consent with the kids pictures being taken and printed this? Sway/Yearbook in the same category? – Is it only a handful of people who don't want their kids photos vs a lot of them.

Actions:

- i. Bre, Stacey and Amy to help for Babysitter's course on Pro-D day.
- ii. Need to get parent Volunteers for Craft Fair.
- iii. Get parent consent for Yearbook.

MEETING ADJOURNED: 1st Bre, 2nd Harjeet

NEXT MEETING: Wednesday, May 25th at 6:30pm via Zoom/In Person?